

# Routing and Approval Module Screen Changes

November 14, 2003  
Change Document

## IN-BOX/OUT-BOX FUNCTIONS

### SCREEN 910 – DOCUMENT IN-BOX & COVER SHEET

#### Main Screen Changes:

- New valid values in the fields: Requested Action and Status
- Removed 'Previous Desk' fields from panels
- "Approvals Only" on Action Line takes the place of Screen 916
- All information/ notification documents are discarded (no deletes)
- Action Line accepts wildcard (\*)

```
910 Document In-Box,                                06/30/03 14:59
                                                    CC AB
Screen: ___ Document: PLP*_____ Office: _____ Desk: _____
                                     Approvals Only: N      PANEL: 01MORE>>
Requested
Sel Document ID N      Doc Summary      Action      Status
-----
- PLPABL700071  TEST                Approve     In Dept Rt
- PLPABL200007 * MORE TESTIIN    Approve     In Dept Rt
- PLPABL200012 TESTING APPROVAL    Approve     In Dept Rt
- PLPABL000013 TEST                Approve     In Dept Rt
- PLPABL200020 THIS TOWN NEEDS AN ... Approve     In Exec Rt
- PLPABL200028 SEE IF I BLOW UP     Approve     In Exec Rt
- PLPABL200035 TEST PIP BIDNESS    Approve     In Dept Rt
- PLPABL200018 BIG BAG OF APPROVAL GOODNESS Approve     In Dept Rt
- PLPABL200019 * BIG BAG OF APPROVAL GOODNESS Approve     In Dept Rt
- PLPABL200021 * ROUTING IS THE COOLEST SUBSYS EVER Approve     In Dept Rt
- PLPABL200027 * PUR AGIN      Approve     In Proc Rt
- PLPABL300008 LIMITED TEST FOR TAPFD Approve     In Proc Rt

*** Press ENTER to view more documents ***
,Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
, Hmenu Help EHelp      Discd RHist Sel All Left Right
```

#### Routing History Changes – PF7 and Screen 914

- New PF7 to access Routing History from Main Screen
- Word "Submitted" replaces 'Created and Approved'
- An (A) indicates an 'auto' approve/sign condition
- PF7 & PF8 added for paging
- "Position at Line" added
- Actions cancelled by a later "reject" or "recall" shown with "cancelled" in phone number
- Date and time of the action taken on the specified document added

```
+-----+
| PLPABL973015                                     Position at line: ___ |
| Ln      ***** Routing History ***** |
| 1 The following people have seen this document: |
| 2 Submitted 05/20/99 00:00 KEEL, JANNA M      (979-458-6450) |
| 3 Approved 05/20/99 00:00 KEEL, JANNA M      (979-458-6450) |
| 4 Approved 12/10/01 00:00 SLEEPER, WILLIAM W, (979-458-6463) |
| 5 Signed(A) 12/10/01 00:00 KEEL, JANNA M      (979-458-6450) |
| 6 This document is currently in CC AB office |
| 7 on desk - Arrival Date: 12/10/2001 00:00 |
| 8 The following people have an Info/Notify copy of this document: |
| 9 Notify 12/10/01 00:00 KEEL, JANNA M      (979-458-6450) |
| 10 |
| 15 |
| PF4=Exit PF7=Bck PF8=Fwd |
+-----+
```

# Routing and Approval Module Screen Changes

## Cover Sheet Changes

- PF keys & some other fields WILL BE DIFFERENT DEPENDING OF THE TYPE OF DOCUMENT YOU ARE VIEWING - example, PIP document displays differently than BID document
- Action: field on the Cover Sheet will not display unless you have authority for the document

## **Screen 910 – Cover Sheet Window**

```
+-----+
| Screen:  ___ 06/25/03 09:34 |
|          *** Purchasing Document Cover Sheet ***      CC AB |
|                                     *Routing Notes Exist* |
| Doc ID: PLPABL973015          Status: Final           |
|                               Requested Action:       |
| Doc Summary: KEYBOARD CADDY                               |
| Released: 05/20/1999 by: KEEL, JANNA M                 |
|                                                         |
| Limited Purch : L973015                                   |
| Contact Person:                                           |
| Dept Name: MIS PROJECT TEST                               |
| Doc Total:          1,400.00 Untransferred Total:       |
|                                                         |
| --PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-- |
| Exit NDoc Summ RHist Audit Notes Headr Items Track    |
+-----+
```

## **SCREEN 911 – DOCUMENT IN-BOX & COVER SHEET**

Basically the same changes as Screen 910

## **SCREEN 912 – DOCUMENT OUT-BOX & COVER SHEET**

- Date ranges added to filter data
- “Action Date/Time” field added for audit

## **SCREEN 913 – DOCUMENT OUT-BOX & COVER SHEET**

Basically the same changes as Screen 912