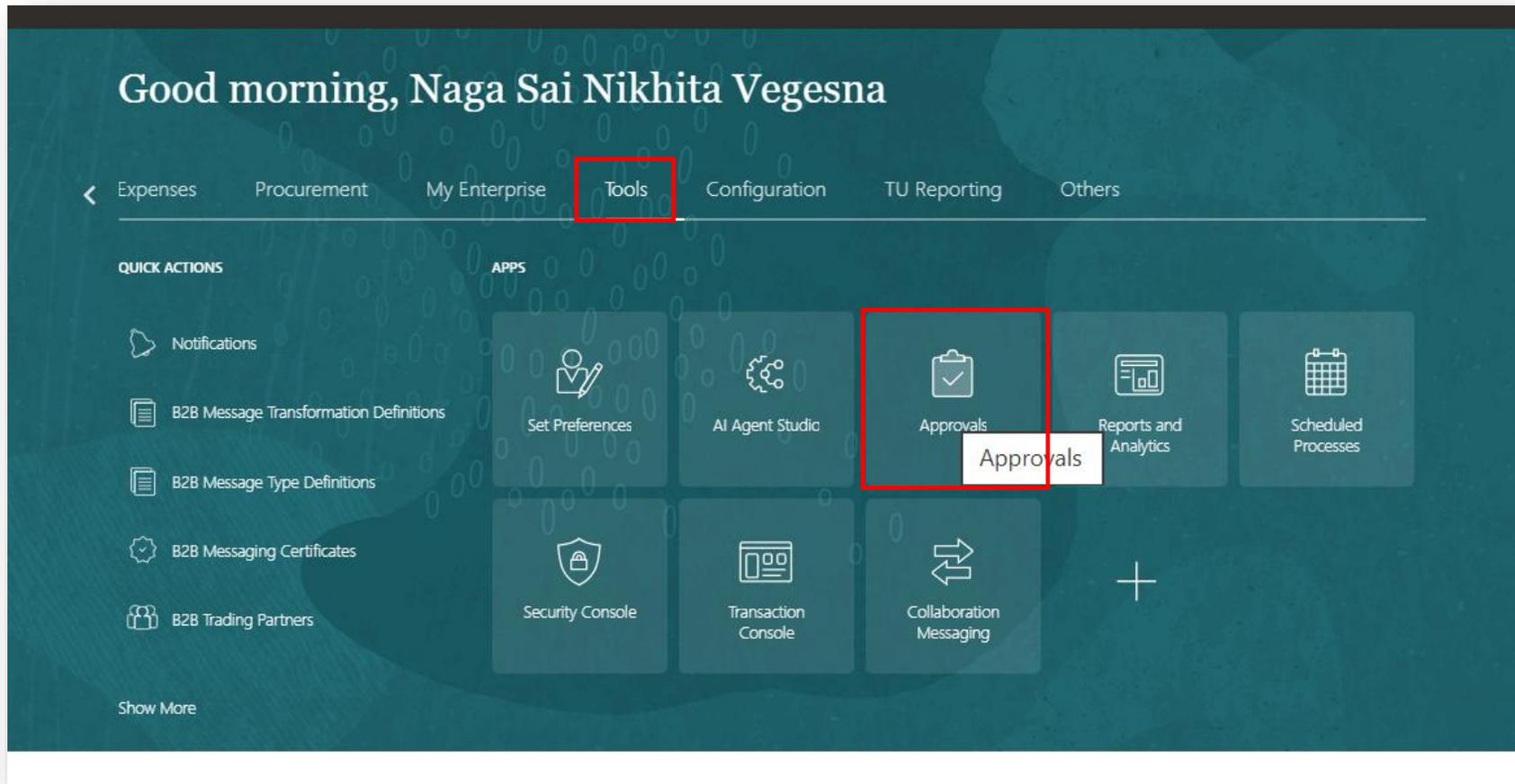


Approvals Work Area

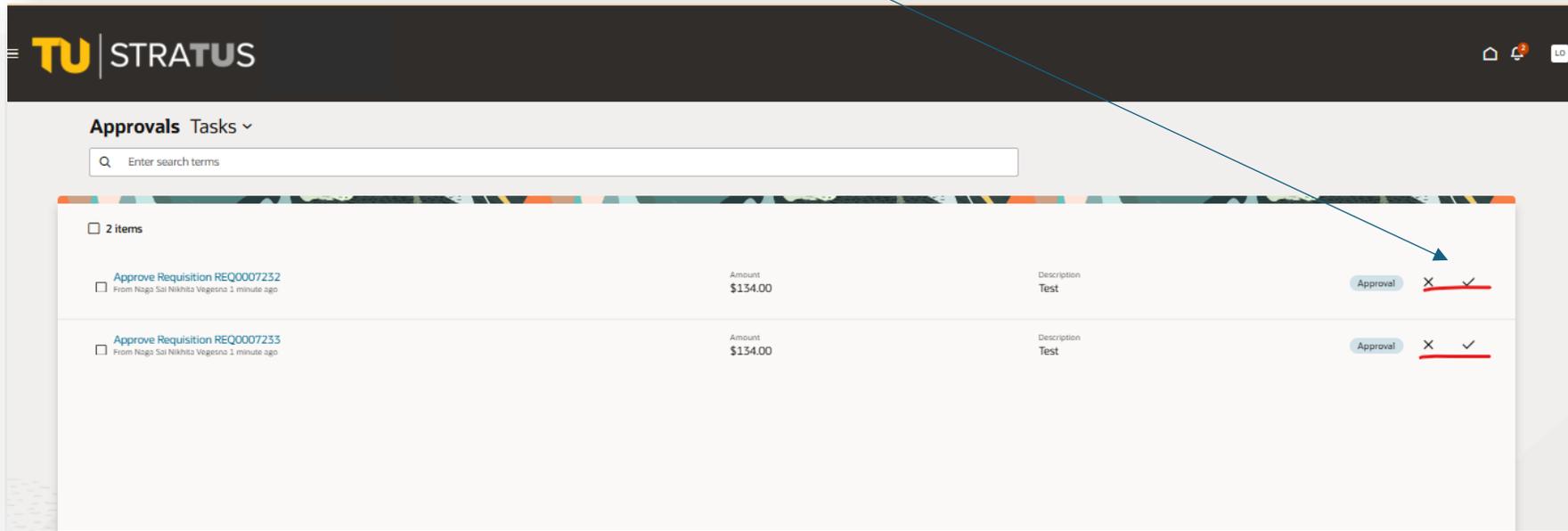
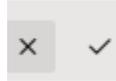
The approvals work area helps users manage and track approvals in one place.
Approvers can act on multiple approvals at once.

In Stratus, navigate to Tools → Approvals



First page

We can Approve or Reject from this page by clicking on

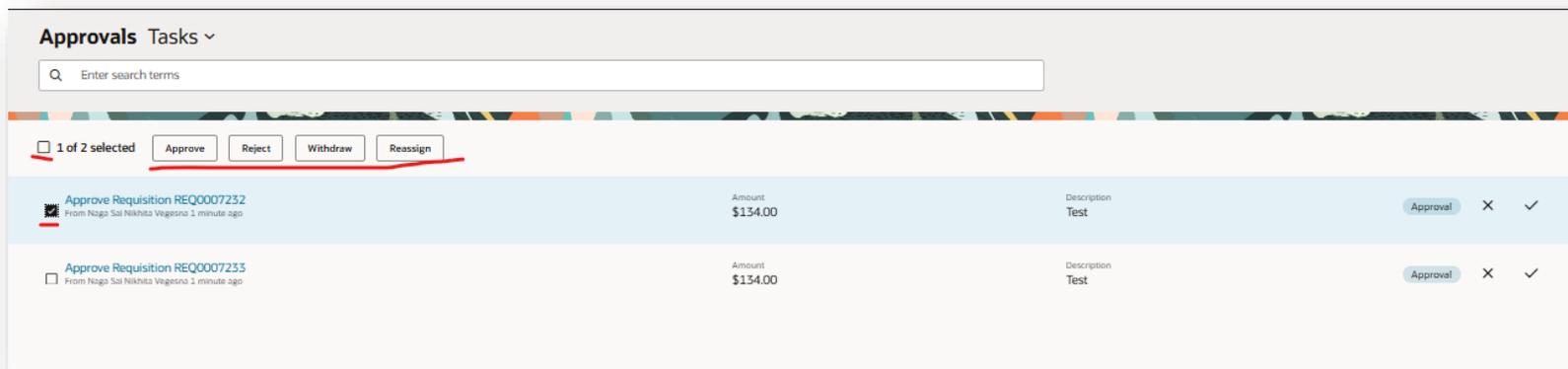


On the First page: Approvers have the following options:

- **Approve**
- **Reject**
- **Reassign**
- **Withdraw**
- **Review History**
- **Claim** (Only if the approver assigned to a role)

To Reassign or withdraw from the same page:

Click on Check box and the options Pop up. To act on multiple approvals at once → select the check boxes.

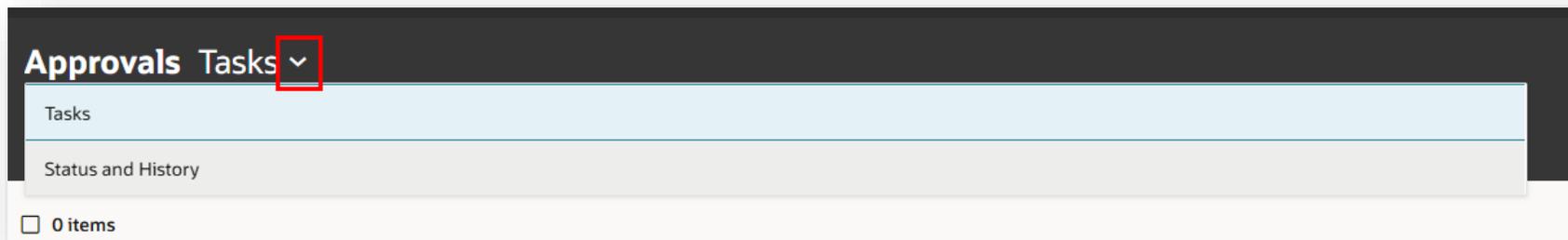


The screenshot shows the 'Approvals Tasks' interface. At the top, there is a search bar with the placeholder text 'Enter search terms'. Below the search bar, there is a summary bar indicating '1 of 2 selected' and four action buttons: 'Approve', 'Reject', 'Withdraw', and 'Reassign'. The main area contains a table with two rows of requisitions. Each row has a checkbox on the left, followed by the requisition title 'Approve Requisition REQ0007232', the source 'From Nago Sai Nikhita Vegesna 1 minute ago', the amount '\$134.00', the description 'Test', and an 'Approval' button with 'X' and '✓' icons.

Checkbox	Task Title	Source	Amount	Description	Action
<input checked="" type="checkbox"/>	Approve Requisition REQ0007232	From Nago Sai Nikhita Vegesna 1 minute ago	\$134.00	Test	Approval X ✓
<input type="checkbox"/>	Approve Requisition REQ0007233	From Nago Sai Nikhita Vegesna 1 minute ago	\$134.00	Test	Approval X ✓

View History:

Approvals → Status and History (available at the top left next to the Approvals Task dropdown)



The screenshot shows the 'Approvals Tasks' dropdown menu. The dropdown is open, showing two options: 'Tasks' and 'Status and History'. The 'Status and History' option is highlighted. Below the dropdown, there is a summary bar indicating '0 items'.

Approvals Tasks ▾

- Tasks
- Status and History

0 items

Approvals Status and History

Q Enter search terms

1 result

Title	Assigned To	Submitted By	Submission Date	Last Activity Time	Status
Approval of Invoice yur from SMACT Works, Inc (644.00 USD)	TU AP Invoice Approval Group	Naga Sai Nikhit...	1/21/26	25 minutes ago	Approved

Second Page

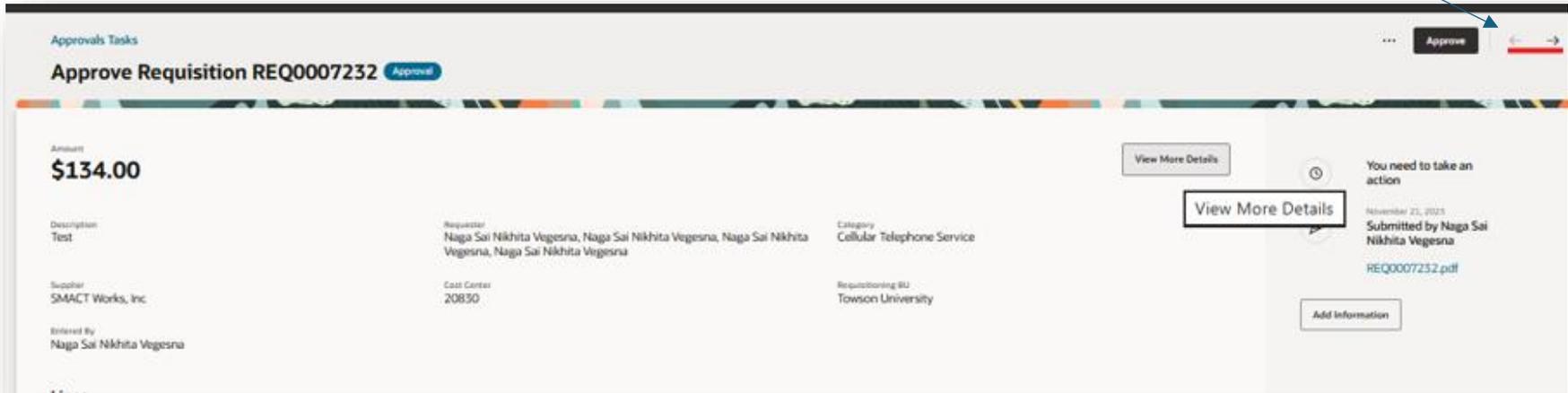
For **more actions** like Request information or add/view more details → click on link

The screenshot displays the 'Approvals Tasks' section of the TU STRATUS interface. It features a search bar and a list of two approval items. The first item, 'Approve Requisition REQ0007232', is highlighted with a red box. A tooltip for this item shows the text 'Approve Requisition REQ0007232'. The table columns are: Action, Amount (\$134.00), Description (Test), and a button labeled 'Approval' with 'X' and '✓' icons. The second item is 'Approve Requisition REQ0007233' with the same details.

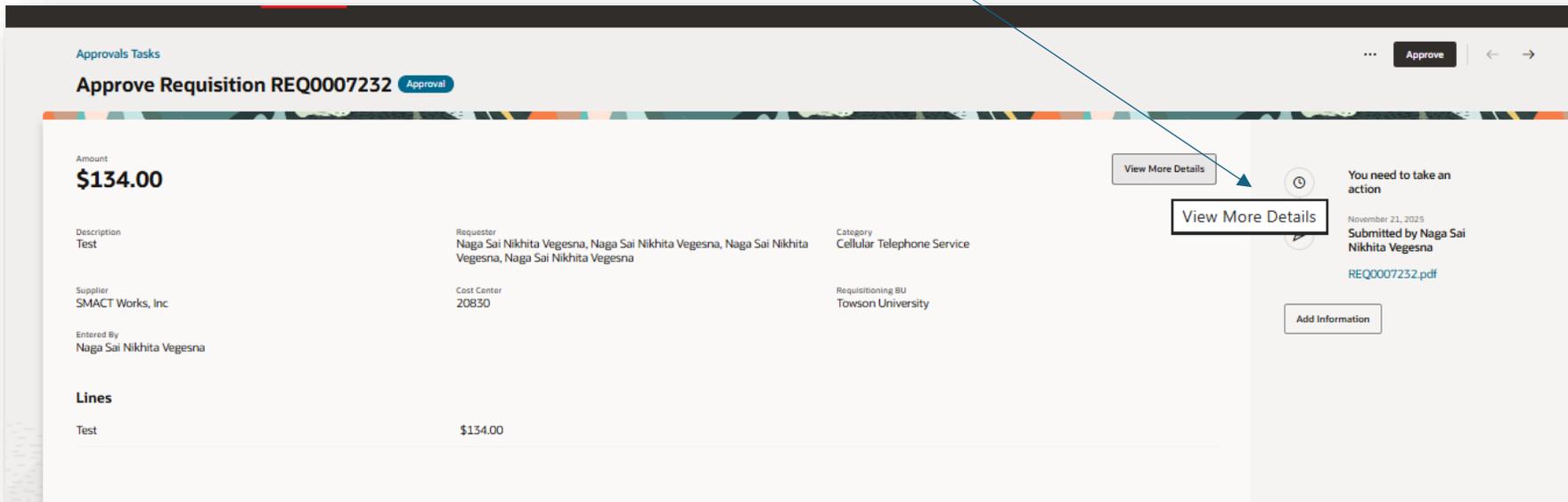
For More options: Click on the link (Second page) --> Approvers have the below options:

- **Approve**
- **Reject**
- **Reassign**
- **Withdraw**
- **Request information**
- **add/view more details**
- **Move to Next/Previous approvals**
- **Claim** (Only if the approver assigned to a role)

Navigate to other approvals using Arrows → and ←



View more Details:



View more details→ will take you to the BPM work list approval page. Similar to clicking on the link on the email approval, you can take Action from here as well.

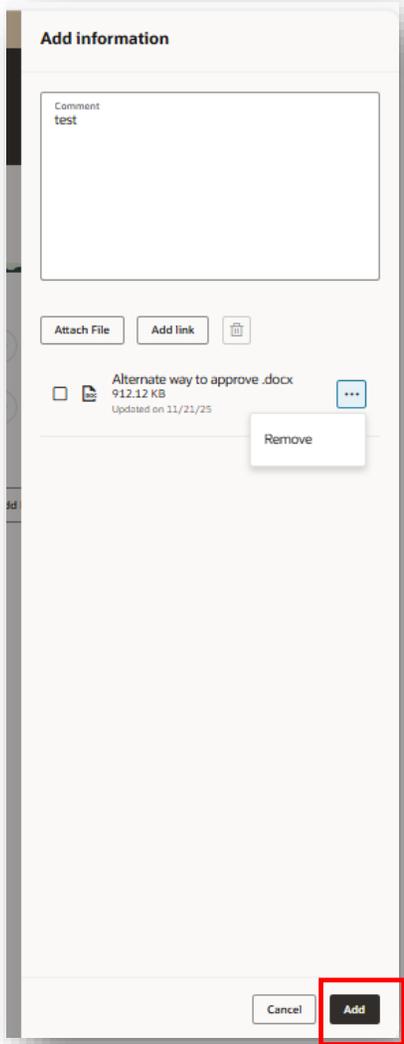
There is no Back option available in the Stratus BPM worklist page to go back from this page to the previous page. Use the <-- Back arrow option available on the page.

Add Information:

Allows the approvers to add a comment, Attach file or link



Click on Add



Click on the three dots (...) for more actions like Reject, Withdraw, Request information, and Reassign.

Approvals Tasks

Approve Requisition REQ0007232 Approval

Amount
\$134.00

[View More Details](#)

Description Test	Requester Naga Sai Nikhita Vegesna, Naga Sai Nikhita Vegesna, Naga Sai Nikhita Vegesna, Naga Sai Nikhita Vegesna	Category Cellular Telephone Service
Supplier SMACT Works, Inc	Cost Center 20830	Requisitioning BU Towson University
Entered By Naga Sai Nikhita Vegesna		

Lines

Test	\$134.00
------	----------

[Add Information](#)

- Reject
- Withdraw
- Request Information
- Reassign

November 21, 2025
You provided additional information
test
[Alternate way to approve .docx](#)
November 21, 2025
Submitted by Naga Sai Nikhita Vegesna
REQ0007232.pdf

[Add Information](#)

Appendix:

Claim: (Multiple approvers assigned to a Role)

This option is only available if the approval is assigned to a role (like TU_CFO_REQAPPROVAL, TU_UBO_REQ_APPROVAL, ETC.) Approval notification can be seen by all the approvers in Approvers work area:

Example: Approval is in Phylis May's account.

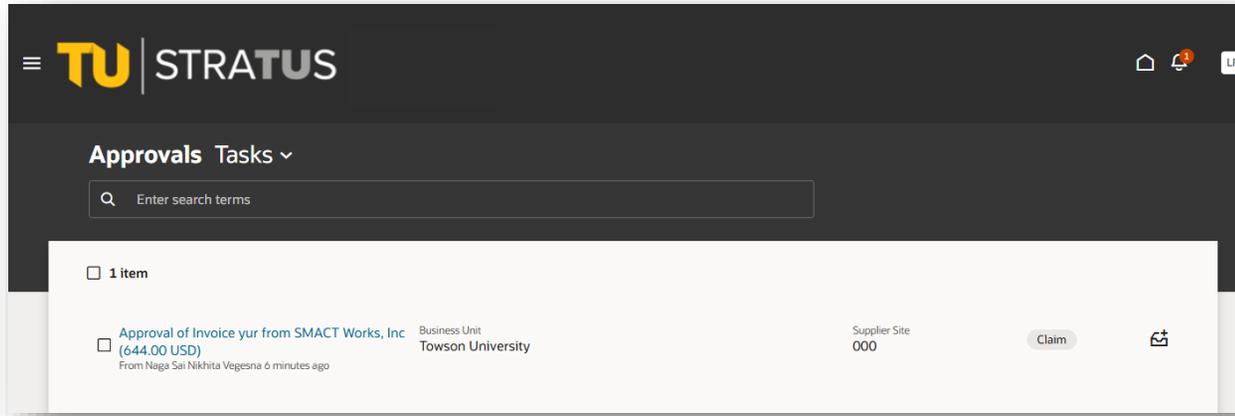
The screenshot displays the STRATUS web application interface. At the top, a status bar indicates "Data Refreshed on 1/14/26." The main header features the "TU | STRATUS" logo on the left and navigation icons (home, notifications with a red badge, and a PM button) on the right. Below the header, the "Approvals Tasks" section is visible, containing a search bar with the placeholder text "Enter search terms". A list of tasks is shown below, with one item selected:

- 1 item
- Approval of Invoice yur from SMACT Works, Inc (644.00 USD)
From Naga Sai Nikhita Vegesna 1 minute ago

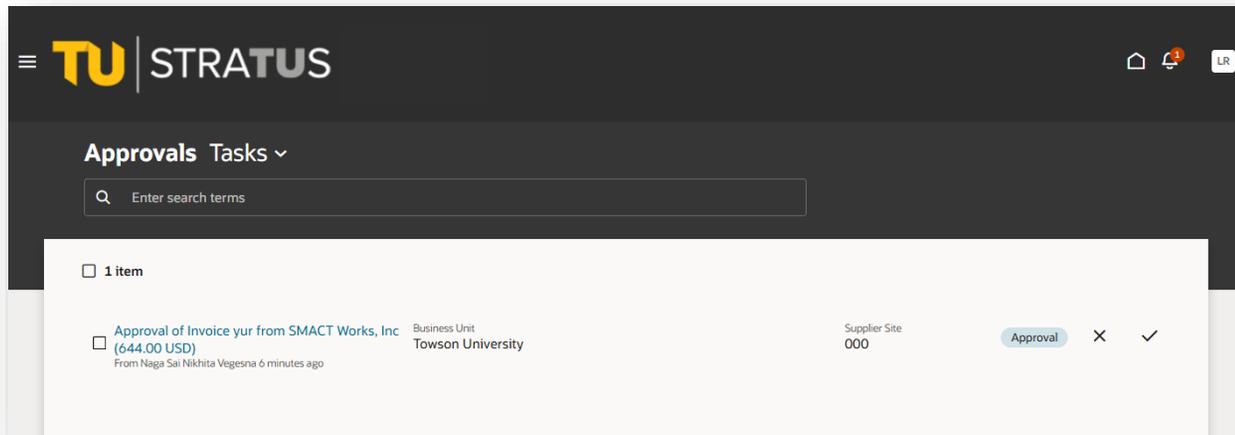
Additional details for the selected item include:

- Business Unit: Towson University
- Supplier Site: 000
- Action: Claim
- Icon: A document icon with a plus sign.

Approval is also in Lauren Rowe's account



One of the approvers needs to claim first to approve:
Let's say Lauren Claimed it. Lauren now has the option to take action.



Phylis' view: The system says it is claimed by Lauren

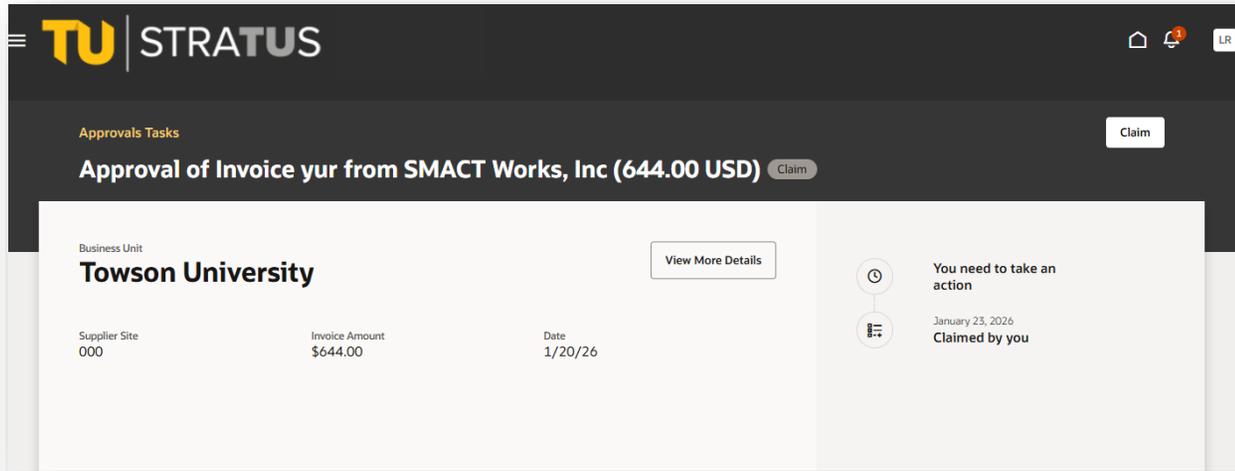
The screenshot shows a dark header with 'Approvals Tasks' on the left and a 'Claim' button on the right. Below the header, the main title is 'Approval of Invoice yur from SMACT Works, Inc (644.00 USD)' with a 'Claim' button next to it. The main content area is divided into two sections. The left section displays 'Business Unit' as 'Towson University' with a 'View More Details' button. Below this, it shows 'Supplier Site' as '000', 'Invoice Amount' as '\$644.00', and 'Date' as '1/20/26'. The right section shows a date 'January 23, 2026' and the status 'Claimed by Lauren Rowe'.

And the approval task is removed from the Phylis' List.

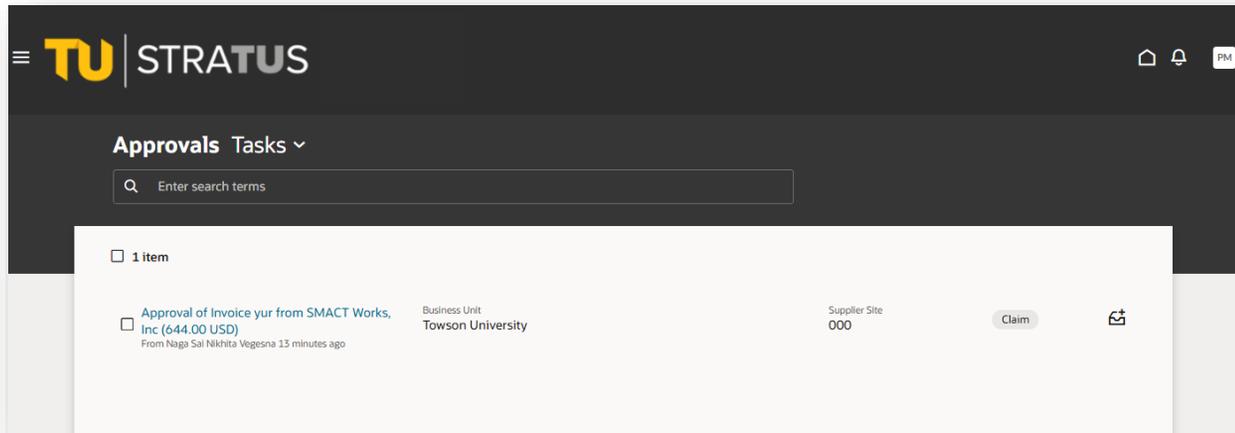
What if Lauren Release the claim using Release option?

The screenshot shows the same approval task interface as above, but with a dropdown menu open. The header now has an 'Approve' button. The main title is 'Approval of Invoice yur from SMACT Works, Inc (644.00 USD)' with an 'Approval' button next to it. The left section is identical to the previous screenshot. The right section shows a date 'January 23, 2026' and the status 'Claimed by you'. A dropdown menu is open over the right section, containing the following options: 'Approve', 'Reject', 'Withdraw', 'Release', and 'Request Information'. Below the dropdown, there is an 'Add Information' button.

The Claim option is back.



Approval can also be viewed by Phylis – Notification is back.



Phylis claimed and approved it.

Approvals Tasks ▾

🔍 Enter search terms

☐ 1 item

<input type="checkbox"/>	Approval of Invoice yur from SMACT Works, Inc (644.00 USD) From Naga Sai Nikhita Vegesna 13 minutes ago	Business Unit Towson University	Supplier Site 000	Approval	✕	✓
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Approvals Tasks ⋮ Approve

Approval of Invoice yur from SMACT Works, Inc (644.00 USD) Approval

Business Unit
Towson University View More Details

Supplier Site 000	Invoice Amount \$644.00	Date 1/20/26
----------------------	----------------------------	-----------------

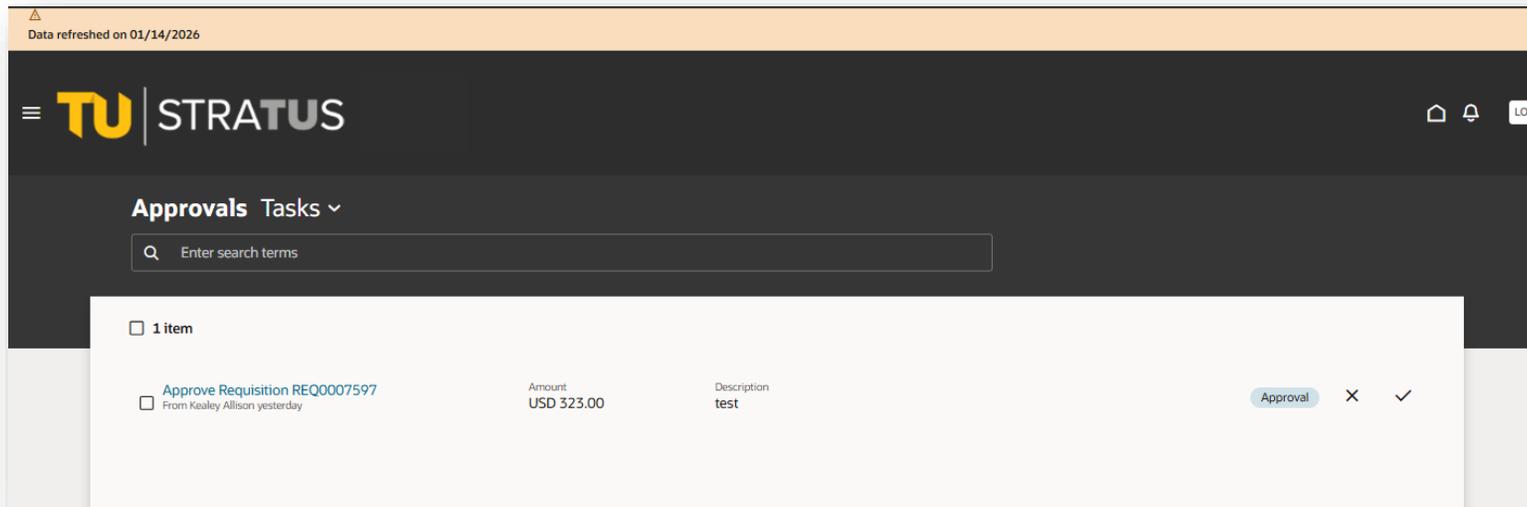
You need to take an action

- January 23, 2026
Claimed by you
- January 23, 2026
Released by Lauren Rowe
- January 23, 2026
Claimed by Lauren Rowe

Add Information

Once an approver claims a task in the Approvals work area, the active notification under the Notification Bell disappears because the system marks it as “read” or “handled.” But you can see it from the **All** tab under Notification Bell and also the task itself **remains available** in the Approvals work area.

Approval claimed under Approvals work area.



Notification Bell > Show all > All



The notifications which were already populated before enabling the new work area won't be visible in the Approvals work area. The new approvals populated after the Approval's work area is enabled can be viewed in Approvals work area.

Approved:

The screenshot shows the 'Approvals Tasks' section of the STRATUS application. The main heading is 'Approval of Invoice yur from SMACT Works, Inc (644.00 USD)' with a green 'Approved' tag. Below this, the 'Business Unit' is identified as 'Towson University'. A table provides details for the invoice:

Supplier Site	Invoice Amount	Date
000	\$644.00	1/20/26

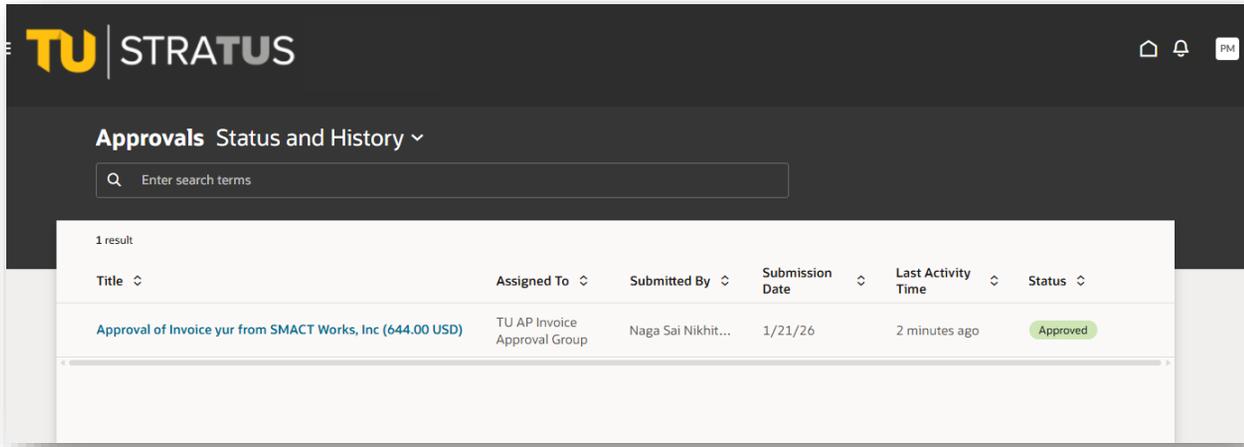
A 'View More Details' button is located to the right of the business unit information. On the right side of the page, a vertical timeline of activity is shown:

- January 23, 2026: You need to take an action
- January 23, 2026: You added a comment (tets)
- January 23, 2026: Claimed by you
- January 23, 2026: Released by Lauren Rowe
- January 23, 2026: Claimed by Lauren Rowe

Lauren can't see the approval history in Approvals workarea as Phyllis has approved it.

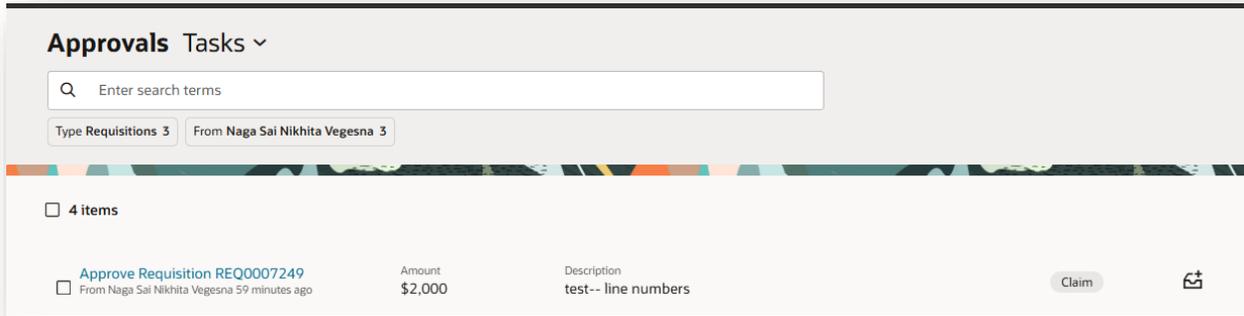
The screenshot shows the 'Approvals Status and History' page in the STRATUS application. It features a search bar with the placeholder text 'Enter search terms'. Below the search bar is a table with the following columns: Title, Assigned To, Submitted By, Submission Date, Last Activity Time, and Status. The table is currently empty, displaying the message: 'We don't have anything to show here.'

Phylis can see it in history



The screenshot shows the 'Approvals Status and History' page in the TU STRATUS system. At the top left is the TU STRATUS logo. On the right, there are icons for home, notifications, and a clock showing PM. Below the header is a search bar with the placeholder text 'Enter search terms'. A dropdown menu indicates '1 result'. Below this is a table with the following columns: Title, Assigned To, Submitted By, Submission Date, Last Activity Time, and Status. One row is visible with the following data: Title: 'Approval of Invoice yur from SMACT Works, Inc (644.00 USD)', Assigned To: 'TU AP Invoice Approval Group', Submitted By: 'Naga Sai Nikhit...', Submission Date: '1/21/26', Last Activity Time: '2 minutes ago', and Status: 'Approved'.

Title	Assigned To	Submitted By	Submission Date	Last Activity Time	Status
Approval of Invoice yur from SMACT Works, Inc (644.00 USD)	TU AP Invoice Approval Group	Naga Sai Nikhit...	1/21/26	2 minutes ago	Approved



The screenshot shows the 'Approvals Tasks' page in the TU STRATUS system. At the top left is the TU STRATUS logo. On the right, there are icons for home, notifications, and a clock showing PM. Below the header is a search bar with the placeholder text 'Enter search terms'. Below the search bar are two filter buttons: 'Type Requisitions 3' and 'From Naga Sai Nikhita Vegesna 3'. Below the filters, a dropdown menu indicates '4 items'. Below this is a table with the following columns: Description, Amount, and Description. One row is visible with the following data: Description: 'Approve Requisition REQ0007249', Amount: '\$2,000', and Description: 'test-- line numbers'. There is a 'Claim' button and a share icon to the right of the row.

Description	Amount	Description
Approve Requisition REQ0007249 From Naga Sai Nikhita Vegesna 59 minutes ago	\$2,000	test-- line numbers

1 of 4 selected Claim

	Amount	Description	
<input checked="" type="checkbox"/> Approve Requisition REQ0007249 <small>From Naga Sai Nikhita Vegesna 59 minutes ago</small>	\$2,000	test-- line numbers	Claim ⌵

Approval task can be taken after clicking on claim

4 items

	Amount	Description	
<input type="checkbox"/> Approve Requisition REQ0007249 <small>From Naga Sai Nikhita Vegesna 59 minutes ago</small>	\$2,000	test-- line numbers	Approval ✕ ✓

To remove claim: Click on the task

4 items

	Amount	Description	
<input type="checkbox"/> Approve Requisition REQ0007249 <small>From Naga Sai Nikhita Vegesna 59 minutes ago</small>	\$2,000	test-- line numbers	Approval ✕ ✓
<input type="checkbox"/> Approve Requisition REQ0007238 <small>From Naga Sai Nikhita Vegesna 59 minutes ago</small>	\$2,000	test-- line numbers	Reassigned ✓

Click on Release under Actions (...)

The screenshot displays a web interface for managing requisitions. At the top, it says 'Approvals Tasks' and 'Approve Requisition REQ0007249' with an 'Approval' button. A dropdown menu is open over the 'Approve' button, listing 'Reject', 'Withdraw', 'Release', and 'Request Information'. The 'Release' option is highlighted. The main content area shows details for the requisition, including the amount (\$2,000.00), description ('test-- line numbers'), requester ('Naga Sai Nikhita Vegesna'), category ('Contracts Administrative IT website & software'), and status ('In Progress').

Approvals Tasks

Approve Requisition REQ0007249 Approval

Amount
\$2,000.00 View More Details

Description
test-- line numbers

Requester
Naga Sai Nikhita Vegesna, Naga Sai Nikhita Vegesna, Naga Sai Nikhita Vegesna, Naga Sai Nikhita Vegesna

Category
Contracts Administrative IT website & software

Supplier
Omnilert LLC.

Cost Center
20830

Requisitioning BU
Towson University

Entered By
Naga Sai Nikhita Vegesna

Submitter
Naga Sai Nikhita Vegesna

Creation Date
1/13/26

Assignee
TU Office of Technology Services Group

Assigned Date
1/13/26

Status
In Progress

Lines

Amount
\$2,000.00

