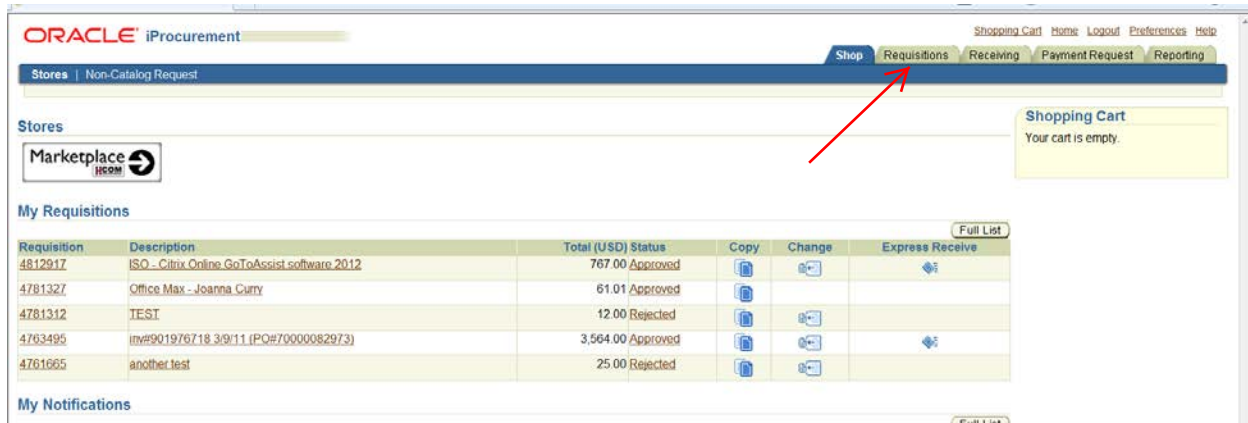
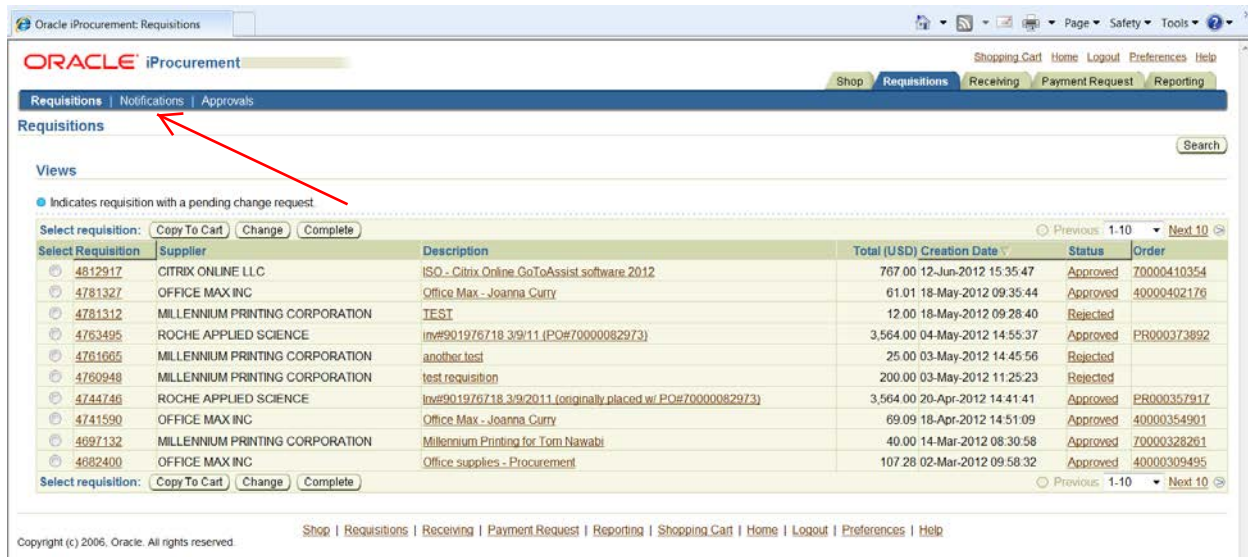


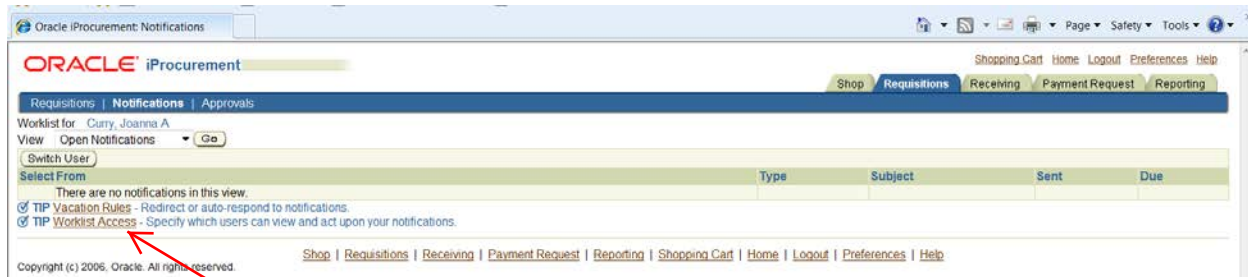
## Granting worklist access in iProcurement



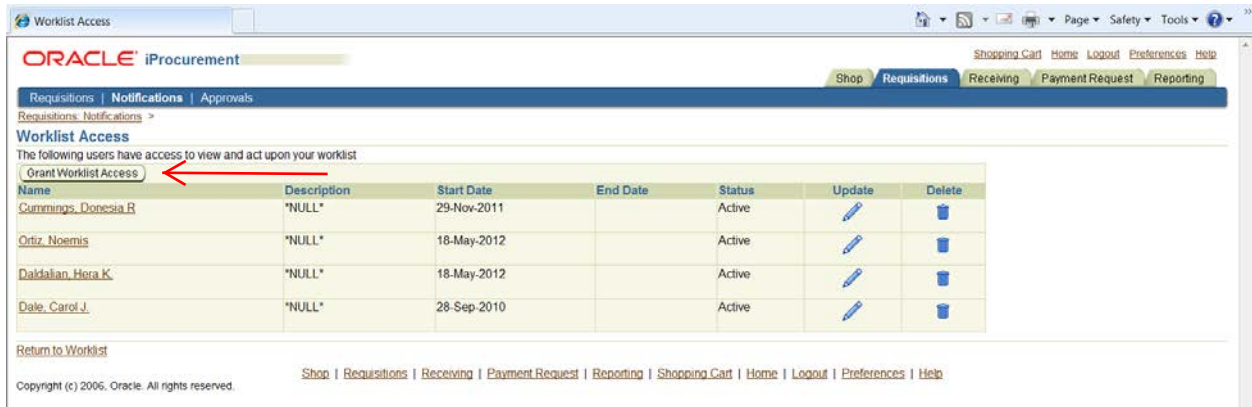
In iProcurement, click on the 'Requisitions' tab.



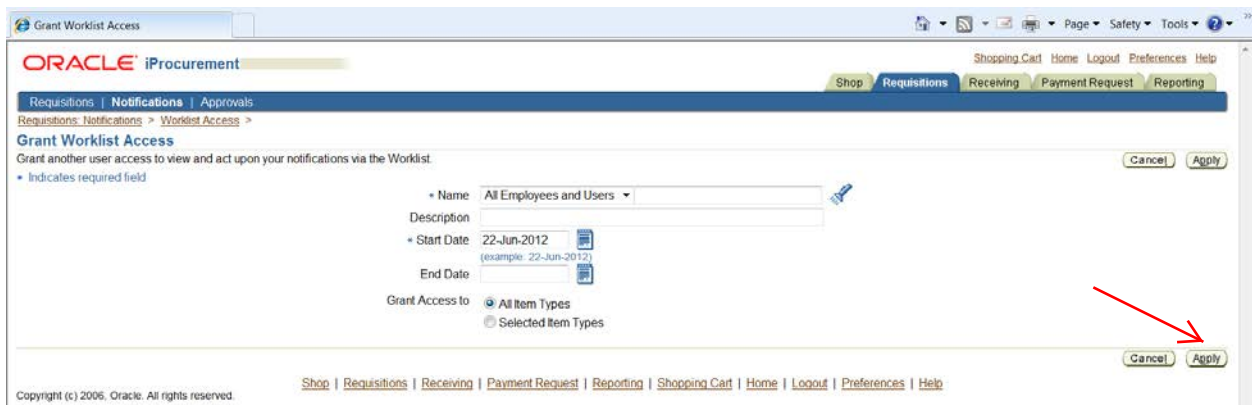
Then click on the 'Notifications' link.



On the bottom of the screen, click on the 'Worklist Access'



Click on the 'Grant Worklist Access' button.



Fill out the information and click 'Apply'.

**Important:** Please note, that the requisition approved by someone other than yourself accessing your worklist will still show your name as the approver. You will be responsible for any requisitions approved within your worklist. This is an emergencies-only procedure and is not to be used instead of the Vacation Rule!

If the person attempting to approve the requisition in another person's worklist happens to be the creator of that requisition, the system will not allow them to approve.