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# 1. Download Approvals App on PC

## 1) Download MS Teams Approvals App on your PC

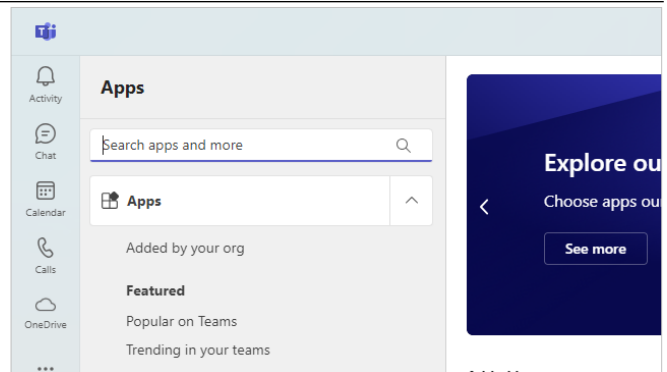
### Step 1.1)

Open Microsoft Teams  
Click on the Apps Icon with the plus sign

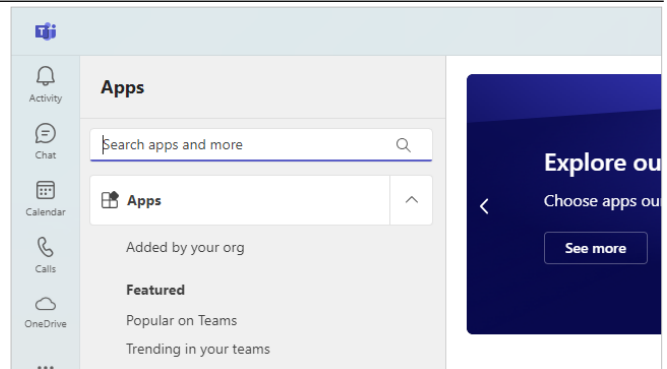


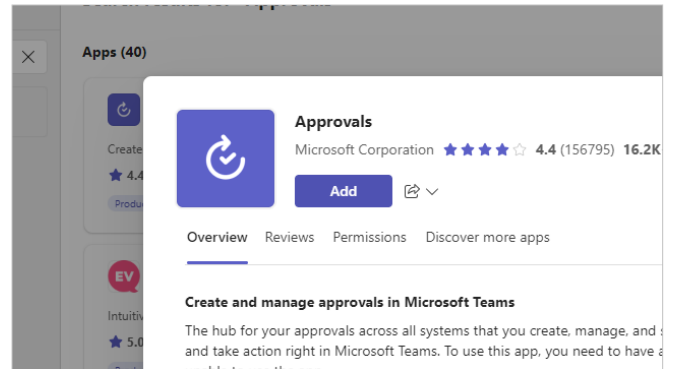
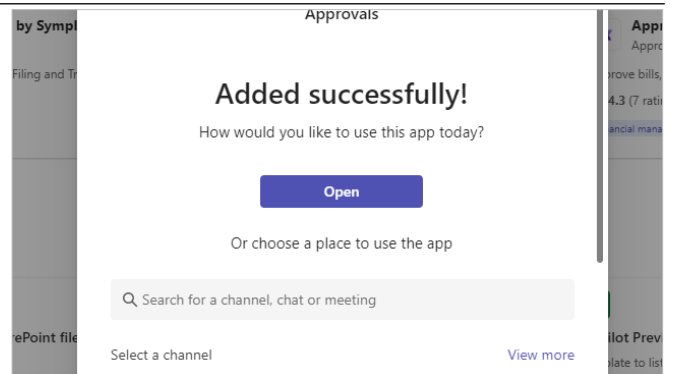
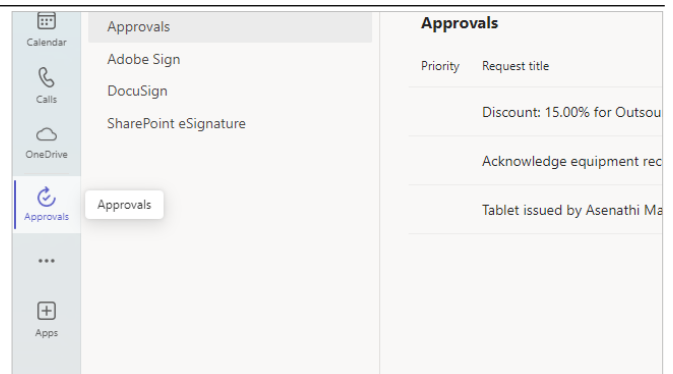
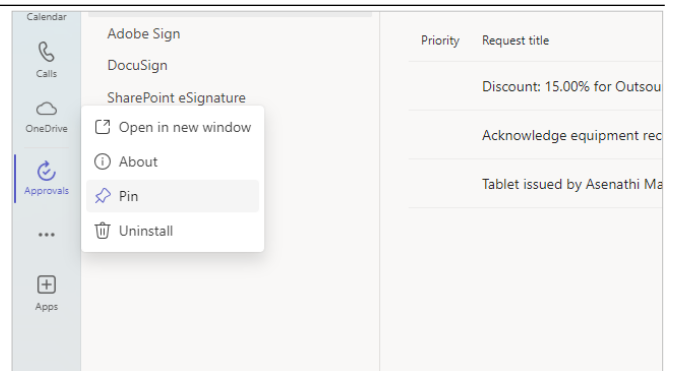
### Step 1.2)

Click on the field **Search apps and more**



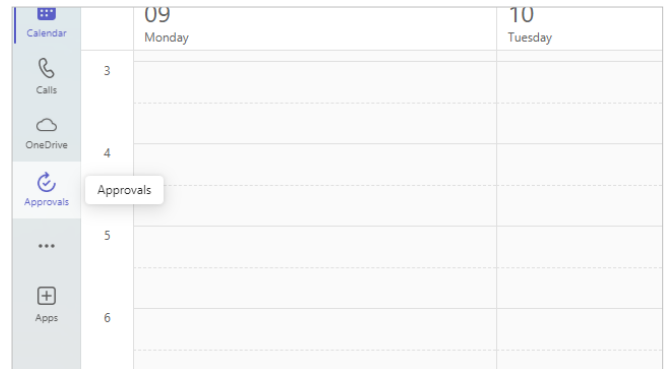
Enter the text **Approvals**.



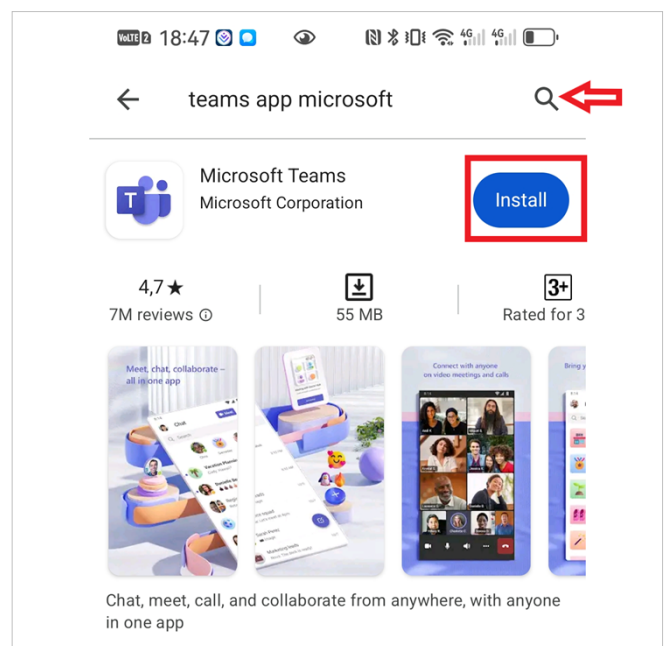
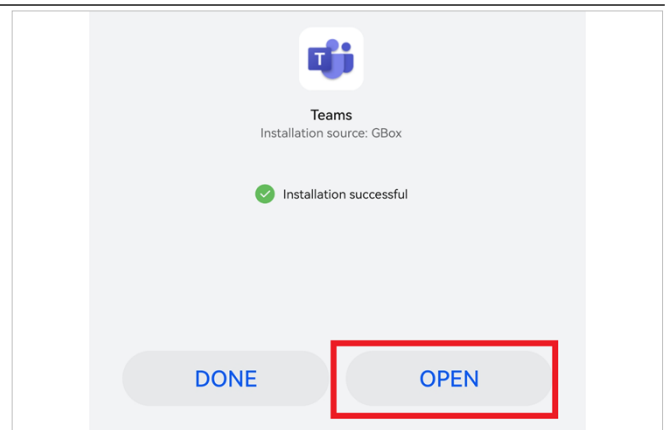
**PR & PO Approvals Process****Step 1.3)**Click on **Add** to download the App**Step 1.4)**Click on **Open**For the App to remain in view, it is important that you **Pin** it.**Step 1.5)**Right Click on the **Approvals** Icon**Step 1.6)**Click on **Pin**

**PR & PO Approvals Process****Step 1.7)**

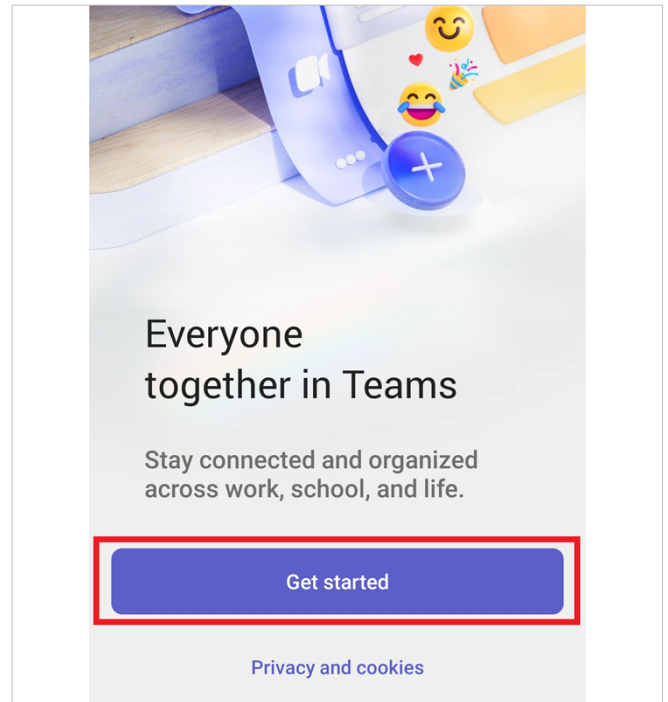
Click on the App to view submitted Approvals



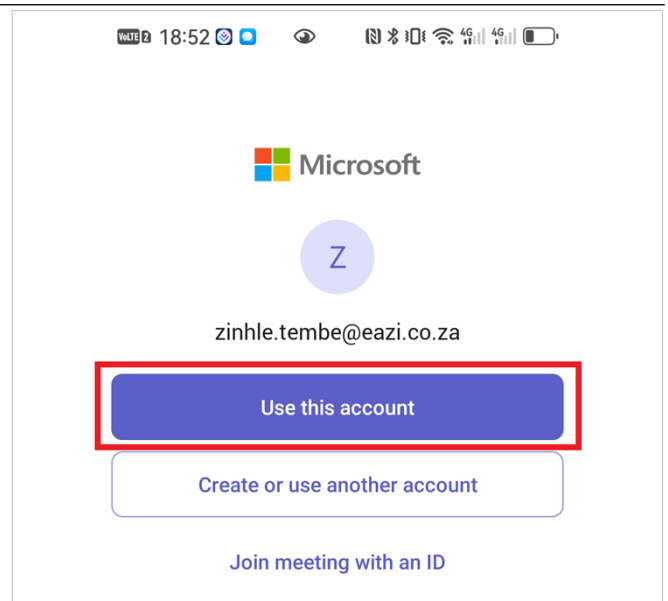
## 2. Download Approvals App on Mobile Device

**3) Download MS Teams Approvals App on your Mobile Phone****Step 3.1)**Search for **MS Teams** on your Anroid or Apple Play Store  
Click on Install**Step 3.2)**Click on **Open** to launch the App

**Step 3.3)**  
Click on **Get Started**



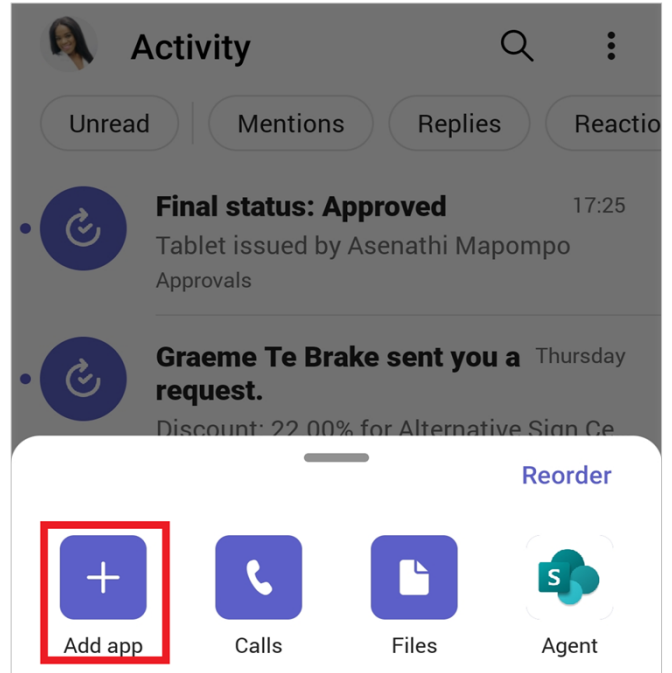
**Step 3.4)**  
**Log in** using your MicroSoft Eazi Access Account



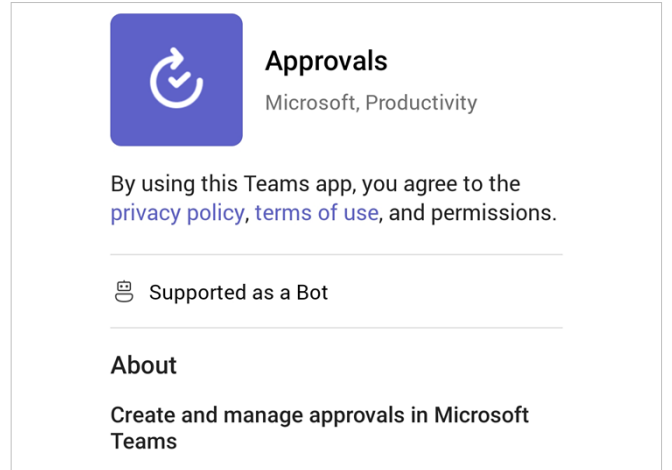
**Step 3.5)**  
Click on **More**

PR & PO Approvals Process

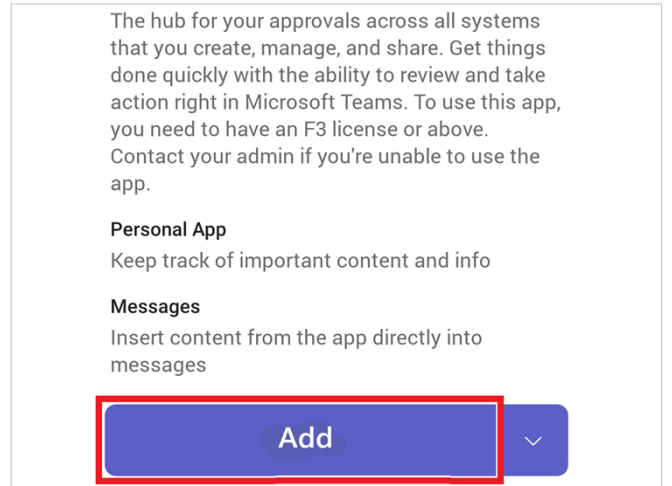
**Step 3.6)**  
Click on **Add App**



**Step 3.7)**  
Search for the **Approvals App**



**Step 3.8)**  
Click on **Add**

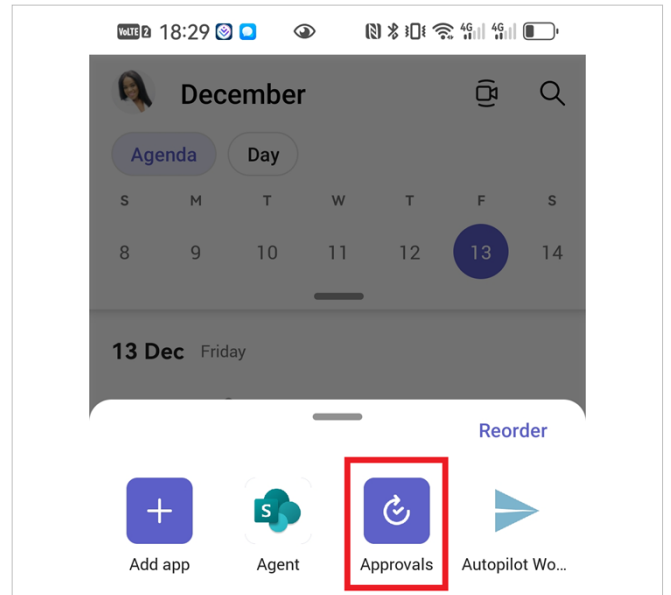


## PR &amp; PO Approvals Process

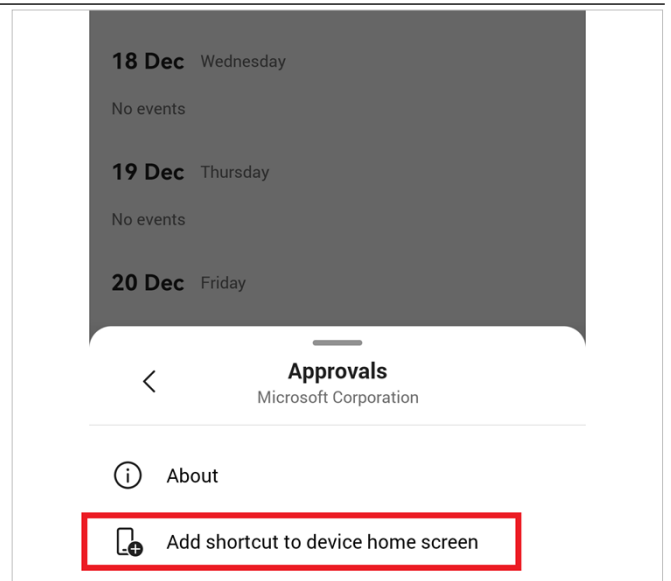
To access the downloaded App from your home screen you must add it to the App icons.

**Step 3.9)**

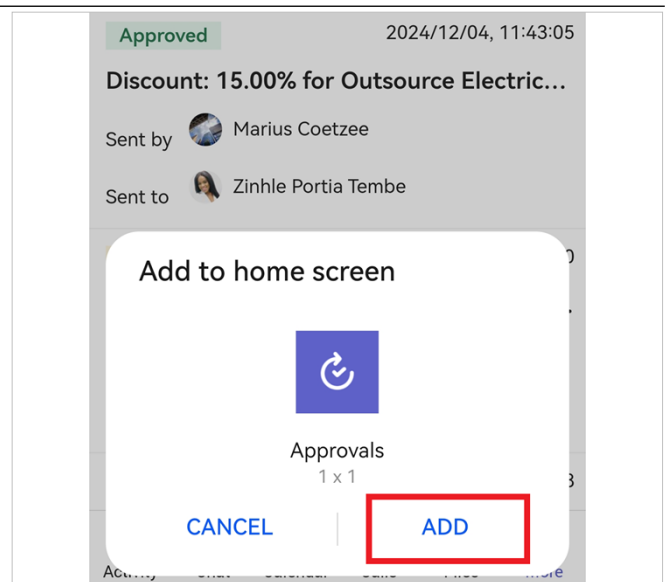
**Hold down** the button for the **Approvals App**

**Step 3.10)**

Select **Add shortcut** to device home screen

**Step 3.11)**

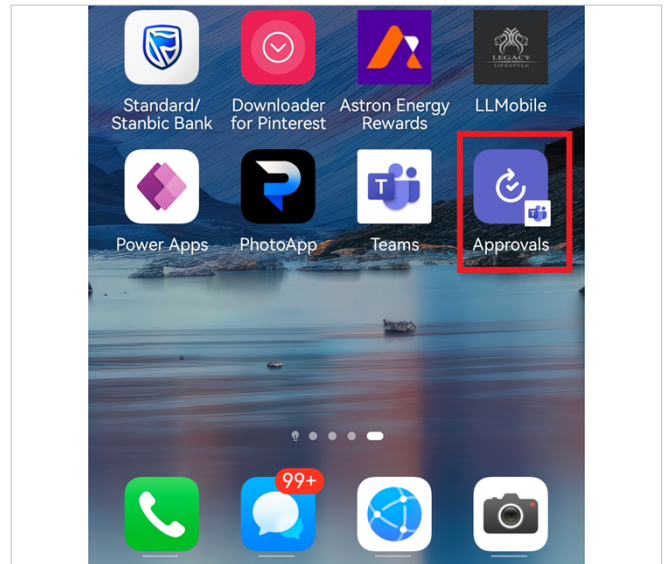
Click on **Add**



PR & PO Approvals Process

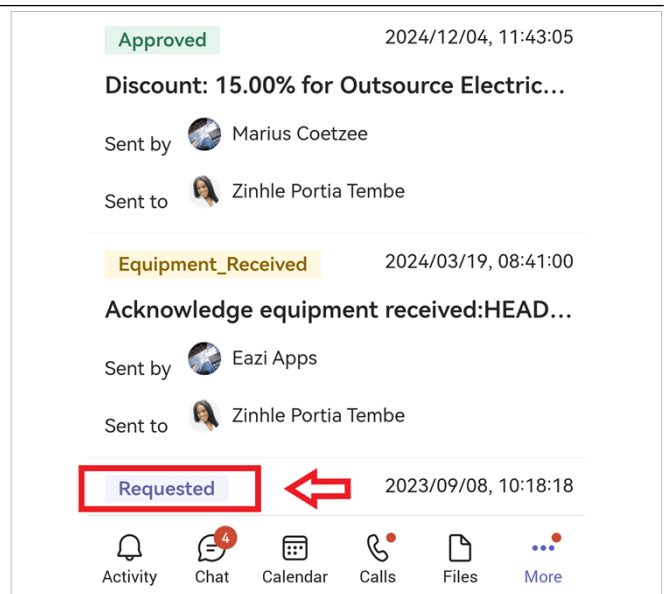
**Step 3.12)**

To **open** the list of Rental discount approvals, Select the **approvals App icon** on your device home screen



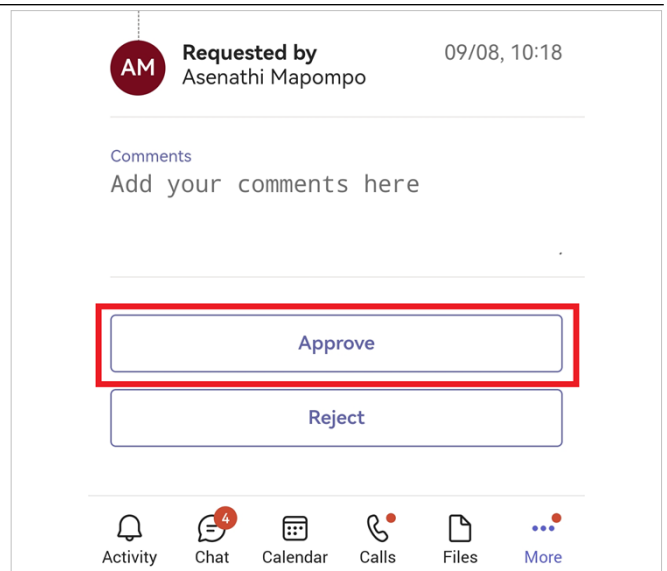
**Step 3.13)**

Select the **Requested** Rental Discount to be approved



**Step 3.14)**

Select **Approve** or **Reject**

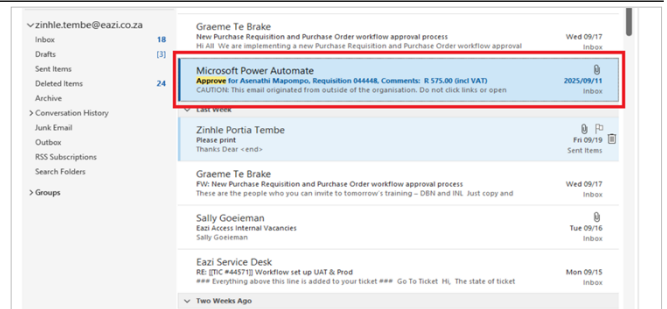


### 3. Approve PR & PO - MS Outlook

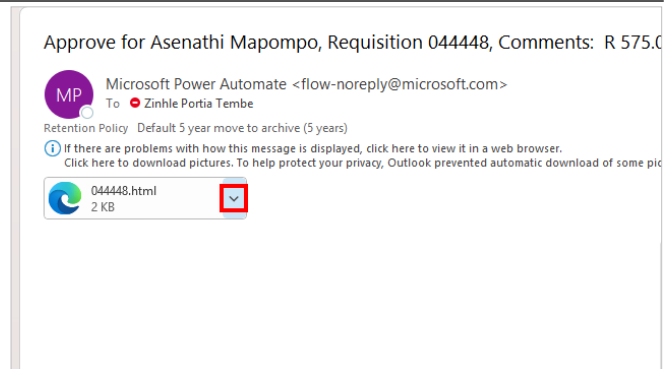
Open MS Outlook



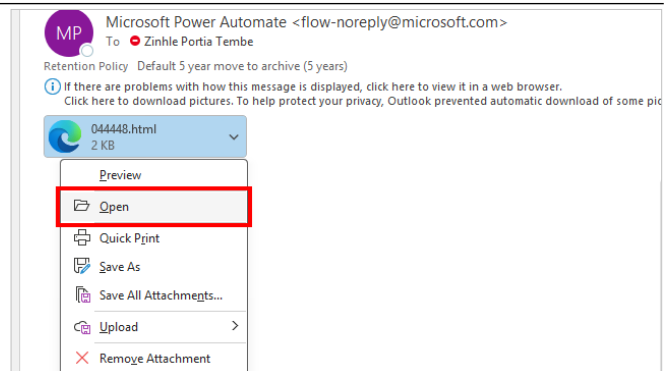
Select the **email** received for the PR or PO approval



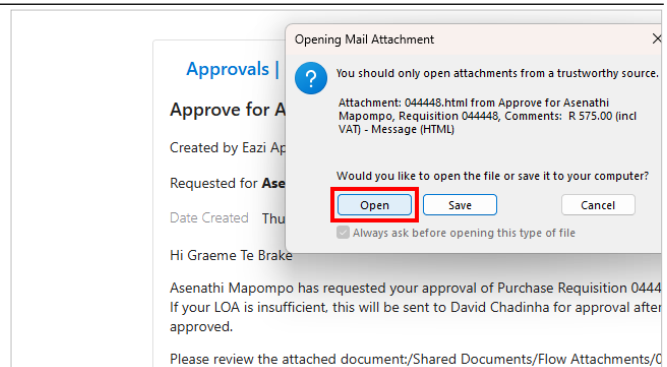
To view the details of the order, Click on the drop down button of the **attachment**



Click on the menu **Open**.

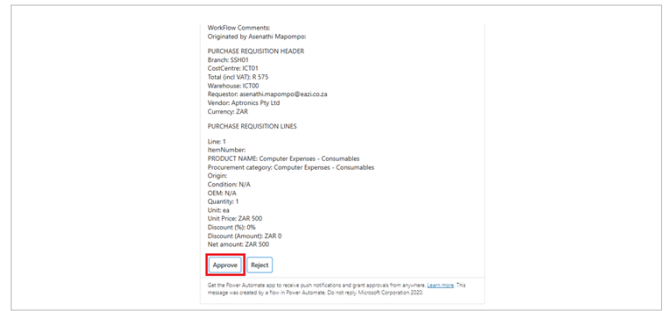


Click on the button **Open**.  
You may also press **Alt+O**.



**PR & PO Approvals Process**

In the body of the email click on **Approve** or **Reject**



Add **Comments** for rejected orders or simply click on **Submit** for approved orders

