Reference Guide: Email Approval Codes

Creating an Email Approval Code

To setup a personal identification number (PIN), which will allow you to do approvals via email, log on to Mustang Market at:

- www.uwo.ca/finance, and then
- follow the instructions below:

Setting up a PIN for email approving

You can approve requisitions from email on your laptop, smart phone, tablet or desktop. When you do approval via email you are taken to a simplified interface instead of into the full Mustang Market site. Before you can use the email approve function, however you need to setup a PIN, this is done in your profile settings.

To setup a PIN follow the instructions in the table below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.    | Click ‘Your Name’ from the purple bar (banner across the top of the page)  
• Select View My Profile from the menu |
| 2.    | Click on Change Email Approval code and enter a 4-6 digit PIN  
- Click Save Changes |
Once you have setup an Approval Code, and a requisition requires your approval, you will receive an email with the subject “New Pending Approval for Requisition”.

To manage the pending requisition from the email, follow the instructions in the table below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Take Action</strong> button, found half way down the page.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Take Action" /></td>
</tr>
<tr>
<td>2.</td>
<td>You can approve the requisition, or take another action, the table below show you what steps to take in each situation:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If you want to…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve the requisition</td>
<td>Enter your code in the <strong>Approval Code</strong> field.</td>
</tr>
<tr>
<td><img src="image" alt="Actions" /> Approval Code *</td>
<td></td>
</tr>
<tr>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>- Click <strong>Approve</strong></td>
<td></td>
</tr>
<tr>
<td>To perform any other action</td>
<td>Enter your code in the <strong>Approval Code</strong> field.</td>
</tr>
<tr>
<td><img src="image" alt="Actions" /> Approval Code *</td>
<td></td>
</tr>
<tr>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Click the <strong>Assign to myself</strong> button, then</td>
<td></td>
</tr>
<tr>
<td>- Select the action you want to take from the options provided.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Actions" /> Approve</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Actions" /> Return to Shared Folder</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Actions" /> Return to Requisitioner</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Actions" /> Forward to…</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Actions" /> Reject/Cancel</td>
<td></td>
</tr>
</tbody>
</table>