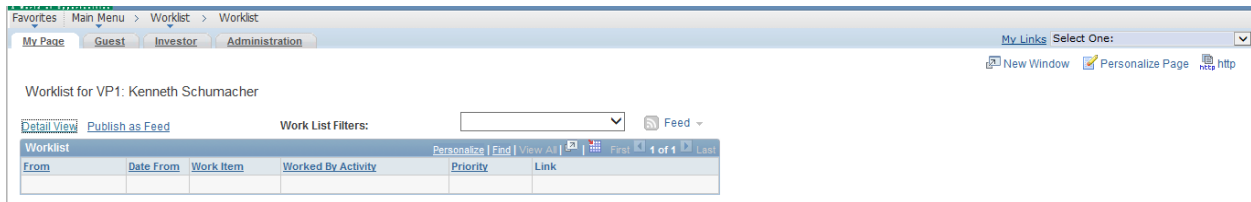
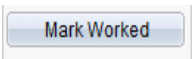
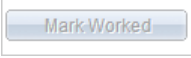


Business Process	Navigation
1. Understanding your Worklist	1. Main Menu > Worklist > Worklist

- What is a Worklist – A Worklist is an organized list of work items that have been routed to you through a Workflow process. The list is an automated communication to you that a transaction requires your approval or that something has occurred and you are being notified.
- To access your Worklist, navigate to Main Menu > Worklist > Worklist, the following page will display:



- The worklist items that appear are based on workflow options that are specified during implementation.
- The following transactions have Workflow configured for them: Requisitions, PO's, Vouchers, Budget Journals and Transfers, GL Journals and all Forms.
- Approvals and notifications are not the same. Approvals must be acted upon whereas Notifications are informing you that something has occurred.
- Notifications will have the MARK WORKED button enabled  and transactions that are pending your approval will not. 

Worklist for VP1: Kenneth Schumacher					
Detail View Work List Filters: Feed					
From	Date From	Work Item	Worked By Activity	Priority	Link
Mary Engel	31/05/2013	Transaction Approved	Approval Workflow	3-Low	FormApproval: 491, VENDOR ADD, 1900-01-01, N. 0, Vendor Request, test - 76
Linda Larson	03/06/2013	Transaction Approved	Approval Workflow	3-Low	FormApproval: 511, VENDOR ADD, 1900-01-01, N. 0, Vendor Request, test - 79
Kenneth Schumacher	13/05/2013	Approval Error	Approval Workflow	2-Medium	Requisition: 326, SD Requisition Approval, 1902-01-01, N. 0, BUSINESS UNIT: 62500, REQ. ID: 00000000414
Linda Larson	08/05/2013	Approval Routing	Approval Workflow	3-Low	FormApproval: 211, VENDOR ADD, 1900-01-01, N. 0, Vendor Request, test - 38

- The following columns are included in your Worklist:

Column Information it Contains

- From** Displays the individual who triggered the work item.
- Date From** Displays the date when the work item was triggered.
- Work Item** Displays the action that generated the workflow item, such as *Transaction Approved (notification)* and *Approval Routing (pending approval)*. You can have multiple entries with the same action, but each entry represents a different item that requires attention.
- Link** Click a **Details** link in this column to access the target page—the page where you work on the item. The target page is specific to the type of activity that you perform.
- Mark Worked** Click an icon in this column to mark an item as worked so it is removed from your worklist – these are notifications only.

- The details associated with the specific document (i.e. PO ID, Voucher ID, etc.) is included in "The Link" field.
- Click on the link to open the transaction and approve or deny. All transactions that are denied should have comments that explain why it is sent back to the originator.