

How to approve an order in DSF

The screenshot shows the Ceres Unified Digital Store Front home page. The header includes the site name and logo. The navigation bar contains links for Home, Cart (0), My Account, Order Status, Print Shops, and Contact Us. A user is logged in as Pat Caudle. A red box highlights the 'Pending Approvals' link in the top right navigation area, with an arrow pointing to it. Below the navigation bar, there is a search bar, a cart status (0 items), and featured categories: Printing, Hard Copy Print Services, Paper Supplies, and Workbooks.

Upon receiving an email from DSF stating you have an order to approve, log into DSF. On the main screen you will notice that a “pending approvals” link has appeared. This link is only visible when there is an order that is pending approval. Click the link.

The screenshot shows the 'Approvals' page in the DSF. It features a table with the following data:

Order Number	Ordered By	Association	Approval Level	Date Assigned	Order Total	Requested Due Date
6415	Ana Mejia	Department - Technology	1	5/13/2014 2:54:06 PM PDT	\$0.04	5/14/2014 3:00:00 PM PDT

The order number '6415' is highlighted with a red box, and an arrow points to it. The page also includes a navigation bar, a search bar, and a footer with links for English (United States) Sitemap, Terms & Conditions, and version information (v7.0.0.20391).

This is your site/department approval queue. Click the order number of any job that you want to further examine.



Approve / Decline Order

Send e-mail notification to buyer that the approver has updated this order.

Enter optional text below as to why you approved or declined this order.

Approve

Decline

Print this page

Continue Shopping

Order Confirmation

Order Number: 6415

Requested Due Date: 5/14/2014 3:00:00 PM PDT

Submitted on: 5/13/2014 2:54:06 PM PDT

Submitted by: Ana Mejia

Order Status: Approval required

As of: 5/13/2014 2:54:06 PM PDT

Print Shop: CUSD Print & Copy Services
6th & Magnolia
Building D
Ceres, CA 95307
United States
Tel: 209-556-1500 ext. 1360

Products	Quantity	Item Price	Item Total
TESTING DO NOT PRINT Item Name: 8.5x11 template 8.5x11 template 1	(1 Page) 1	\$0.04	\$0.04
Subtotal:			\$0.04
Shipping:			\$0.00
Taxes:			\$0.00
Total:			\$0.04

The customer is exempted from tax. [View Certificate](#)

Payment

Payment Method: Accounting Codes (Funding Code: 11-2222-3-4444-5555-6666-777-8888-XX)

Funding Code: 11-2222-3-4444-5555-6666-777-8888-XX

[Edit](#)

Recipients

At the top, you can add comments as to why you approved or declined an order. Don't forget to check the budget code, if the code needs to be changed press the "edit" link.

Pending Approvals | Welcome

Edit Accounting Codes

Accounting Codes specified for the Order

Funding Code: 11-2222-3-4444-5555-6666-777-8888-XX

To edit, specify the Accounting Codes below and "update".

Funding Code: Please Select an Item from the List

Other Code:

Update Cancel

To change the budget code, select another code from the drop down box. "Other code" is where the categorical compliance needs to go. Once you are done press "Update".

Approve / Decline Order

Send e-mail notification to buyer that the approver has updated this order.

Enter optional text below as to why you approved or declined this order.

Approve Decline

The order now needs to be either approved or declined. If approved, the order will go to the Print and Copy Services for printing. If declined, the user will receive an email that the order was rejected. If you have further questions in regards to DSF please contact Dustin Layne at ext. 1387 or dlayne@ceres.k12.ca.us.