

How to View and Print an Approval Chain

In the Approval Chain page of your Admin Control Panel in ECinteractive® and is.D-Force® 2, you can easily review approval group detail information. The drill-down view makes it easy to review approval group settings, and print a report for customers.

The Approval Chain page displays the following for each approval group in a chain:

1. From the left menu, click **Customer Settings**.
From the top menu, click **Consumer Admin**.
2. Click **Approval Management > Approval Chain**.
3. In the Approval Chains page, click the drop-down box to select the account.
4. The Approval Chain page displays the following for each approval group in a chain:
 - a. Authorized Order Limit
 - b. Item Limit Extended Dollar Limit
 - c. Line Item Unit Price
 - d. Monthly Maximum Allowed
 - e. Non-Contract Approval Items Allowed
 - f. Over Budget Approval Required
5. To expand all nodes on an account's chain, click the **[+] Expand View** link.
To collapse all nodes, click the **[-] Collapse View** link.
6. To show or hide the subordinate group, click the + or – button.
7. To print, click the **Print** button. The printout is shown below.

The screenshot shows the 'Approval Chains' page in the ECi Admin Control Panel. The account selected is '050510 - CINCO DE MAYO CUSTOMER'. The page displays a list of approval groups, each with a table of settings. The 'Print' button is highlighted in red in the top right corner. The 'Current approval chains' section shows a list of groups with expand/collapse buttons. The 'Top Level Group' table is as follows:

| Auth. Order Limit | Item Limit Ext Dollar | Line Item Unit Price | Monthly Max | Non-Contract Approval | Over Budget Approval |
|-------------------|-----------------------|----------------------|-------------|-----------------------|----------------------|
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | False | False |

The 'Customer Group' table is as follows:

| Auth. Order Limit | Item Limit Ext Dollar | Line Item Unit Price | Monthly Max | Non-Contract Approval | Over Budget Approval |
|-------------------|-----------------------|----------------------|-------------|-----------------------|----------------------|
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | False | False |

The 'Accounting Group' table is as follows:

| Auth. Order Limit | Item Limit Ext Dollar | Line Item Unit Price | Monthly Max | Non-Contract Approval | Over Budget Approval |
|-------------------|-----------------------|----------------------|-------------|-----------------------|----------------------|
| \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | False | False |