



How to Provide Purchase Order Approval – ACC Case Owner Tutorial Video Script

This information will assist an ACC Case Owner to approve a purchase order application.

To view your applications, go to the menu and click

Applications

then

Applications (ACC Case Owner).

This will take you to a page containing all the applications you have created and from here you can select any of your applications to view or edit.

Go to the **View Menu** and select **Pending Approvals.**

This will display a list of all applications that are pending your approval.

You can use the search filter next to the 'Create' button to search any pending approvals for customers by either an application number or claim number.

Open the **Application Menu** and click **Edit.**

This will take you to the **Edit Application** page where you can review the application details.

When you are happy to continue, go to the **Details** section and move to the bottom of the page where you can input your decision under **Case Owner Approval.**

By selecting the option **Approve**, you will approve all the equipment products requested for approval.

If you select **Decline**, you will decline approval for all the equipment products.

If you wish to **partially approve a selection of equipment items**, you select Approve and then Decline each of the non-approved products by line item.

For example, if you choose Approve, add a **PA number** and an **Approval Reason.**

If you wish to decline a specific item, navigate to the **Items** section. Open the **Items Menu**, scroll down to the **Approvals** section and select **Decline** and enter a reason for your decision and click **Save.**

Once you have finished, go to the bottom of the page and click **Process Application.**

Your approval outcome will now be processed by Accessable.