

ESM Solutions is now offering **Mobile Approval**. This feature will allow your approvers to access and approve transactions from a mobile device.

When the Mobile Approval feature is enabled, it changes the format of the approve email.

- The email will present the same details for the transaction, but the view is different. Below is the view from a laptop or desktop:

Dear Lorna,

Jackie Funk has requested your review and approval of Transaction 159377 - 03/17/2020 13:10-Funk-Dell - DEMO. Please click below "Review & Approve" button to log into the ESM Purchase application to take appropriate action.

|                             |
|-----------------------------|
| Transaction # : 159377      |
| Create Date : 03/17/2020    |
| Supplier : Dell - DEMO      |
| Requester : Jackie Funk     |
| Status : Pending Approval   |
| Total Line Items : 1        |
| Subtotal : 1439.98          |
| PA Sales Tax : 0.00         |
| Total Value (USD) : 1439.98 |

[Review & Approve](#)

If you wish to contact the requestor, please do so at [esmentify+magis@gmail.com](mailto:esmentify+magis@gmail.com).

Thank you,  
ESM Solutions Customer Support

- There is a Review & Approve button at the bottom. Click on Review & Approve > Log in > user be taken directly into the transaction to approve.

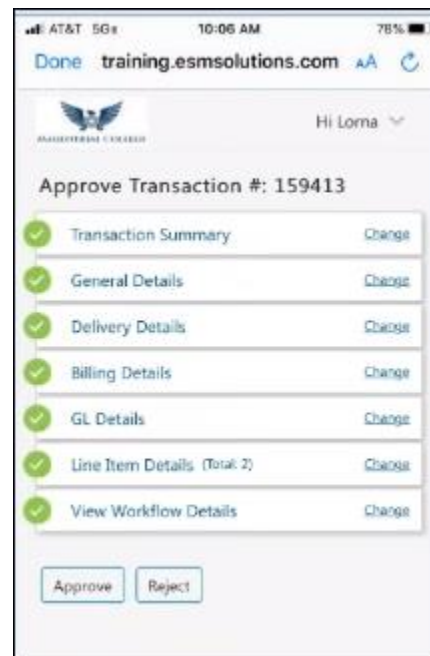


*Mobile Approval does not provide the ability to navigate to any other tab or any other transaction. Users will need to click the Review & Approve button each email to approve multiple transactions.*

- If accessing from a mobile device, the email will show like this:



- The transaction details are **read only**, no edits allowed.
- The approver can click within the different areas to view the details and either approve or reject.



- When the approver clicks on Review & Approve > Login > will be taken directly into the transaction.