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| The Approval Process Overview tab contains the approval status of a shopping cart. | |
| **Role:** Staff | **Frequency:** As Needed |

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| **Viewing Approval Status** | |
| 1. Click on the **Approval Process Overview** tab. |  |
| *Approver information can be viewed on the bottom Details Section.*  *Information reflects full history including Approver(s) and dates/times of approval(s).*  *Note: If cart has not been approved, the tab will reflect the Approver’s mailboxes in which it resides.* |  |