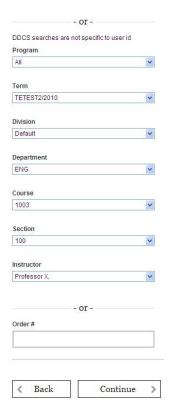


# **Approving and Rejecting Submitted Orders**

Check order status



• Find previous orders by order number, order criteria or date range





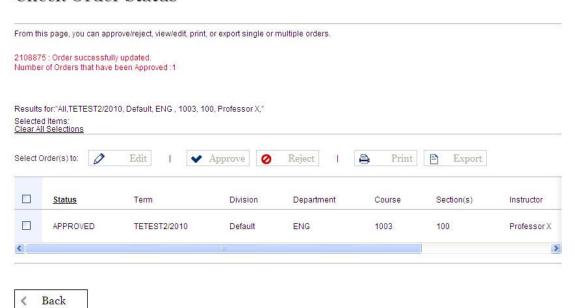
## Online Adoption

- Put a checkbox next to the order
- Approve or Reject the submitted order

### Check Order Status



### Check Order Status





### Online Adoption

**Note:** Once an order has been **approved**, it **can't be rejected**. However, **rejected** orders **can be approved**.

#### **Check Order Status** From this page, you can approve/reject, view/edit, print, or export single or multiple orders. 2108875: Approved orders cannot be approved or rejected. Results for: "All, TETEST2/2010, Default, ENG, 1003, 100, Professor X," Selected Items: 1 Clear All Selections Select Order(s) to: Edit ✓ Approve Reject Print Export Division Term Department Course Section(s) Instructor Status V APPROVED TETEST2/2010 Default **ENG** 1003 100 Professor X Back