

ADPICS – Easy Steps for Approving/Rejecting a Document

DOIT Training Department

Easy Steps – Review for Approving or Rejecting a Document

1. From the main menu (0000) press the '**HOME**' key; type 9210 and press F9 to link to *Document Authorization Mailbox*
2. Press **Tab** down to the line item you want to approve
3. Type the letter **S** in the select column
4. Press **F2** to select the document (Review for correctness)
5. Press **F6** to access the header screen (Review for correctness)
6. Press **F6** to view the document
7. Press **Escape** or **CTL+Z (CLEAR)** until you get back to screen **9210**

To Approve a Document

1. Press **Tab** until you reach the document you want to approve or reject
2. Type the letter **A** in the field located under the Approve/Reject column to Approve
3. Press **Tab** until the cursor is at the signature field or you can press **F10** to move your cursor to the signature field.
4. Enter your electronic signature
5. Press **F10** to approve your document. After you approve your document the system removes it from the screen.

To Reject a Document

1. Press **Tab** until you reach the document you want to approve or reject
2. Type the letter **R** in the field located under the Approve/Reject column to Reject

ADPICS – Easy Steps for Approving/Rejecting a Document

DOIT Training Department

3. Press **Tab** until the cursor is at the signature field or you can press **F10** to move your cursor to the signature field.
4. Enter your electronic signature
5. Press **F10** to reject your document. After you reject your document the system will advance to 9211 - Document Rejection Routing
6. Press **Tab** to the person to reject to and type the letter **S** in the select field
7. Press **F2** to select

Note: If you select to route the document back to the initiator the document falls out of the approval path and the document status changes from 'APPR' to 'NOPT'

8. Once you select the person to whom the document will be routed, the system automatically transfers you to the Note Pad screen (9100) where you can document the reason you are rejecting the document and instructions for further handling. **It is highly suggested you document why you are rejecting the document.**
9. Type your note in the Note Pad and press F10-SAVE to save the note.
10. Press Escape or Clear to leave the Note Pad and transfer back to the document routing screen.
11. Press Escape or Clear to return to your mailbox.