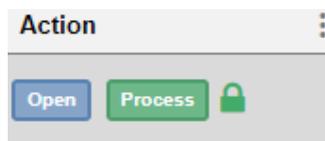


## How do I split requisitions?

Kylah Kennedy - 2023-05-17 - [eRequest](#)

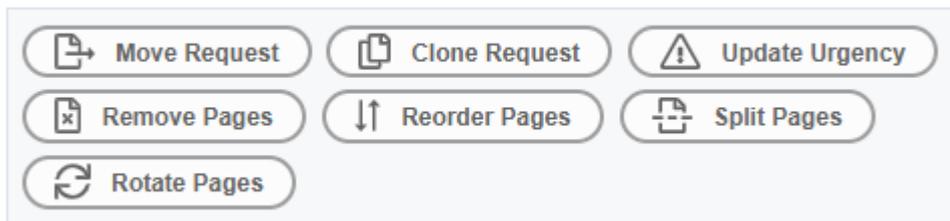
# How do I split requisitions?

### 1. From the inbox click Open



2. The **External Request Preview** window open, the right side of the window will show the various options for updating the request.

#### Update Request



### 3. Click **Split Pages**

4. Enter the page numbers of the requisition that you wish to keep as Request 1 and page numbers of the requisition that you wish to become Request 2.

A screenshot of a software interface showing a 'Split Pages' dialog box. The dialog box is a light blue box with a title bar that says 'Split Pages' and a help icon. Below the title bar, there is a section titled 'Pages'. Under 'Pages', there are two input fields: 'Request 1' and 'Request 2'. Both input fields have a placeholder text 'e.g. 1, 2, 3-5, etc...'. Below the input fields, there is a button labeled 'Add New Split'. At the bottom left of the dialog box, there is a button labeled 'Back'. At the bottom right, there is a green button labeled 'Split'.

You can split the requisition into as many individual requests are needed,

just click the Add new Split.



Click **Split** when ready

When you return to the inbox you will see the split requisitions which will have an icon in the origin column.

(in order for this to work, you must ensure that you have not left any pages out)