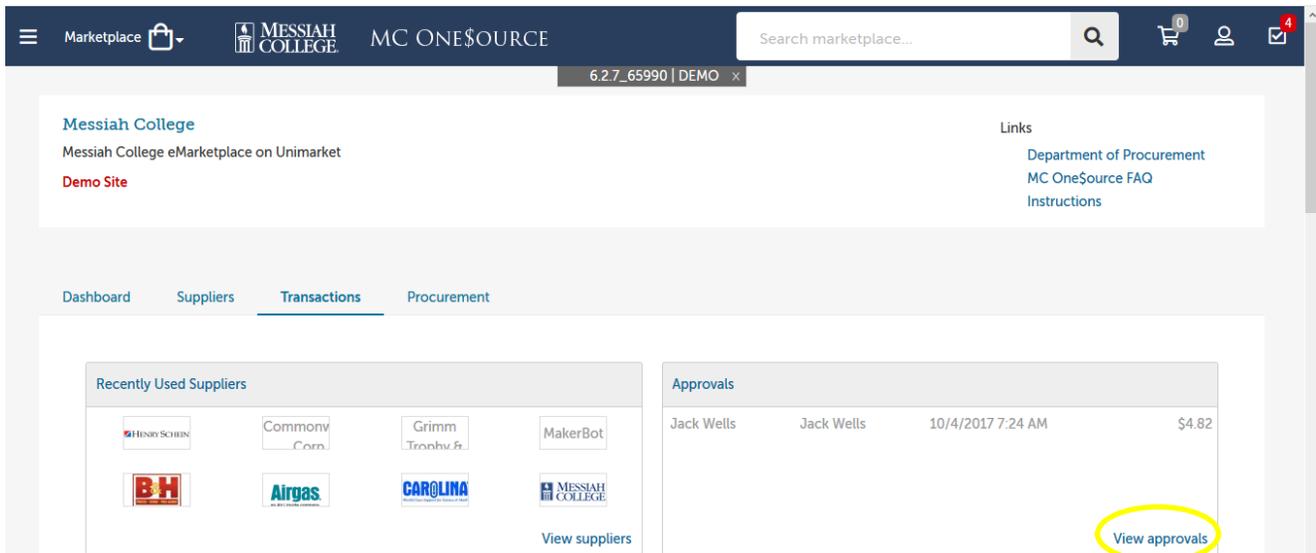


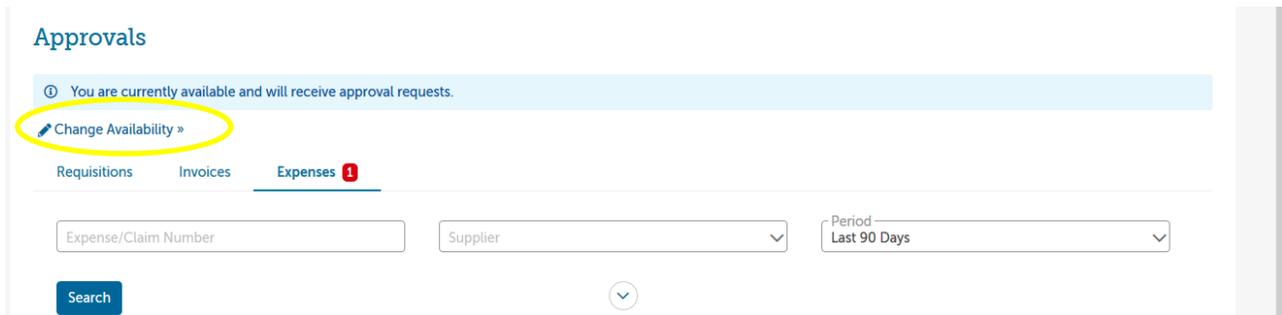
If an approver will be unavailable to approve requisitions, this should be noted in MCOneSource. Approvals will be automatically escalated to the next level of the approval queue during this time. Email approvals will still be delivered to your inbox for your reference only.

- Click **View Approvals**



The screenshot shows the MC OneSource interface. At the top, there is a navigation bar with 'Marketplace', 'MESSIAH COLLEGE', and 'MC ONE\$OURCE'. A search bar is on the right. Below the navigation bar, there are tabs for 'Dashboard', 'Suppliers', 'Transactions', and 'Procurement'. The 'Transactions' tab is selected. In the 'Transactions' section, there are two main areas: 'Recently Used Suppliers' and 'Approvals'. The 'Approvals' section contains a table with one entry: 'Jack Wells' by 'Jack Wells' on '10/4/2017 7:24 AM' for '\$4.82'. A 'View approvals' button is circled in yellow at the bottom right of the table.

- Click **Change Availability**.



The screenshot shows the 'Approvals' page. At the top, there is a status bar that says 'You are currently available and will receive approval requests.' Below this, there is a 'Change Availability' button circled in yellow. Underneath, there are tabs for 'Requisitions', 'Invoices', and 'Expenses'. Below the tabs, there are input fields for 'Expense/Claim Number', 'Supplier', and 'Period' (set to 'Last 90 Days'). A 'Search' button is located at the bottom left.

- Check the **box** beside **I am unavailable**.
- Enter the **Unavailable From** date and time and **Unavailable To** date and time for the absence.
- Click **OK**.
- Approvals will be automatically escalated to the next level of the approval queue during this time period.



The first screenshot shows the 'Change Availability' dialog box. It has a title bar 'Change Availability' and a close button 'x'. Below the title bar, there is a checkbox 'I am unavailable' which is checked. There are two input fields: 'Unavailable From' with the value '12/6/2018 1:19 PM' and 'Unavailable To' with the value '12/14/2018 11:59 PM'. At the bottom, there are 'OK' and 'Cancel' buttons, with 'OK' circled in yellow. The second screenshot shows a dropdown menu for 'Days' with a downward arrow.