

The next two slides demonstrate how Approvers access the Contract Requests and Contracts they have to Approve.

The screenshot shows the Tarleton State University AggieBuy portal. The top navigation bar includes the university logo, a search bar, and a 'Shop' dropdown menu. A vertical sidebar on the left contains icons for home, shopping, and user profile. The main navigation menu is open, showing options like 'Contracts', 'Approvals', 'Reports', and 'Requests'. The 'Approvals' menu is expanded, displaying a dropdown list with options: 'Contracts to Approve', 'Contract Requests to Approve', 'Contracts Recently Approved By Me', 'Contract Requests Recently Approved By Me', 'Assign Substitute Approvers-Contracts', 'Assign Substitute Approvers-ContractRe...', and 'Approval Notifications'. A red box highlights the 'Approvals' menu item, and another red box highlights the 'Contract Requests to Approve' option. A red arrow points from the 'Contract Requests to Approve' option to a text box on the right.

Approvers may monitor and retrieve the Contracts, and Contract Requests, for which they are the designated Approver by selecting one of these options from the fly-out menu. *NOTE: Either selection takes you to the same screen, which defaults to the option selected. You can easily switch to another option from the dropdown menu as shown on the next page.*

**TARLETON STATE UNIVERSITY**  
Member of The Texas A&M University System

Contracts > Approvals > **Contracts to Approve**

Group Results By: Folders

**Filtered by**  
Type: Contracts  
Date Range: All Dates  
View Approvals For: Paul Barzak

**Filter My Approvals** ?

**Type**

- Contracts
- Procurement Requests
- Contracts
- Contract Requests
- AP Requests
- Supplier Requests
- Sourcing Event Requests

**No Contracts found**  
Contracts

**TARLETON STATE UNIVERSITY**  
Member of The Texas A&M University System

Contracts > Approvals > **Contract Requests to Approve**

Group Results By: Folders

**Filtered by**  
Type: Form Request  
View Approvals For: Paul Barzak

**Filter My Approvals** ?

**Type**

- Contract Requests
- Procurement Requests
- Contracts
- Contract Requests
- AP Requests
- Supplier Requests
- Sourcing Event Requests

**No Form Requests found**

The "Contracts to Approve" screen will default to the option selected from the fly-out menu (Contracts or Contract Requests) but switching to the other option is easily done from the dropdown menu.

## Setting your “Contract Requests to Approve” screen as your TexanBuy Home Page

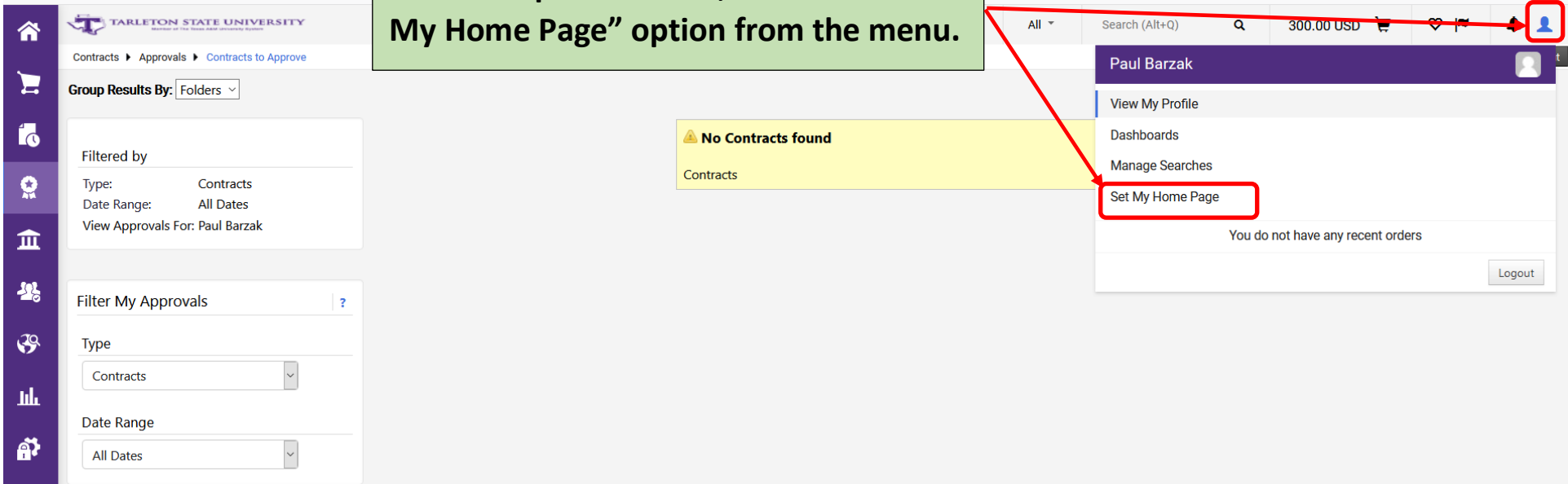
The screenshot shows the TexanBuy home page. A purple sidebar on the left contains navigation icons. A fly-out menu is open, showing options like 'Contracts', 'Approvals', and 'Requests'. The 'Contract Requests to Approve' option is highlighted with a red box. A green callout box with a red arrow points to this option, containing the text: 'Select “Contract Requests to Approve” from the fly-out menu.'

The screenshot shows the 'Contracts to Approve' screen. The 'Group Results By' dropdown is set to 'List'. A yellow warning box states 'No Contracts found'. A red arrow points from the 'List' option in the dropdown to the text box below. The text box contains the following text: 'Of course, in this example there are no Contracts for the user to approve, but when contracts for approval do appear here, they can be presented in either a “List” or “Folder” format. Note: Folders will be automatically named the Workgroup name and will contain the individually-listed requests from the Workgroup awaiting approval. Folders can be particularly helpful if an Approver reviews a large number of requests from more than one Workgroup.'

Of course, in this example there are no Contracts for the user to approve, but when contracts for approval do appear here, they can be presented in either a “List” or “Folder” format.

*Note: Folders will be automatically named the Workgroup name and will contain the individually-listed requests from the Workgroup awaiting approval. Folders can be particularly helpful if an Approver reviews a large number of requests from more than one Workgroup.*

Click the “person” icon, then the “Set My Home Page” option from the menu.



Make sure “Current Page” is selected, then click the Save Changes button.

