

Approving and Managing EPAFs Using NOAAPSM

TASK 1: Accessing Electronic Approval Summary [NOAAPSM]	
STEP 1: Access NOAAPSM	
STEP 2: If acting as a proxy, in Proxy For; TYPE the person's User ID	
STEP 3: SELECT a valid combination of Transaction Status and Queue Status	See Valid Transaction and Queue Status Combinations
STEP 4: NEXT BLOCK	View results Transaction Information Block EPAF Transaction Statuses: Waiting [has errors or is incomplete] Pending [needs approvals] Approved [has all approvals] Complete [has been applied/ tables updated]

User Approval Levels	User Action Required
Apply	User updates tables after all approvals have been given
Approval	User must take action on the EPAF (User may Approve or Return/Correction)
FYI	No action required (User may Acknowledge)

Queue Statuses	Used By:	To Search For Transactions:
Acknowledge	FYI Users	That they have acknowledged
All	Any User	In all of their queues
Applied	Apply Users	That they updated using apply
Approved	Approvers	They have approved
Disapproved	Approvers	They have disapproved
FYI	FYI Users	Which were routed to them for their information only
In The Queue	Approvers	That will require their approval in the future once approvers before them have approved the transaction
More Information	Approvers	Which they have identified as requiring further review before they approve them
None (Originator)	Originators	They have entered
None (SuperUser)	SuperUsers	Any
Overridden	SuperUsers and Approvers	Which had the approvals overridden by a SuperUser
Pending	Approvers	Which require their approval
Removed From Queue	Approvers	That have been voided by the Originator or a SuperUser or disapproved by an Approver.
Return/Correction	Approvers	That they returned to the originator for correction
Void	Originators or SuperUsers	They have voided