Emory Express approval limits are designated by the department or division/school and route based on the department number(s) a requisition is charging.

**Establishing an Email Approval Code**
You may approve, reject or forward a requisition in Emory Express directly from your email using an approval code.

1. To access the profile, select the down arrow next to your name and choose View My Profile.

2. Enter your Email Approval Code  Save

**Reviewing Requisitions in Emory Express**

1. Access requisitions pending your approval through Action Items, Requisitions To Approve.

2. Select the Requisition Number.

3. Review corresponding links if you see a symbol under Shipping Address or Accounting Codes.

**Approving Requisitions**

1. Document Actions, Approve/complete step & show next.

2. Selected Line Item Actions (above the first item in the order), Reject Selected Items Box

3. Enter the reason, Reject Line Item.

Refer to the Emory Express Approver Manual for additional information, such as taking action through your email notification, forwarding or holding requisitions, and running reports.