

Copy An Existing Route
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NIS Policies

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/>.

Table of Contents

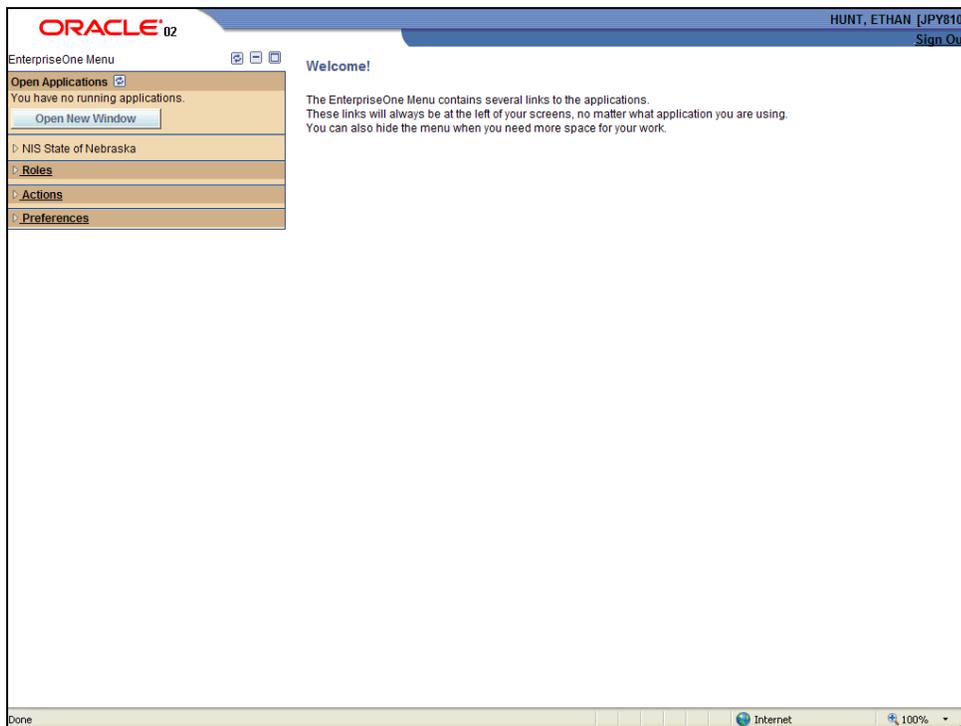
Copy An Existing Route	1
Copy An Existing Route	1

Copy An Existing Route

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Procedure

In this lesson you will learn how to copy and existing approval route.

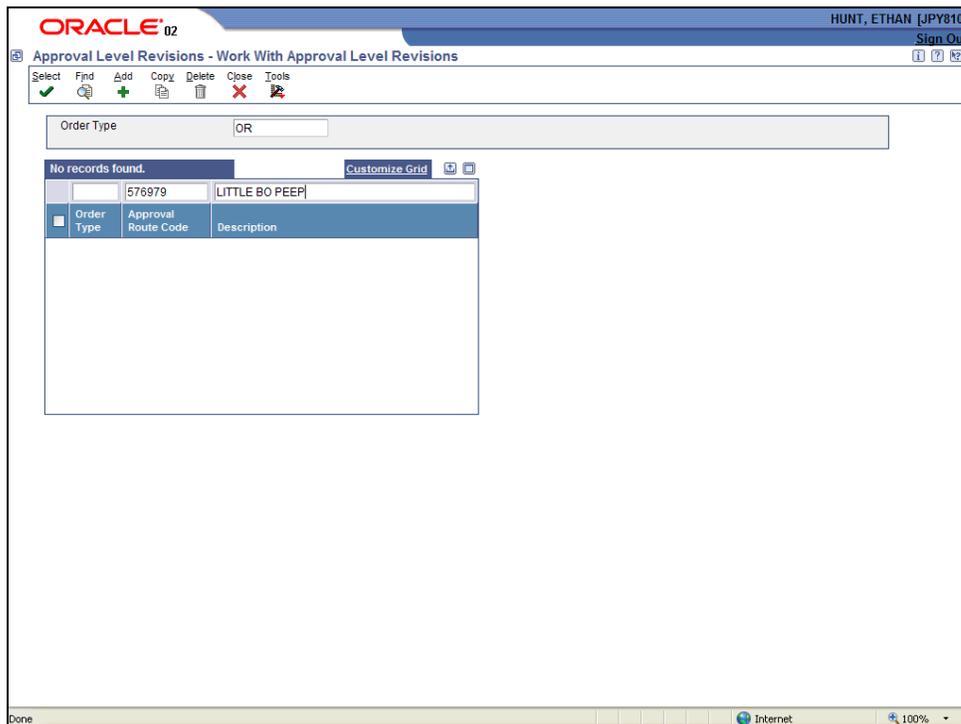


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Approval Route Management link. Approval Route Management

Training Guide

Copy An Existing Route

Step	Action
4.	Click the Approval Level Revisions link. Approval Level Revisions
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 Order Type field (in the Header or QBE line), typing the end user's address book number in the Approval Route Code field, and/or typing the end user's name in the Description field.



Step	Action
6.	After entering your search criteria click the Find button. 
7.	Click the check box next to the approval route. <input type="checkbox"/>
8.	Click the Copy button. 

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Approval Level Revisions - Approval Level Revisions

OK Delete Cancel Tools

Approval Route Code Order Type OR

Route Description

Budget Approver

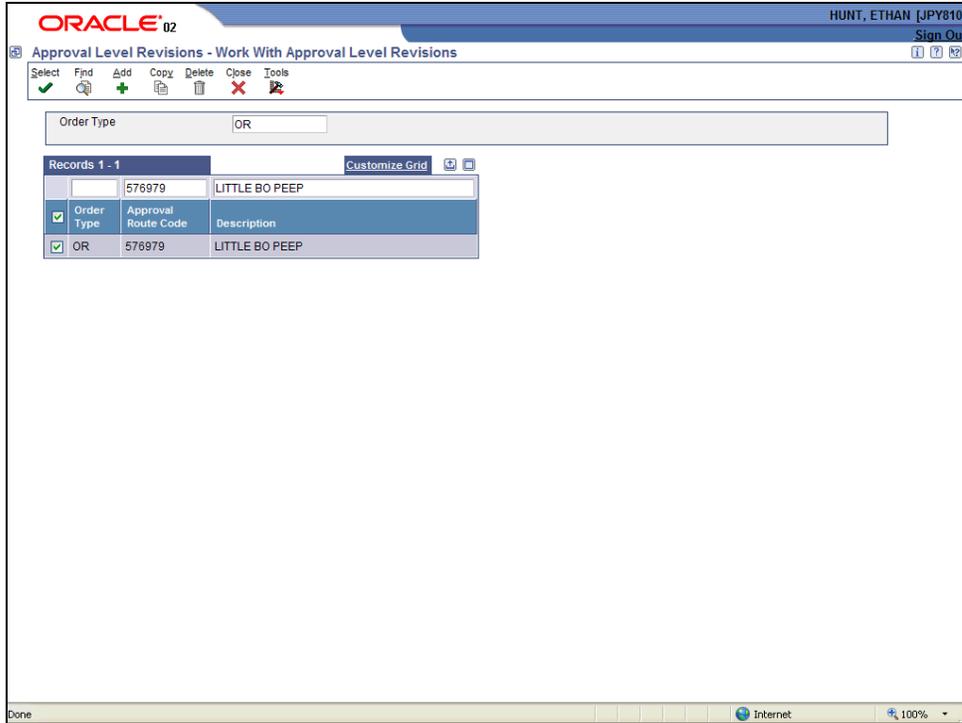
Records 1 - 3 Customize Grid

	From Amount	Person	Responsible
<input checked="" type="radio"/>	1	4455871	HUNT, ETHAN
<input type="radio"/>	10,000	100546	UTLEY, MICHAEL
<input type="radio"/>			

Step	Action
9.	Enter the end user's address book number into the Approval Route Code field.
10.	You can change the document type in the Order Type field you necessary.
11.	Enter the end user's name into the Route Description field.
12.	Click the OK button. 

Training Guide

Copy An Existing Route



Step	Action
13.	Click the Close button. 
14.	You have successfully completed this lesson. End of Procedure.