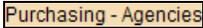
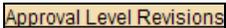


## Copy An Existing Route

|     |   |
|-----|---|
| 1.  | Click the <b>NIS State of Nebraska</b> link.<br>   |
| 2.  | Click the <b>Purchasing - Agencies</b> link.<br>   |
| 3.  | Click the <b>Approval Route Management</b> link.<br>   |
| 4.  | Click the <b>Approval Level Revisions</b> link.<br>  |
| 5.  | First you will need to find the approval route you want to copy. You can narrow your search by entering the document type in the <b>Order Type</b> field (in the Header or QBE line), typing the end user's address book number in the <b>Approval Route Code</b> field, and/or typing the end user's name in the <b>Description</b> field. |
| 6.  | After entering your search criteria click the <b>Find</b> button.<br>   |
| 7.  | Click the <b>check box</b> nex to the approval route.<br>  |
| 8.  | Click the <b>Copy</b> button.<br>  |
| 9.  | Enter the end user's address book number into the <b>Approval Route Code</b> field.   |
| 10. | You can change the document type in the <b>Order Type</b> field you necessary.  |
| 11. | Enter the end user's name into the <b>Route Description</b> field.  |
| 12. | Click the <b>OK</b> button.<br>  |
| 13. | Click the <b>Close</b> button.<br>   |
| 14. | You have successfully completed this lesson.<br><b>End of Procedure.</b>  |