Log in to Ohio Buys. The My Pending Validations window on the Ohio Buys homepage shows your most recent tasks that are awaiting your review. If desired, you can click on the **Object** hyperlink for any tasks that have an **Action** of Workload Manager to quickly view and take action on any purchase requisition needing your approval. Once you have found the task you would like to open, click the **Object** name to open it.

Navigate to the **Workflow** tab.

At the bottom right of the page, view the existing workload of the Requisitioners in your organization by clicking the **Check Requisitioners Workload** button. This is recommended to divide responsibility in an appropriate manner.

- **Requisitioner**: This column displays the names of Requisitioners’ accounts in Ohio Buys
- **Agency**: This column displays the agency each Requisitioner is a part of
- **Workload**: This column displays the number of requisitions currently assigned to the associated Requisitioner
- **Open Requisitions**: This column lists the Requisition IDs assigned to a Requisitioner
How to Assign a Purchase Requisition to a Requisitioner (Workload Managers)

Step-by-Step Instructions for Assigning a Requisitioner to a Purchase Requisition

4. In the Performers of the following activities field, select a Requisitioner from the drop-down menu.

5. Click Assign Requisitioner.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (ohiosharedservices@ohio.gov) or phone (877-644-6771).