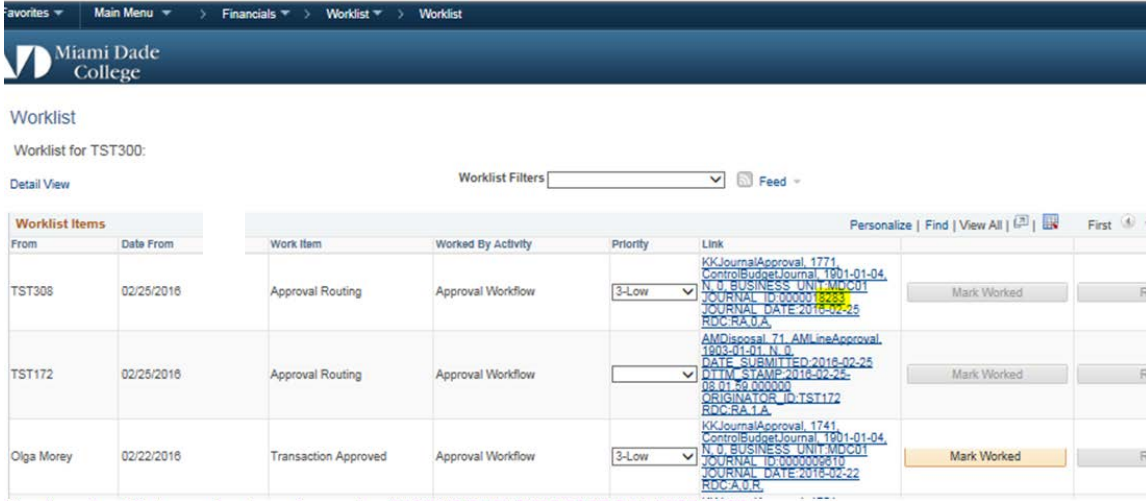
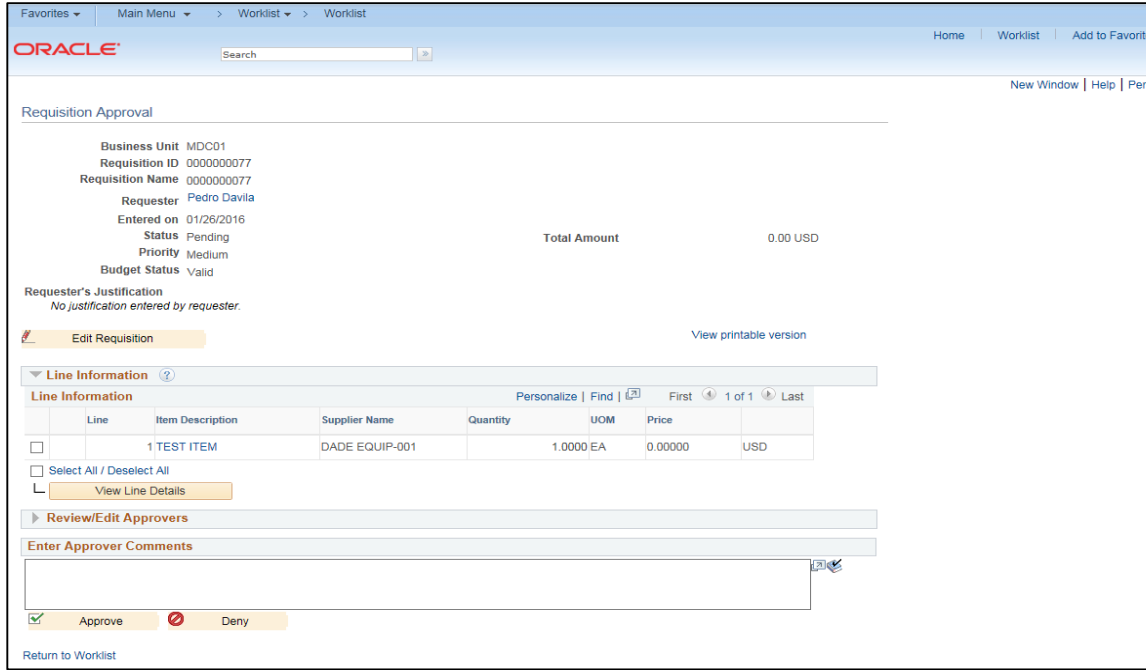
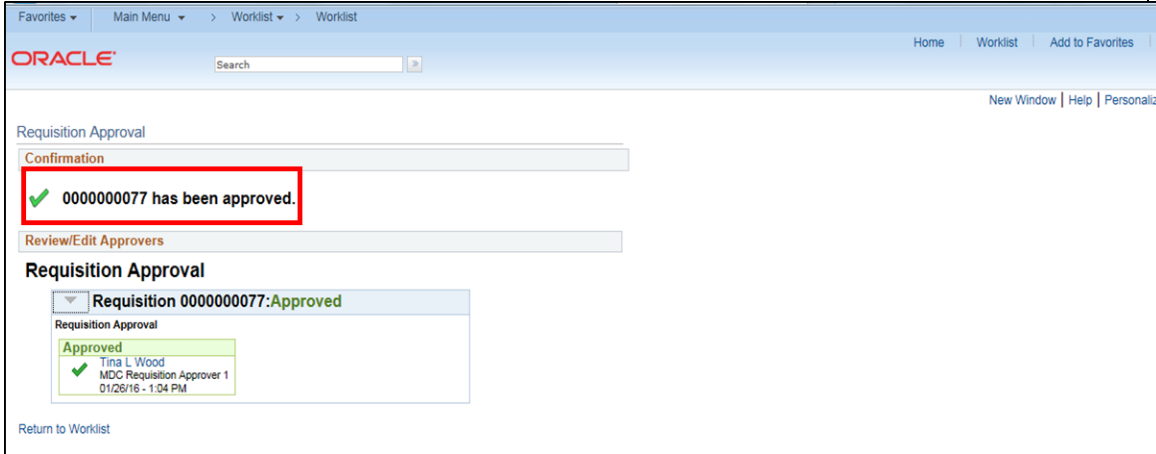


Approving ePro Transactions Using Worklist

Step	Action
1.	<p>Approvers using the MDConnect Worklist</p> <p>Navigating to the Main Menu > Financials > Worklist > Worklist</p>
2.	Your Worklist Items will appear in Summary view
3.	
4.	The user can sort by columns. When work is routed to an MDConnect user, it is listed in the user's worklist. To work on an item, the user selects it from the worklist and is presented with the appropriate page to begin work.
5.	Click on an ePro approval item in the worklist.
6.	
7.	Click the checkbox for a line and click on View Line Details if you wish to see more details.

Approving ePro Transactions Using Worklist

Step	Action
8.	Click Approve button
9.	 <p>The screenshot shows the Oracle MDC Connect interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Worklist'. Below this is a search bar and navigation links for 'Home', 'Worklist', and 'Add to Favorites'. The main content area is titled 'Requisition Approval' and contains a 'Confirmation' section with a green checkmark and the text '000000077 has been approved.' This text is highlighted with a red box. Below the confirmation is a 'Review/Edit Approvers' section. Underneath, there is a 'Requisition Approval' section with a dropdown menu showing 'Requisition 000000077:Approved'. Below this, there is a 'Requisition Approval' box with a green checkmark and the text 'Approved' followed by the approver's name 'Tina L. Wood', title 'MDC Requisition Approver 1', and timestamp '01/26/16 - 1:04 PM'. At the bottom left of the screenshot, there is a 'Return to Worklist' link.</p>
10.	If there are additional approvers they will be shown in the approval page.
11.	You have successfully approved your procurement items in your checklist. End of Procedure.