

Change 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/>.

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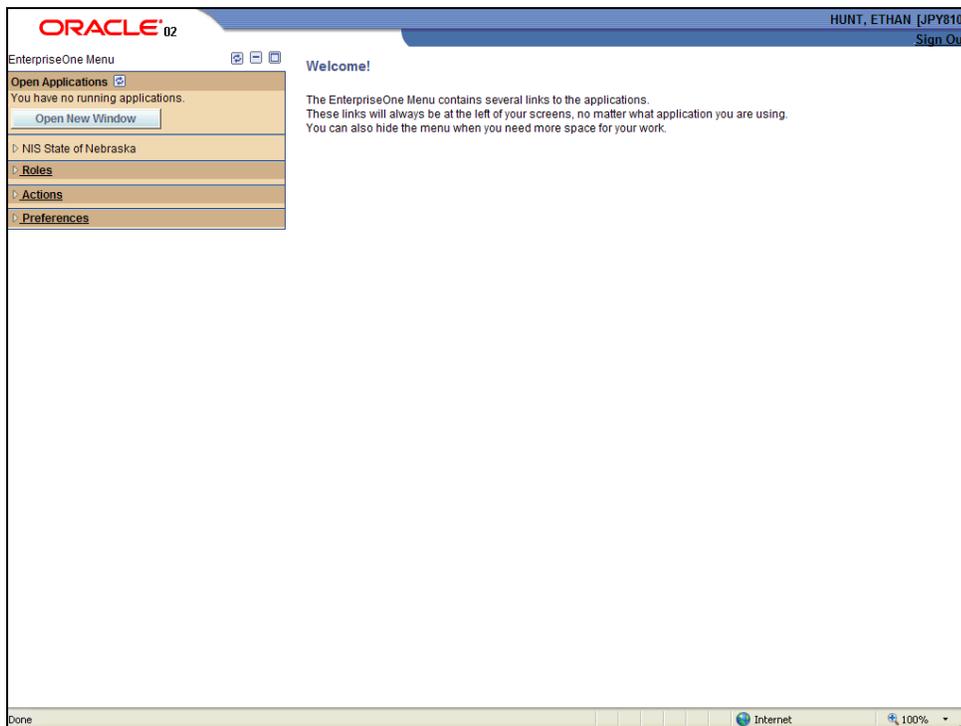
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Change an Existing Route

Change an Existing Route

Procedure

In this lesson you will learn how to change an existing route.

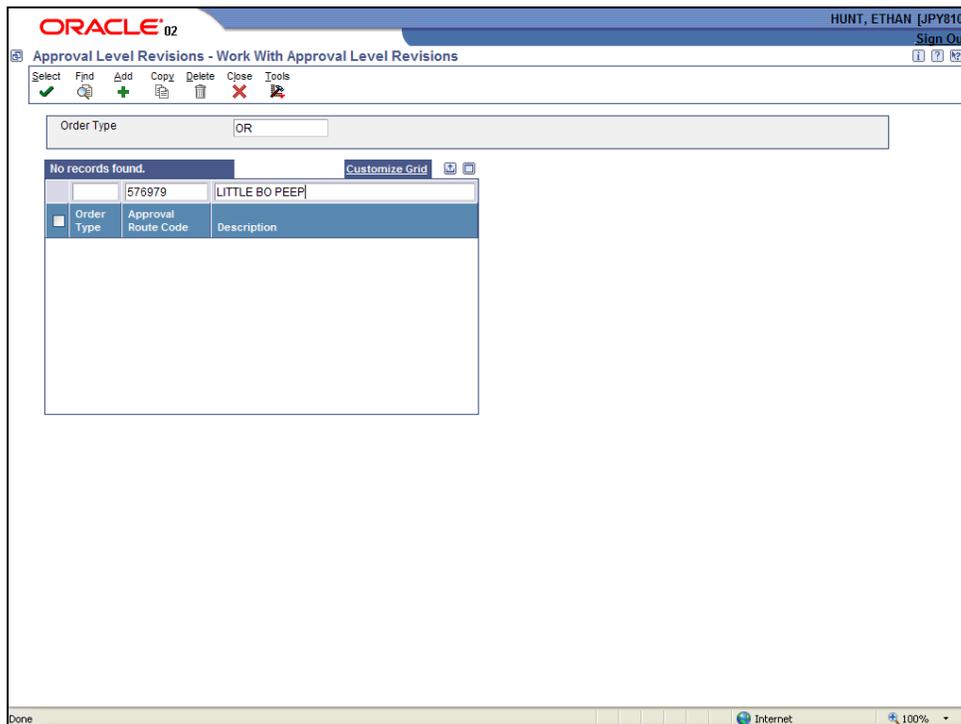


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Approval Route Management link. Approval Route Management

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Step	Action
4.	Click the Approval Level Revisions link. Approval Level Revisions
5.	First you will need to find the approval route you want to change. 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 Select button.
9.	Make the appropriate changes. You can change the Route Description , the From Amount , and/or the Person field.

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 - 3 Customize Grid

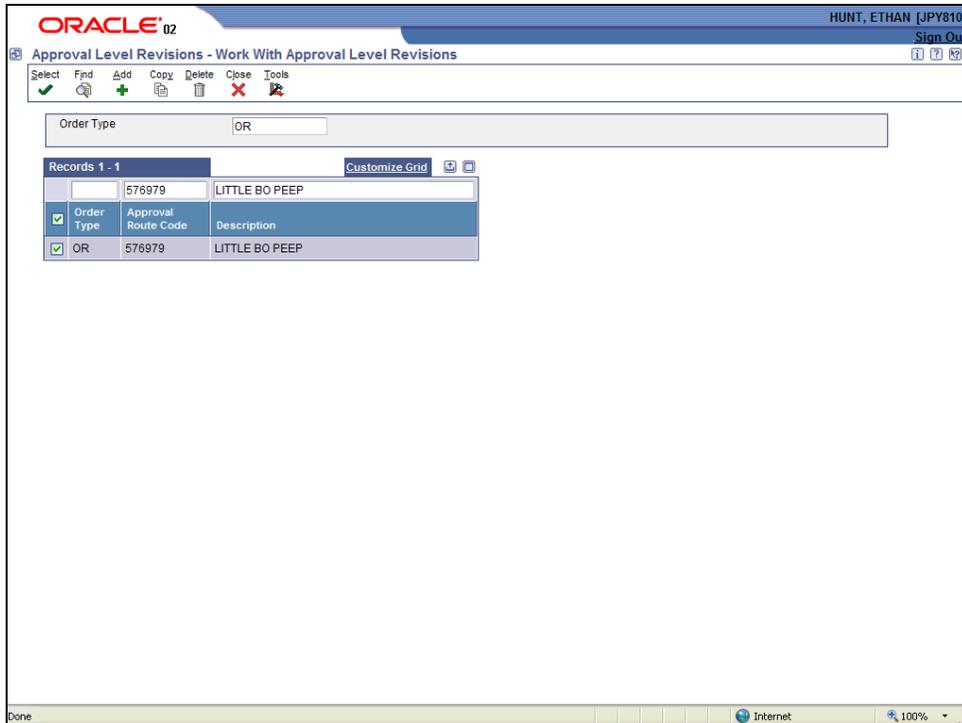
	From Amount	Person	Responsible
<input type="radio"/>	1	4455871	HUNT, ETHAN
<input checked="" type="radio"/>	5000	100546	UTLEY, MICHAEL
<input type="radio"/>			

Done Internet 100%

Step	Action
10.	After making your changes click the OK button. 

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