Effective Monday, November 5th, SciQuest will implement system enhancements to MT $ource. Below are screen shots of the important changes for the **APPROVER**.

**The Approval Screen will have a different look:**

- Requisitions can be grouped by **LIST** or **FOLDERS**. The view above is displayed by **LIST**.
- Filtering options to sort or refine by Type, Dates, Supplier etc.
When grouped by FOLDERS, requisitions can be **expanded** or **collapsed**. The view above is **collapsed**.

The view below is **expanded**.
E - The dropdown box remains to perform actions and approvals online.

F - When changes or corrections are needed, assigning the requisition to yourself is still required. The My PR Approvals folder will remain to process these changes/corrections.

**NOTE:** To view the requisitions that you have ‘assigned to yourself’ (and in your My PR Approvals folder) the FOLDERS group results must be selected:

No change has been made to the Email Approval Process, you may continue to use it with your four-digit email approval code pin number. For help or to schedule additional training, contact the MT $ource HELP DESK at 898-5442 or email mj.staples@mtsu.edu