

Add A New Route
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The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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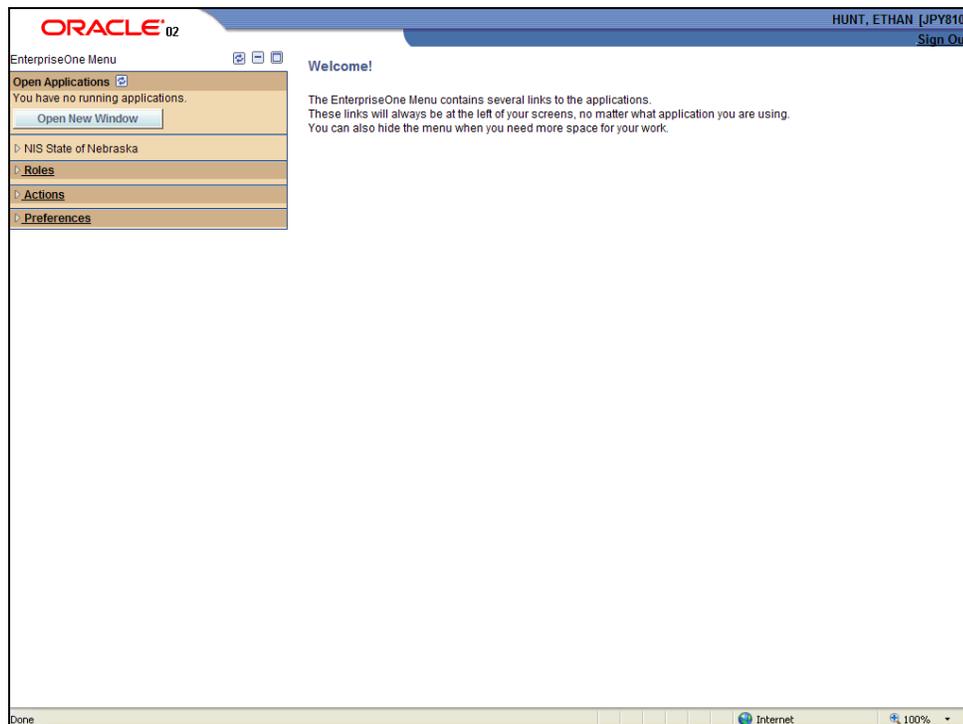
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Add A New Route

Add A New Route

Procedure

In this lesson you will learn how to add a new approval route.

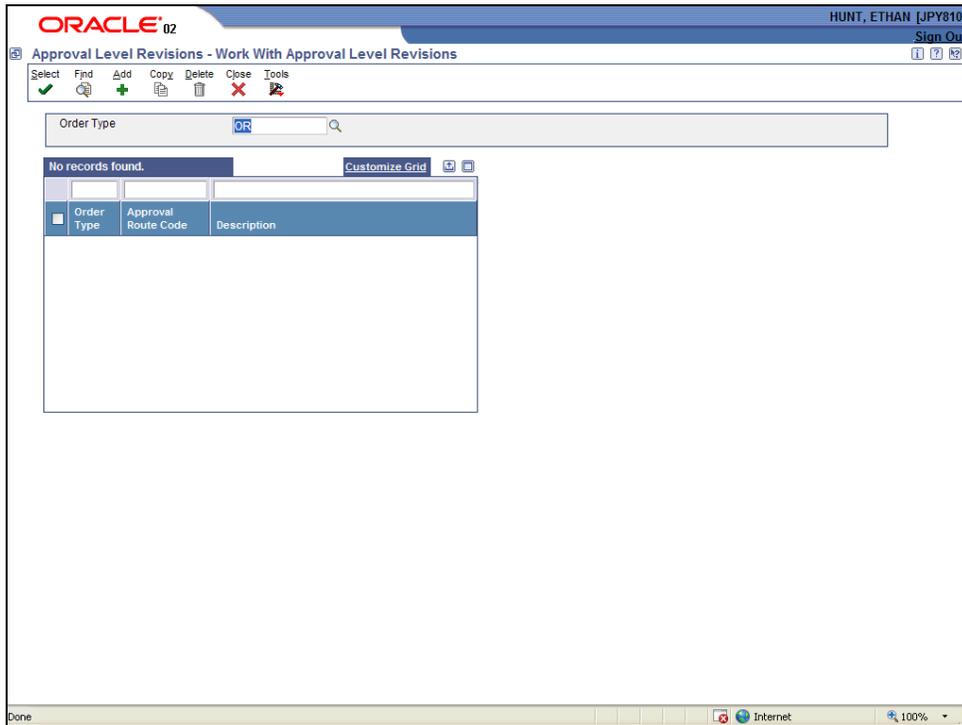


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Approval Route Management link. Approval Route Management

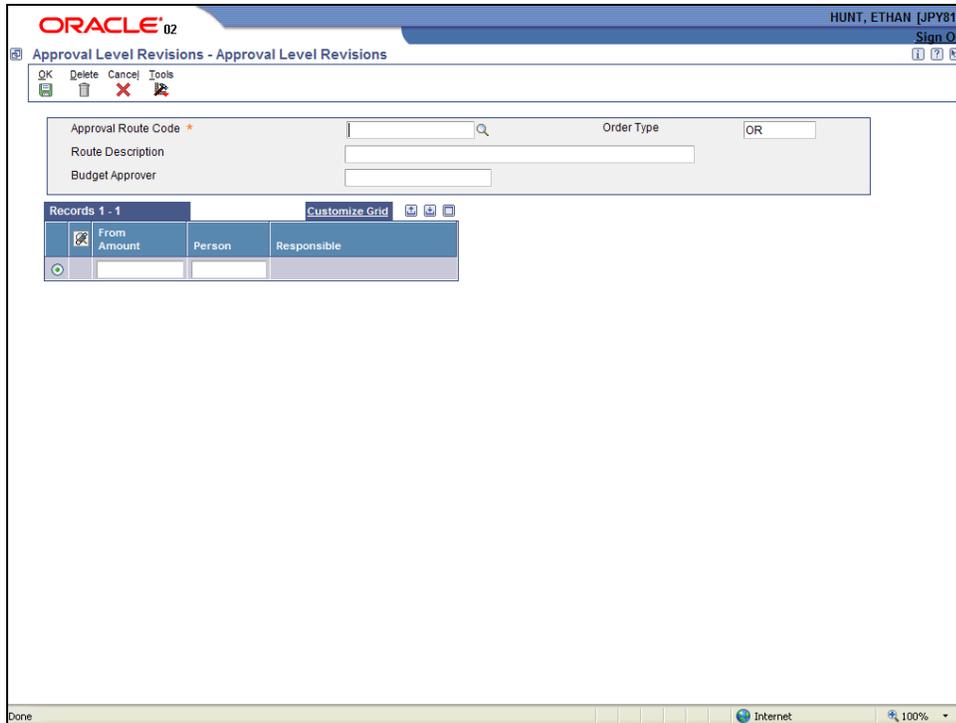
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Step	Action
4.	Click the Approval Level Revisions link. Approval Level Revisions



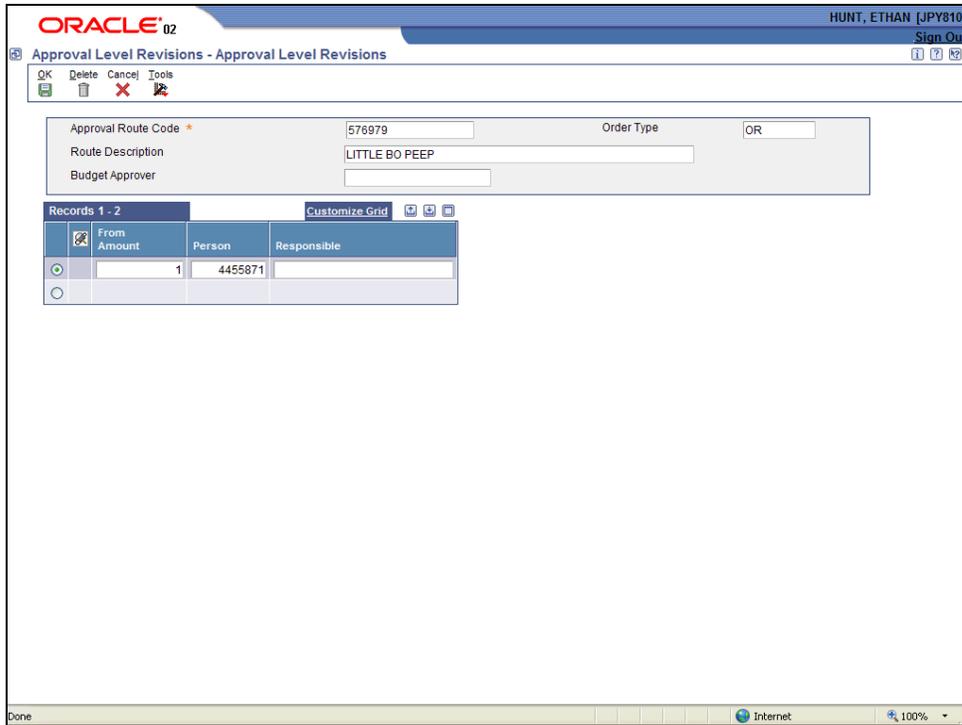
Step	Action
5.	Click the Add button. 



Step	Action
6.	Enter the end user's address book number into the Approval Route Code field.
7.	Enter the document type in the Order Type field. You can use the visual assist too if necessary.
8.	Enter the end user's name into the Route Description field.
9.	Click in the From Amount field. <input type="text"/>
10.	If the end user is the only person in the route, then enter " 1 " in the From Amount field and then enter their address book number in the Person field. If the end user has multiple individuals in their route, then enter the appropriate From Amount and Person . The From Amount should begin with a " 1 " and the end user should not be in their approval route if there are any approvers above them.
11.	Enter the from amount into the From Amount field.
12.	Enter the address book number of the approver into the Person field.

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Step	Action
13.	Click the <input checked="" type="radio"/> in the From Amount column on the second row.

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Approval Level Revisions - Approval Level Revisions

OK Delete Cancel Tools

Approval Route Code: 576979 Order Type: OR

Route Description: LITTLE BO PEEP

Budget Approver:

Records 1 - 2 Customize Grid

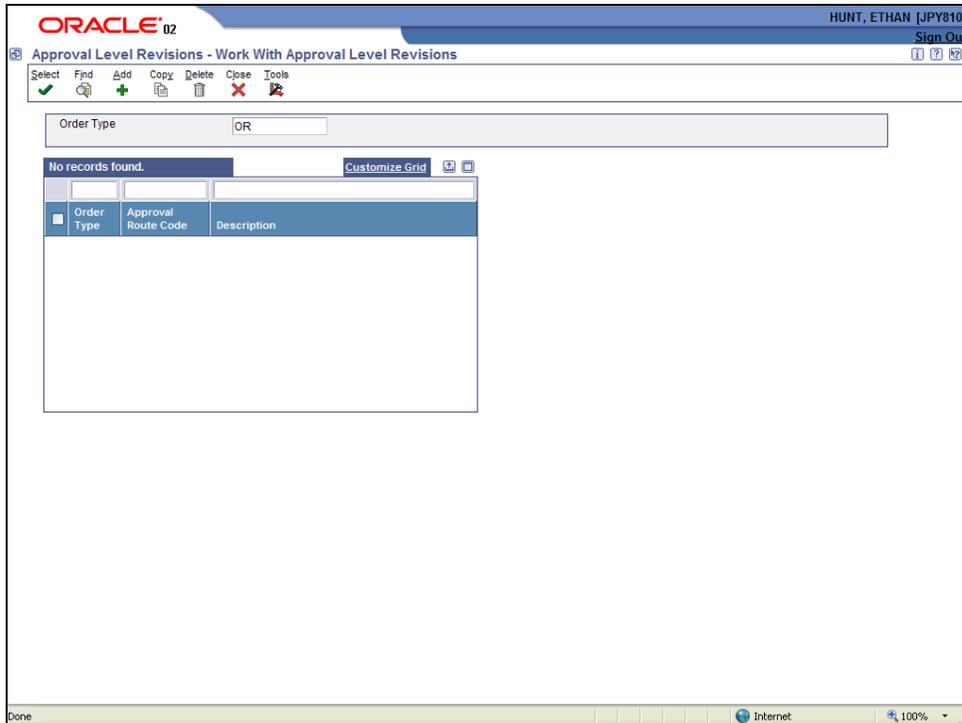
	From Amount	Person	Responsible
<input type="radio"/>	1	4455871 HUNT, ETHAN	
<input type="radio"/>			

Done Internet 100%

Step	Action
14.	Enter the from amount into the From Amount field.
15.	Enter the address book number of the approver into the Person field.
16.	Click the OK button. 

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Step	Action
17.	Click the Close button. 
18.	End of Procedure.