New Approval Interface and Process for WrightBuy effective November 4, 2012

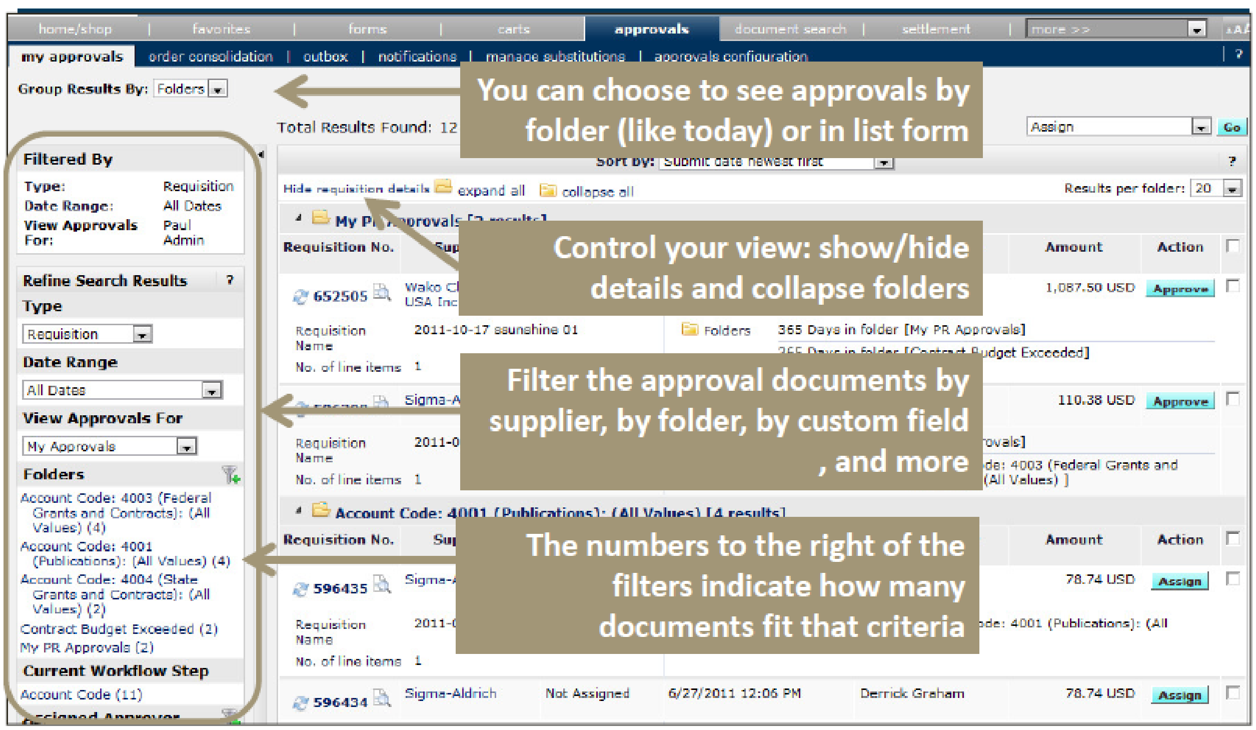
The goal of the approval changes for the 12.3 release is to make this process more intuitive. The changes include a new interface and quicker processing time for viewing approvals and moving to the next step in workflow.

Details on the new approval interface:

- **List View vs. Folder View:** There are two different view options for the new approvals interface. The **Folder** view is similar to the view today. The document number view, or **List** view, is great for users working with a large number of folders. The column headers for each view are exactly the same. The main difference in the two views is the grouping by folder. The default view will be by folder. Approvers can change the default view to list by selecting List at the Group Results By: dropdown in the upper left corner on the approvals screen.

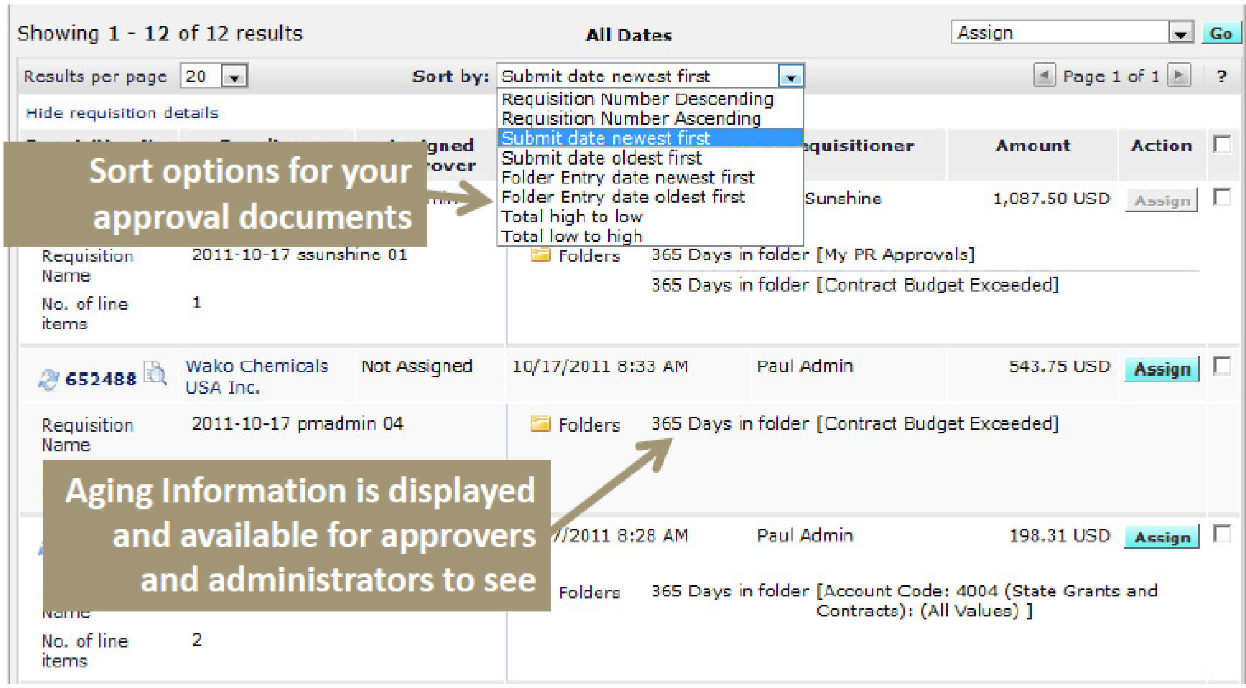
- **Approval Actions:** There is a button available next to each document in the new approval interface. The default action for this button is **Assign**. This allows approvers to click the button and easily assign the document to themselves. Whenever the document is already assigned, the default action will be **Approve**.

- **Filters:** Approvers will now be able to use filters to assist in finding the documents they are looking for. The filter functionality will allow users to narrow down the approval documents displayed. Examples include Supplier, Folder, Workflow Step, Unassigned, Assigned, and Department.



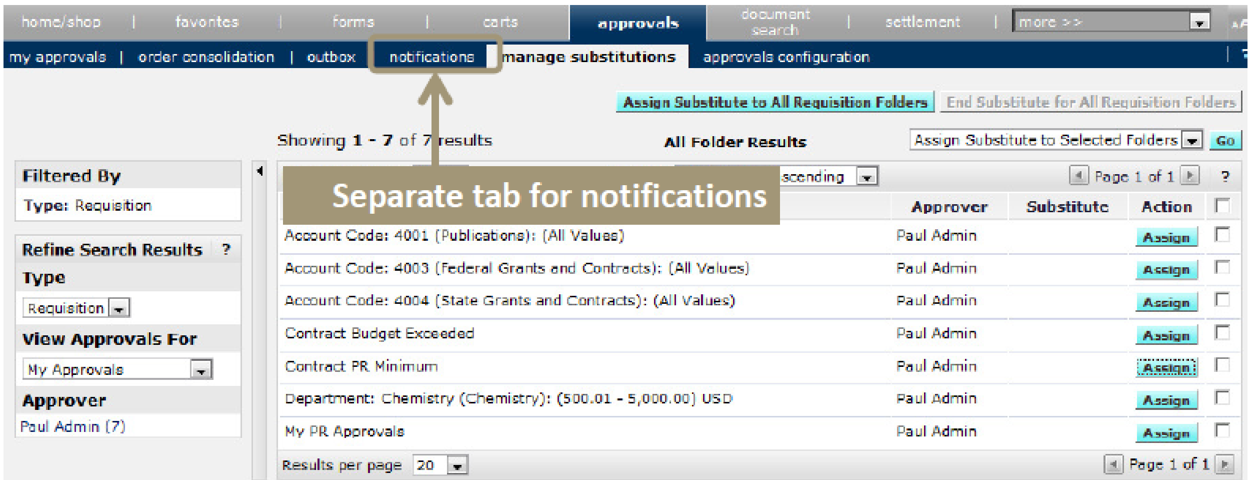
.

□ **Aging Information:** Approvers will now see aging information pertaining to each document directly on the approval screen. Aging information is the specific number of days the document has been sitting in the approval folder. For example, if a requisition has been sitting in a department approval step for 10 days the interface will say **10 Days in Folder** followed by the name of the specific folder. To see the detailed information, simply click on the approval folder to expand if you have information hidden.



□ **Outbox:** The outbox is a tab available to approvers. This tab presents the approvers with a list of everything they have either approved or rejected. The new outbox screen is a searchable single outbox for all document types.

□ **Notifications Tab:** Workflow Notifications are designed to email approvers when certain things take place. An example would be when a hazardous material gets ordered. A notification can be set up simply emailing approvers that a hazardous material has been ordered. Prior to 12.3, notifications were mixed in with the actual documents for approval. For workflow notifications, for those users that are set up to receive notifications, there will now be a single tab to navigate in order to view their notifications. The **Notifications** tab presents the approvers with a very clean view of all their notifications and keeps them separate from the actual approval documents.



□ **Manage Substitutions:** Approvers will now have a separate tab to manage their substitutions. The new **Manage Substitutions** tab presents users with all of the folders to which they have access. From this tab they can assign a substitute to individual folders or all folders.

If you have any questions, please call Purchasing at extension 2411.