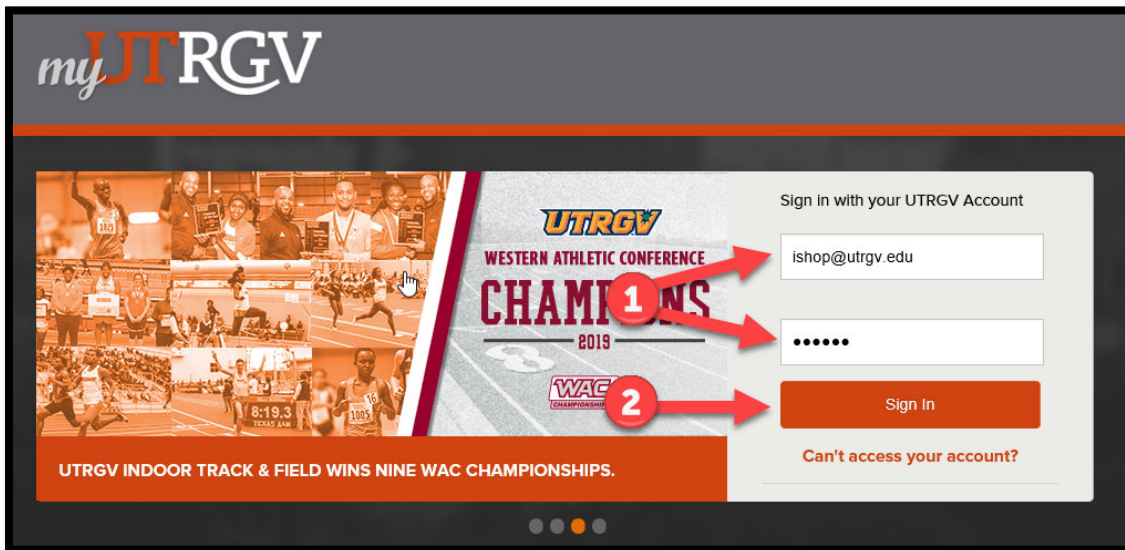


iShopUTRGV Quick Reference Guide

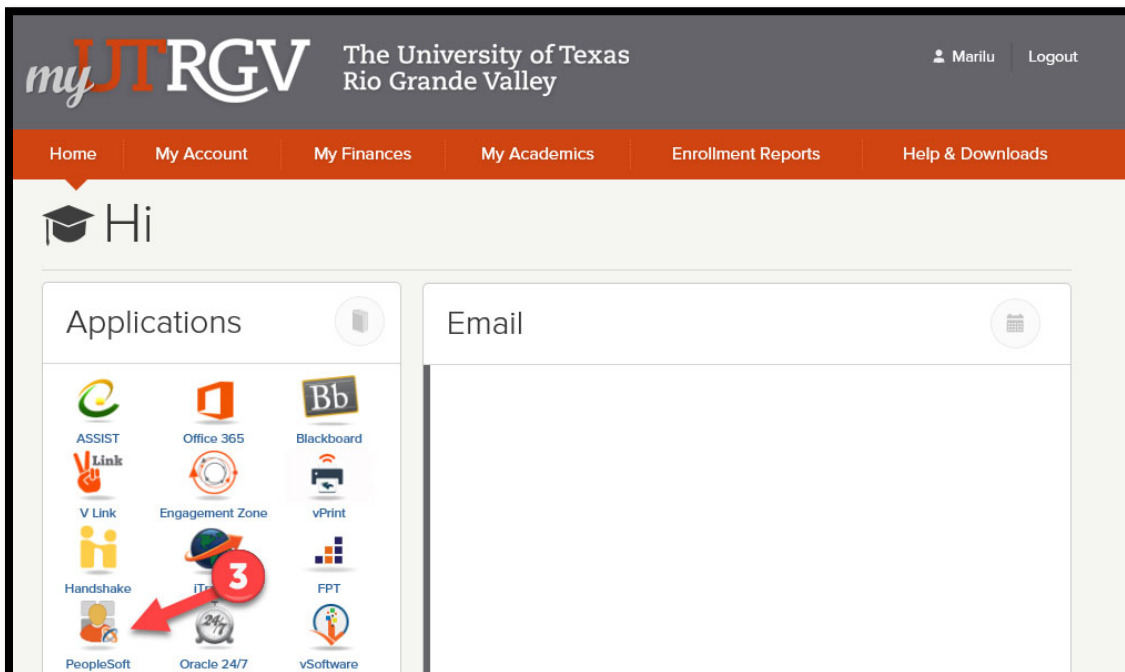
How to - Approve a REQ

iShopUTRGV allows users with the “Approver” role approve requisitions. This role is granted only to cost center/project managers and their alternate approvers. Only one individual is required to approve the requisition. *Questions can be emailed to: ishop@utrgv.edu

1. Go to <http://my.utrgv.edu> and type in your UTRGV credentials.
2. Click “Sign In”



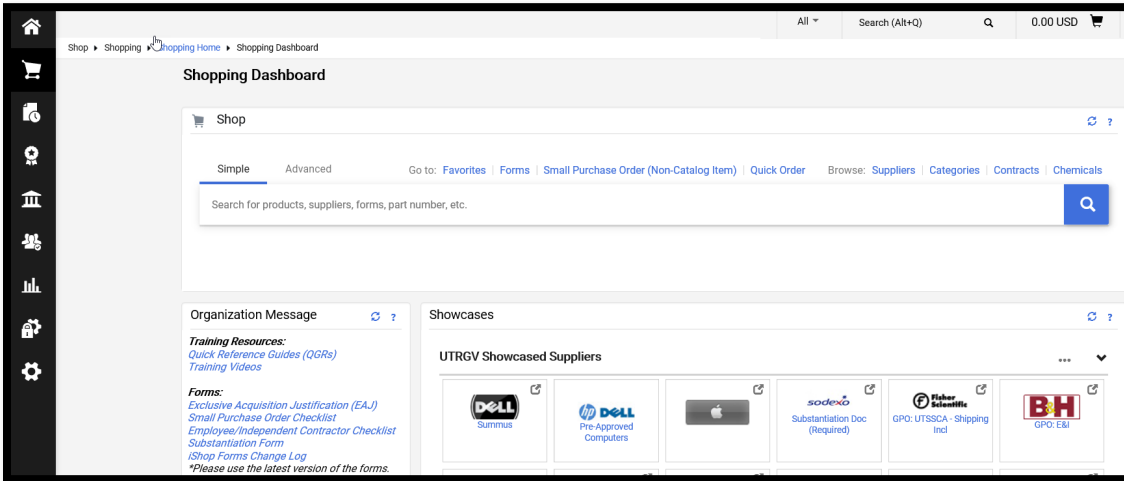
3. Click on the “PeopleSoft” Icon.



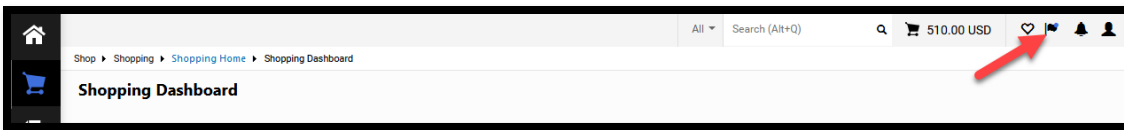
4. Click on the “Jaggaer iShop Sign In” Tile



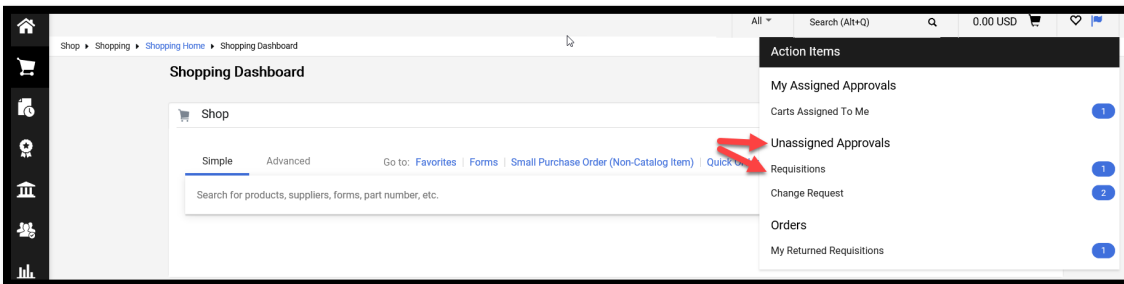
5. iShop HomePage will load



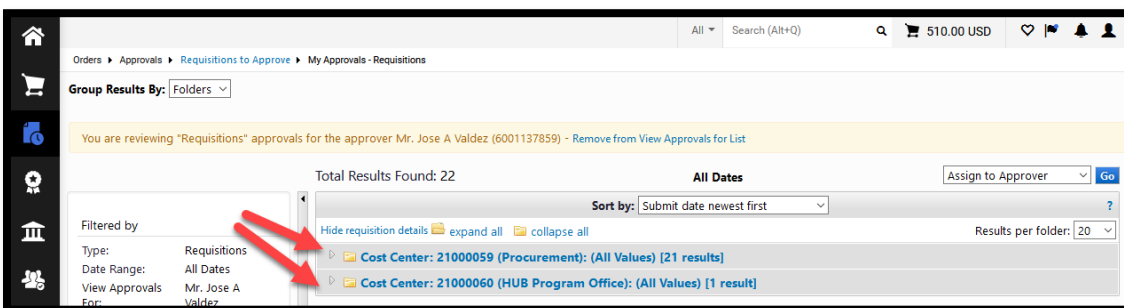
6. On the homepage of iShop, the “Action Items” link will display all pending approvals. Click on “Action Items.”



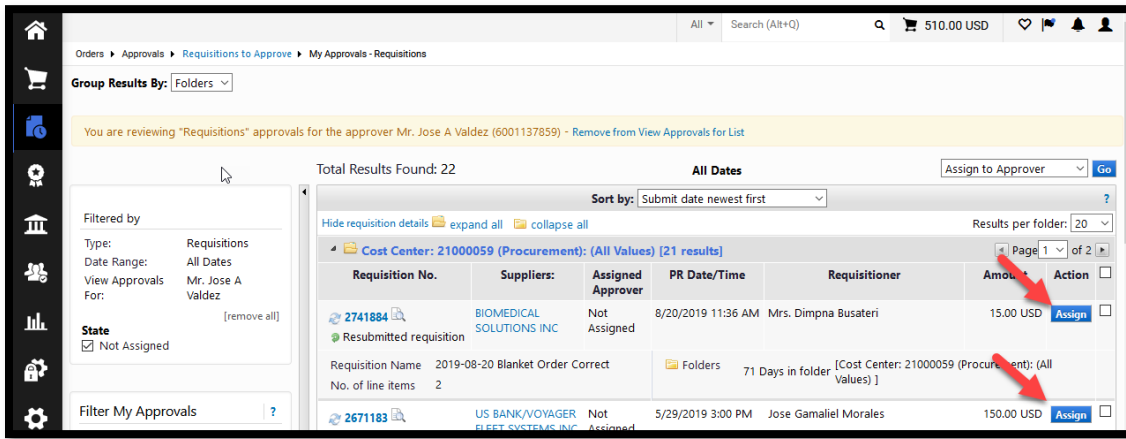
7. The “Action Items” will display all requisitions that are “Unassigned Approvals.” Click on “Requisitions”



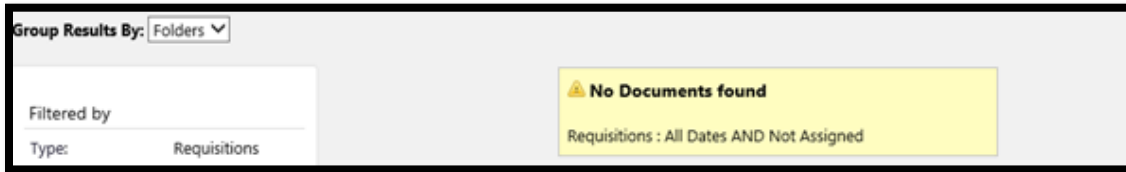
8. Approvals will appear in folders. If you have multiple Cost Centers, you will see different folders for each Cost Center. Click on the triangle to expand the folder.



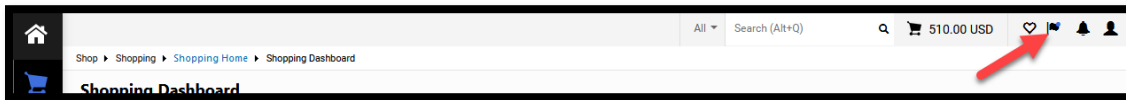
9. Requisitions are shared between Cost Center Managers and Cost Center Alternate Managers so iShop requires for the Approver to “assign” the REQ prior to approval. Click the “Assign” button.



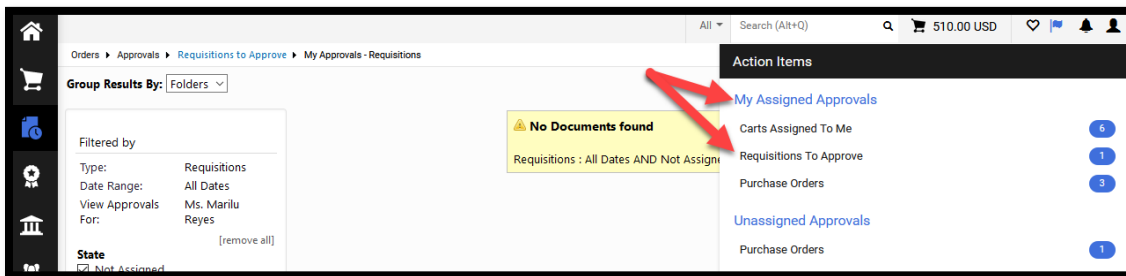
10. Once assigned, you may receive a notification stating “No Documents Found.” This is because you have now assigned the REQ and no longer have “Unassigned REQs”



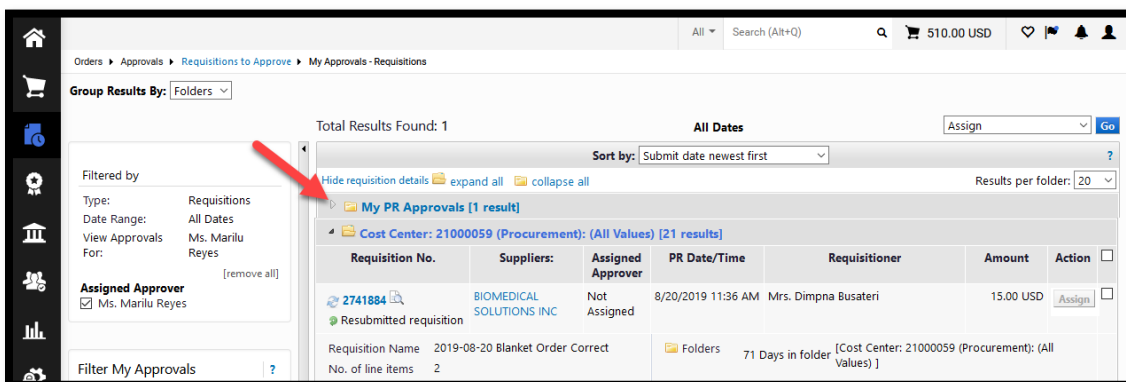
11. On the homepage of iShop, click the “Action Items” link again.



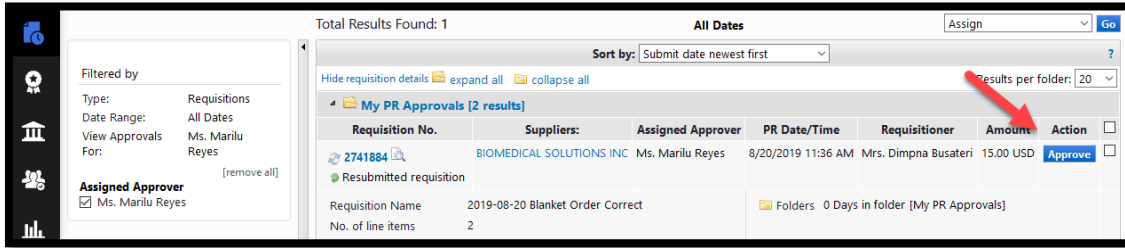
12. The “Action Items” now displays “My Assigned Approvals.” Click on “Requisitions to Approve”



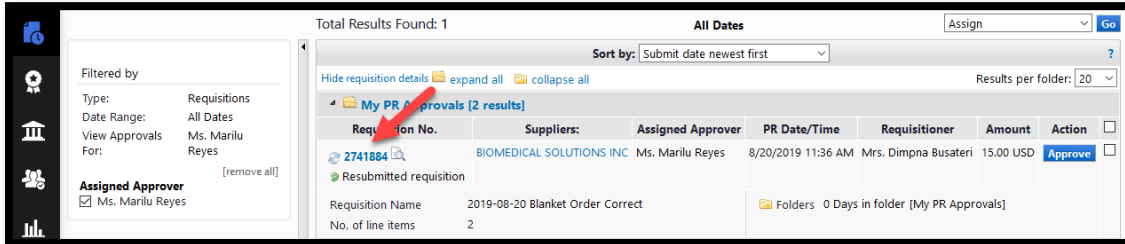
13. Approvals will appear in folders. You will notice that you have a folder titled “My PR Approvals.” Expand this folder.



14. If you have reviewed the request, you can click on “Approve” to approve the requisition.



15. If you need to review the request, click on the REQ number.



16. Once the requisition is open, review the request. After determining how you would like to proceed, click on the “Available Actions” drop down menu to select “Approve/Complete Step”.

