HOW TO APPROVE ORDERS (PRIMARY ADMINISTRATOR)

All orders placed by users must be approved by the Primary Administrator. However, orders placed by the Primary Administrator are automatically approved.

To Approve or Deny orders:

1. Login to Arkiv
2. Choose Administrator responsibility
3. Select My Inventory > Find Orders
4. The system defaults to Order Status “Internal Approval”
5. Enter Order Number, if known, and click Locate Orders
   • If the Order Number is not known, leave this field blank and click locate orders.
   • All orders will display that are pending approval.