

How To Use Projxs Approvals My Approvals

Overview.

“My Approvals” is a global function that allows you to see all approvals that are released to you within Projxs. From the list below you can process each approval, even if you are working on a different project or a different company account. You can bring up the actual approval; pop-up the associated notes; or add your comments as you approve, reject or otherwise process the approval. Once you have handled the approval, it will no longer appear on your list and may either release the approval for others or allow the associated task to be completed.

Due Date	Description	Amount	Approved
CAD Drawing Management, Assignments , General			
8/1/2006	Hire CAD Technician		<input type="checkbox"/>
Facilities Portal, Assignments , 1000: Flamingo Building , Tracker			
7/1/2006	Proposals for preliminary work received.	\$450,000.00	<input type="checkbox"/>
7/2/2006	Budget Understandings		<input type="checkbox"/>
7/3/2006	Project Specifications		<input type="checkbox"/>

Each approval shows the Due Date, the Description, the approval Amount, if it is a financial approval and a check box for you to approve the item.

Using the approval icons.

A link and an icon may be associated with each approval. This allows you to directly request an action, such as view the approval or view the associated task and approval.

Update

The link on the approval name takes you to the approval update dialog.

7/1/2006	Proposals for preliminary work received.
7/2/2006	Budget Understandings Update
7/3/2006	Project Specifications




With sufficient permissions you can change the approver or approval values or send a reminder to the approver.

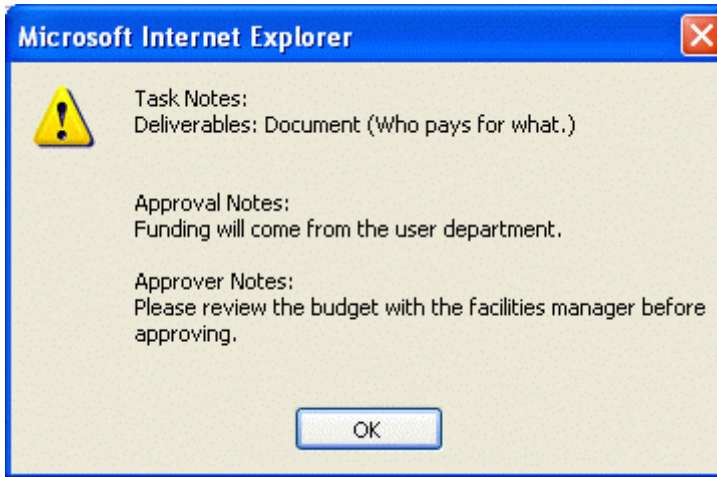
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Notes

You can show the notes for an approval using the "Notes" icon. Notes from the task, approval and approver are included. Close the note window to view the notes of another pending approval.

7/1/2006	Proposals for preliminary work received.	
7/2/2006	Budget Understandings	 Notes
7/3/2006	Project Specifications	



Processing an approval.

The check box allows you to process an approval. When you check a box, a new page will open for you to approve, indicate the approval is not applicable, return or reject the approval. You can also enter a note about your action.

7/1/2006	Proposals for preliminary work received.		\$450,000.00	<input type="checkbox"/>
7/2/2006	Budget Understandings	 Process		<input checked="" type="checkbox"/>
7/3/2006	Project Specifications			<input type="checkbox"/>

More Help

If you would like additional information, please contact us at:

Email: support@projxs.com

Phone: 888-324-7931 (toll free in the United States)
203-364-8701