

**Running the Approval Route Report**  
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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.



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## Running the Approval Route Report

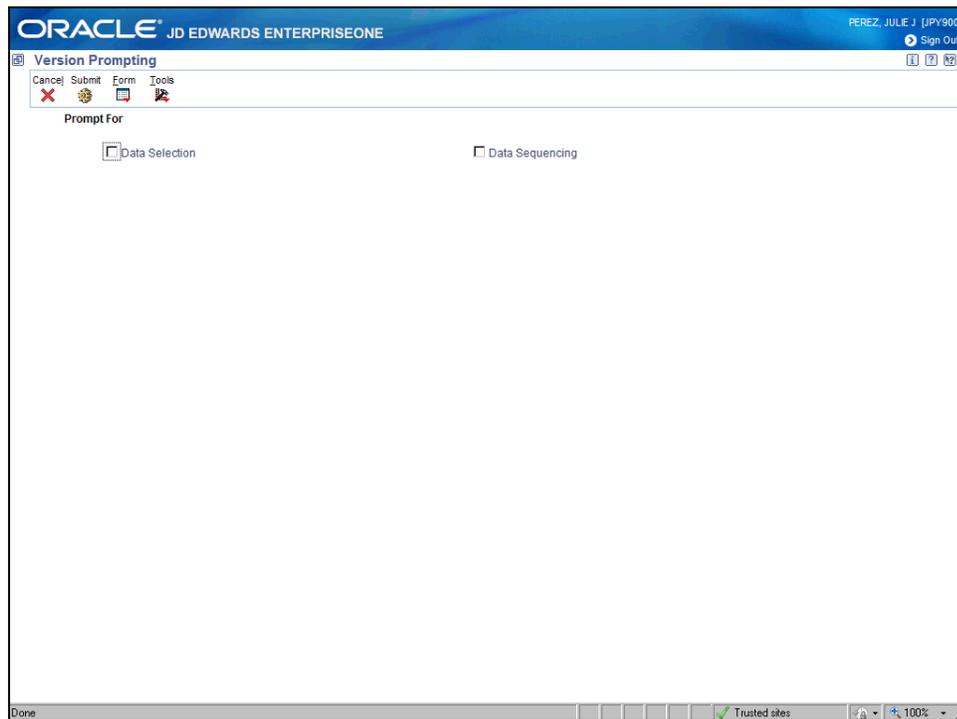
### Running the Approval Route Report Overview

The Approval Route Report can be run to assist Agencies in viewing the Approval Routes that are tied to end users.

### Running the Approval Route Report Lesson

#### Procedure

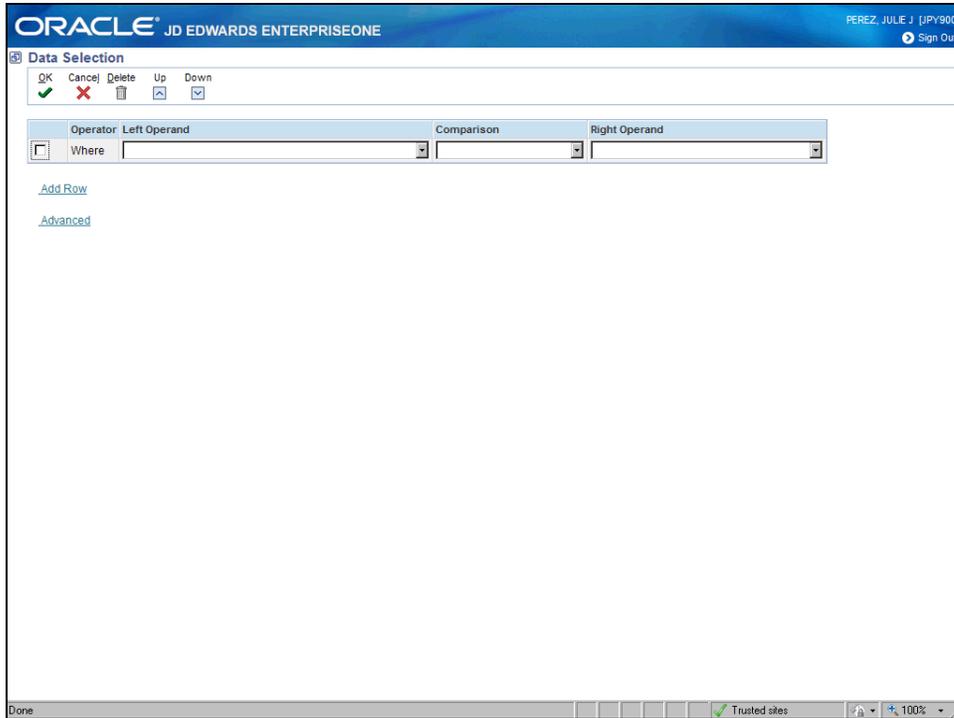
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Purchasing - Agencies</b> link. <a href="#">Purchasing - Agencies</a>
3.	Click the <b>Approval Route Management</b> link. <a href="#">Approval Route Management</a>
4.	Click the <b>Approval Route</b> link. <a href="#">Approval Route</a>



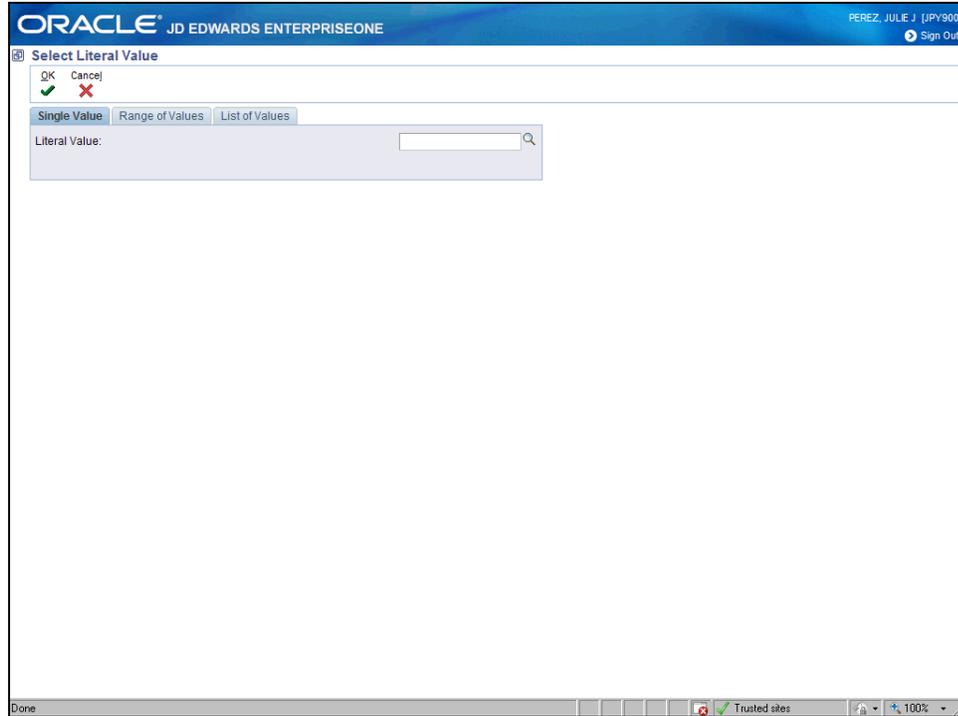
# Training Guide

## Running the Approval Route Report

Step	Action
5.	Click the <b>Data Selection</b> option. 
6.	Click the <b>Submit</b> button. 



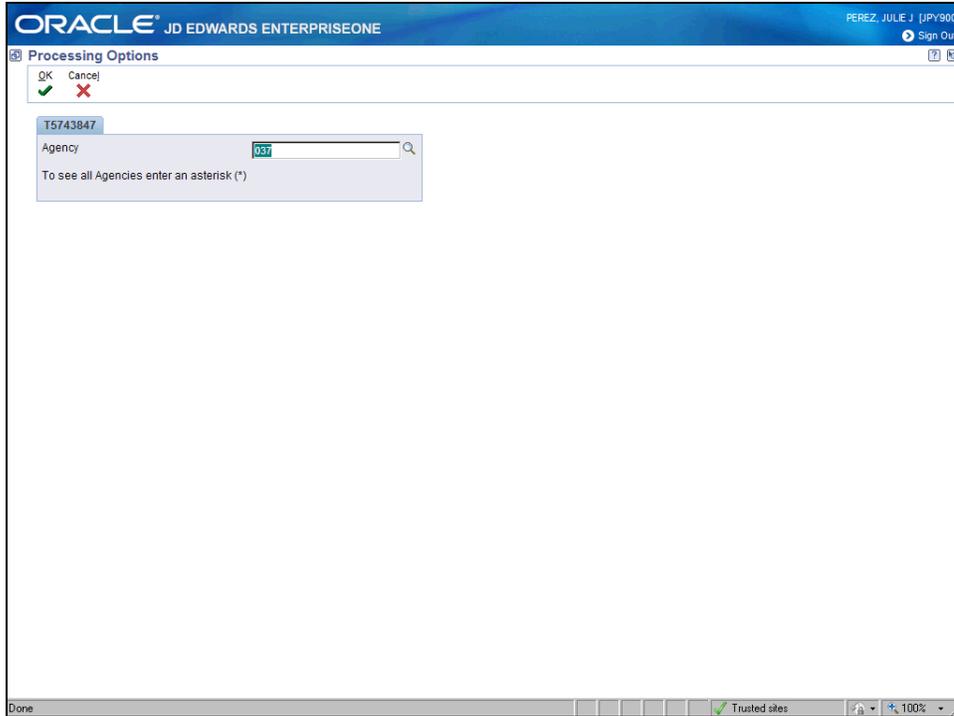
Step	Action
7.	To run report for entire agency, Click <b>OK</b> .  Otherwise, click the <b>Left Operand</b> list.
8.	Click the <b>Code - Approval Routing (F43008) (ARTG) [BC]</b> list item.
9.	Click the <b>Comparison</b> list. 
10.	Click the <b>is equal to</b> list item. 
11.	Click the <b>Right Operand</b> list. 
12.	Click the <b>Literal</b> list item. 



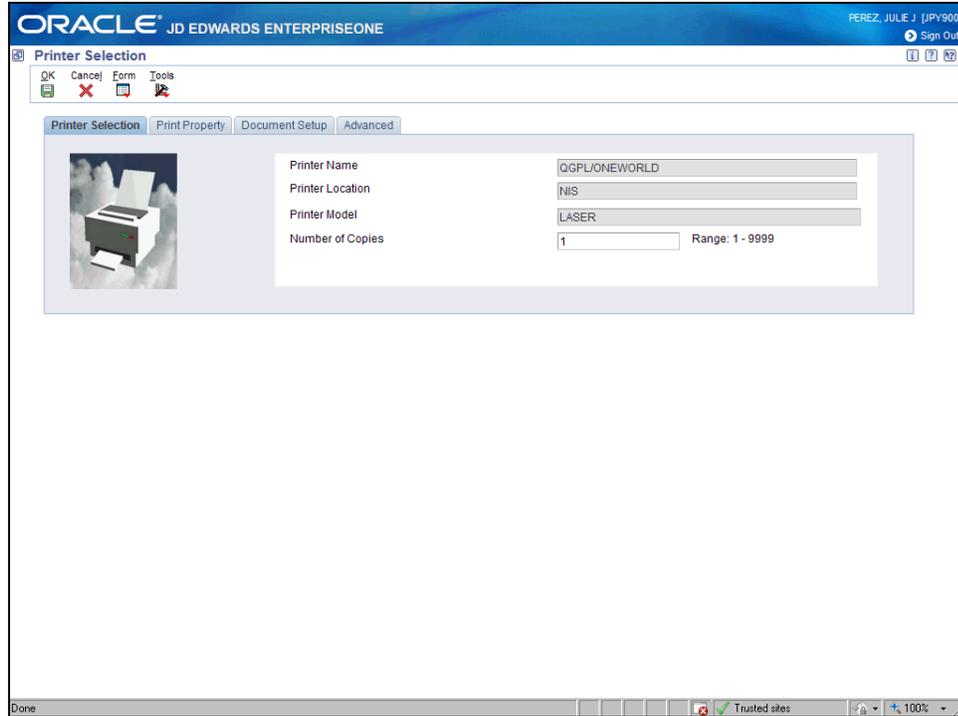
Step	Action
13.	Enter the desired information into the <b>Literal Value:</b> field.
14.	Click the <b>OK</b> button. 
15.	Click the <b>OK</b> button. 

# Training Guide

## Running the Approval Route Report



Step	Action
16.	Enter your 3-digit agency number into the <b>Agency</b> field. If you entered an individual address book number in the data selection, put an asterisk in this field.
17.	Click the <b>OK</b> button. 



Step	Action
18.	Click the <b>OK</b> button. 
19.	View the Bid Tabulation via <b>View Job Status</b> .  The Report Application is R57APROUTE.
20.	<b>End of Procedure.</b>