

### Requisition Workflow Approval

Create and manage your requisition approval process electronically with the myStaffingPro® Requisition Approval Module.

#### Features

- ▼ **Define the Requisition Workflow**
  - **Select Approvers** – Define whose approval is required and assign the response order and due dates. *Approvers do NOT need to be users of myStaffingPro to access the approval portal.*
  - **Save Templates** – If desired, you can save your approval workflow as a template that can be used for future Requisition Approvals.
- ▼ **Manage the Requisition Workflow** – If the situation changes, the approval workflow can be modified to skip or remove an approver.
- ▼ **Requisition Approval Process**
  - Approvers are automatically emailed a link to access the Requisition Approval portal. From the portal, approvers can review, make comments, and approve or deny the requisition.
  - If the approval is overdue, a reminder email will be automatically sent out.
- ▼ **Requisition Approval Creator Rights** – The creator of the requisition approval can:
  - Add or remove approvers
  - Resend the approver request
  - Modify approval due dates
  - Override an overdue approver
  - Receive email updates on the status of the requisition approval

### Requisition Workflow Approval

Requisition Approval Setup

Requisition Approval Portal

Approver	Title	Email	Status	Date Sent (Approximate)	Print Date	Resend Request
Julia		julia@mystaffingpro.com	Approved	1/16/2008 4:48:53 PM	1/16/2008	Resend
Sally		sally@mystaffingpro.com	Awaiting Approval	1/16/2008 4:48:52 PM	1/16/2008	Resend

Requisition Approval Workflow

Please contact your Sales Representative for additional functionality and pricing information.