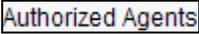
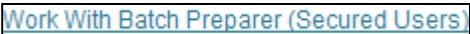
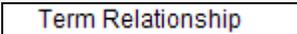


Batch Management Request Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Authorized Agents link. 
3.	Click the Batch Management Request link. 
4.	Batch Management Requests are created based on an individual User ID. Once the Authorized Agent enters the User ID, there are two options for creating Batch Management relationships between end users. <ul style="list-style-type: none"> o Work with Batch Preparer - User ID belongs to the person creating/preparing the batch. Authorized Agent will define the Approver of the batches. o Work with Batch Approver/Poster - User ID belongs to the person approving/posting the batch. Authorized Agent will define the end users whose batches will be approved.
5.	Enter the end user's User ID into the User ID field
6.	Decision: Update User Batch Management Set-up through: <ul style="list-style-type: none"> • Work With Batch Preparer Go to step 7 on page 1 • Work With Batch Approver/Poster Go to step 19 on page 2
7.	Work with Batch Preparer (Secured Users)
8.	To define User who will APPROVE & POST batches created by the User ID, click the Work With Batch Preparer (Secured Users) link. 
9.	Existing Preparer relationships will appear in the grid. Enter new Approver's User ID in the first space available on the grid. Repeat process for additional Approvers.
10.	Terminate a relationship by selecting the Row of the Approver to be terminated. Click the appropriate radio button. 
11.	Click the Row button. 

Step	Action
12.	Click the Term Relationship menu. 
13.	Terminate Relationship grid column populates with a "Y" for requested terminations.
14.	To Terminate All Approvers for the User ID, Select Form > Terminate All.
15.	Clicking the OK Button will move requested additions and terminations to a review queue for Batch Management. 
16.	Decision: I want to: <ul style="list-style-type: none"> • Complete Batch Management Request Process Go to step 17 on page 2 • Continue to work with Batch Management Requests Go to step 6 on page 1
17.	Click the Cancel button. 
18.	End of Procedure. Remaining steps apply to other paths.
19.	Work with Batch Approver/Poster
20.	To define User whose batches will be APPROVED & POSTED by the User ID, click the Work With Batch Approver/Poster link. 
21.	Existing Approver relationships will appear in the grid. Enter new Preparer's User ID in the first space available on the grid. Repeat process for additional Preparers.
22.	Terminate a relationship by selecting the Row of the Preparer to be terminated. Click the appropriate radio button. 
23.	Click the Row button. 
24.	Click the Term Relationship menu. 
25.	Terminate Relationship grid column populates with a "Y" for requested terminations.
26.	To Terminate All Preparers for the User ID, Select Form > Terminate All.
27.	Clicking the OK Button will move requested additions and terminations to a review queue for Batch Management.  Go to step 16 on page 2

