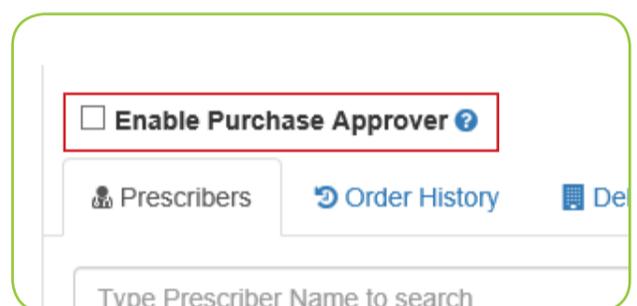


## Setting up your Purchase Approver

There is a new user role that can be activated on all accounts giving control over orders requiring purchase approval. Once activated you can create a user who has the power to authorise all purchases on the account before they can be approved by Healthxchange Pharmacy.

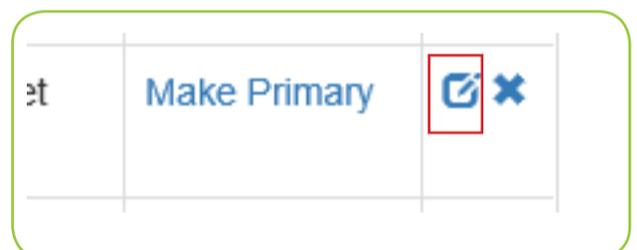
### Step 1

On your "profile" tab you will see a new tick box called 'Enable Purchase Approver'. If you want to enable this feature click the box to turn this feature on. **Only a Super User can set up or edit a Purchase Approver**



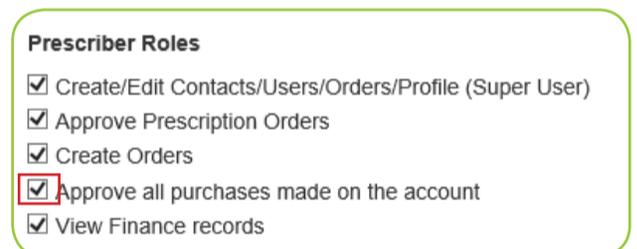
### Step 2

To set a user as a 'Purchase Approver' you either need to edit an existing user or create a new user on your account. To edit an existing user, click edit next to the user you want to change.



### Step 3

On the pop-up box for the user scroll down to the bottom of the box and you will see a new user role is available from the list. Make sure to tick the box if you want them to approve purchases on your account.



### Step 4

That's it - now when an order is placed on the account, the order will be emailed to your new 'Purchase Approver', they will then need to log in and approve the order from the action column before we can process it further

Order Total	Date	Action
£21.46	22-Feb-2016	<a href="#">✕</a> <input checked="" type="checkbox"/> <a href="#">↻</a>

**If your not already registered on the e-pharmacy and experiencing the benefits or ordering online, activate your account today**

**LOG IN OR ACTIVATE YOUR ACCOUNT TODAY**