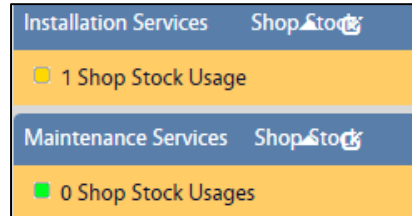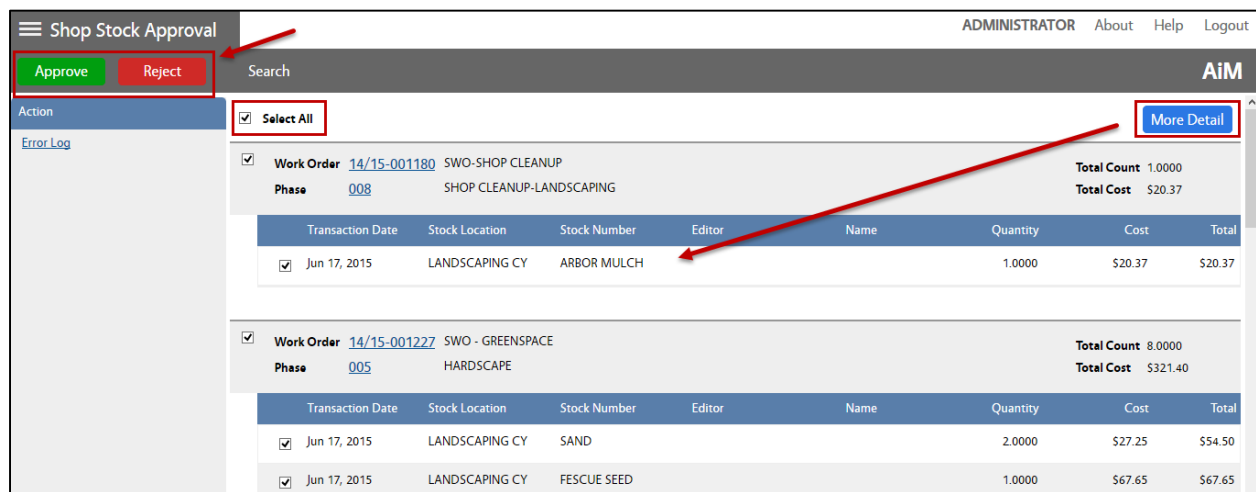## Shop Stock Approval

Before any shop stock requests can be approved, shop stock approvers (roles) must be assigned to the shop. If you're unable to find shop stock to approve, contact your system administrator.

The following steps assume the user has been setup and approved for **Shop Stock Approvals**.

1. From the Stock Shop Approval channel, click: **Shop Stock Usages** (*Work Management > Shop Stock Approval*)

2. A list of all work orders and phases submitted for approval appear. Click: More Detail

3. Select shop stock requests, check: **Select All** box or check individual shop stock requests.

4. After selecting Charges, **Approve** or **Reject**

5. **Pop-up Message** - *the user will receive a count of successful or unsuccessful submissions*
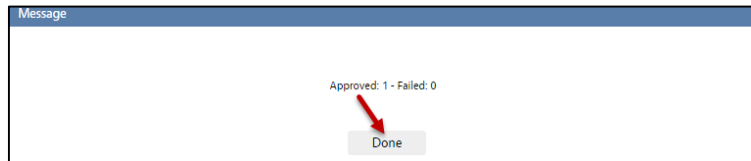
   a. **Approved**, click: **Done**

   b. **Failed**, click: **Done**
      i. Check **Error Log** for details
         1. **OPTION 1**: Review reason and click: Work Order link to correct
            a. From Work Order, click: **Edit**. Make correction and **Save**.

            b. Return to External Charge Approval screen and **Approve**

         2. **OPTION 2**: From Error Log, click: **Done** and **Reject** charge