

Approval Quick Steps

Approving a Document Quick Steps [FOAUAPP]

ACTION	KEYSTROKE	NOTES
Access FOAUAPP		Tab to mover between fields
Access User Approval form	NEXT BLOCK	
View documents waiting for approval		
Approve or Disapprove	Click on Approve or Disapprove	To view document details click on Details icon
Confirm approval/disapproval	Click OK	
Move to next document	Down arrow or scroll bar	
Close User Approval form	Click on Exit icon	

Viewing Document Approval Status Quick Steps [FOAUAPP]

ACTION	KEYSTROKE	NOTES
Access FOAUAPP		Tab to mover between fields
Access User Approval form	NEXT BLOCK	
Start a Query	Click Enter Query icon	
Enter User ID	Enter ID in Originating User	Yours or another ID
Execute Query	Click on Execute Query icon	
View records	Use scroll bar to move down list	
Close User Approval form	Click on Exit icon	

Viewing Approval History [FOIAPPH]

ACTION	KEYSTROKE	NOTES
Access FOIAPPH		Tab to mover between fields
Enter document number	Free form	
Execute Query	Click on Execute Query icon	
View records	Use scroll bar to move down list	
Close User Approval form	Click on Exit icon	