

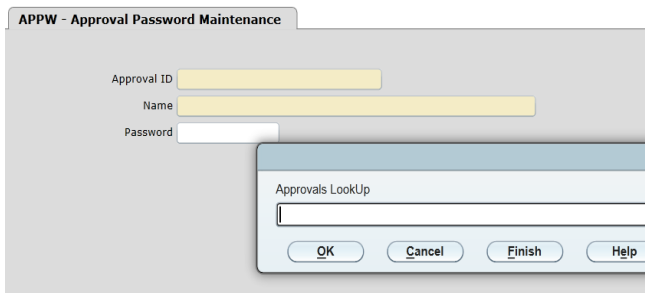
Approvals Quick Reference Guide

Overview

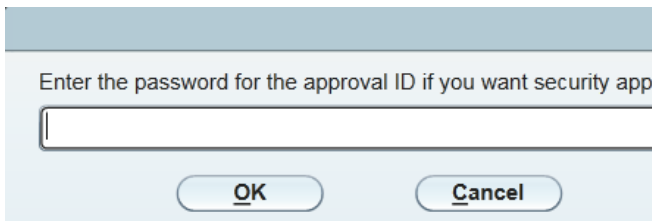
This guide gives brief step-by-step instructions for setting up a password and approving documents in Colleague and WarriorWeb. A password is not required in WarriorWeb.

Setting up a password

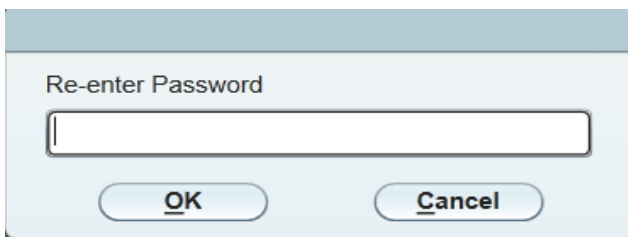
1. Log into Colleague.
2. Enter **APPW** into the Quick Access box.
3. Enter in your network login name in the Approval Lookup box.



4. Enter your password. It is not case sensitive.



5. Re-Enter your password.



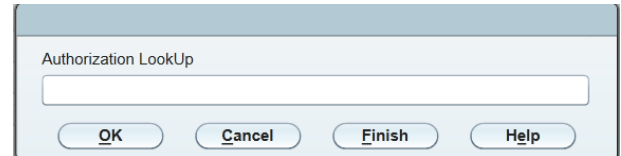
Your Approval password does not expire but we do recommend that you change your password no less than annually.

A password is only required if you approve documents in Colleague.

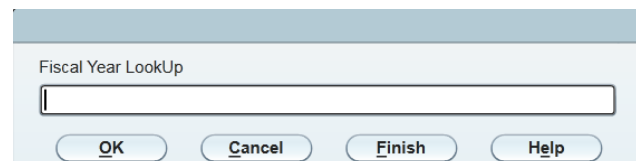
Approvals-Colleague

1. Log into Colleague.
2. Enter **APRN** into the Quick Access box.

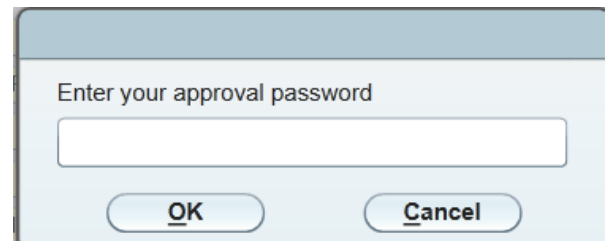
3. Enter your network login name



4. Enter the current fiscal year i.e. 2015



5. Enter your approval password. You will only have to enter your password once for the list of documents to approve.



6. Both vouchers and requisitions requiring your approval are listed.

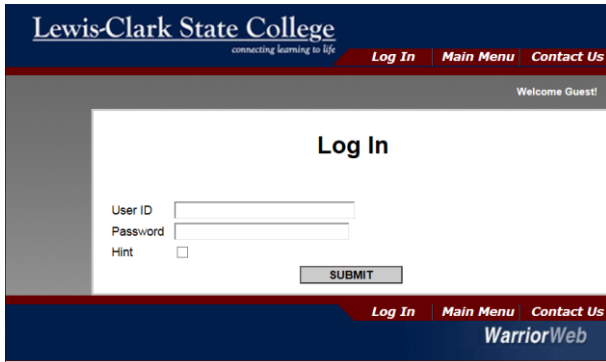
Type	Document ID	Name	Date	Amount	Status
1	REQ 0000143	Staples Inc	10/16/14	4,611.00	No
2	REQ 0000152	Dell Marketing LP	10/20/14	1,136.00	No
3	REQ 0000154	Hahn Supply	10/23/14	125.00	No
4	REQ 0000155	Hewlett Packard Com	10/27/14	200.00	No

You can drill into the voucher or requisition to see additional information.

7. If you're ready to approve - change the No to Yes in the last column.
8. If you decide a requisition needs to be canceled or modified, please contact Purchasing.
9. If you decide a voucher needs to be canceled or modified, please contact AP.
10. Once approved the voucher or requisition status will change to Outstanding and we'll take it from here.

Approvals-WarriorWeb

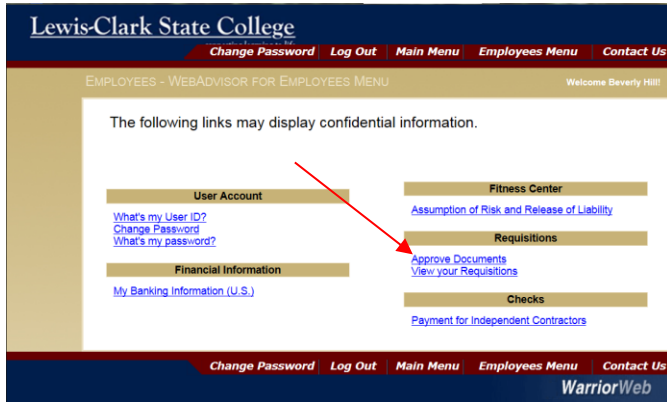
1. Log into WarriorWeb
2. Enter your WarriorWeb User ID and Password.



2. Select Employees



3. Select Approve Documents



4. By selecting the Document Number in blue you can see additional information.

5. If you're ready to approve – select the Approve box.

Approve Documents

Approve	Next Approval	Doc Type	Document Number	Name	Date	Total Amount
<input type="checkbox"/>		REQ	0000143	Staples Inc	10/16/14	4,611.00
<input type="checkbox"/>		REQ	0000152	Dell Marketing LP	10/20/14	1,136.00
<input type="checkbox"/>		REQ	0000154	Hahn Supply	10/23/14	125.00
<input type="checkbox"/>		REQ	0000155	Hewlett Packard Company	10/27/14	200.00

6. If you decide a requisition needs to be canceled or modified, please contact Purchasing.
7. If you decide a voucher needs to be canceled or modified, please contact AP.
8. Once approved the voucher or requisition status will change to Outstanding and we'll take it from here.

Approve Documents

Approve	Next Approval	Doc Type	Document Number	Name	Date	Tot
<input type="checkbox"/>		REQ	0000143	Staples Inc	10/16/14	
<input type="checkbox"/>		REQ	0000152	Dell Marketing LP	10/20/14	
<input type="checkbox"/>		REQ	0000154	Hahn Supply	10/23/14	
<input type="checkbox"/>		REQ	0000155	Hewlett Packard Company	10/27/14	