Open Approval Items

The Open Approval Items window opens to display all request items requiring approval that you have permission to approve, and also allows you to search for (all) items requiring approval.

▶ Search for requests needing EHS approval via item I can approve, all pending approval items, by approval type, by user or by shopping cart from the drop-down menu (1)
▶ Select the 'Approval' button to approve item
▶ Select the 'Reject' button to reject the item.

Note: If an item is rejected, the item can be re-ordered through the "My Request" tile, where a user can resubmit the order with the correct material matching.

Types of Approvals:

R2	EHS restricted list approval for chemicals considered as high risk at UNSW.
R1	Approval of radioactive, S8 and S9 schedule drug approved by RECS unit
Material	is a new approval for any item that creates a new material in substance register from request process. Approver will need to approve twice if a line item has multiple approval types associated to it.
Cost Centre	Every line item submitted by user will require approval to proceed to NSF