Electronic Approval System
User Manual

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I. Introduction

The Electronic Approval System (EAS) provides a mechanism for obtaining approvals for all documents created electronically. It is designed to replace the manual processing of paper and obtaining signatures. By using the EAS, an approver (or their designee) 'signs' a document in their In-Box just as if it were a piece of paper. Electronic documents follow a predetermined path, as defined by each campus/unit, from one approver to the next until all necessary approvals have been obtained. If an approver rejects a document, the document reverts back to the originator. When a document has been approved by every person in the approval path, it is forwarded to the appropriate campus/unit business office for final processing.

The Electronic Approval System prevents users from accessing documents which are intended for others. You can only access YOUR In-Box, YOUR User Profile, YOUR Designees, and you can only browse documents of whose approval path you are a member. Also, documents are only sent to you for approval if you are the person to whom the document should be routed (or that person's Designee) based on the attributes of the document and the level of approval you have been assigned within the Electronic Approval System.

There are three main functions within the Electronic Approval System: Approval, Browse, and Maintenance. The IDs for each of the functions is listed in bold letters to the left of the title (e.g., **UT EAS INBOX**). These IDs are provided to allow you to fastpath from other systems directly into the Electronic Approval System function you want without having to negotiate through menus.

By providing your e-mail address in your User Profile, the Electronic Approval System will send e-mail notification when you have documents that need your attention. This keeps you from having to access the Electronic Approval System just to check if you have documents. The notifications are sent each night and will tell you what type of documents and how many have been sent to your In-Box.

1.1 Terms and Definitions

Approval Path	The series of approvals required for a document to be processed.
Approval Path Category	The approval path for each category of documents. For example, you may be an approver for Travel documents in the FA (Foreign Travel) category, but not for the EN (Entertainment) category. FA and EN are two approval path categories for the Travel System.
Cover Me	An option that allows you to send a document to another person for their approval or information regarding the action taken on the document. This will most likely be used when there is a question about a document and a second opinion or approval is desired.
Deny	An option to electronically deny a document as it progresses through the approval path. After a denial, the document returns to the originating application.
Designee	A designee is a person who has been given the ability to act on another's behalf (see Principal) in the Electronic Approval System. The designee receives documents in addition to the Principal for whom the documents were intended.
FYI	For Your Information notice. The FYI feature allows you to send a document to an individual who may not be in the approval path. Using this link, the recipient can then display detailed information about the document, review its approval path, or send other FYI notices. Notice the difference between the FYI option and the Cover Me option.
IMS	The Information Management System. This is the electronic manager that controls the Electronic Approval System and most financial applications.
In-Box	The Electronic Approval System screen which lists the electronic documents which are awaiting your action.
Principal	The principal is the person who has the responsibility of acting upon an Electronic Approval Document.
Proxy	A Proxy is a designee who receives documents instead of the Principal for whom the documents were intended. Regular Designees

receive electronic documents in addition to the Principal and either party can act upon the document. Proxy Designees receive the document instead of the Principal.

Special Conditions	Each application (Procurement Card, Travel, etc.) that sends documents to Electronic Approval may specify that unusual conditions are involved with a document. If so, the application may set the Special Conditions indicator on a document when it is sent to Electronic Approval. This is to alert those approving the document that they may want to pay special attention to the detail on the document before taking action on it.

1.2 Electronic Approval System Main Menu

The screen below is the Electronic Approval System Main Menu. From this screen you can access all the functions of the system by entering that menu option number or directly through Fast Path Navigation. Not all users will see all the options shown on the menu below; you will only see those options for which you are authorized.

To access this screen in the Verification System, from the IMS screen, choose the IMS Verification System option. From the next menu, select the CHOICE Menu System option. On the next menu, you will see an option for DBA Services, select this option. On the next menu, you will see an option for the Electronic Approval System. Select that option for the Electronic Approval System Main Menu.

To get to this screen in the IMS Production System, choose IMS Production from the first menu, from the next menu select the CHOICE Menu System. From the CHOICE Menu System menu, select the DBA Services Menu option. From that menu, you will have an option for the Electronic Approval System.

To make a selection in the Electronic Approval System, type the option number for the desired function and press Enter.

```
UT EAS EASMNU                University of Tennessee                 SNODGPJ
 9:00:56 AM                 Electronic Approval System              May  5,97
*Application Area: UT   *Sub Area: EAS     *Function: EASMNU______   SNODGPJ

Type the number of your selection and press ENTER:

 __  1   UT EAS INBOX        Documents Awaiting Approval (In-Box)
     2   UT EAS BRWALLMY     Browse All My Documents
     3   UT EAS WRKDESIGNEES Work with My Designees
     4   UT EAS WRKPROFILE   Work with My Profile
     5   UT EAS WRKDRQDOC    Designee Request for Third Party
    90   LOGOFF
```

Electronic Approval Main Menu

II. Using the Electronic Approval System

2.1 Electronic Document Summary Screen

The screen below is the Electronic Approval Summary Screen. The screen identifies the types and number of documents which are awaiting your attention. To select the type of document you want to work with type "S" beside the line and press Enter. **If you only have one type of document, this screen will not be displayed as you go to your In-Box. It is displayed when you exit the In-Box if you have documents remaining that need your attention.**

If any document within the application has been marked urgent the column labeled **Urg** will display '*'. If the application that sent the document to Electronic Approval indicated there were 'special conditions' associated with any document, the column labeled **SC** will display '*'. If special conditions exist for a document, the originating application will set this indicator.

```
EAS100P1            ***** ELECTRONIC APPROVAL SYSTEM *****            EAS100M1
Mar  6,97                - Document Summary Screen -                  9:04 AM
                    For: SAUCEJE   SAUCEMAN JR, JAMES E

Select  Urg  SC   Document Type                         # Documents
------  ---  --   -----------------------------------  -----------
 __      *        EAS  DRQ  Designee Request                      2
 __          *    PCM  PRC  Procurement Card Statement            6
                          *** End of Data ***




Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help        exit                    bkwrd frwrd                   goto
```

Electronic Approval Summary Screen

2.2 Electronic Approval In-Box

To access your In-Box, select the menu option Documents Awaiting Approval (In-Box) from the Electronic Approval System Main Menu.

The screen below is an example of an Electronic Approval System In-Box (Documents Awaiting Approval) for the Procurement Card System. There will be a similar screen for each application that uses Electronic Approval (i.e., Travel). Note, however, that the screen will look somewhat different for each application. Enter the action you wish to take in the **Action** field next to the document with which you want to work.

From this screen you can :

- **AP** approve documents - Section 2.2.1
- **CM** add a person to the approval path at your same level - Section 2.2.2
- **DE** display document detail - Section 2.2.3
- **DN** deny documents - Section 2.2.4
- **FY** send an FYI notification - Section 2.2.5
- **PU** purge an FYI - Section 2.2.6
- **RP** review the document's approval path - Section 2.2.7
- **UR** mark a document as Urgent - Section 2.2.8
- **WI** withdraw a document from Electronic Approval - Section 2.2.9.

Exercise 1 (at the end of this section) leads you through these functions.

```
PCM120P1           ***** DEPARTMENTAL PROCUREMENT CARDS *****          PCM120M1
Apr 29,97               - Documents Awaiting Approval -                2:02 PM
                     For: BOSSID    BOSS, IMA D
Valid Actions: AP, CM, DE, DN, FY, PU, RP, UR, WI
    To           Need              Cardholder Name            $
Act Do Urg SC Typ  By   Rec'd            Desc               Value
--- -- --- -- --- ----- ----- ------------------------ --------------
 __ AP  *      PRC 05/15 04/28 BUSTER, PHIL I                1,579.48
 __                            Stmt 199702 - sent by BUSTEPI
 __ FY  *   *  PRC 05/15 04/28 BUSTER, PHIL I                  889.48
 __                            Stmt 199703 - sent by BUSTEPI
 __ FY  *      PRC 05/15 04/28 BUSTER, PHIL I                  999.48
                               Stmt 199704 - sent by BUSTEPI

                     *** End of Data ***



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help        exit                    bkwrd frwrd                     goto
```

In-Box for Procurement Card Documents

2.2.1 Approve Documents

If a document requires your approval the **To Do** field will display ‘AP’. To mark a document as approved, type ‘AP’ in the **Act** field and press Enter. A message will be displayed at the bottom of the screen stating your action was successful. **NOTE:** If you have specified that you want a Confirmation Prompt in your Profile (See Work With My Profile menu option), you will be prompted to confirm the approval each time you Approve a document.

When a document displays ‘AP’ in the **To Do** field, you may perform any of the functions listed in the Valid Actions at the top of the screen. If the **To Do** field displays FY, the document was sent to you only for your information. You do not have to take any action on an FY document. You may use the ‘PU’ functions to purge an FY document from your In-Box. **Note:** FYI documents are the only ones for which the purge option is allowed.

2.2.2 Add "Cover Me" Person to Approval Path

To use the Cover Me option, select Documents Awaiting Approval (In-Box) from the main menu. From the Documents Awaiting Approval screen type 'CM' next to the document you wish to work with and press Enter.

The screen below is used to add an additional person to the approval path whom you would like to act as a 'Cover Me' type approver. If a 'Cover Me' person denies or approves a document, it is the same as if anyone in the original path denied or approved it. The 'Cover Me' person will have the same authorization on the document as the person who sent the 'Cover Me'. You may go ahead and approve or deny a document before the 'Cover Me' is processed, however, the document will not proceed to the next approval level until <u>both</u> you and the 'Cover Me' individual has acted on the document. You may use the 'RP' (review path) option from the Documents Awaiting Approval or Browse All My Documents screen to check and see if the 'Cover Me' person has acted on the document. **Note:** It is highly recommended that you Review the Approval Path <u>before</u> adding someone to the path to make sure you actually need an additional approval.

Type the User ID of the person to add to the approval path, and press **PF4** to add them. To get a list of all possible **User IDs**, position the cursor on the **User ID** field and press **PF1**.

```
EAS455P1            ***** ELECTRONIC APPROVAL SYSTEM *****            EAS455M1
March 6,1997         - Add New Approver to Approval Path -             9:14 AM

    Approval Number: 1997000000003             Urgent: N  By User:
        Application: PCM          Departmental Procurement Cards
      Document Type: PRC          Procurement Card Statement
            Need By:
Document Originator: REINHOM      REINHOLD-LARSSON, MARTA G


                  *User ID: ________






Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help        exit  add                                             goto
```

Add "Cover Me" Person to Approval Path

2.2.3 Display Document Detail

For any document that appears in your In-Box, you may use the 'DE' option to see the document to be approved and all related information. Type 'DE' in the **Act** field and press Enter. The next screen displayed will depend upon the type of document you asked to view. Each application will display basic detail about a document in your In-Box. For example, the Travel System will display basic information about an itinerary if that is the document type you requested to view. If you selected to view a document in the Procurement Card system, the screen displayed would look slightly different, but have information pertaining to a Procurement Card Statement.

2.2.4 Deny Documents

When a document appears in your In-Box with 'AP' in the **To Do** column, you may deny the document if you wish. To deny the document, type 'DN' in the **Act** field and press Enter. A window will appear requiring a reason as to why the document was denied. When you deny a document, it returns to the originating application system marked as denied. At this point, the document can not be resubmitted for approval at a later date; however, it can be copied, modified, and the new document submitted if so desired. Use the withdraw function if you think the document may need to be resubmitted later.

2.2.5 Send FYIs

To send an FYI, select the Documents Awaiting Approval (In-Box) option from the main menu. From the Documents Awaiting Approval Screen, type 'FY' in the **Act** field next to the document for which you want an FYI sent.

The screen below is displayed when you request an FYI (For Your Information) notice for a document by typing 'FY' beside it in the **Act** field. From this screen, you can send FYIs to up to five users at a time by listing their **User IDs** in the fields provided and pressing the **PF5 (send)** key. If you want to send FYIs to more than five people, you can repeat the process for each group of five.

Note: If you do not know the **User ID** of the person(s) to whom you wish to send FYIs, position the cursor to a **User ID** field and press **PF1** for an alphabetical list.

```
EAS450P1            ***** ELECTRONIC APPROVAL SYSTEM *****            EAS450M1
Apr 28,97                    - Send FYI Notice -                      9:52 AM


    Approval Number: 1997000000083             Urgent: N  By User:
        Application: PCM          Departmental Procurement Cards
      Document Type: PRC          Procurement Card Statement
            Need By:
Document Originator: REINHOM      REINHOLD-LARSSON, MARTA G



         *Enter User ID(s) ________
                           ________
                           ________
                           ________
                           ________



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help        exit        send                                      goto
```

Send FYIs Screen

2.2.6 Purge an FYI

Access the Documents Awaiting Approval (In-Box) screen from the main menu. When a document appears in your In-Box with ‘FY’ in the **To Do** column, you may purge it when you are finished with it. It will then disappear from your In-Box.

To purge an FYI document, type ‘PU’ in the **Act** field next to the document. The system will display a message stating that your action was successful.

2.2.7 Review Approval Path for Document

To review the approval path for a document, you may select either the Documents Awaiting Approval (In-Box) or the Browse All My Documents option from the main menu. To see the approval path, type ‘RP’ in the **Act** field next to the document and press Enter. The screen below displays the current approval path of a particular document.

- If a person in the path has not acted on the document, the action that he/she is expected to take is listed under the **To Do** column.
- If he/she has already acted on the document, the action he/she took is displayed under the **Action Taken** column.
- **Received Date** is the date on which the document arrived in the person's In-Box. **Forward Date** is the date on which he/she acted on the document.
- **Designee** column lists the first designee found (there may be more) for the user. The designee is a person who can approve this document <u>instead</u> of the person listed (in case the principal is on vacation). Press **PF11** to get more information about the designees listed. (Then press **PF10** to return back to this screen).

```
EAS200P1             ***** ELECTRONIC APPROVAL SYSTEM *****
 May  5,97                 - Review Approval Path -                  11:50 AM
                                                                     1 More >
   Application: PCM   DEPARTMENTAL PROCUREMENT CARDS
   Document ID: PRC   PROCUREMENT CARD STATEMENT
         Title: Stmt 199701 - sent by BUSTEPI       Approval #: 1997000000012

                          To   Action    Received    Forward
     Approver             Do   Taken       Date        Date     Designee
     ------------------------ --  --------  ----------  ----------  --------
   1 BUSTER, PHIL I            WITHDRAW  04/25/1997  04/25/1997
        EXECUTIVE PRODUCER
   2 BOSS, IMA D               APPROVED  04/28/1997  04/30/1997
        DEAN EMERITUS
   3 BOSS, IMA D          FY             04/29/1997
        SYS ANALYST
   4 BUSTER, PHIL I       FY             04/30/1997
        EXECUTIVE PRODUCER
   5 BUSTER, PHIL I       FY             04/30/1997
        EXECUTIVE PRODUCER
```

Review Approval Path

2.2.8 Mark Document as Urgent

You may mark a document as being urgent by accessing the Documents Awaiting Approval (In-Box) option from the main menu. Type ‘UR’ in the **Act** field next to the document you wish to mark urgent.

The screen below will be displayed when you enter ‘UR’ in the **Act** field next to the document you wish to mark urgent. To change the Urgency Status of a document, type 'M' as the action (Modify) and change the Urgent Status appropriately (Y or N) and press Enter. If a document is marked as urgent, it will be listed with ‘*’ on the In-Box and Summary screens. When you change the Urgency Status of a document, your User ID is recorded as having performed that function (in case questions arise).

You can also add or change the **Need By Date** and/or **Time** from this screen.

```
EAS350P1            ***** ELECTRONIC APPROVAL SYSTEM *****            EAS350M1
Apr 28,97                  - Modify Urgent Status -                    9:55 AM

*Action (D,M):      _

   Approval Number: 1997000000091
       Application: PCM          Departmental Procurement Cards
     Document Type: PRC          Procurement Card Statement
        Originator: REINHOM      REINHOLD-LARSSON, MARTA G
       Description: Stmt 199611 - sent by REINHOM



                          Urgent: N  (Y/N)
                    Need By Date: __________  (MM/DD/CCYY)
                            Time: ________    (HH.MM A/PM)




Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help        exit                                                goto
 Document 1997000000091 displayed successfully
```

Modify Urgent Status

2.2.9 Withdraw a Document from Electronic Approval

If you need to completely withdraw a document from the Electronic Approval process, type 'WI' in the **Act** field next to that document line. A window will pop-up to allow you to enter the reason that you withdrew the document. Enter your comments and press **PF3** to return to this screen. The system will display a message stating your action was successful.

When a document is withdrawn, it returns back to the originating application system. It may be modified within that system and resubmitted for approval at a later date. The approval path, as it stood when the document was withdrawn, will be kept.

2.3 Exercise 1: Working with documents in your In-Box

Purpose: In this exercise you will learn how to use the available options from the Documents Awaiting Approval (In-Box) menu item.

Steps

1. Select the Documents Awaiting Approval (In-Box) option from the main menu. **NOTE:** If you have documents of more than one type (i.e., Travel and Procurement Cards) awaiting your approval, the first screen you will see is the Document Summary Screen. If there are documents for only one system awaiting your attention, the system will go directly to the Documents Awaiting Approval screen for that system (i.e., Travel).

2. If you are on the Document Summary Screen, select a document type by typing ‘S’ in the **Select** field on that line and press Enter.

3. From the Documents Awaiting Approval screen, you may:
   - **AP** approve documents,
   - **DN** deny documents,
   - **DE** display document detail,
   - **RP** review the document's approval path,
   - **FY** send an FYI notification,
   - **UR** mark a document as Urgent,
   - **PU** purge an FYI,
   - **CM** add a "Cover Me" person to the approval path, or
   - **WI** withdraw a document from Electronic Approval.

Review Path

4. Type ‘RP’ (review path) in the **Act** field next to the first document and press Enter. The Review Approval Path screen is displayed. Remember there are two panels on this screen. Use the **PF10** and **PF11** options to move left and right between the panels.

5. To return to your In-Box, press **PF3.**

Detail

6. For the same document, display the detail by typing ‘DE’ in the **Act** field and press Enter. The system will display the information pertaining to that document. The screens will look different for the different document types but the information you need will be displayed. If any comments are attached to the document, press the **PF9 (cmnt)** key to view the comments or to add new comments.

7. To return to your In-Box, press **PF3**.

Urgent

8. Mark the same document Urgent by typing ‘UR’ in the **Act** field and pressing Enter.

9. The Modify Urgent Status screen will be displayed with the document information.

10. Type an ‘M’ (modify) in the **Action** field. Type a ‘Y’ in the **Urgent Status** field and enter a **Need By Date** of one week from today. (You may also enter a time.) Press Enter.

11. A message stating your action was successfully completed will be displayed. Press **PF3** to return to the Documents Awaiting Approval screen. **NOTE**: Check the **Urg** column for your urgent status.

Send FYI

12. To send an FYI on a document, type ‘FY’ in the **Act** field and press Enter.

13. The Send FYI Notice screen will be displayed with the document information and fields for you to enter User ID(s). If you do not know the User ID of the person to whom you want to send the FYI, press the **PF1** key after placing your cursor in one of the **User ID** fields. You will get a list of names and User IDs from which to select.

14. Select at least one User ID and press **PF5** to send the FYIs and return to the Document Awaiting Approval screen.

Purge FYI

15. To purge an FYI from a document, simply type ‘PU’ in the **Act** field next to a document which has ‘FY’ displayed in the **To Do** field and press Enter. The system will display a message at the bottom of the screen stating that the FYI was purged successfully. **Note:** The purge function is only allowed on FYI documents.

Cover Me

16. To use the ‘Cover Me’ option, type ‘CM’ next to a document on the Documents Awaiting Approval screen and press Enter.

17. The Add New Approver to Approval Path screen will be displayed. Similar to the FYI screen, you must enter the **User ID** for the person who you want to add the approval path. Press **PF1** on the **User ID** field to get a list of names and User IDs. Press Enter to make your change and see the name associated with the User ID.

18. Press **PF4 (send)** to send the 'Cover Me' and return to the Documents Awaiting Approval screen.

19. Type 'RP' in the **Act** column next to the document on which you just performed a 'CM' function. You will be shown the approval path information so you may see the new approver you just added.

20. Press **PF3** to return to the Documents Awaiting Approval screen.

Approve

21. To approve a document, type 'AP' in the **Act** field next to a document on your list that has AP in the **To Do** column and press Enter.

22. A message will be displayed at the bottom of the screen stating the document has been approved.

Deny

23. To deny a document from being approved, type 'DN' in the **Act** field next to the document you wish to deny and press Enter.

24. A confirmation window will pop-up on the screen. Press Enter to deny the document.

25. The pop-up window for entering comments will appear next. Comments are required when you deny a document. Note that the fact that you denied the document is already recorded. Supply a reason for the denial.

26. Press **PF3** to return to the Documents Awaiting Approval screen.

27. A message will be displayed at the bottom of the screen stating the document had been denied.

Withdraw

28. To withdraw a document (and send it back to the originating application) type 'WI' in the Act field next to the document you wish to withdraw.

29. The pop-up window for entering comments will appear next. Comments are required when withdrawing a document. Note that the fact that you withdrew the document is already recorded. Supply a reason for the withdrawal.

30. Press **PF3** to return to the Documents Awaiting Approval screen.

31. When you are finished, or wish to return to the main menu, press **PF3**. If you have more documents still awaiting your attention, the Document Summary Screen will be displayed so you may continue working with your documents.

III. Browsing Electronic Documents

3.1 Browse All of My Documents

The screen below lists all Electronic Approval Documents you are authorized to view or act upon (either as the principal approver or designee), all documents that were originated by you in the applications, and all documents for which you have been sent an FYI.

To narrow the list of the documents displayed, use the **Narrow Search Criteria** option in the lower right hand corner. A pop-up window will be displayed which allows you to specify the characteristics of the document(s) for which you are searching thus reducing the number of documents displayed (see next page).

From this screen you can:

- **DE** Display document detail,
- **RP** Review the document's approval path or
- **FY** Send an FYI notification.

The column marked **UR** indicates whether or not the document is urgent. The column marked **SC** is the indicator for special conditions and is set by the application that creates the document. Both these columns will display an asterisk (*) if the indicator is set to Yes.

Exercise 2 (at the end of this section) leads you through this function.

```
EAS150P1            ***** ELECTRONIC APPROVAL SYSTEM *****            EAS150M1
Mar  6,97               - Browse All of My Documents -                9:19 AM
                    For: SAUCEJE   SAUCEMAN JR, JAMES E
    To U S          Need        Originated
Act Do R C App Type  By   Rec'd     By     Title
--- -- - - --- ---- ----- ----- ---------- -----------------------------
 __ AP *   EAS DRQ        02/25 SAUCEJE    FLY, EMERSON H
 __ AP   * EAS DRQ        02/28 SAUCEJE    JARRARD, JOHN D
 __ AP *   TRV ITN        02/25 SAUCEJE    FLY, EMERSON H
 __ AP   * TRV ITN        02/28 SAUCEJE    JARRARD, JOHN D
                          *** End of Data ***




 DE=Detail  FY=FYI  RP=Review Path             Narrow Search Criteria _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

Browse All of My Documents

The screen below illustrates the Narrow Search Criteria window which pops up after you type a character in the **Narrow Search Criteria** field and press Enter. When the window is displayed, specify the characteristics of the document(s) you want to see and press Enter. The system will filter out all documents that meet those criteria and display them.

If you want to change the conditions, simply repeat the process by typing a character in the **Narrow Search Criteria** field and pressing Enter. If you want to remove all the conditions at once, remove the character from the **Narrow Search Criteria** field and press Enter. The complete list of documents will again be displayed.

The **Application** and **Document Type** fields are the two fields that identify a document. For example, the application for Travel is TRV and one of the Document Types is ITN (itinerary). If you wanted only to see Travel Itinerary documents, enter 'TRV' in the Application field and 'ITN' in the Document Type.

If you want to see documents originated by a certain person (User ID), type that User ID in the **Originator ID** field. If you are not sure of the person's User ID, position the cursor on that field and press **PF1** for a list of users.

NOTE: For any of the fields that has an asterisk (*), you may get Help by placing the cursor on that field and pressing **PF1**.

```
EAS150P1            ***** ELECTRONIC APPROVAL SYSTEM *****           EAS150M1
Mar  6,97                 - Browse All of My Documents -             9:19 AM
                    For: SAUCEJE   SAUCEMAN JR, JAMES E
    To U S          Need        Originated
Act Do R C App Type  By   Rec'd     By     Title
--- -- - - --- ---- ----- ----- ---------- ------------------------------
 __ AP     EAS DRQ        02/25 SAUCEJE    FLY, EMERSON H
  +-------------------------------------------+ RD, JOHN D
  |            Narrow Search Criteria         |
  |                                           |
  |       *Application: ___                   |
  |     *Document Type: ___                   |
  |             Title: ____________________   |
  |     Received Date: __________             |
  |     *Originator ID: ________              |
  |            Urgent: _                      |
  |             To Do: _                      |
  |                                           |
  | Type preferences and press Enter.         |
  +-------------------------------------------+

 DE=Detail  FY=FYI  RP=Review Path           Narrow Search Criteria x

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

Narrow Search Criteria Feature

3.2 Exercise 2: Browse All My Documents

Purpose: In this exercise you will learn how to use the options available from the Browse All My Documents Screen.

Steps:

1. Choose the Browse All My Documents option from the main menu.

2. The Browse All Of My Documents Screen will be displayed.

3. The available options are:
   - **DE** view the detail
   - **FY** send an FYI
   - **RP** review the approval path.

Detail

4. Type 'DE' in the **Act** field on the first document line and press Enter.

5. Depending on the document type, the system will display a screen with the detail for the document. Press **PF3** to return to your browse list.

Send FYI

6. To send an 'FYI' to another person, type 'FY' in the **Act** field and press Enter.

7. The Send an FYI Document Screen will be displayed. The document information will be at the top of the screen. At the bottom, there is room for you to enter up to 5 **User IDs**. If you do not know the User ID of the person to receive the FYI, place your cursor in the **User ID** field and press **PF1**. A list of names and User IDs will be displayed from which you may select.

8. When you are ready to send the FYI, press **PF5**. This will return you to the Browse All My Documents screen.

Review Approval

9. To review the approval path for a document, type 'RP' in the **Act** field next to the document line and press Enter.

10. The Review Approval Path screen will be displayed. Please note that there are 2 panels with this screen (indicated by **1 More>** in the upper right hand corner of the screen). Use the PF10 and PF11 keys to move left and right between the panels.

11. Press **PF3** to return to your browse list.

Narrow Search Criteria

12. You may narrow the number of documents on your browse list by using the Narrow Search Criteria option at the bottom right hand corner of the browse screen.

13. Type any character in the **Narrow Search Criteria** field and press Enter.

14. A small pop-up window will be displayed with several options. For those options that have an asterisk (*) next to it, you may press **PF1** to view a list of the possible values for that field.

15. If you wish to only browse through Travel documents, enter TRV in the **Application** field. If you wish to browse only itinerary documents in the Travel System, enter TRV in the **Application** field and ITN in the **Document Type** field (application is required when entering a document type). If you enter a User ID in the Originator ID, you will see those documents that were originated by that User ID. After entering your selection criteria, press Enter to see the list of documents that meet that criteria.

16. To remove the criteria from your search and see the entire list of documents again, remove the character in the **Narrow Search Criteria** field and press Enter.

17. Press **PF3** to return to the main menu.

IV. Work with Designees

4.1 Maintain Your Designees

Designees are individuals you specify who can approve specific types of documents either instead of or in addition to you for a specific period of time. For example, if you are an approver for Travel documents and you are going to be out of the office for two weeks, you may assign another employee in your area as your designee on Travel documents for those two weeks. Specify the **Begin** and **End** dates and the specific application and/or document types for the designee.

You can identify as many people as you want, but once they are entered they can be inactivated but not deleted. To inactivate a designee, change the **End Date** to the current date or any future date on which the privilege should be revoked. You may want to name one or more designees if you will be out of the office for an extended period of time (e.g., vacation).

Although assigning a designee can facilitate the approval process of the documents, it is recommended that you assign designees judiciously. They will be acting on your behalf.

In some cases, the designee may not receive a copy of a document when the document pertains to the designee him/herself. For the Travel System, if you enter your own travel itinerary and you are the designee for the person who approves your travel, you will NOT receive a copy of your itinerary in your Electronic Approval In-Box. The person who approves your travel and any other designee for that approver will receive and must approve it in this case. For example, if you are a Department Head and you enter your own travel itinerary AND you are the designee for the Dean (who normally approves your travel), you will NOT receive a copy of your travel itinerary in your Electronic Approval In-Box. That document will only go to the In-Box of the Dean and any other of the Dean's designee(s) that may be authorized to approve travel itineraries.

4.2 Browse Your Designees

To access this screen, choose the Work with My Designees option from the main menu. The screen on this page will list all unexpired designees which you have defined. An expired designee is one whose **End Date** has passed so is no longer active. If you would like to see all designees, use the **Narrow Search Criteria** feature and change the Active Only indicator to 'N'. (See next page.)

From this screen, you can:

- Add new entries by pressing **PF4** or by typing an "A" in the action field beside an existing entry (see next section) or
- Display the detail screen for selected entries by typing a "D" or an "S" beside the entry you want to display.

The column labeled **Appl** identifies the application that this designee can approve. The column labeled **Doc** indicates the type of documents in that application that the designee can approve.

Within an application (i.e., Travel, Procurement Cards) there will most likely be several different types of documents that are sent to the Electronic Approval System. If you want to look at documents for only one application or only one type of document, use the **Narrow Search Criteria** option shown in the lower right-hand corner of the screen.

Exercise 3 (at the end of this section) leads you through this function.

```
   EAS540P1            ***** ELECTRONIC APPROVAL SYSTEM *****           EAS540M1
   Jun  7,96                  - Work with Designees -                   2:24 PM
   Designees for: SAUCEJE     SAUCEMAN JR, JAMES E

   Action  Designee  Name                       Appl  Doc   Begin Date  End Date
   ------  --------  ------------------------   ----  ---   ----------  ----------
    __     MATHELK   MATHEWS, LESTER K          TRV   ***   05/15/1996
    __     MCNEIMD   MCNEIL, MICHAEL D          TRV   INV   05/31/1996
                             *** End of Data ***







                                                     Narrow Search Criteria _

  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        help        exit  add               bkwrd frwrd                   goto
```

Work with Designees

Use the **Narrow Search Criteria** option to narrow your list down to only those designees you want to see. After entering your criteria, press Enter. The Work with Designees screen will be displayed again with only those designees that match your criteria.

The Active Only field allows you to choose if you want to only view active designees or view all designees (active and inactive). The Application will allow you to only view designees who are authorized for a certain Application (i.e., 'TRV' for Travel). The Document Type works with the Application field to allow you to view designees for a specific Document Type.

If you wish to only view a specific Designee's information, enter the Designee ID.

NOTE: For any of the fields that display an asterisk (*), you may get help by placing the cursor on that field and pressing **PF1**.

```
+--------------------------------------------+
|             Narrow Search Criteria          |
|                                             |
|        Active Only: Y                       |
|       *Application: ___                     |
|     *Document Type: ___                     |
|       *Designee ID: ________                |
|                                             |
|                                             |
| Type preferences and press Enter.           |
+--------------------------------------------+
```

4.3 Maintain Designees

The screen below is used to add, display, and modify detail information about a particular designee and is accessed by choosing the Work with My Designees option from the main menu then selecting a specific designee on that screen. Specify the application, the type of documents in that application, any restrictions on the area of responsibility, the Designee ID, and the period of time for which the designee will be active. Leave the **End Date** blank to allow a designee to approve in your place indefinitely. You can also use the features at the bottom of the screen to change the way each designation works. For example, you may want to completely delegate the approval of a particular document to someone in your office and have that document type sent to him/her *instead* of you. You can ask for an FYI (For Your Information) notice sent to you when a designee acts on your behalf.

Exercise 3 (at the end of this section) leads you through this function.

```
EAS550P1            ***** ELECTRONIC APPROVAL SYSTEM *****            EAS550M1
Apr  2,97                    - Maintain Designees -                  11:23 AM
           *Action (A,C,D,M):         A
    *Designee For: SNODGPJ_
  *Application ID: TRV            Travel System
     *Document ID: ***            All Documents
    *Budget Entity: 17            UNIVERSITY-WIDE ADMINISTRATION
 *Vice Chancellor: 10             BUSINESS AND FINANCE
         *College: __
      *Department: 040            DIRECTOR OF BUSINESS & FINANCE
          Account: E170146______
     *Designee ID: REINHOM_       REINHOLD-LARSSON, MARTA G
            Title:
         Category:
  Employee Status:
      Designation:
    Resp. Account:
       Begin Date: 04/02/1997
         End Date: __________  (Blank means 'Open-ended')
 Designee should get the specified documents INSTEAD of me: N   (Y/N)
       Send me an FYI when this designee acts on my behalf: N   (Y/N)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help        exit              user             info                goto
```

Maintain Designees

NOTE: If a field has an asterisk (*) next to it, use the **PF1 (help)** key to see a list of possible values for a field. For example, if your cursor is on the **Application ID** field, pressing **PF1** will display a small window with the valid Application IDs. You may then choose one from the list, press Enter and the **Application ID** field will be filled in with the value you selected.

The area of responsibility for the designee is determined by the Budget Entity, Vice Chancellor, College, Department, and/or Account. Entering values in these fields will narrow the documents that the designee may act upon to those that are in those areas. If you enter a **Vice Chancellor**, **College**, or **Department**, you must supply the **Budget Entity**; if you specify a Department, the College must also be supplied. If you enter an account number, the designee will only receive documents related to that account.

Please pay special attention to these fields since they will determine exactly which documents your designee will be assigned responsibility.

The **PF9 (info)** key will assist you in determining the Budget Entity, Vice Chancellor code, College, Department, and/or Account number. If an account number is present, **PF9** will return the attributes for the area of responsibility for that account number. If no account number is present, **PF9** returns the area of responsibility for the Designee's responsible account. You may then remove or modify these fields as necessary. For example, if you want to allow the designee to approve all document in the college, remove the account number and department entries.

You cannot Purge a designee. This is action is prevented so a historical record of your designees can be maintained for auditing purposes. To end the designee's ability to act for you, provide an **End Date** on this screen.

4.4 Exercise 3: Work with My Designees

Purpose: In this exercise you will learn how to add, modify, and view your designees in the Electronic Approval System

Steps:

1. Choose the Work with My Designees from the main menu.

2. The Work With Designees screen will be displayed and will list any active designees you currently have.

3. Press the **PF4** key to add a designee.

4. The Maintain Designees screen is displayed. Fill in the required fields, which are Application ID, Document ID, and Designee ID. If you want the designee to be able to approve all document types for an application, enter '***' as the Document ID.

   NOTE: If you need help on a field, press **PF1** while your cursor is positioned in that field. You will be shown a list of values for that field. You may select a value from that list or **PF3** to return.

   When you enter values in the **Budget Entity**, **Vice Chancellor**, **College**, **Department** , and/or **Account Number** fields, this narrows the documents that the designee may act upon to that **Budget Entity**, **Vice Chancellor**, **College**, **Department,** and/or **Account Number**. If you enter a **Vice Chancellor**, **College**, or **Department**, you must supply the **Budget Entity**. If you enter an account number, the designee will only receive documents related to that account.

   Please pay special attention to these fields since they will determine exactly which documents your designee will be assigned responsibility.

   The **PF9 (info)** key will assist you in determining the Budget Entity, Vice Chancellor code, College, Department, and/or Account number. If an account number is present, **PF9** will return the attributes for the area of responsibility for that account number. If no account number is present, **PF9** returns the area of responsibility for the Designee's responsible account. You may then remove or modify these fields as necessary. For example, if you want to allow the designee to approve all document in the college, remove the account number and department entries.

You cannot Purge a designee, however, one may be inactivated. This action is prevented so an historical record can be maintained for auditing purposes.

5. Press **PF3** to return to the Work with My Designees screen.

6. From this screen, press **PF4 (add)** to add another designee, **PF3** to return to the main menu, or Enter an ‘M’ in the **Act** field to modify an existing designee’s information.

V. Work with User Profile

5.1 Maintain Your User Profile

The screen on the next page is used to maintain your Electronic Approval User Profile. This profile allows you to customize the way certain features of the system behave and to specify an e-mail address to which you want electronic approval notices sent.

To access this screen, choose the Work with My Profile option from the main menu. If when you access this screen a message is displayed stating “User Profile was not found” you must follow the steps to add your User Profile. You will only add your User Profile once.

To Add your User Profile:

- Type "A" in the Action field.
- Fill in all screen fields necessary for your profile and press Enter.
- The system will respond with a message "User Profile added successfully.".

To receive an FYI when a document you have approved has reached the final approval, enter a ‘Y’ in the first field. You will then receive an FYI for every document you have approved when the document is approved, denied, or withdrawn by the last person in the approval path.

If you would like the system to prompt you for confirmation when you approve documents, type a ‘Y’ in the second field. You will then be prompted with a confirmation screen each time you approve a document.

If you want to receive notification via e-mail when you have documents in your Electronic Approval In-Box, enter the e-mail address to which the notices should be sent. The system will send you nightly notices of the number and types of documents in your In-Box. Leave the e-mail address blank if you do not want to receive e-mail notices.

To make changes to your profile, use the Modify ("M") action, type your changes and press Enter.

Exercise 4, in the next section, leads you through this function.

```
EAS500P1             ***** ELECTRONIC APPROVAL SYSTEM *****            EAS500M1
Jun  7,96                  - Work with User Profile -                  2:39 PM

*Action (A,C,D,M):         _

    Profile for: SAUCEJE   SAUCEMAN JR, JAMES E


Y Send me an FYI when a document I have approved reaches Final Approval.
Y I would like a Confirmation Prompt when I approve documents.

Physically delete FYIs which I have purged after 7__ days.
                               (Leave blank to keep indefinitely)
Send my E-mail notices to the following address:
                 JSAUCEM1@UTK.EDU____________________________________________
                (Leave blank if you do not want E-mail notices)



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

Work with User Profile

5.2 Exercise 4: Work with My Profile

Purpose: In this exercise you will learn the steps to add or change your profile in the Electronic Approval System.

Steps:

1. Choose the Work with My Profile option from the main menu.

2. The Work with User Profile screen will be displayed.

   Note: If your profile is not already defined, you will see a message stating your Profile does not exist.

3. To add your Profile, type ‘A’ in the Action field. Type ‘M’ if you want to modify your Profile. Please read the options carefully before typing in your preferences.

   To receive an FYI when a document you have approved has reached the final approval, enter a ‘Y’ in the first field. You will then receive an FYI for every document you have approved (or denied) when the document is approved by the last person in the approval path.

   If you would like the system to prompt you when you approve documents, type a ‘Y’ in the second field. You will then be prompted with a confirmation screen each time you approve a document.

   If you want to receive notification via e-mail when you have documents in your Electronic Approval In-Box, enter the e-mail address to which the notices should be sent. The system will send you nightly notices of the number and types of documents in your In-Box. Leave the e-mail address blank if you do not want to receive e-mail notices.

4. When you are finished, press Enter.

5. Press **PF3** to return to the main menu.

VI. Designee Request for Third Party

6.1 Maintain Designee Request for a Third Party

To request to be a designee for someone else, or to set up a designee for someone other than yourself, select the Designee Request for Third Party option from the main menu.

You may wish to use this option to request designee rights in an application area, for certain documents, and/or for a specific budget entity, department, or college. If you submit a request to be a designee for someone else, the other person (principal) must approve your request before it actually goes into effect.

This option may also be used to request someone else (other than yourself) be approved as a designee for a third party. For example, another co-worker in your area may need to be a designee for the Department Head. If you have access, you may enter the designee request for your co-worker to be approved as designee for the Department Head (principal). The request would have to be approved by the Department Head (principal) before it would go into effect.

This designee request document is processed through the Electronic Approval System just like all the other documents that are sent from other applications (i.e., Travel, Procurement Cards). The **Status** field on the Browse Designee Requests screen will display Uninitiated for a document that has not been sent to Electronic Approval for processing; Pending when the document has been sent but no action has been taken; and Approved, Denied, or Withdrawn depending on the action of the Principal User when that occurs.

6.2 Browse Designee Requests

To access this screen, choose the Designee Request for Third Party from the main menu. This browse screen will list any designee requests that are still active.

To add a new request, use the **PF4 (add)** function listed at the bottom of the screen. An add screen will be displayed so you may enter the information for the request. The add screen is shown in the next section.

From this screen you may Display, Modify, or Purge a document request by entering 'D' 'M', or 'P' in the **Action** field next to the request. **Note:** Only 'Uninitiated' documents can be purged.

```
EAS703P1            ***** ELECTRONIC APPROVAL SYSTEM *****           EAS703M1
May  5,97                - Browse Designee Requests -                3:08 PM
Documents for:BOSSID     BOSS, IMA D.

        Document  Designee Principal Appl Doc        Send
Action   Number      ID       ID      ID  Type Proxy  FYI  Status
------ ---------- -------- --------- ---- ---- ----- ----  ------
 __     10         TOWNSSS  MCNEIMD   TRV  ITN    N    N    PENDING
 __     11         TOWNSSS  MONROLF   PCM  PRC    N    N    APPROVED
 __     12         MONROLF  TOWNSSS   TRV  ***    N    N    UNINITIATED
 __     13         SNODGPJ  MCNEIMD   TRV  ITN    N    N    PENDING
 __     14         THOMPMR  MONROLF   PCM  PRC    N    N    APPROVED
 __     15         SNODGPJ  TOWNSSS   TRV  ***    N    N    PENDING
                         *** End of Data ***





                                               Narrow Search Criteria _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help        exit  add               bkwrd frwrd                    goto
```

If you wish to narrow the list of documents, type any character in the **Narrow Search Criteria** field and press Enter. The pop-up screen shown below will allow you to refine your list. Remember you can use **PF1 (help)** on any field marked with an asterisk (*).

```
+--------------------------------------------+
|           Narrow Search Criteria           |
|                                            |
|             Status: _                      |
|         *Principal: ________               |
|          *Designee: ________               |
|       *Application: ___                    |
|     *Document Type: ___                    |
|                                            |
| Type preferences and press ENTER.          |
+--------------------------------------------+
```

6.3 Add a Designee Request

To add a designee request, use the **PF4 (add)** key from the Browse Designee Requests screen. You must enter the values in the **Designee for**, **Designee**, **Application**, and **Document** fields. Press Enter when you are finished. You will be prompted whether or not to submit the request for approval (screen is shown on the next page).

The area of responsibility for the designee is determined by the Budget Entity, Vice Chancellor, College, Department, and/or Account. Entering values in these fields will narrow the documents that the designee may act upon to those that are in those areas. If you enter a **Vice Chancellor**, **College**, or **Department**, you must supply the **Budget Entity**; if you specify a Department, the College must also be supplied. If you enter an account number, the designee will only receive documents related to that account.
To request designee rights for all documents in an application area, specify the **Application** (i.e., TRV for Travel) and type '***' in the **Document** field.

Remember to use the **PF1 (help)** key for those fields that are marked with an asterisk (*). You will see a list from which you may select values for the field.

Exercise 5 (at the end of this section) leads you through this function.

```
EAS705P1            ***** ELECTRONIC APPROVAL SYSTEM *****           EAS705M1
May  6,97                - Designee Request Document -               9:55 AM

*Action (A,C,D,M,P):       A

          Requested by: BOSSID
         *Designee for: DEANID__
             *Designee: YOURID__
          *Application: TRV
             *Document: ITN
        *Budget Entity: __
      *Vice Chancellor: __
              *College: __
           *Department: ___
               Account: _____________
            Begin Date: 05/06/1997
              End Date: __________


 Designee should get the specified documents INSTEAD of Principal: N
                  Principal should receive FYI when designee acts: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

After you press enter, a pop-up window will appear and ask if you wish to send the request to Electronic Approval for processing. You may press Enter and submit the request or press any other key and return to the Browse Designee Requests screen.

You may submit the request to Electronic Approval at a later date.

```
+------------------Electronic Approval--------------------+
|                                                         |
|   You have asked to submit this document for approval:  |
|        Type: DRQ   Number: 14                           |
|                                                         |
| Press ENTER to submit or any other key to return.       |
+---------------------------------------------------------+
```

6.4 Exercise 5: Designee Request for Third Party

Purpose: In this exercise you will learn the steps necessary to process a designee request for someone other than yourself or request that you be a designee for someone else.

Steps:

1. Select the Designee Request for Third Party option from the main menu.
2. If you have outstanding requests, they will be listed on the screen shown.
3. From the Browse Designee Requests screen, press **PF4 (add)** to add a new designee request.
4. The Designee Request Document screen is displayed.
5. Enter another student user ID (other than yours) in the **Designee for** field.
6. Enter your student user ID in the **Designee** field.
7. Enter ‘TRV’ in the **Application** field and ‘ITN’ in the **Document** field.
8. The remaining fields are not required, however, you may enter values in them. Use the **PF1 (help)** key to assist you in entering values in these fields.
9. Press Enter when you are finished.
10. When the Electronic Approval pop-up screen is displayed, press Enter to submit it to be processed. If you do not wish to submit the request to Electronic Approval, press any other key.
11. Press **PF3** to return to the Browse Designee Requests screen.
12. Press **PF3** again to return to the main menu.

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