

MANAGER ORDER APPROVAL

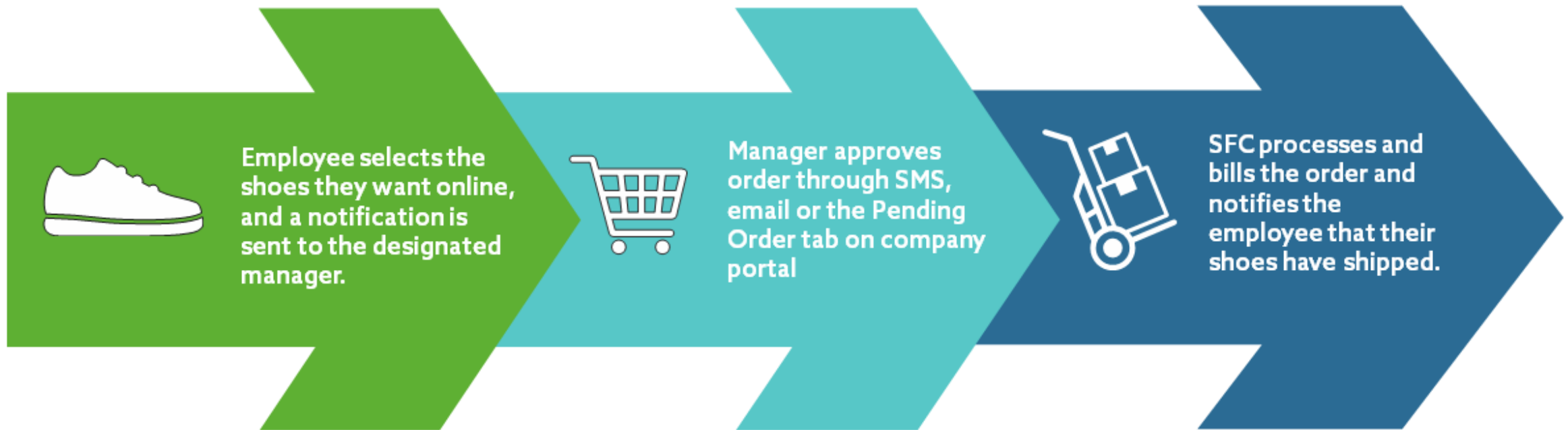


Fast & Easy
Employee
Ordering
& Approval
Process

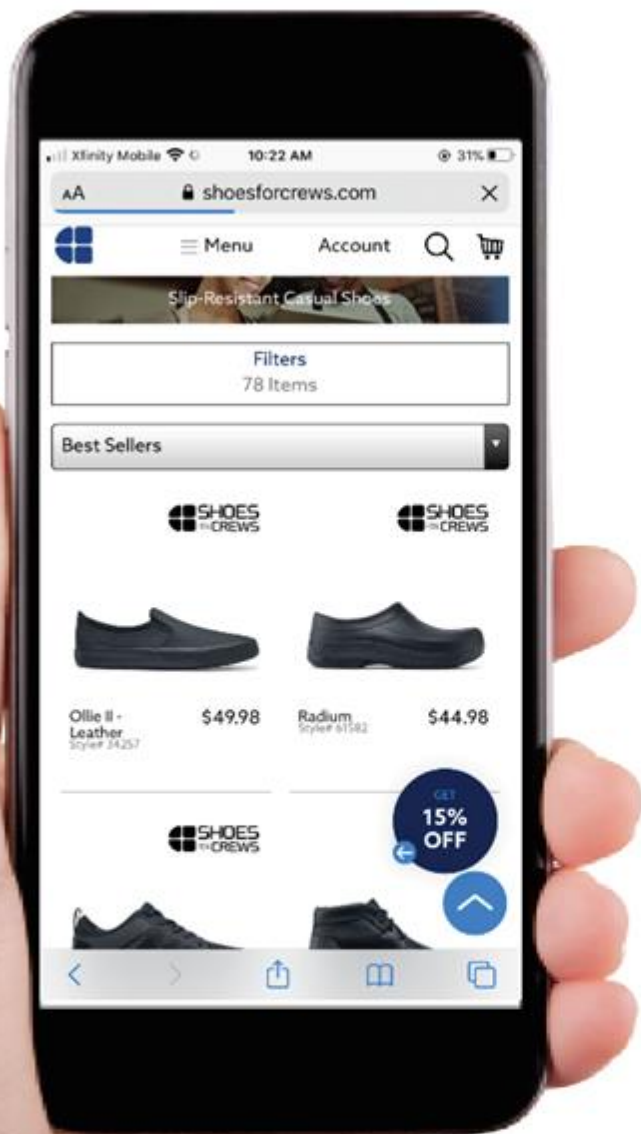




HOW IT WORKS



Employee places order



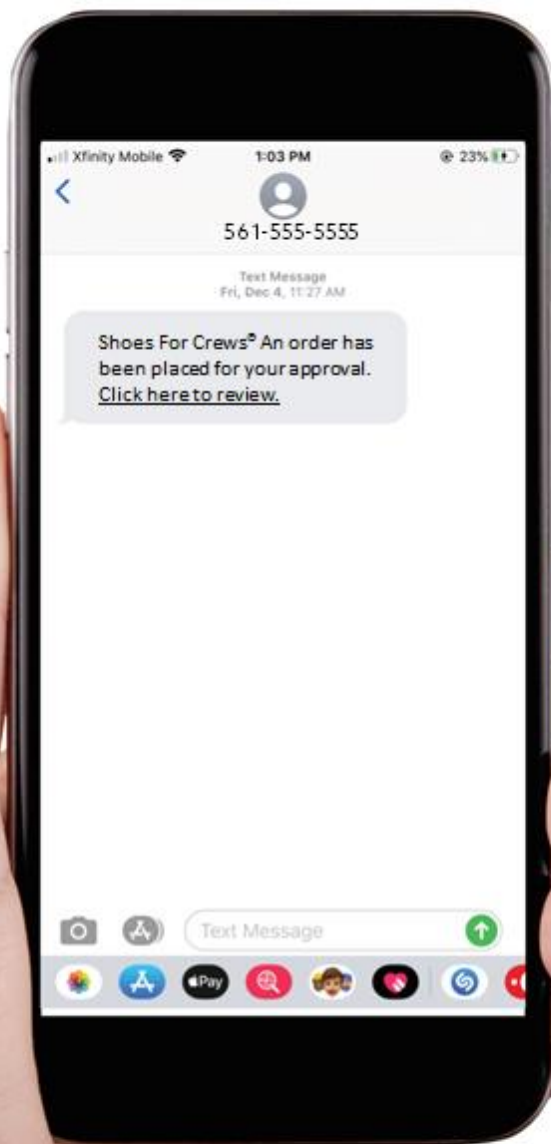
- ✓ Employee logs into account utilizing their smartphone by **scanning QR code** or by **logging into portal** in a traditional manner.
- ✓ **Custom solutions** are available for portals on intranets or behind firewalls.
- ✓ Note that credit card orders bypass the need for manager approval.



Order is sent to manager for approval

- ✓ Employee will be prompted that their order will require manager approval before it is fulfilled.
- ✓ Clear communication will be provided to the employee as to the next steps required.

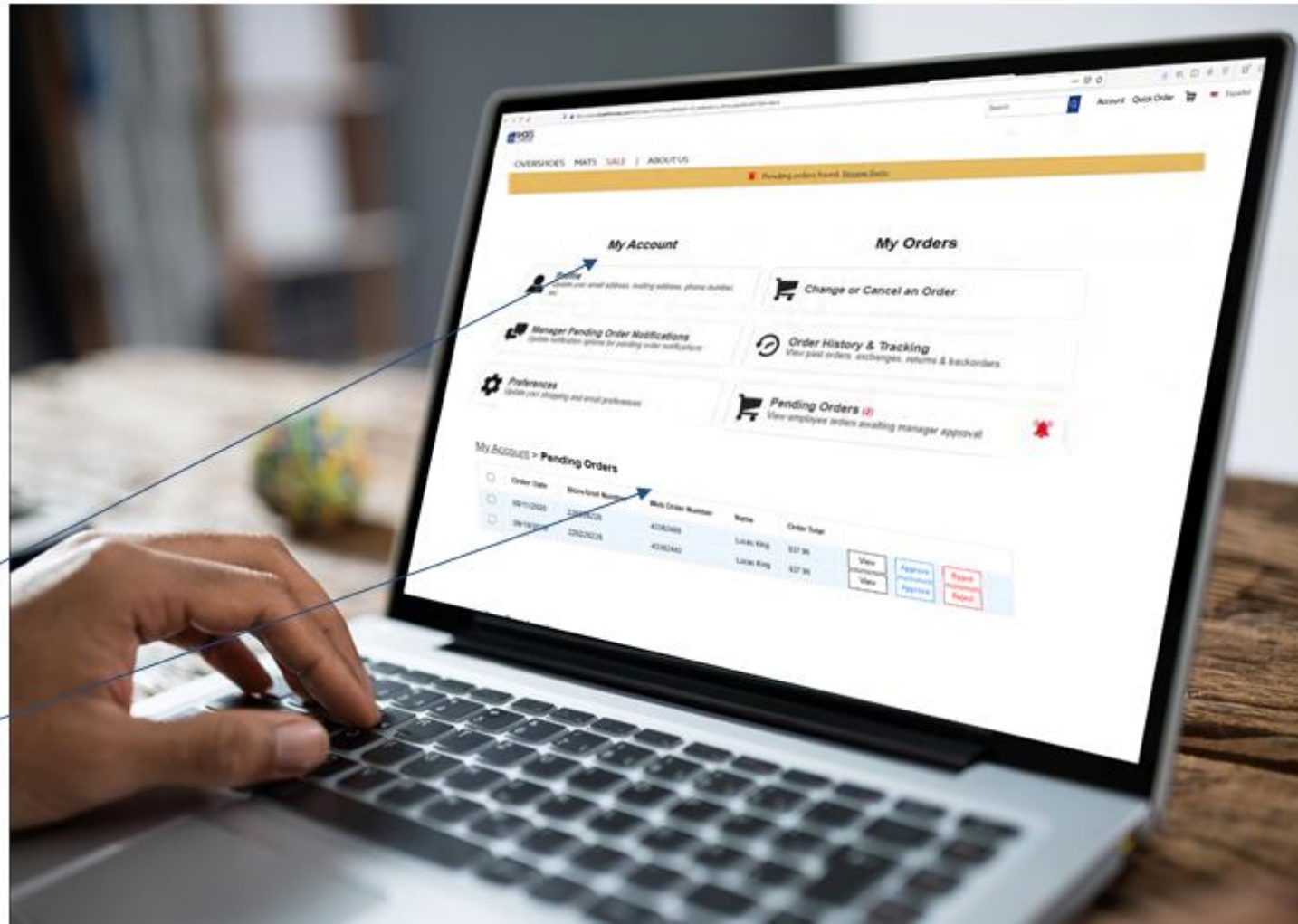
Manager is notified of order



- ✓ Once an order is placed by the employee, a notification is sent to the designated Manager by email or SMS.
- ✓ Clicking the appropriate button within the communication will allow a Manager to approve or reject an order without requiring them to log in.
- ✓ An onscreen confirmation is displayed, confirming their action was taken.

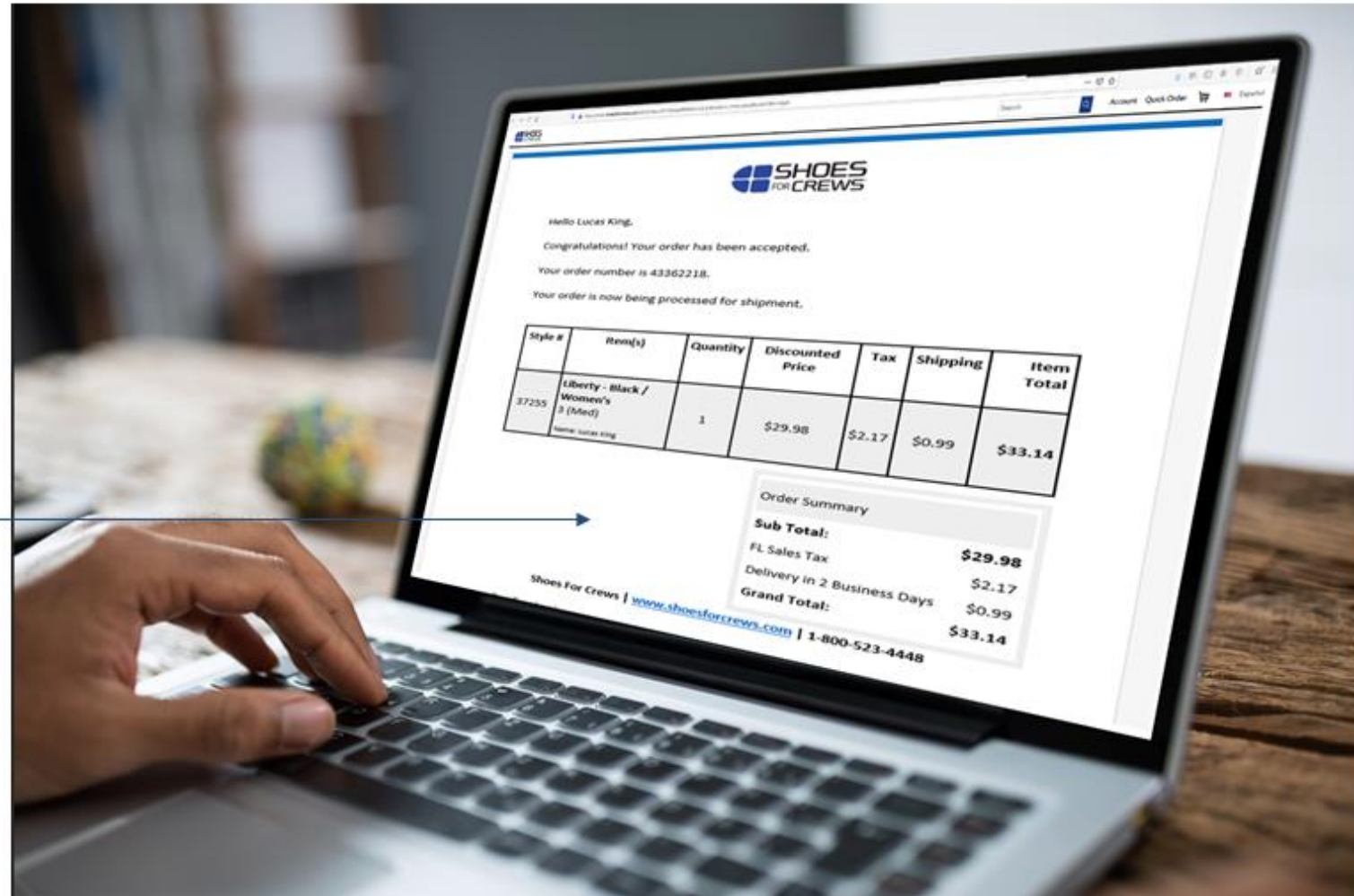
Manager approval from web portal

- ✓ When logged into the site, a manager will be alerted to new pending orders.
- ✓ A red bell will “ring” at the top of the page when a manager has pending orders. 
- ✓ Clicking the bell will take the manager to their **My Account menu page** where they can see, at a glance, how many orders are pending.



Employee is notified of approval

- ✓ Once approved or rejected, the order will be removed from the listing and a notification of the action is emailed to the employee at the email address provided during checkout.

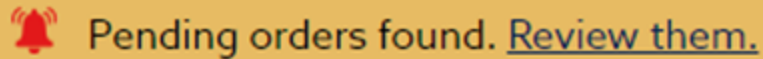


Order Fulfillment



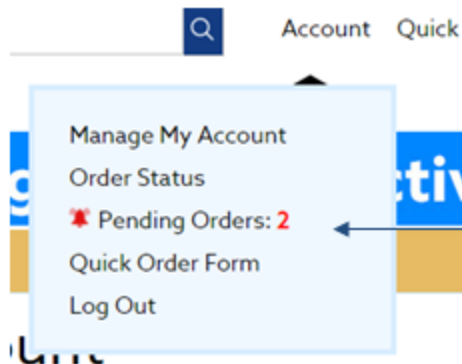
- ✔ Order ships only once approved by manager.
- ✔ Orders placed by users of type "Employee" will be placed into a queue awaiting manager approval.
- ✔ Orders placed by users of type "Manager" are not subject to approval and will be processed immediately.

Alternate Manager Notification Methods

A yellow notification banner with a red bell icon on the left. The text reads "Pending orders found. [Review them.](#)"

Pending orders found. [Review them.](#)

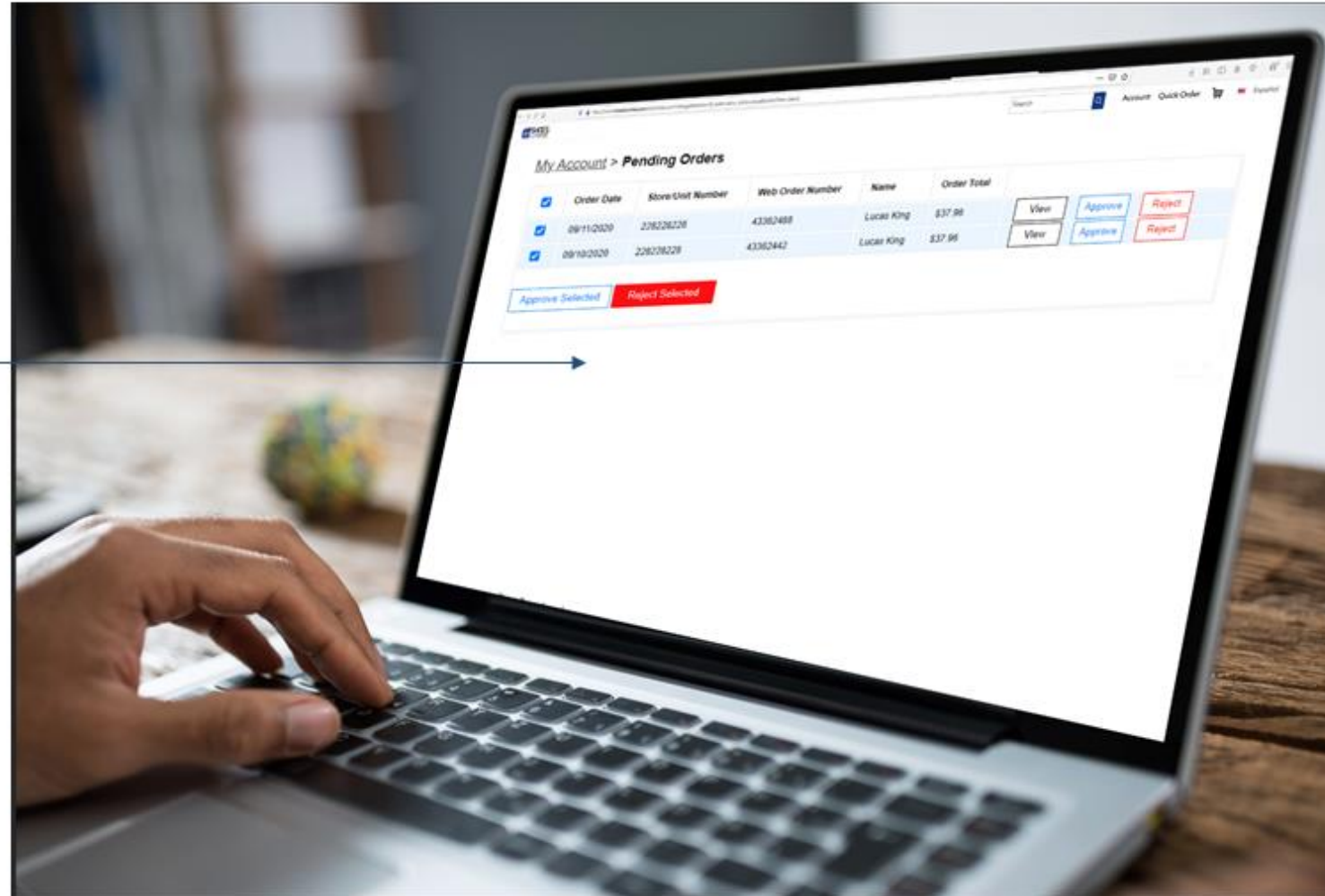
- ✓ An alert will appear below the menu indicating **"Pending orders found"** with a link taking the manager directly to the Pending Orders screen.



- ✓ The "Account" menu at the top of the page will also include an **item indicating how many pending orders are waiting**, if applicable.

Review Pending Orders

- ✓ To review pending orders, the manager can click the "Review Them" link in the alert, select the "Pending Orders" menu option from the Account menu, or use the "Pending Orders" menu item from the "Manage My Account" page. All of these will load this page: ●
- ✓ From here, a manager can approve or reject orders individually or all at once.



Review Pending Orders (cont'd)

- ✓ To see more details about a specific order, the "View" button can be clicked:

