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.

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.
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 both you and the ‘Cover Me’ individual have 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 before 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.

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Add "Cover Me" Person to Approval Path

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**User ID:** ________
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 cannot 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.
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 instead 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).

<table>
<thead>
<tr>
<th>Approval Date</th>
<th>Approver</th>
<th>To Do</th>
<th>Action</th>
<th>Received Date</th>
<th>Forward Date</th>
<th>Designee</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/25/1997</td>
<td>BUSTER, PHIL I</td>
<td>WITHDRAW</td>
<td></td>
<td>04/25/1997</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/28/1997</td>
<td>BOSS, IMA D</td>
<td>APPROVED</td>
<td></td>
<td>04/30/1997</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/29/1997</td>
<td>BOSS, IMA D</td>
<td>FY</td>
<td></td>
<td>04/29/1997</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/30/1997</td>
<td>BUSTER, PHIL I</td>
<td>FY</td>
<td></td>
<td>04/30/1997</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/30/1997</td>
<td>BUSTER, PHIL I</td>
<td>FY</td>
<td></td>
<td>04/30/1997</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 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.

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<table>
<thead>
<tr>
<th>Approval Number: 1997000000091</th>
<th>Departmental Procurement Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type: PRC</td>
<td>Procurement Card Statement</td>
</tr>
<tr>
<td>Originator: REINHOM</td>
<td>REINHOLD-LARSSON, MARTA G</td>
</tr>
<tr>
<td>Description: Stmt 199611 - sent by REINHOM</td>
<td></td>
</tr>
</tbody>
</table>

**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
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.

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.

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.

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.

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.

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.

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 you want to add to 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.