The new approvals interface now looks more like the document search where you can filter to see more or less of the items in your Approvals page.

You have two different view options now: List View vs. Folder View.

The Folder view is similar to the old way it looked. In each folder you have the items that are waiting for you to approve.

When you expand the folder you will be able to see the Requisitions that are in the folder. To expand the folder you will click on the next to the Folder. You also have to quick Expand All and Collapse All that will expand or collapse all your folders.
List View is great for users working with a large number of folders or admins with access to all folders. The column headers for each view are exactly the same. Now you can also see how many days it has been in the folder.

You will also be able to “Sort by”:

- Requisition Number Descending
- Requisition Number Ascending
- Submit date newest first
- Submit date oldest first
- Folder Entry date newest first
- Folder Entry date oldest first
- Total high to low
- Total low to high.

Aging Information: Approvers will now see aging information pertaining to each document directly on the approval screen. Aging information is the specific number of days the document has been sitting in the approval folder. For example, if a requisition has been sitting in a department approval step for 10 days the interface will say 10 Days in Folder followed by the name of the specific folder.

Approval Actions: There is a button available next to each document in the new approval interface. The default action for this button is “Assign”. This allows Approvers to click the button and easily assign the document to themselves. The document will then move to the “My PR Approvals” folder.
Individual tabs for approvals (requisitions, orders, invoices, etc.) have been replaced with a single “My Approvals” tab. Approvers can toggle between document types much like the document search functionality. The default option for Approvers will be “requisitions” unless they have access to approve only purchase orders, or only invoices. In that case the Approvers default will be the document type for which they have access to approve.

**Filters:** Approvers will now be able to use filters to assist in finding the documents they are looking for. The filter functionality will allow users to narrow down the approval documents displayed. Examples include Folder, Workflow Step, Assigned Approver, State (unassigned/assigned), Department, and Supplier.
The outbox is a tab available to Approvers. This tab presents the Approvers with a list of everything they have either approved or rejected. Previously, there were separate outboxes available for each document type. The new outbox screen is a searchable single outbox. You will use the filters to refine your search. The old outbox would only show you the last thirty (30) days of your approvals. In the new outbox you can now select a date range making it easier to see all of your previous approvals.
Workflow Notifications are designed to email Approvers when certain things take place. For example, EHSD receives an email notification whenever certain hazardous materials are ordered. Prior to 12.3, notifications were mixed in with the actual documents for approval. AggieBuy Approvers that are set up to receive notifications will now have a single tab to navigate in order to view their notifications. The Notifications tab presents the Approvers with a very clean view of all their notifications and keeps them separate from the documents that require actual approval.