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**

1. In the Home page, click on the Open Approval Items tile, or go to Menu → Review and Approve → Open Approval Items.

2. Search for orders to approve:
   - Select a filter to search for the desired orders from the dropdown list
   By default, Open Approval Items page displays Items I Can Approve, which shows all pending requests that you have the permission to approve.
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.

4. Approval Status
   - Open indicates that you can grant this approval for the item.
   - Locked indicates that you cannot grant this approval of the item.
   - Checked indicates that this approval has been granted.

<table>
<thead>
<tr>
<th>Types of Approval</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="lock" alt="CostCentre" /></td>
<td>Cost approval for every line item submitted before processing to Finance system (approved by Cost Centre Approver)</td>
</tr>
<tr>
<td><img src="lock" alt="Material" /></td>
<td>Approval for any item requesting for a new material that does not match with an existing material in Jaggaer (approved by EHS User)</td>
</tr>
<tr>
<td><img src="lock" alt="R2" /></td>
<td>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)</td>
</tr>
</tbody>
</table>
| ![R1](lock) | • S8/S9 schedule drug (approved by RECS)  
• Highly restricted chemicals, e.g. ricin, benzene and security sensitive ammonium nitrate (SSAN) (approved by University Chemical Safety Officer at safetysystems@unsw.edu.au) |
| ![Controlled](lock) | Certain controlled substances (e.g. schedule 1 drugs, chemical weapons) |
| ![Rad1](lock) | Radioactive substances (approved by University Radiation Safety Officer at safetysystems@unsw.edu.au) |

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