Approving a Document in SpartanMart

To make changes to the document or to email comments, you must be logged into Spartan Mart.

1. Go to SpartanMart Home Page. Click Orders, hover over Approvals, Select Requisitions to Approve.

2. From here you can see all of your approval buckets

3. View Approval Search Guided help tool by clicking on the icon.
4. This Guide will help you review/ change your date range selection.

5. You can also view approvals for other users if you have access to them. For example as a supervisor, some supervisors can view their employees approval folders. Or you can view approval folders for employees who name you as an approval substitute. Click Next Step.
6. Now you have the option to filter your view even more should you wish. For example, you can filter to view all items to be approved for 1 vendor.

7. In this example I selected to view Jims’s approvals for Amazon orders

Click next step and then Click close.
8. Out of 5 requisitions 2 are for Amazon

If you have permission to approve that item, you can click the Approve button.

If you do not have permission or if someone else is already assigned that item to themselves, you won’t be able to click the Approve button.
9. Click on a bucket to see what is waiting for your approval.

10. Review the item that needs to be approved. Click on the Requisition #

11. Assign the item for approval to you, by Clicking “Assign To Myself”
12. Other Dropdown Options:

13. If you don’t want to approve this item, you can go back to the results to get back to the approval buckets.

14. If you click “Assign to Myself”, other approvers in your queue cannot assign/modify the document at the same time you are viewing it. Once assigned, you have additional options available.
15. Adopt Guided help is also available for the document you are reviewing. See Icon. For more information about Adopt help tool (See Adopt How to Guides).