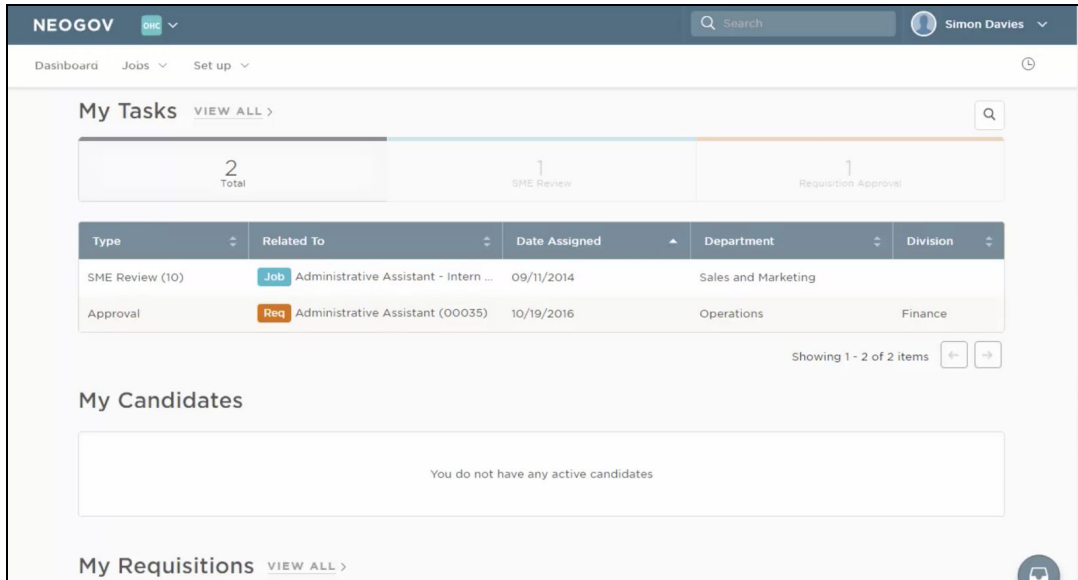
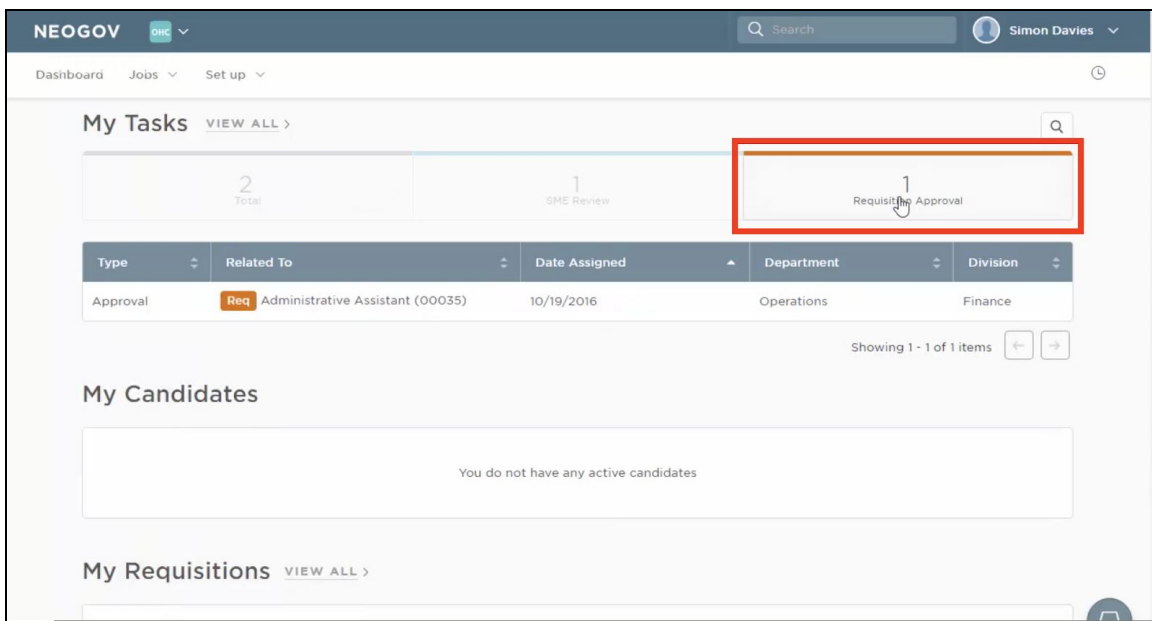


- Go to the **My Tasks** section of the **Dashboard**.

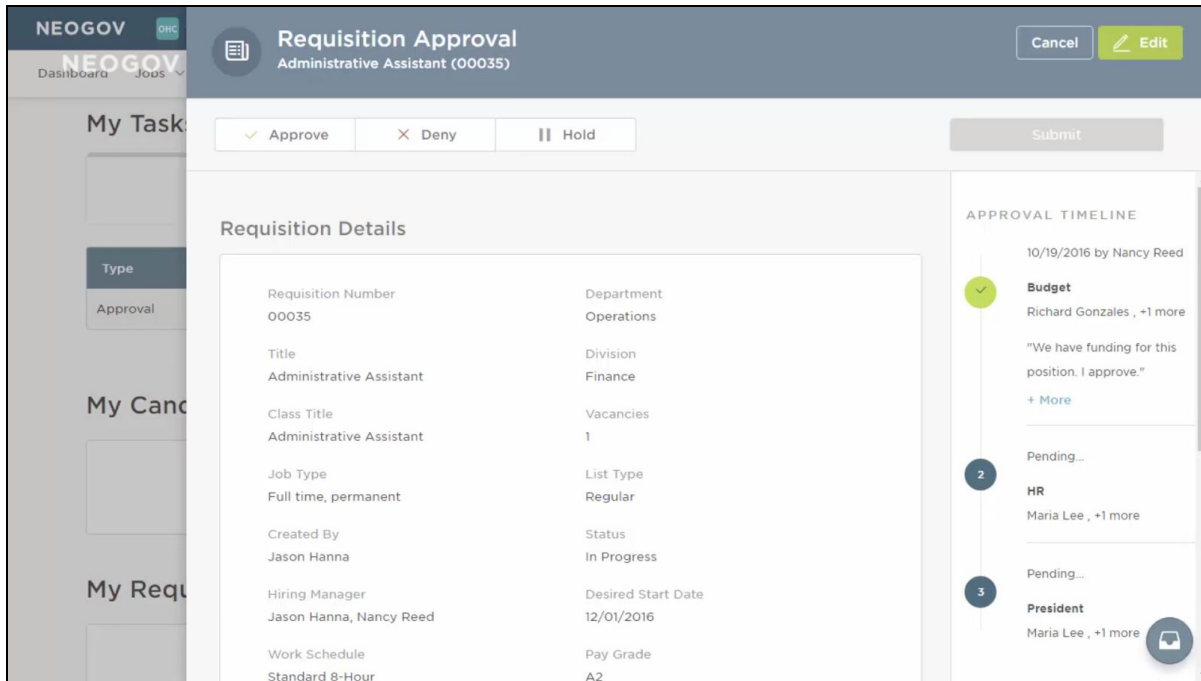


- If there is a long list of tasks awaiting your review, you can select the **Requisition Approval** tab on the right side of the screen to see Requisitions requiring your review only.



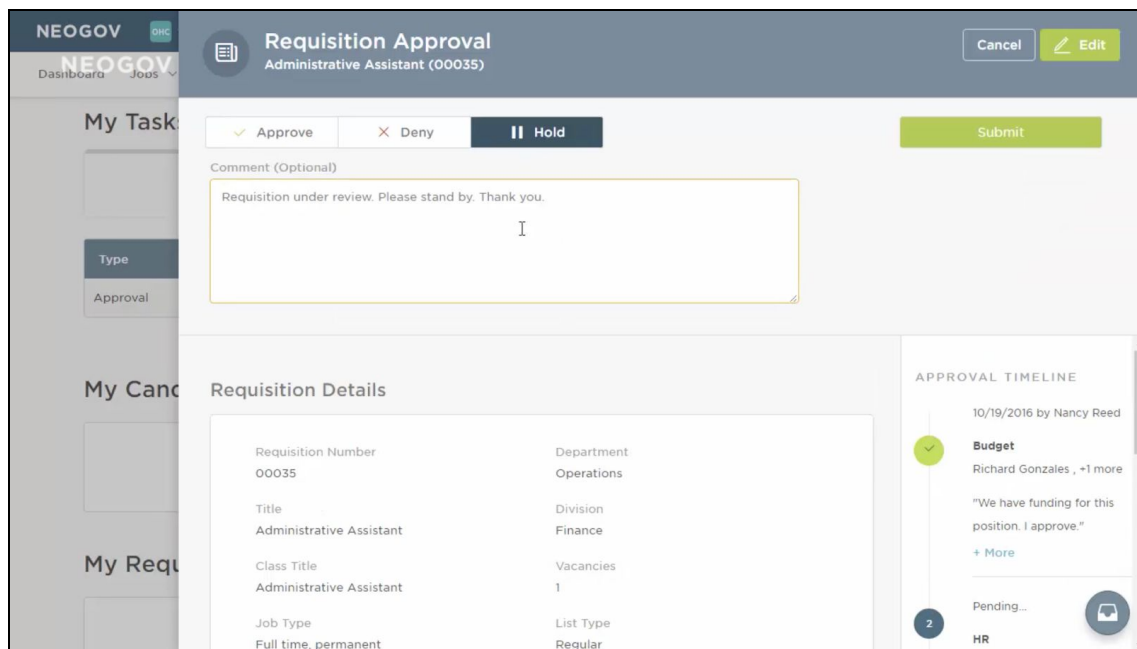
- Click on the Requisition to open it.

- A flyout will appear showing the **Requisition Details**, as well as the **Approval Workflow** on the right side.



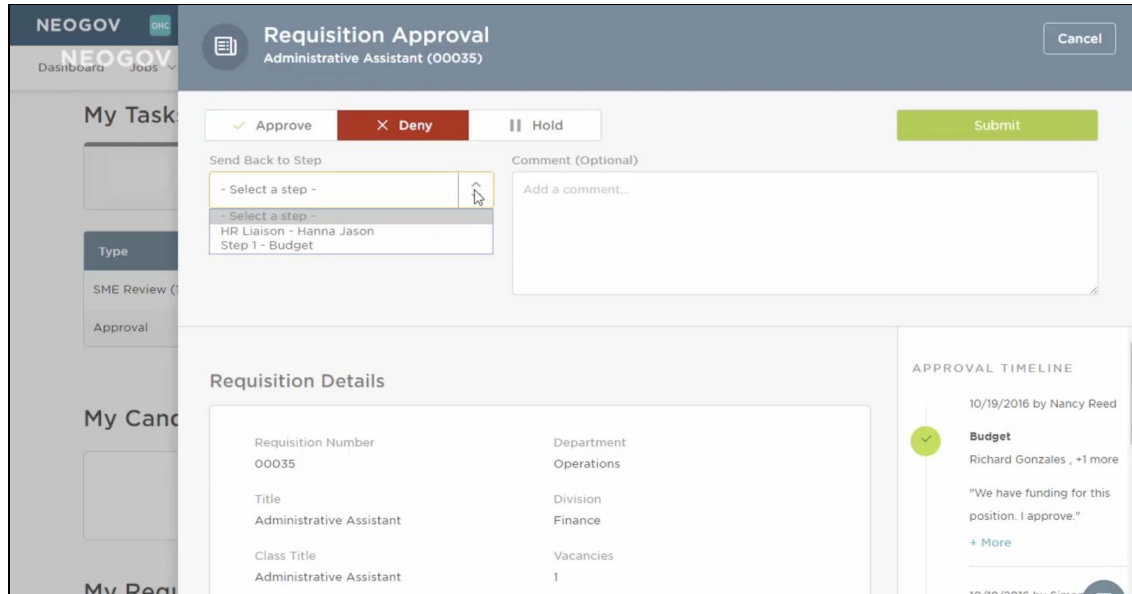
To Place a Requisition on Hold:

- Click the **Hold** button at the top of the flyout. You can add a comment, and then click **Submit**.
 - This action will let the Originator know your feedback in regards to placing the hold.



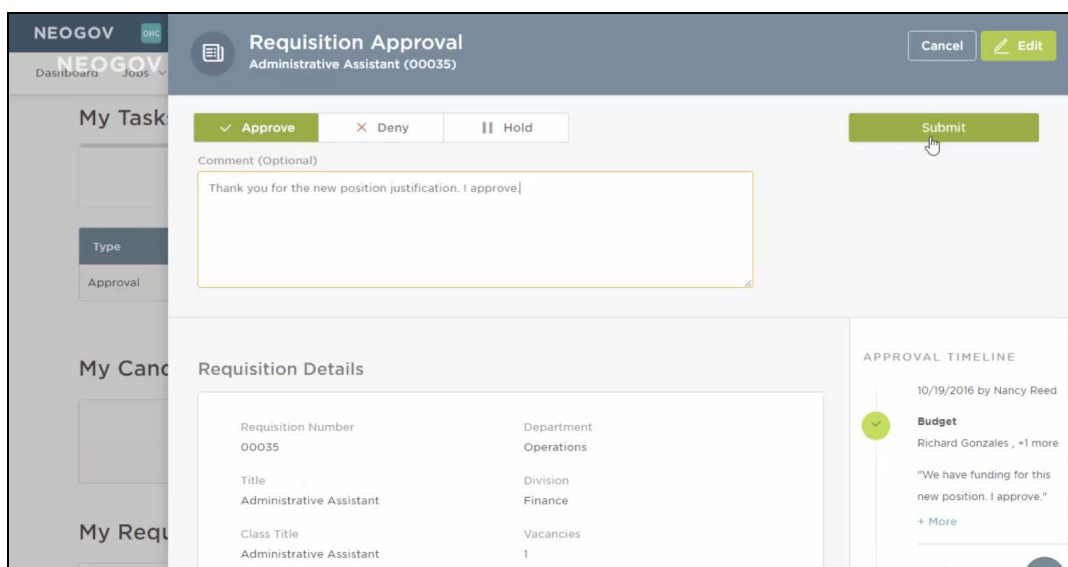
Deny a Requisition:

- Click the **Deny** button at the top of the flyout.
- In this case, you can submit comments back to the person who created the Requisition, or the previous approval group, in the dropdown on the left.
- Once your comment is all set, click **Submit**.



Approve a Requisition:

- Click the **Approve** button at the top of the flyout.
- As with both Hold and Deny, you can also add a comment. When all set, click **Submit**.



For more information, please reference this short video regarding the [Approve or Deny a Requisition](#), and if you have any questions, please contact HR at hr@massart.edu .