

If an approver will be unavailable to approve requisitions, this should be noted in MCOne\$ource. 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.

- Login to McOne\$ource https://messiah.unimarket.com
- Hover over tasks icon/Click Approvals

Aarketplace Orders Invoices	
Messiah MC One\$ource	All - Search Approvals
Messiah College	Quotes
Messiah College	Invoices
LIVE SITE	Purchase Requests
Recently Used Suppliers	Approvals
No suppliers to display.	No approvals to display.

• Click Change Availability

A Marketplace	e Orders Invoices		
MESSIAH COLLEGE	MC ONE\$OURCE	All - Search	- Q ) <u>.</u>
Approvals			
	e and will receive approval requests.		
Change Availability			
Requisitions Ex	penses		
Approval State *	Pending V	Buyer	Y
Approval Task Date From	11/20/2014 7	Approval Task Date To	
Requisition Number			
		Search	

• Check the box beside **I am unavailable** 

Requisitions	Expenses		
Approval State	e * Pending	Change Availability	
Approval Tasl Date From		I am unavailable	
Requisition Numbe		OK Cancel	
		Search	

- 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

Change Availability	<i>,</i>	$\times$
I am unavailable		
Unavailable From *	1/20/2015 7 11 : 59 AM 🗸	
Unavailable To *	1/23/2015 7 1 : 00 PM 🗸	
	OK Cancel	