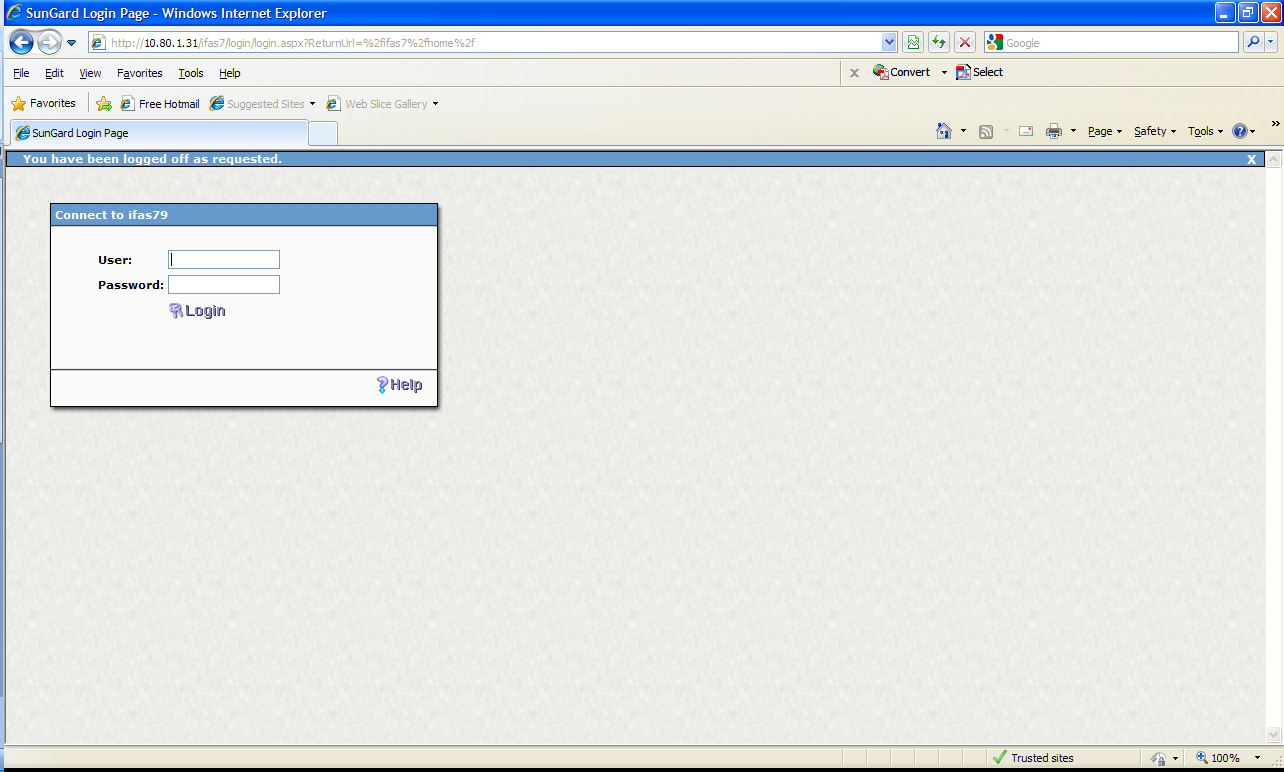
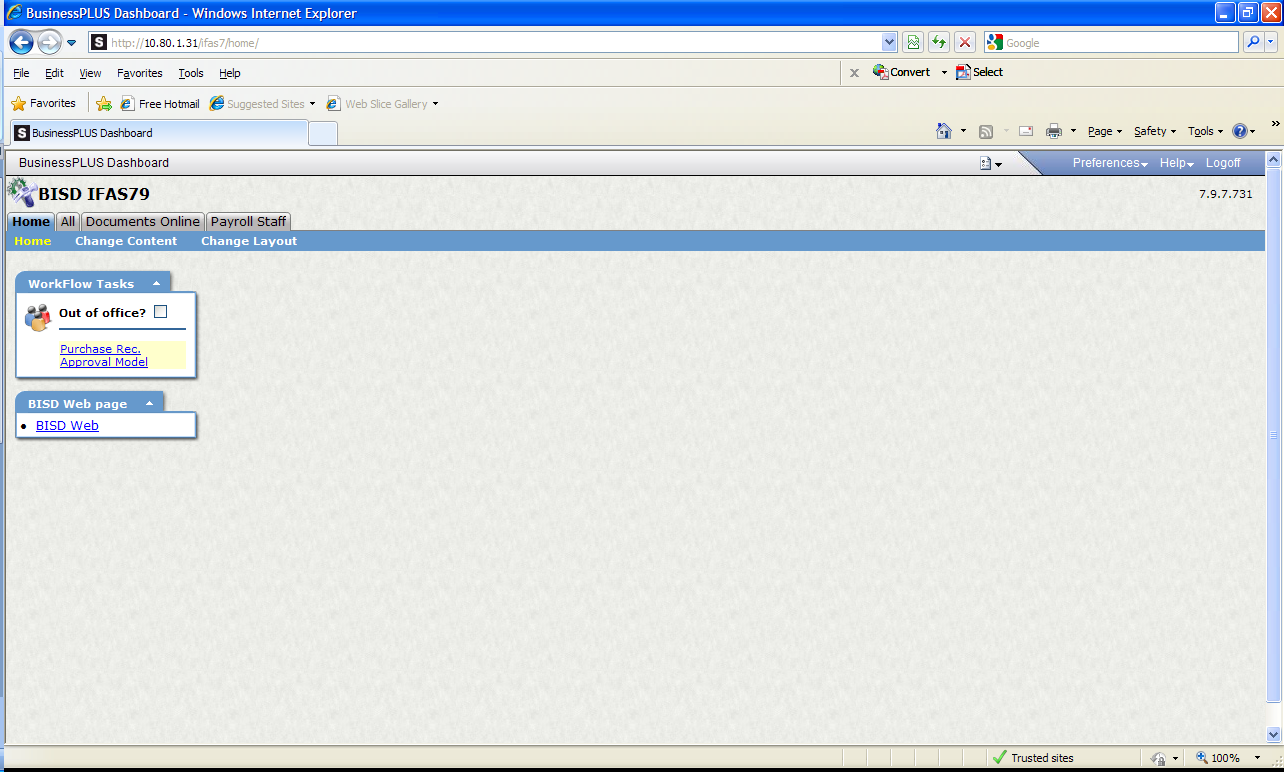
# 

# Step 1: Log in to system.



**Enter: User ID & Password**

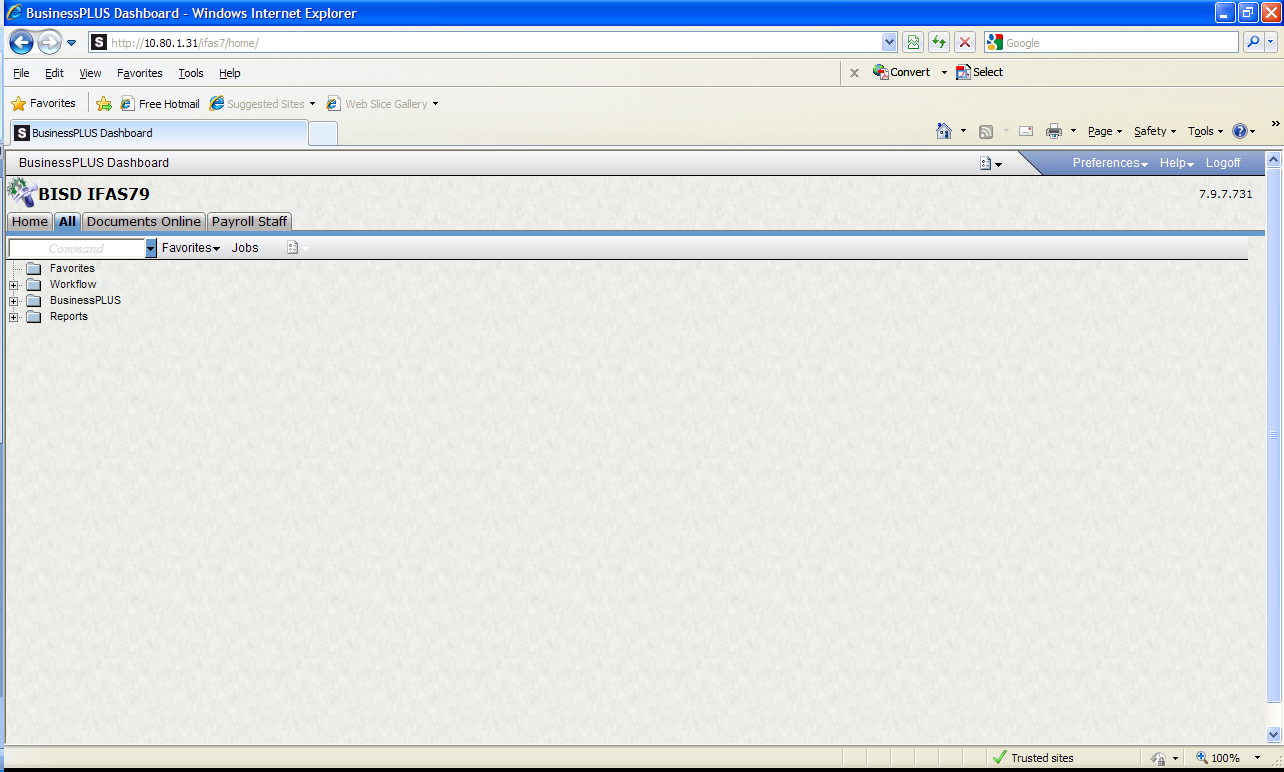
***Note: You will be directed to the Home Tab. See below.***

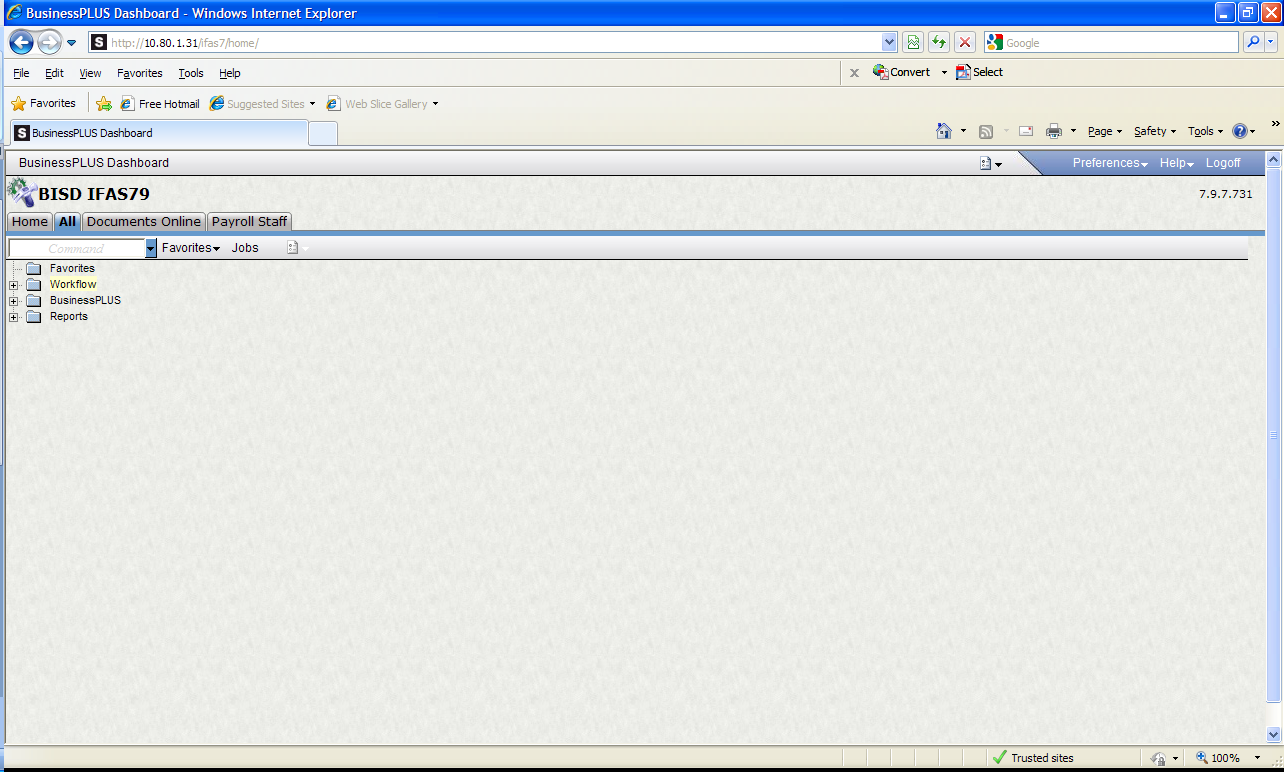


**Select: All Tab**

***Selections under “All” tab will be visible. See next screen.***

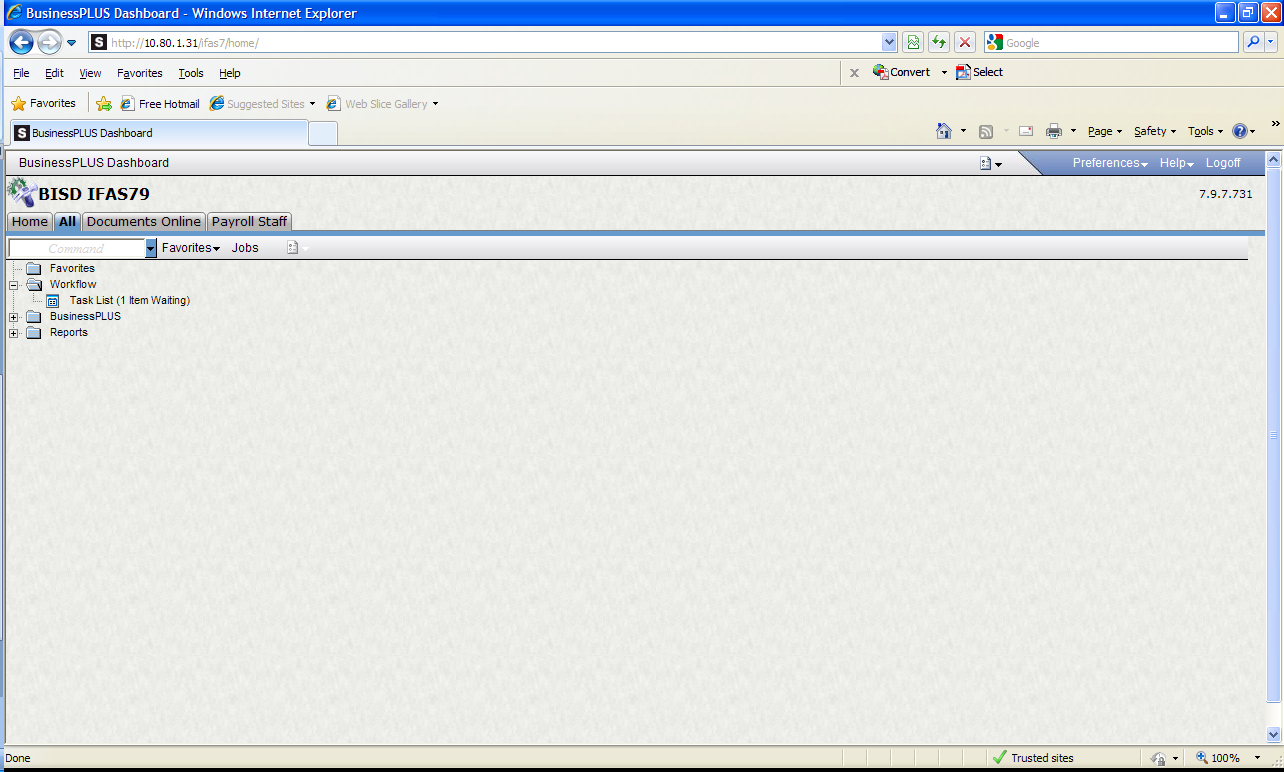
# Step 2: Access SunGard Task List Screen





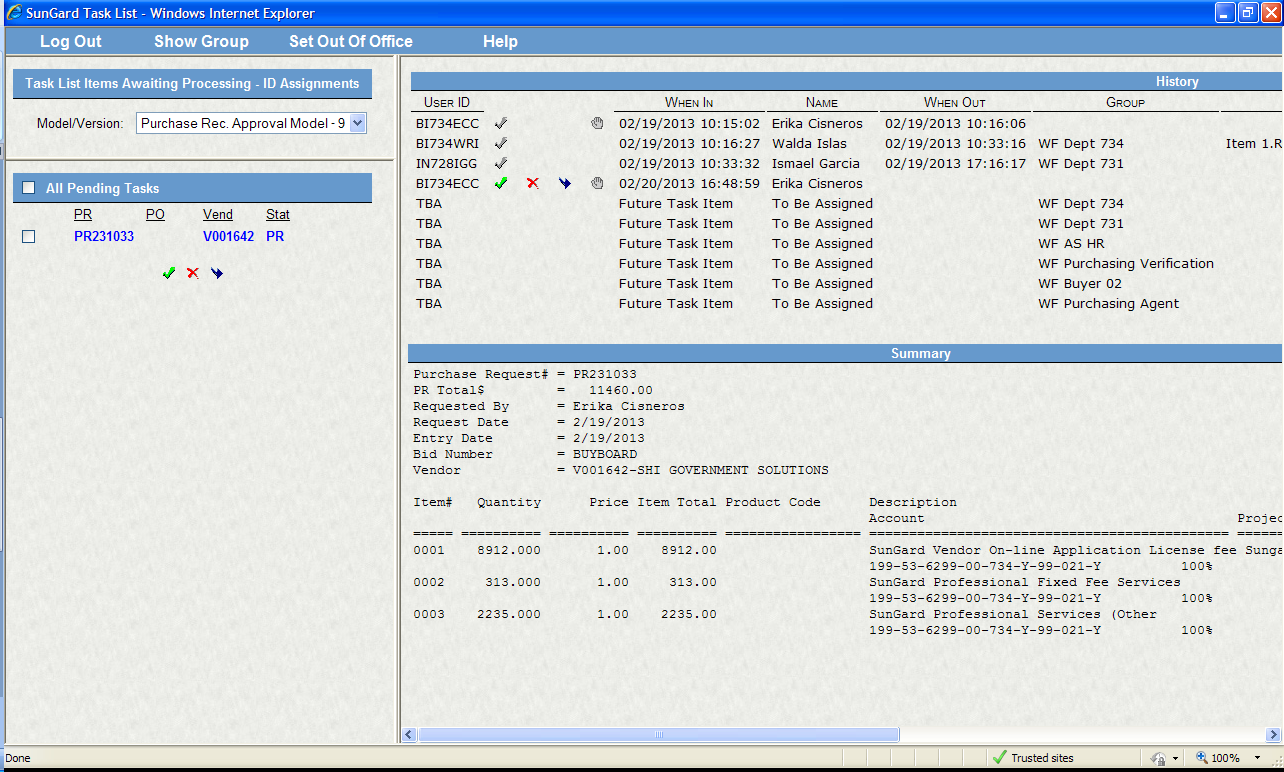
**Click: “+” Workflow Folder**

***Note: Tree Selection will expand.***

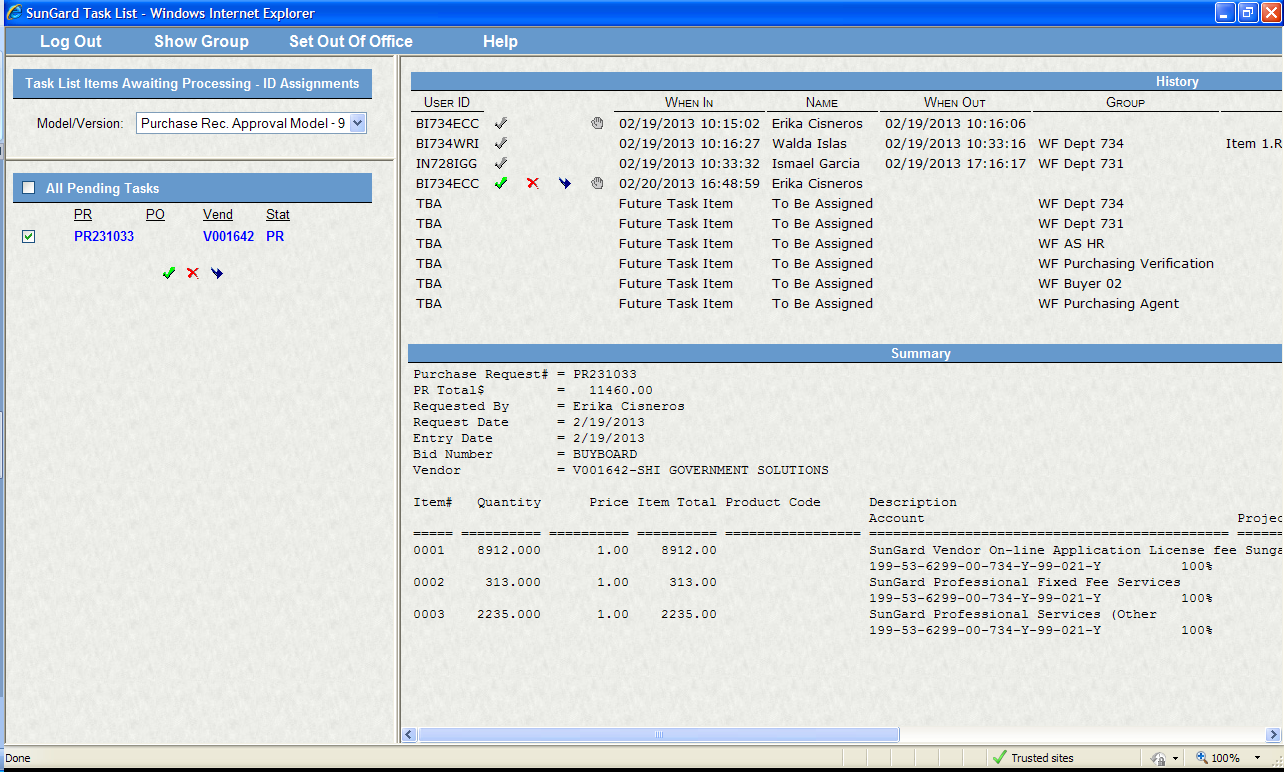


**Click: Task List Note: In parenthesis you will find # of items pending approval (Ex: 1 Item Waiting)**

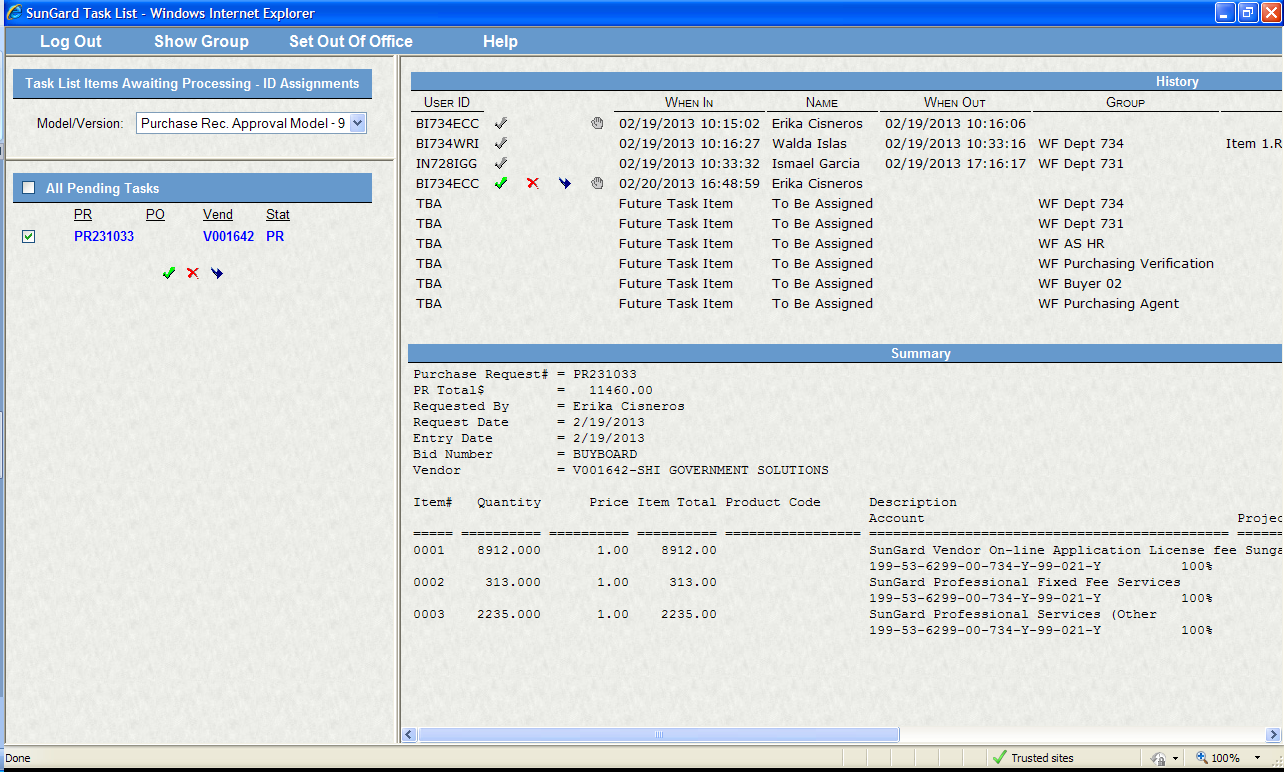
***SunGard Task List Screen will populate.***



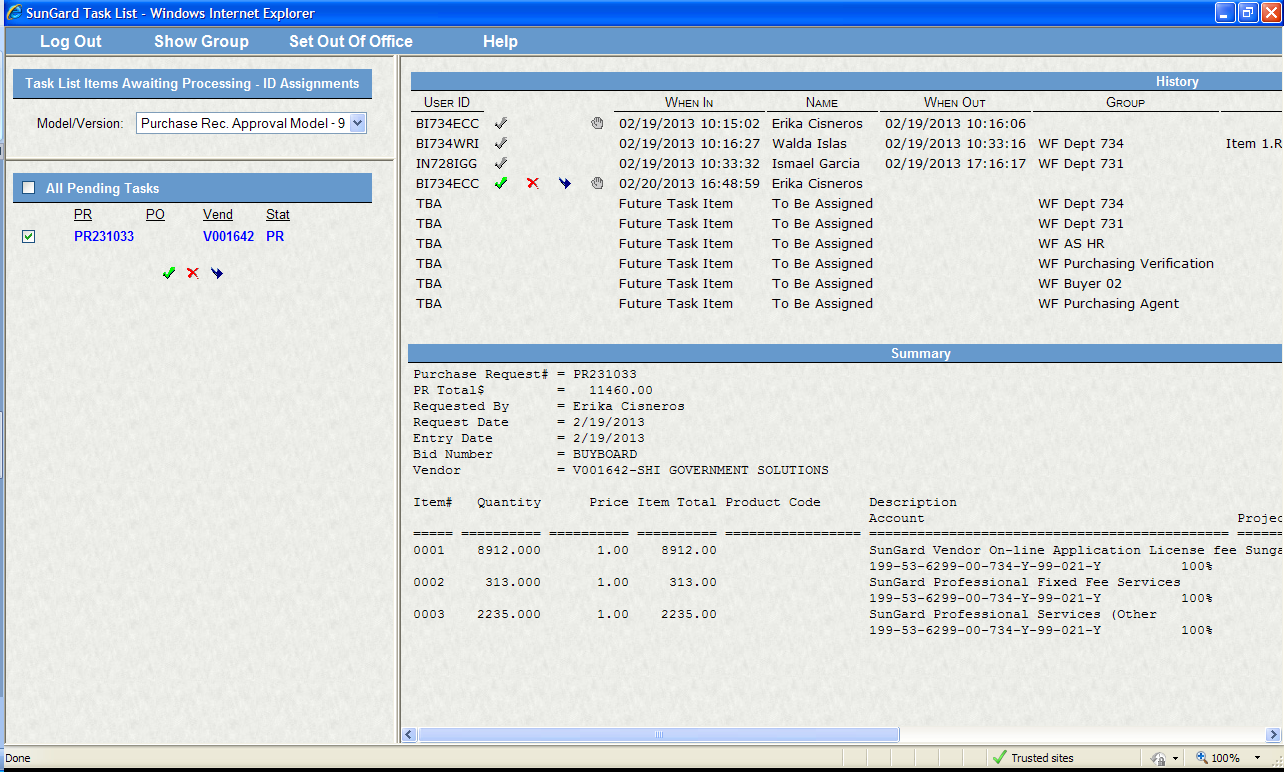
**A list of Pending PRs will be viewable here.**



**If multiple PRs; click to input check mark to view details of the PR**

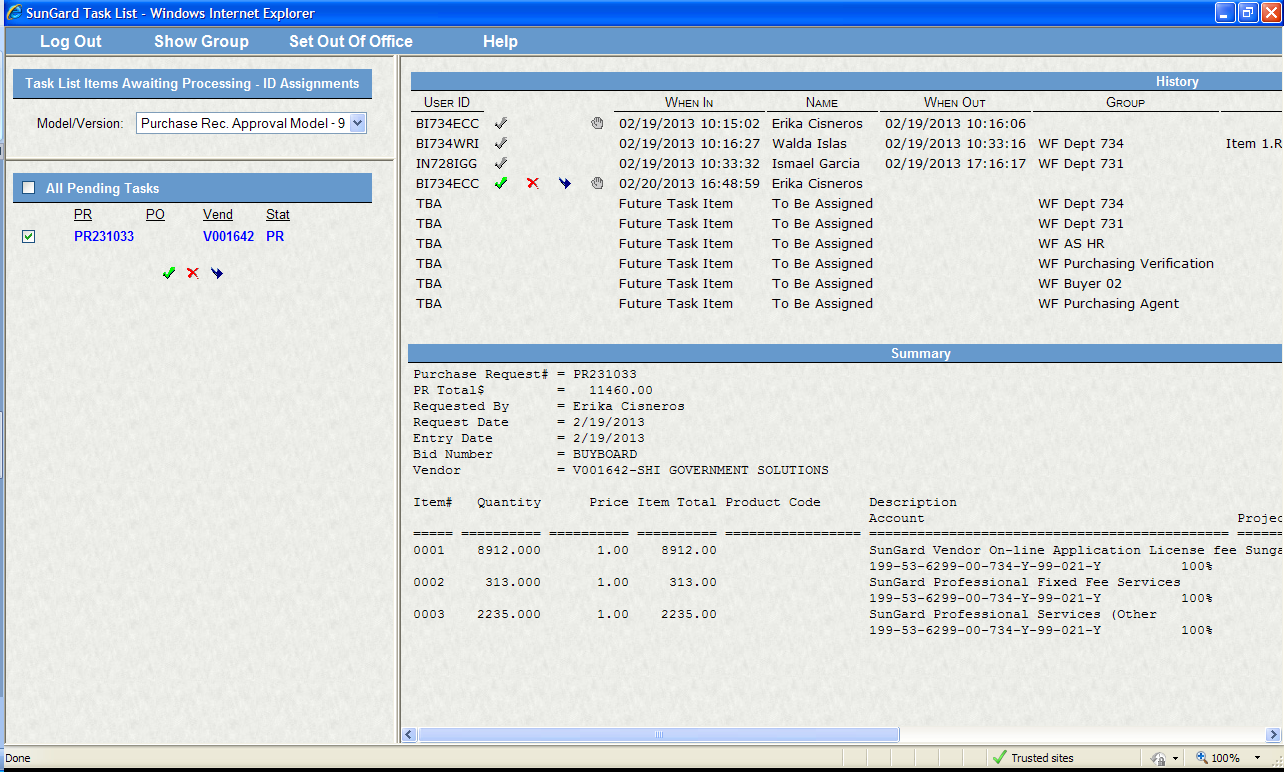


**Details of Workflow status**



**A summary w/details of the Purchase Requisition**

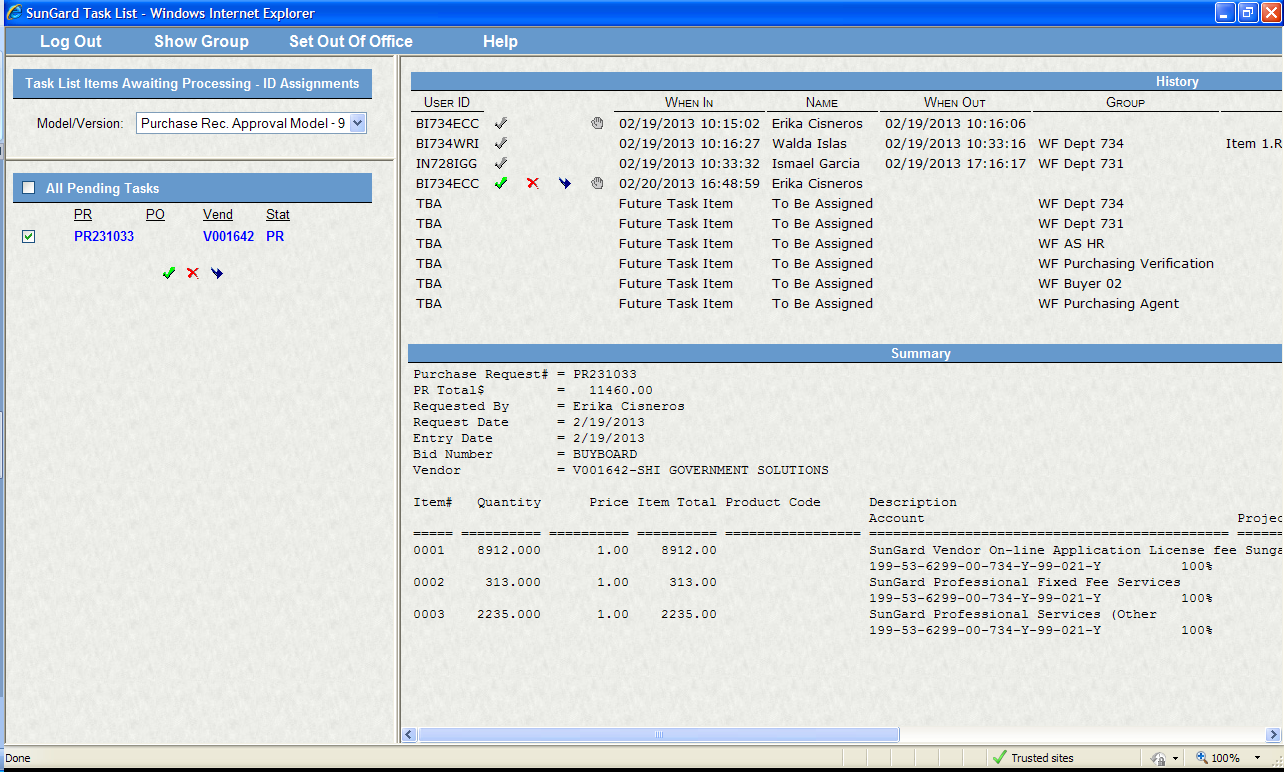
***Note: Verify the information prior to approving.***

******

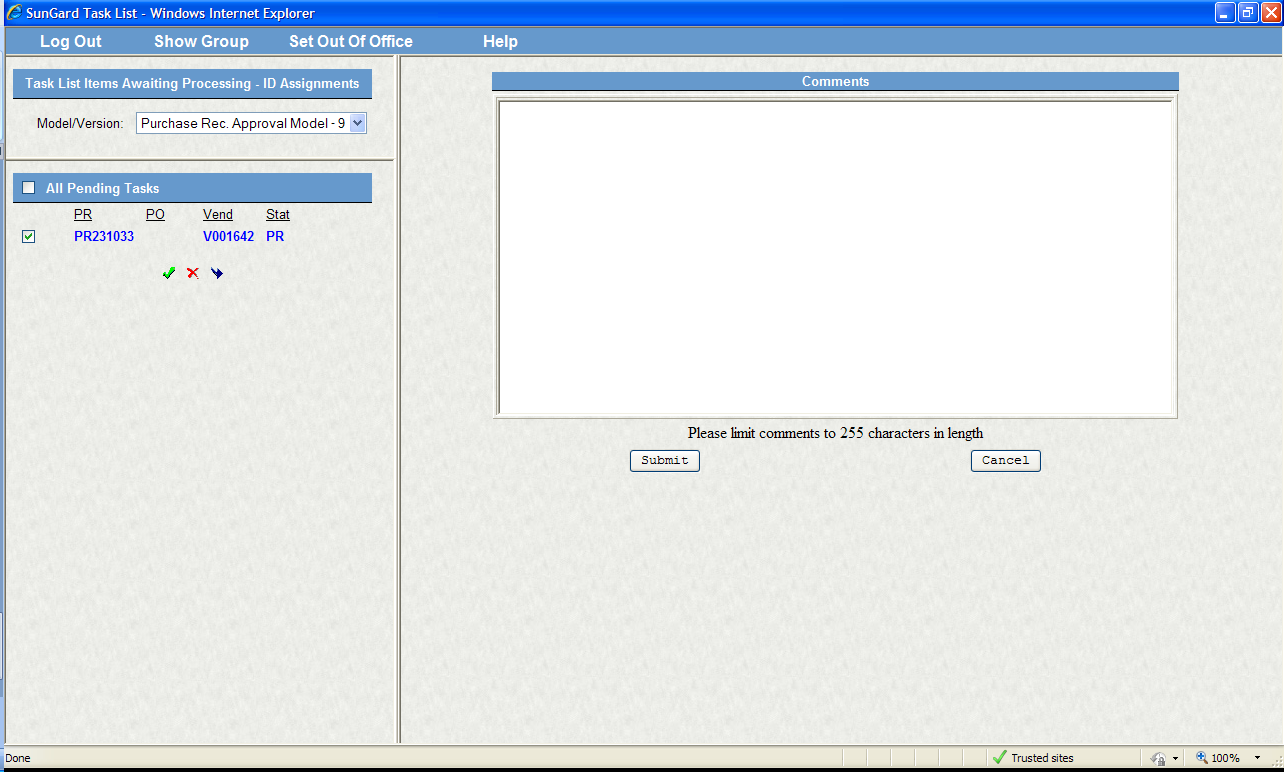
**There are two options to approve PR; click either one of the green check marks.**

# Step 3: Approve Purchase Requisition

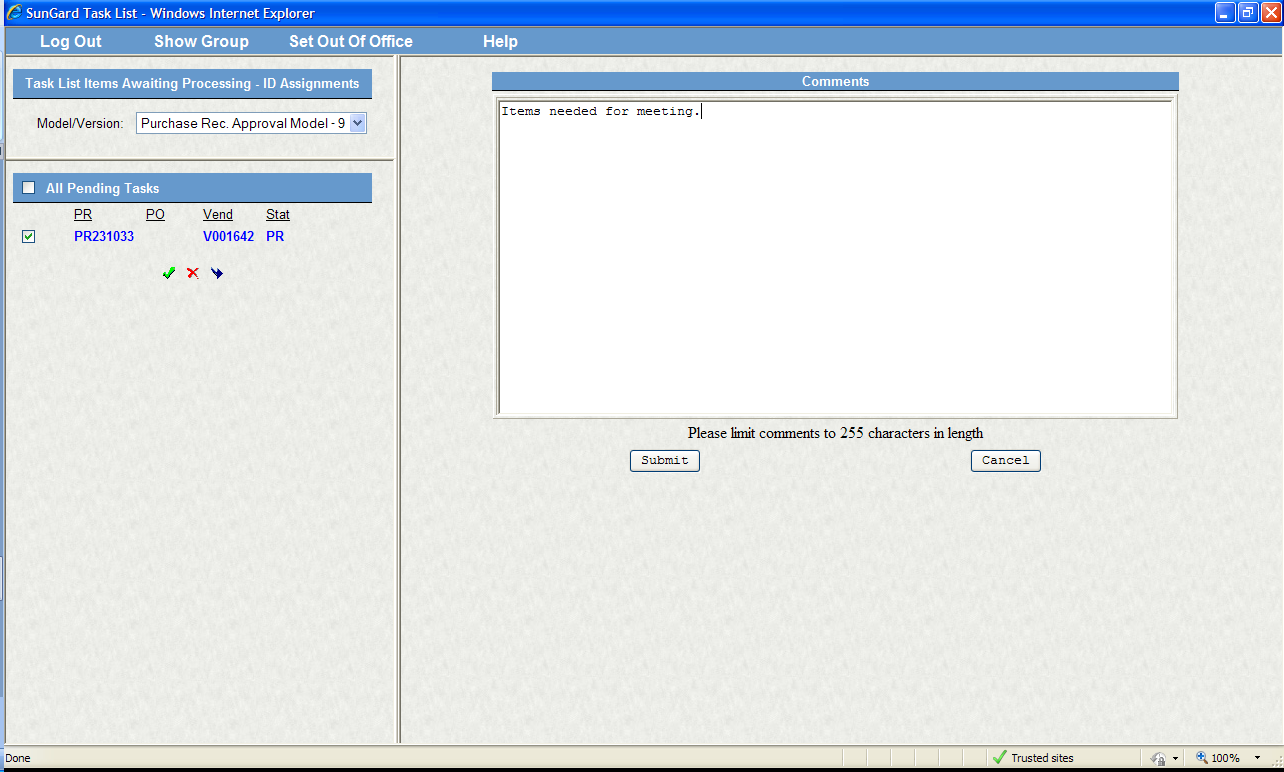
**1st Option below.**

******

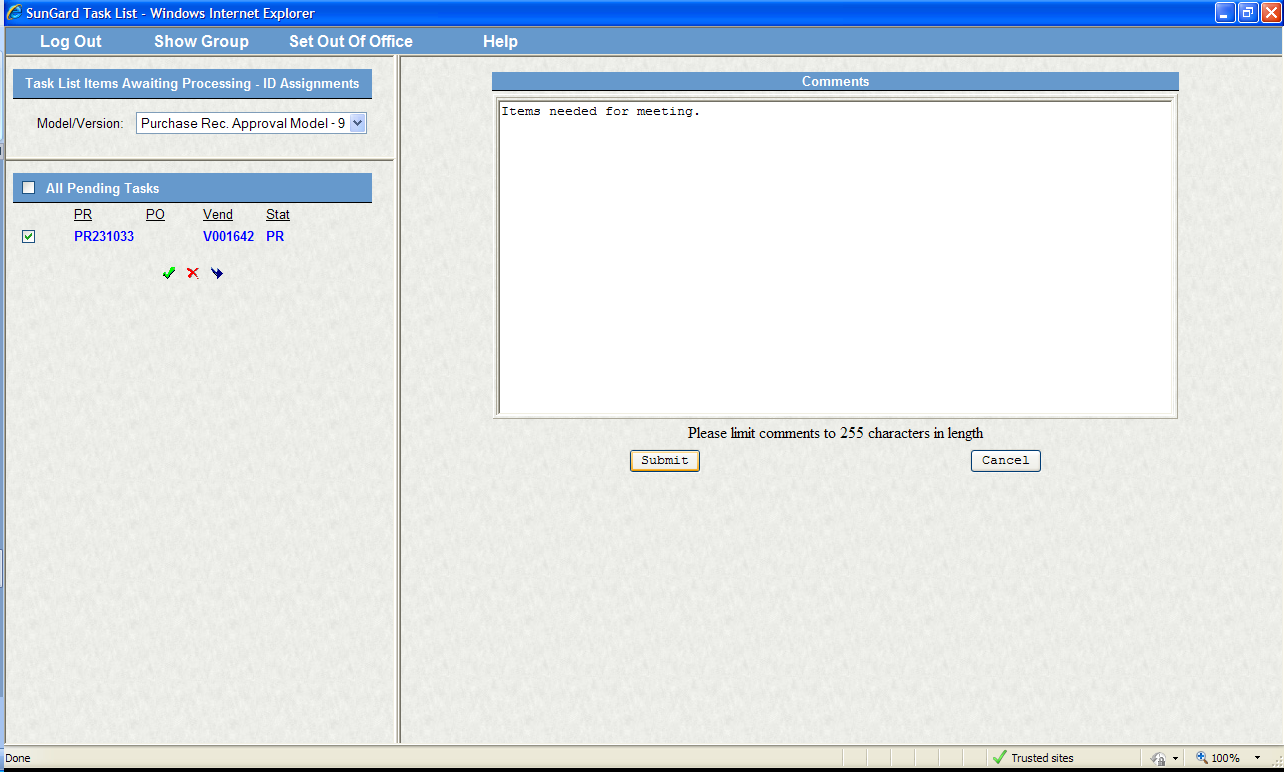
**Click green check mark to approve.**

******

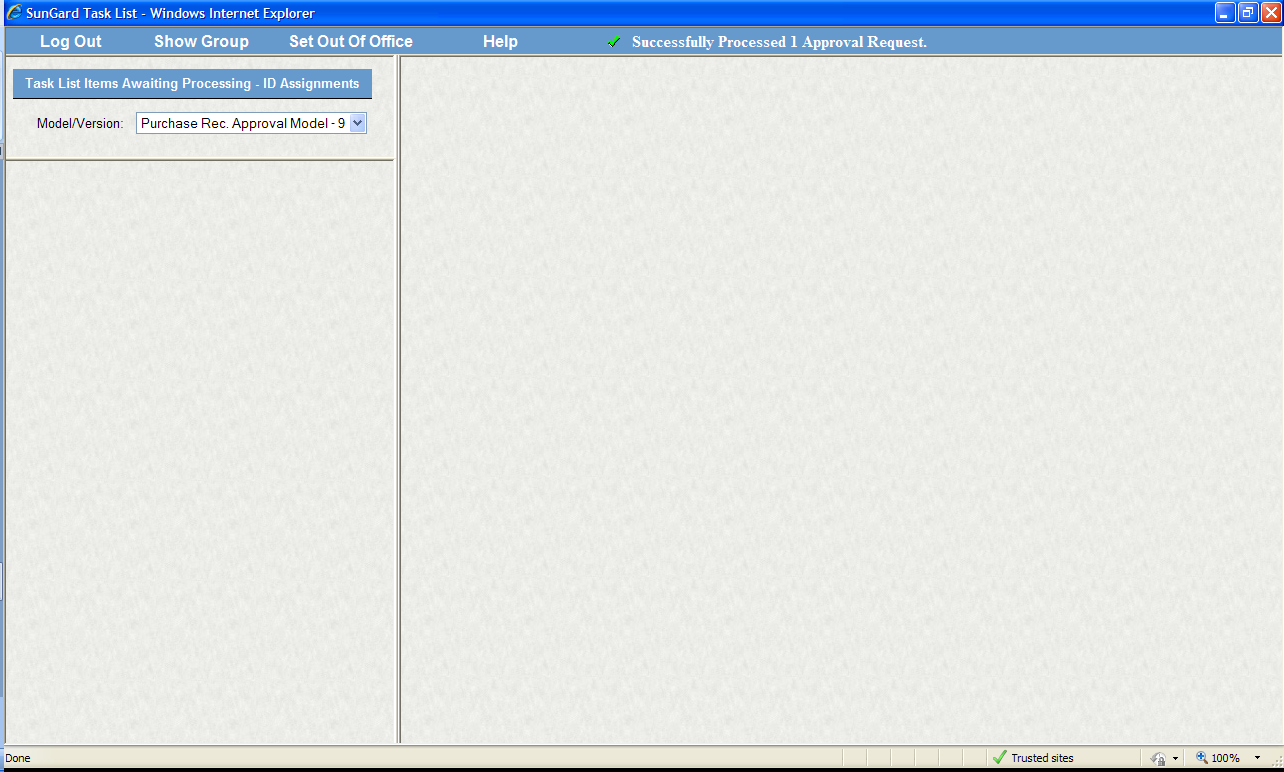
**Comments Screen will open. Space is available for any comments to the approvers.**

******

**NOTE: DO NOT** USE SPECIAL CHARACTERS! SUCH AS: #, &, $, @, \*,% etc…PR WILL NOT GO THRU!

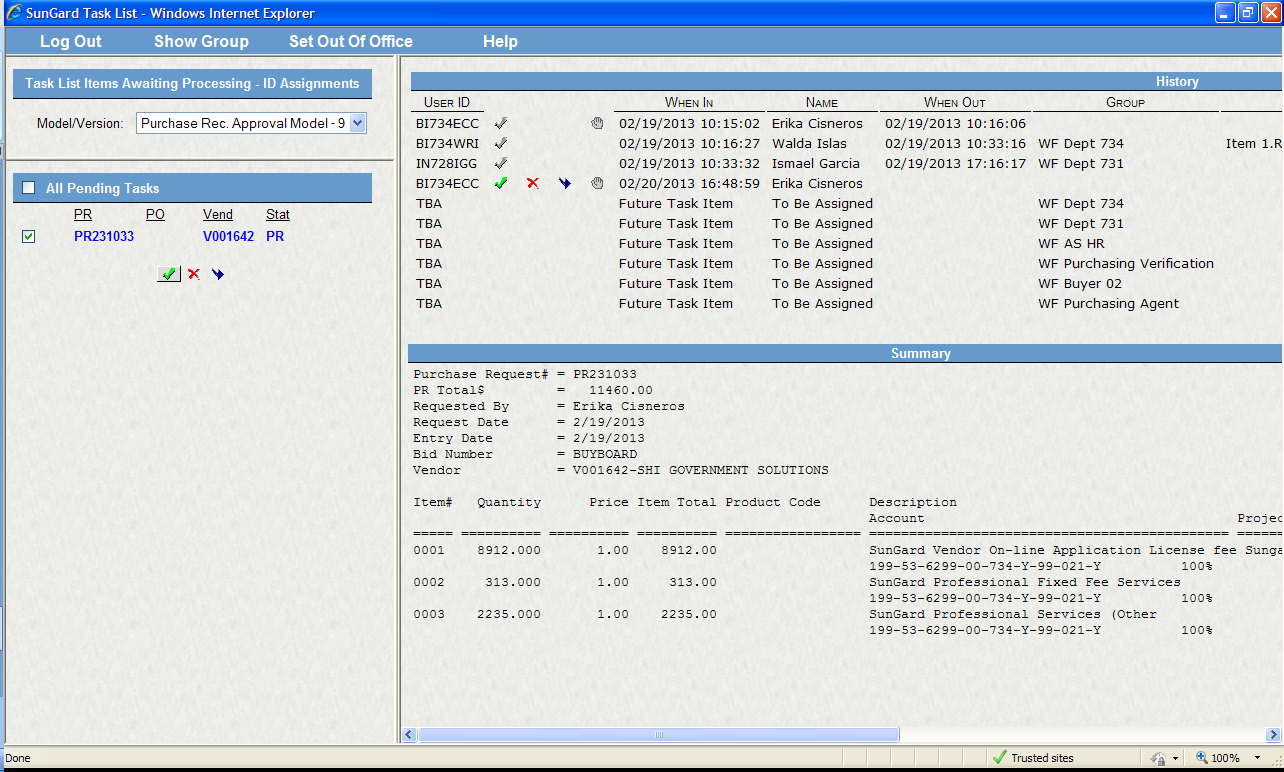
******

**Click: Submit**

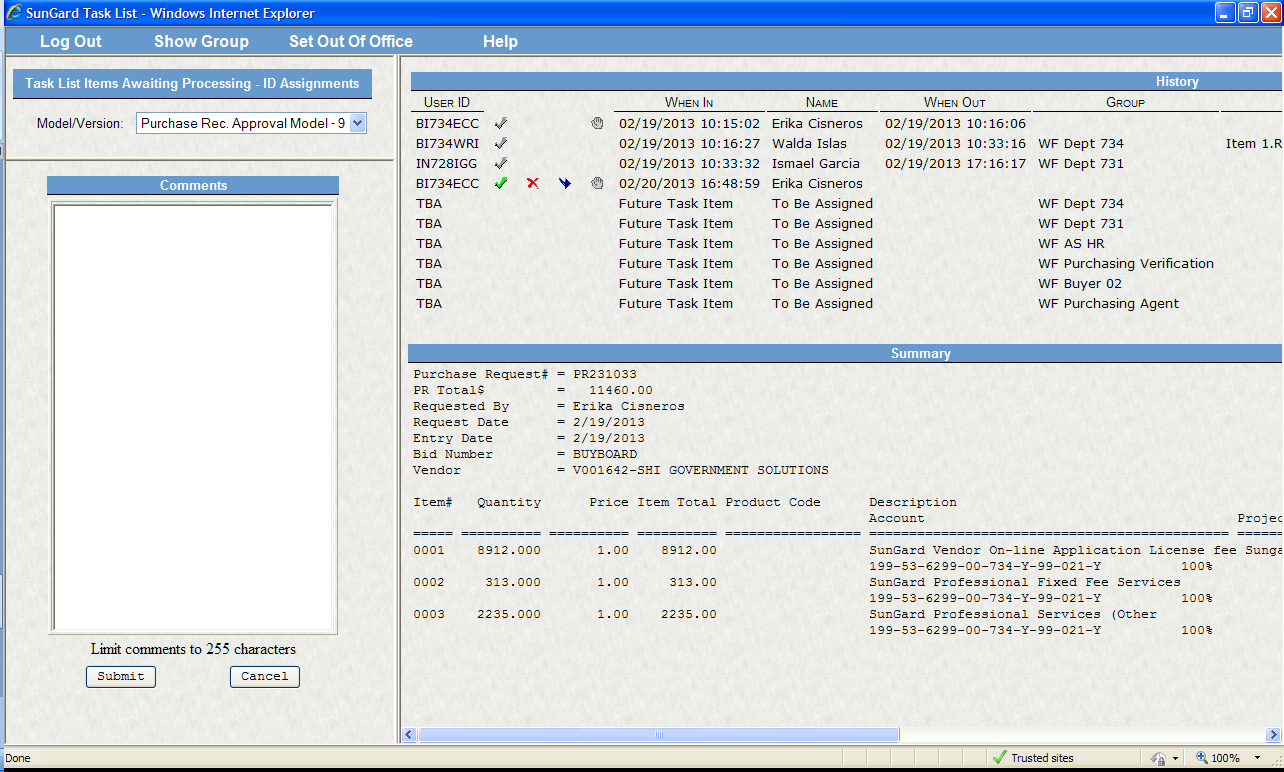
******

**The following message will appear as confirmation that you have successfully approved PR.**

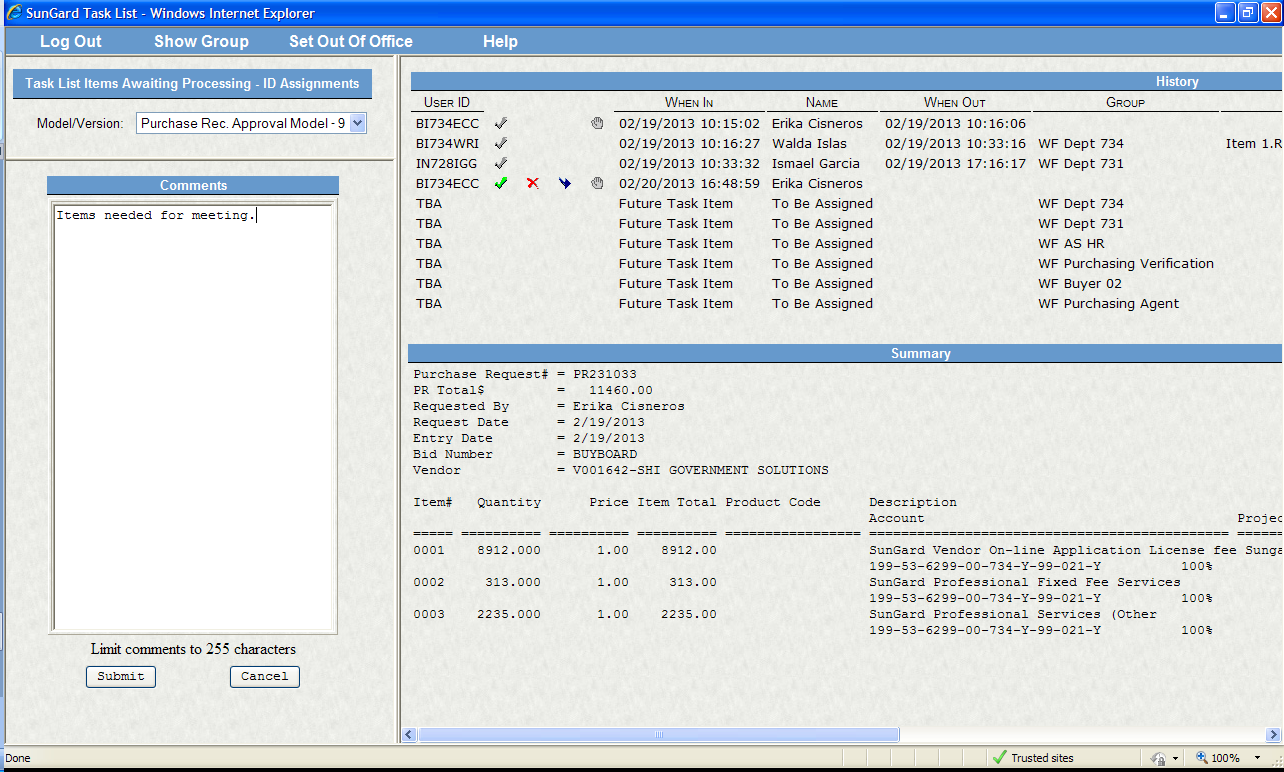
**2nd Option below.**

******

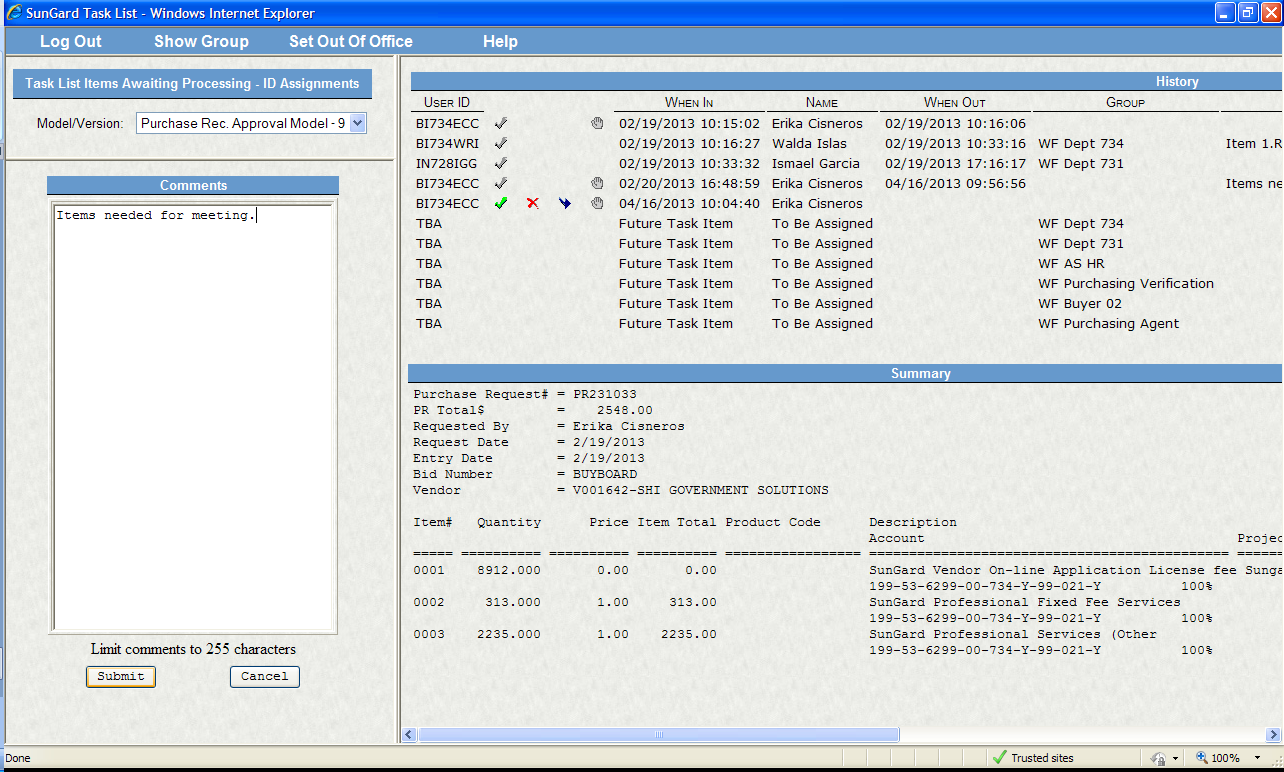
**Click green check mark to approve.**

******

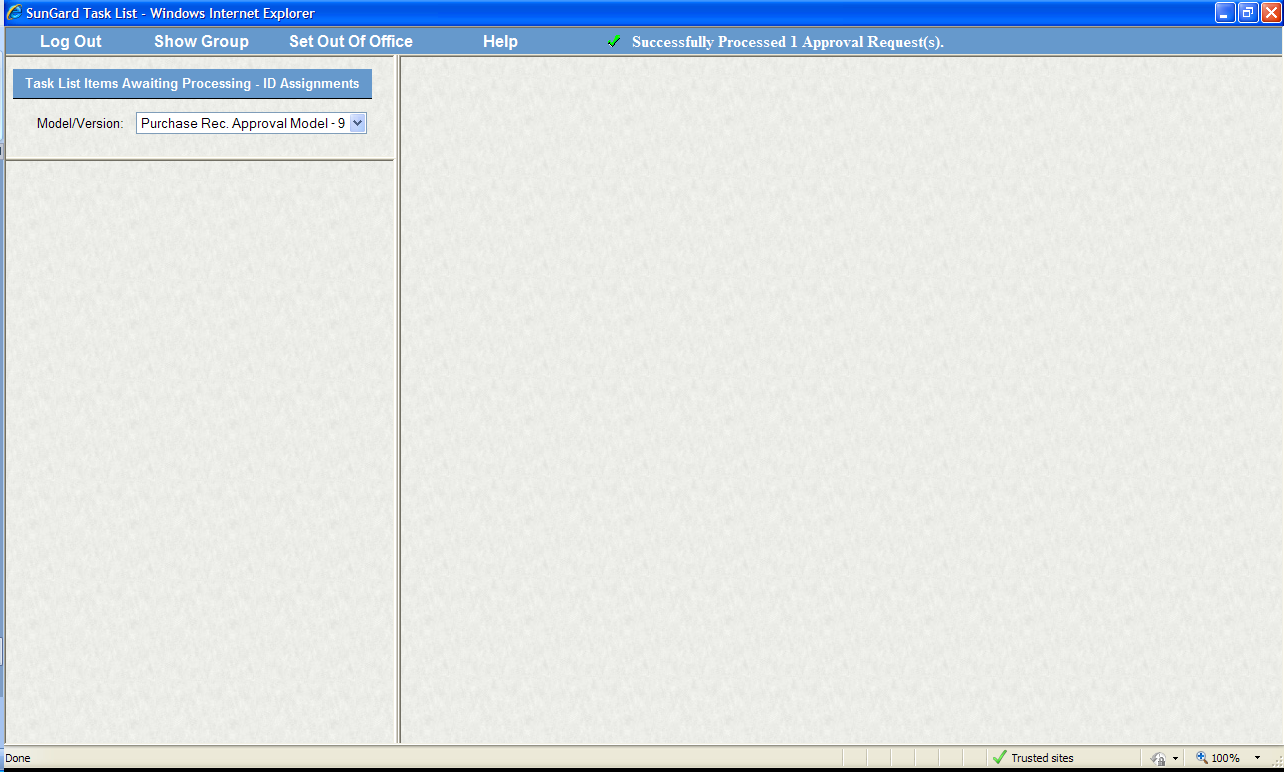
**Comments Screen will open. Space is available for any comments to the approvers.**

******

**NOTE: DO NOT** USE SPECIAL CHARACTERS! SUCH AS: #, &, $, @, \*,% etc…PR WILL NOT GO THRU!

******

**Click: Submit**

******

**The following message will appear as confirmation that you have successfully approved PR.**

***The PR will now move forward through Workflow to the next approver.***