Requisition Approval Instructions
Logon Instructions  (For logon password and problems, contact the Help Desk)

1. Open an internet browser.
2. In the address field type “mercercitrix” and press enter.
3. You will be directed to the Logon page where you will enter the same user name and password that you access Windows when you start your computer (this is case sensitive) and press enter.
4. Select CampusVantage Production
5. You will be directed to the Campus Management logon page where you should enter:
   Your last name, underscore, and your initial(s) in the user name field and also in the password field (these should be all lower case) then hit Login. Even though you are in lower case, it will appear as upper case.
Click on Document Approval

Then click on Document Approval tab under Document Approval
If you do not have any requisitions to approve, a box will appear that states “There are no unapproved documents for user “xxxxxxx”.

If you have requisitions to approve it will list them with a brief description listing the type of Requisition, Requester email, requester name, requisition number, requisition date, and amount. If there are notes from previous approvers the paper icon will have lines on the paper icon. To obtain additional information, right click on the requisition in the list and left click on the edit requisition box that appears. Once you have reviewed the requisition click on the Trash can which will return your screen to the approval screen. Either approve the document by clicking in the “App” box or cancel by clicking on the “Can” box. You must save your approval/cancel by clicking on the update button (yellow arrow). To add notes to the requisition approval list click on the paper icon and click add. It will then provide a field to enter your notes. After entering your notes click on the input icon.

The next approver will receive an email notifying them to approve/cancel this requisition. To exit Vantage, click on the X on the right top part of the screen. Then click on Logoff on the citrix screen.