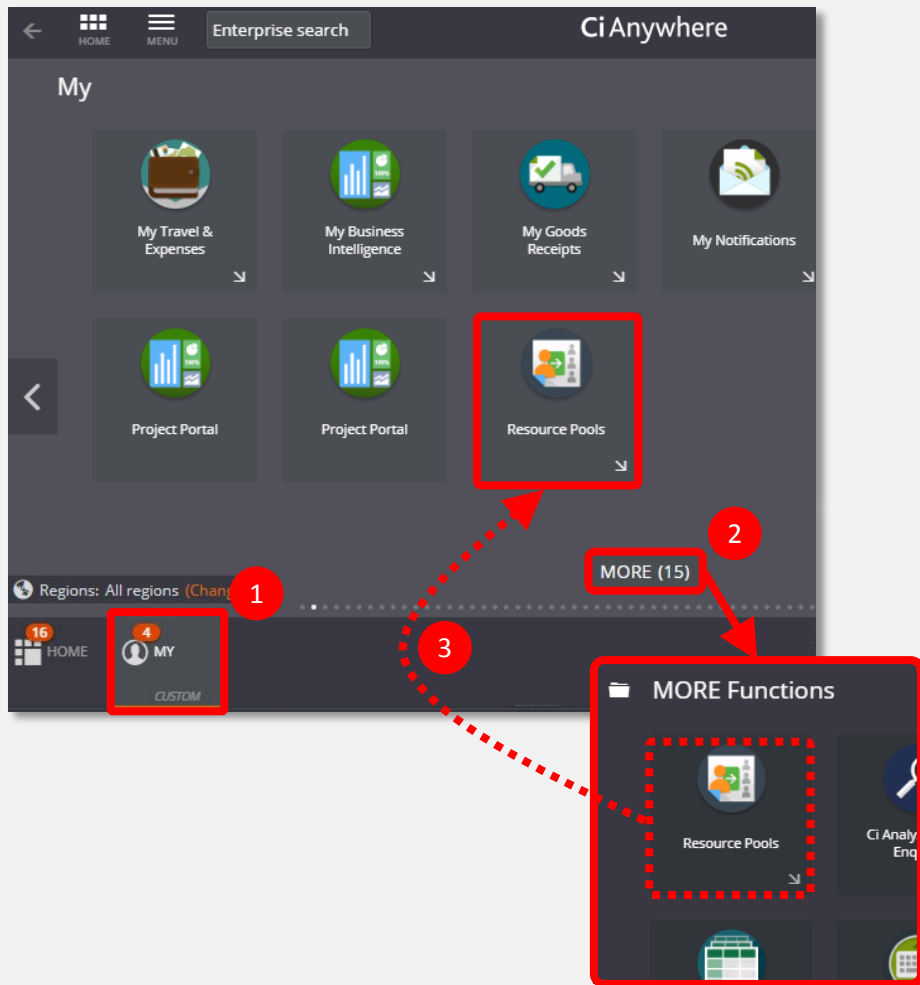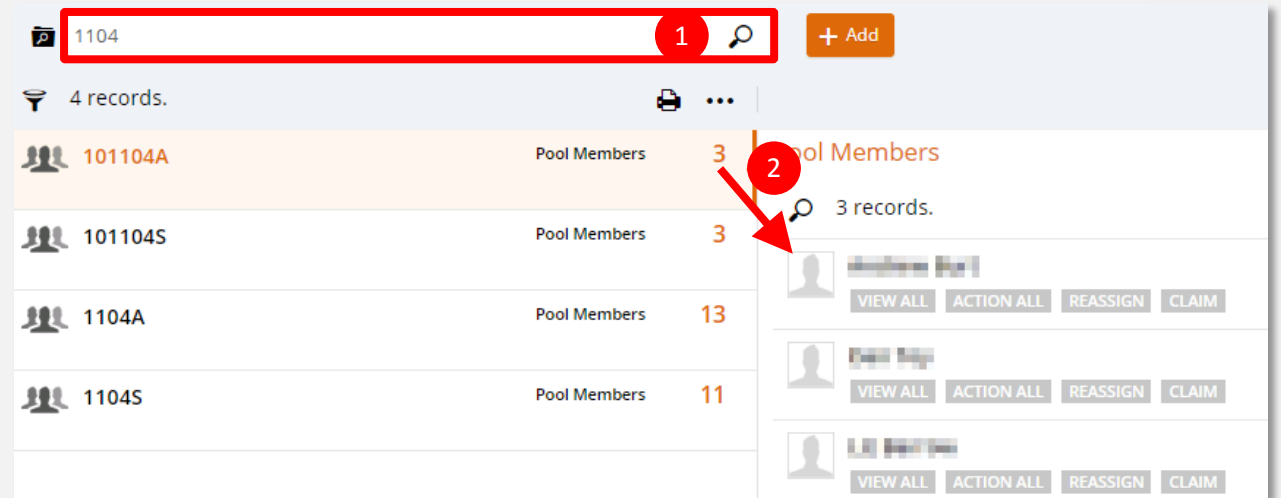# Approval Pools Quick Guide

Where to find the Resource Pools function tile:
1. Go to your 'My' page.
2. Click on 'More' at the bottom of the page.
3. Drag the Resource Pools tile onto your 'My' page.

How to use the Resource Pools function:
1. Search using any part of the pool number or its name.
2. Pool members' names are listed on the right.

How to find a pool number or name:
1. View the requisition in 'My Requisitions' or the expense in 'My Travel & Expenses'.
2. Once open, click its 'Authorisation History' or 'Approval History' tab.

Pool number or name