

Defining Default EPAF Routings

TASK 1: Accessing Electronic Approval Routing Rule Form [NTRROUT]	
STEP 1: Access NTRROUT	User ID and Name will automatically default and cannot be overwritten
STEP 2: In the Approval Category field, TYPE in the desired category or DOUBLE-CLICK for a list of values	The first character of the Approval Category code generally reflects the campus. (C,K,P,U & Y)
STEP 3: NEXT BLOCK	<p>Mandatory levels of approval as defined on the EPAF Category Rule Form (NTRACAT) will default here and cannot be altered.</p> <p>*Note: At this step you may get a pop-up warning message stating "FRM-40353: Last record of query retrieved." Please click the OK button on the pop-up and continue on with the instructions.</p>

TASK 2: Assigning a Default Approver	
STEP 1: CLICK the Approval Level to be updated.	
STEP 2: CLICK the User ID flashlight	
STEP 3: SELECT the appropriate user from the list	Only individuals appearing in the list can be used for the selected approval level
STEP 4: SAVE	Changes will be in effect for the next use of the Approval Category

TASK 3: Adding a New Approval Level and Approver	
STEP 1: INSERT a record	
STEP 2: CLICK the Level Code flashlight	
STEP 3: SELECT the Approval Level to be added	The level # defaults automatically
STEP 4: CLICK the User ID flashlight	
STEP 5: SELECT the appropriate user from the list	Only individuals appearing in the list can be used for the selected approval level
STEP 6: CLICK the Required Action drop down list	
STEP 7: SELECT a Required Action	<p>Required Actions include:</p> <p>Approval</p> <ul style="list-style-type: none"> - the individual must take action on the EPAF <p>FYI</p> <ul style="list-style-type: none"> - the user can only review the EPAF for content <p>Apply</p> <ul style="list-style-type: none"> - the user must apply the EPAF to update the tables
STEP 8: SAVE	Changes will be in effect for the next use of the Approval Category