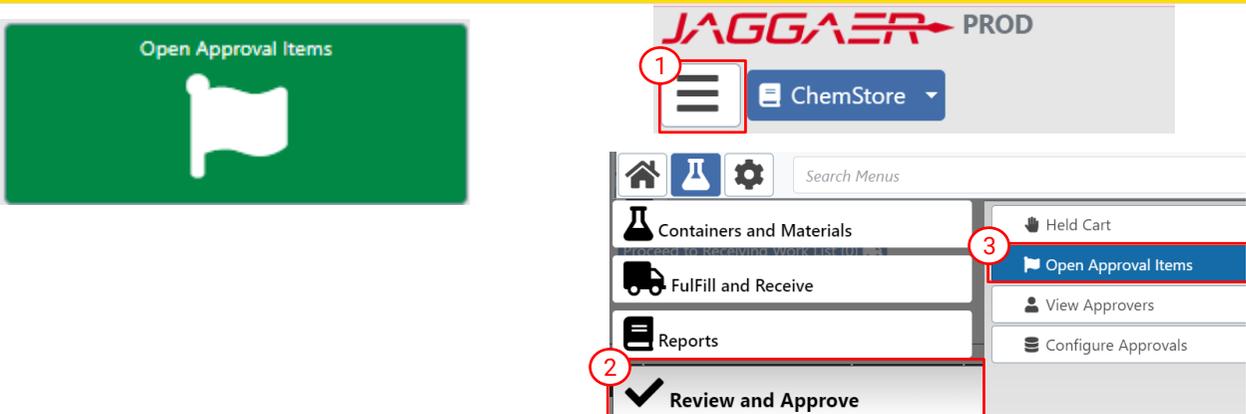
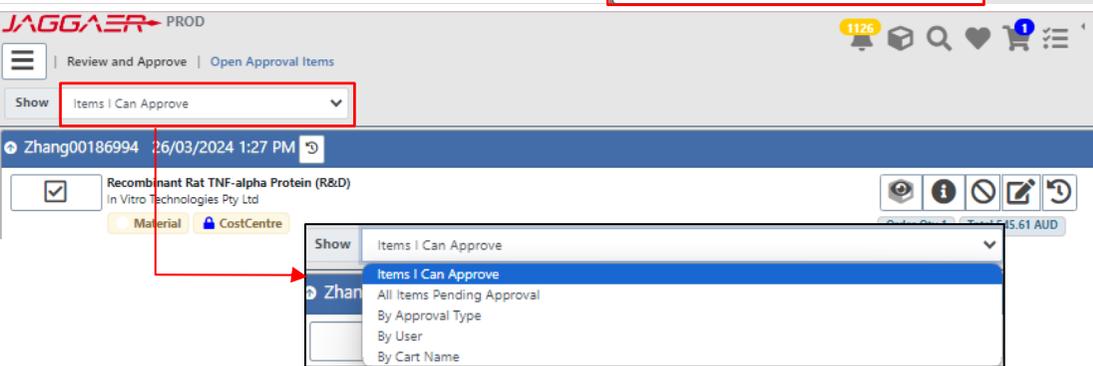


## Overview

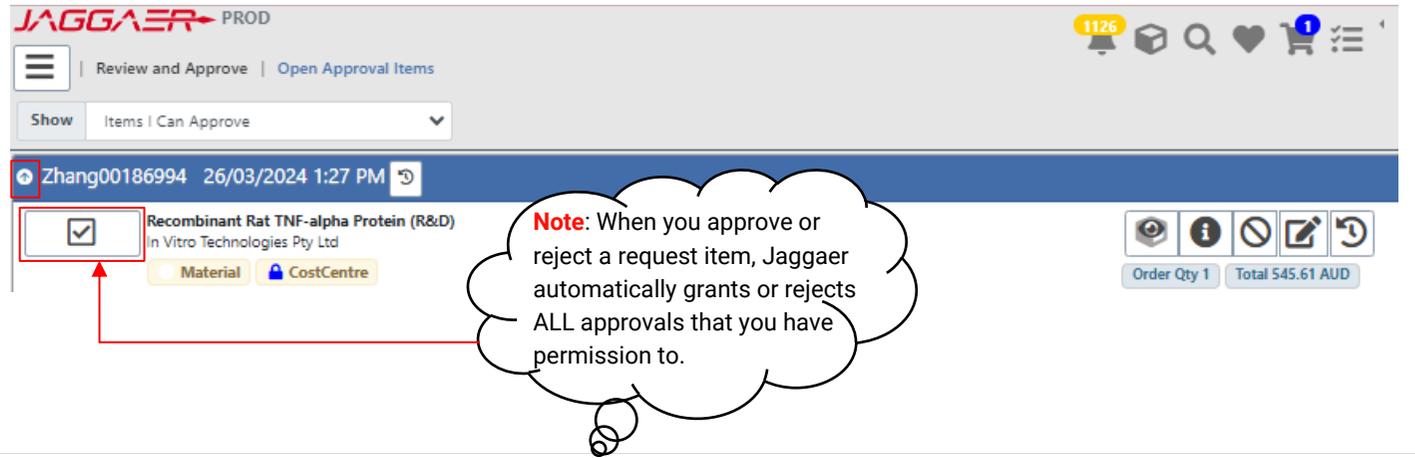
This guide is only for users who have approval permission(s) in Jaggaer, including:

- **EHS User:** for safety approval.
- **Cost Centre Approver:** for cost approval.
- **Radioactive S8/S9 Approver:** for radioactive chemical or S8/S9 approval.

Step	Screenshot
<p>1. In the Home page, click on the <b>Open Approval Items</b> tile, or go to <b>Menu</b> → <b>Review and Approve</b> → <b>Open Approval Items</b>.</p>	
<p>2. <b>Search for orders to approve:</b></p> <ul style="list-style-type: none"> <li>• Select a filter to search for the desired orders from the dropdown list</li> </ul> <p>By default, <b>Open Approval Items</b> page displays <b>Items I Can Approve</b>, which shows all pending requests that you have the permission to approve.</p>	

### 3. Approve or Reject an Order Item:

- Click the **View More Information** icon  to open a panel displaying Creator, Recipient, and Delivery Location.
- Select **Approval** button  to approve for an item.
- Select **Reject** button  to reject an item.

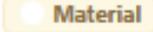


**Note:** When you approve or reject a request item, Jaggaer automatically grants or rejects ALL approvals that you have permission to.

### 4. Approval Status

- Open**  R2 indicates that you can grant this approval for the item.
- Locked**  CostCentre indicates that you cannot grant this approval of the item.
- Checked**  CostCentre indicates that this approval has been granted.

### Types of Approval

	Cost approval for every line item submitted before processing to Finance system (approved by Cost Centre Approver)
	Approval for any item requesting for a new material that does not match with an existing material in Jaggaer (approved by EHS User)
	EHS restricted list approval for chemicals considered as high risk at UNSW, such as Category 1 substances, certain drug precursors and certain unstable substances (approved by EHS User)
	<ul style="list-style-type: none"> <li>S8/S9 schedule drug (approved by RECS)</li> <li>Highly restricted chemicals, e.g. ricin, benzene and security sensitive ammonium nitrate (SSAN) (approved by University Chemical Safety Officer at <a href="mailto:safetysystems@unsw.edu.au">safetysystems@unsw.edu.au</a>)</li> </ul>
	Certain controlled substances (e.g. schedule 1 drugs, chemical weapons)
	Radioactive substances (approved by University Radiation Safety Officer at <a href="mailto:safetysystems@unsw.edu.au">safetysystems@unsw.edu.au</a> )