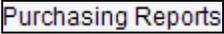
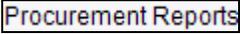


Ex-Employees with Approval Routes Lesson

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 Ex-Employees with Approval Routes link. 
7.	Click the Data Selection option. This is Optional. Report is based on existing address book records that are a Search Type "X = Ex-Employee". Data Selection is pre-set to include this criteria. 
8.	Click the Submit button. 
9.	Click the OK button. 
10.	Click the OK button. 
11.	Report Number = R571404
12.	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.