12.2 – Improved Navigation between Approval Documents

Previously, when accessing a document for approval, the Approver was required to access the documents one at a time from the approvals page. With this new feature, the Approver can open a requisition, purchase order, or invoice for approval, and navigate between the documents that are in the folder. At the top of the document there are next and previous arrows/links (similar to the document search navigation).

As part of the navigation, the Approver also sees the current approval queue displayed underneath the next and previous links. If the Approver is assigned to multiple approval queues they can easily tell which approval queue they are working in.

In addition to the next and previous link, there has also been a new option added to the available actions called Approve/Complete & Show Next. This option allows Approvers to approve the current document they are on and immediately be taken to the next document in their approval queue. This allows the Approver to conveniently access their approval documents without having to navigate back to the approval page and select their next available document. This action is available only from the document and will be the default action if the document is assigned to you.

You can return to the Approvals Folders.

Here you see that you have two results and which folder you are in. You can use the arrows to move from one document to the other.

In Available Actions you will see Approve/Complete & Show Next. This will allow you Approve the document you are on and then go to the next document for Approval.