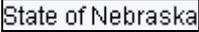
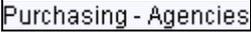
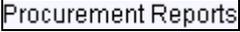
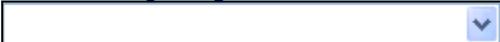
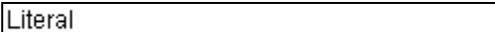


Approval Route Report Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Purchasing Reports link. 
5.	Click the Procurement Reports link. 
6.	Click the Approval Route link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	Decision: Please make a selection from the options listed below. <ul style="list-style-type: none"> • Run the Report for individuals Go to step 10 on page 1 • Run the Report for an entire agency Go to step 23 on page 2
10.	Click the Left Operand list.
11.	Click the Code - Approval Routing (F43008) (ARTG) [BC] list item.
12.	Click the Comparison list. 
13.	Click the is equal to list item. 
14.	Click the Right Operand list. 
15.	Click the Literal list item. 

Step	Action
16.	Enter the employee address book number into the Literal Value: field. Note: If you have multiple employees to view, select "List of Values" tab and enter all the numbers.
17.	Click the OK button. 
18.	Click the OK button. 
19.	Enter your 3-digit agency number in the Agency field. Note: If you entered an individual address book number in the data selection, you can put an asterisk in this field.
20.	Click the OK button. 
21.	Click the OK button. 
22.	To view the report you will need to go to View Job Status. For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) Training Guides. You have successfully completed this lesson. End of Procedure. Remaining steps apply to other paths.
23.	Click the OK button. Note: If running report for an entire agency, leave the Data Selection blank and click the OK button.  Go to step 19 on page 2