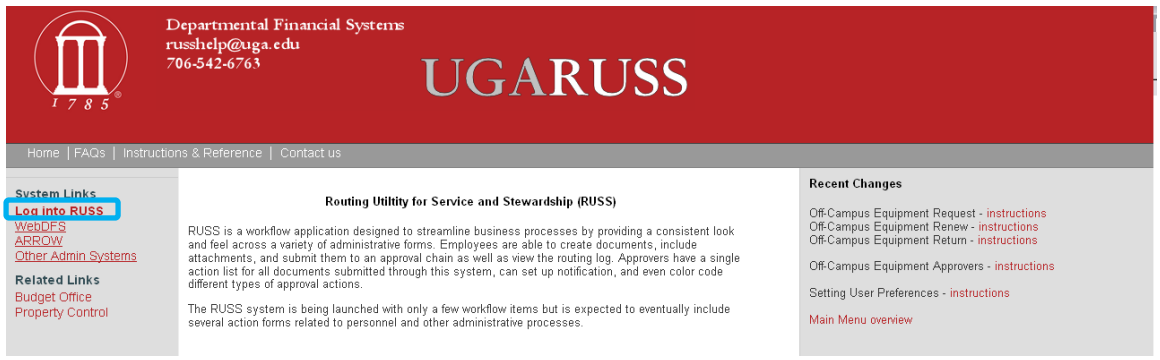
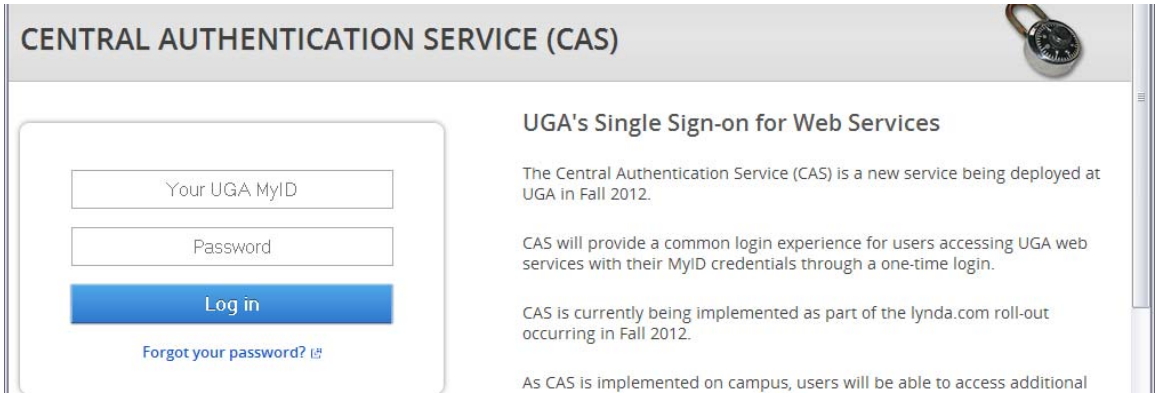
Instructions for Approving Documents

1. Access the UGARUSS application in a web browser by going to russhelp.uga.edu

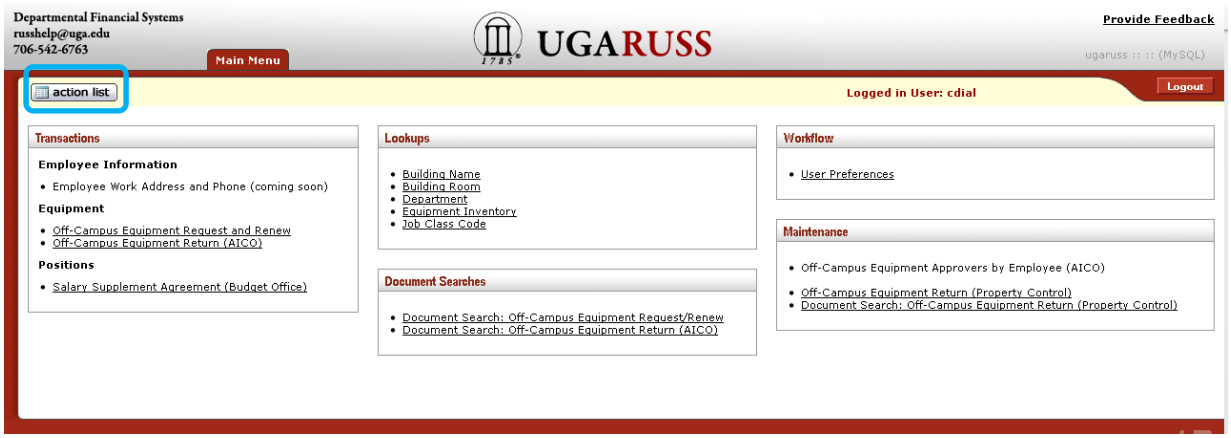
2. Click the link in the left hand navigation called ‘Log Into RUSS’



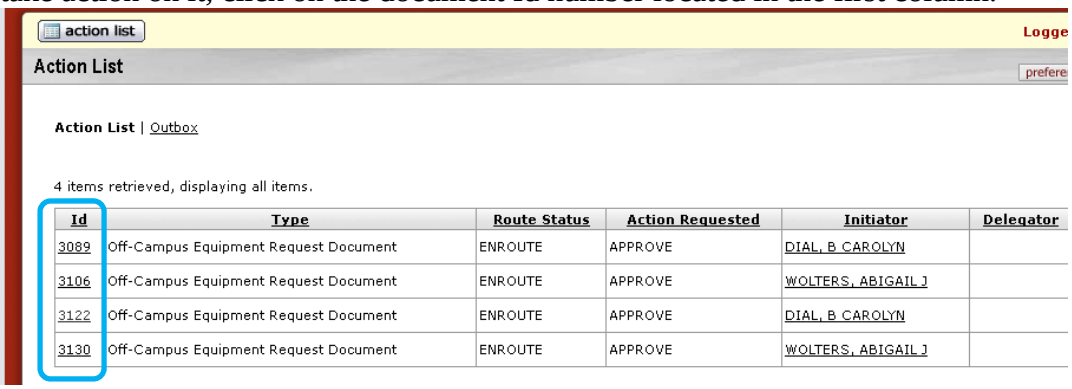
3. You will be directed to the UGA central sign-on page – enter your MyID and password and click the Log In button



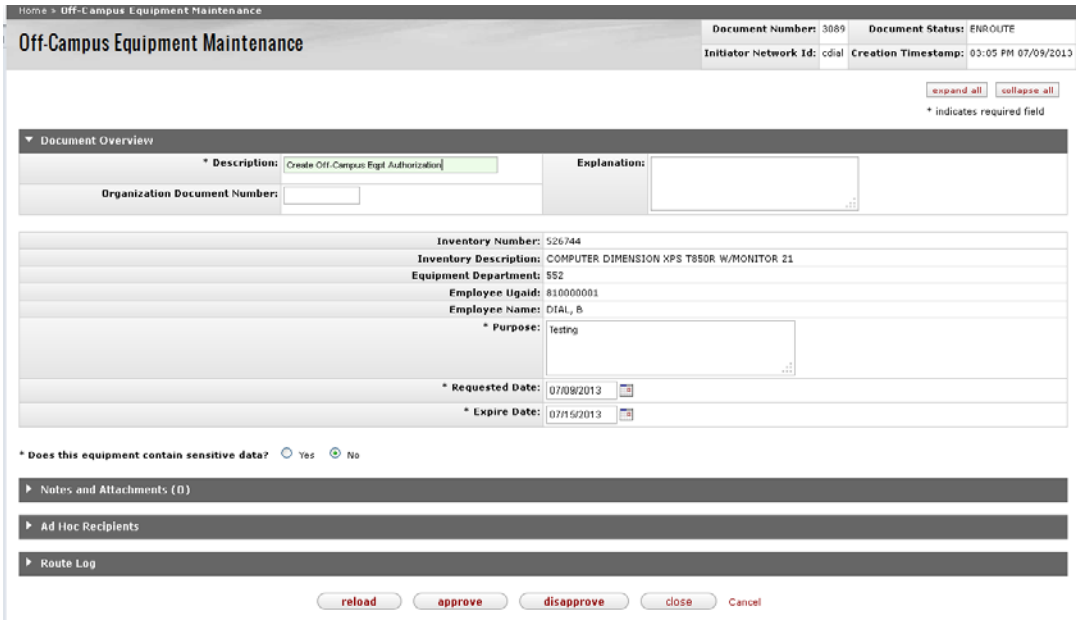
4. You should then arrive at the UGARUSS main menu. The link for the Action List (documents requiring your action) is located in the upper left portion of the page.



5. The list will display documents that require your action. To select a document to take action on it, click on the document Id number located in the first column.

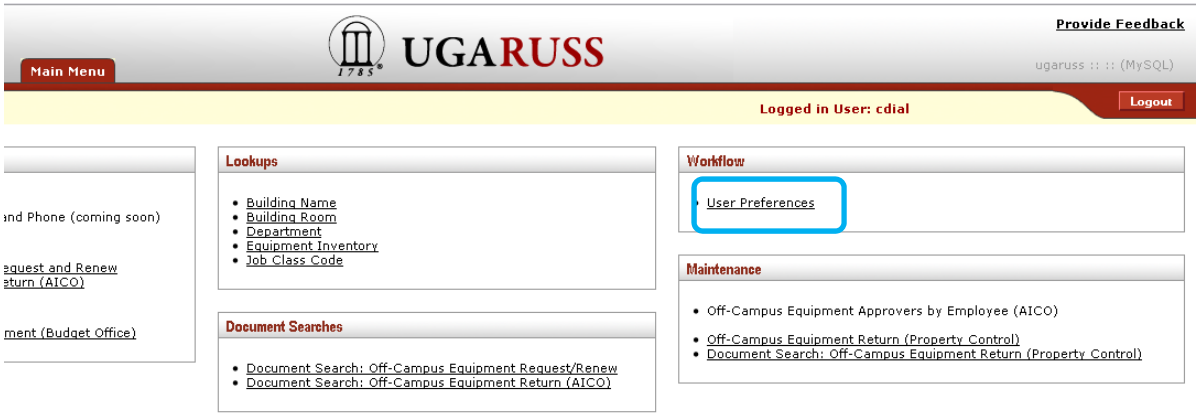


6. The document will be displayed and you can approve, disapprove, or close the document using the options at the bottom of the page.
    a. Approve – your approval will be recorded and the document will route to the next level
    b. Disapprove – your disapproval will be recorded and the document will be removed from routing. A notice will be sent to the requestor indicating that the document was disapproved
    c. Close – closes the document without any action (it will remain in your action list)

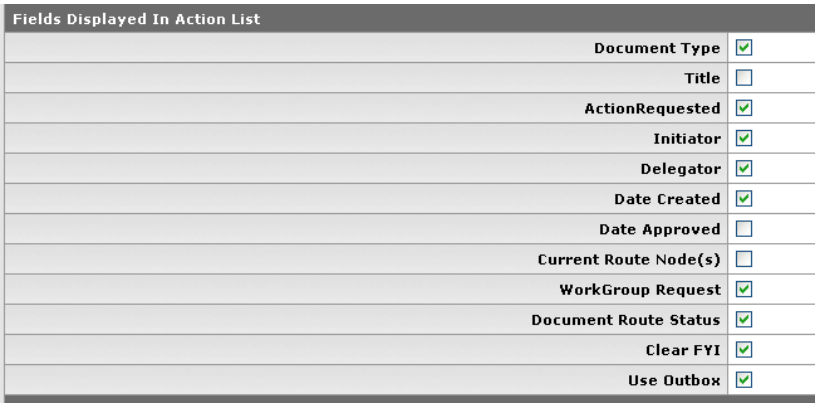


7. After you have taken action or closed the document you will be returned to the main menu.

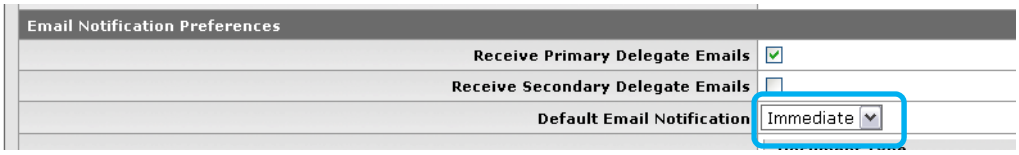
8. You can customize the information that is displayed in the action list by setting User Preferences in the Workflow section of the main menu.



a. The second section of User Preferences controls what information is displayed in the Action List. Check or uncheck the box next to an item to add or remove it from the display.



b. The bottom section of User Preferences controls email notification. The Default Email Notification is to receive an email message immediately when a document requires your action. This can be changed to Daily if you wish to reduce the volume of email messages you receive. You can also set it to Weekly or None, but this is not recommended for most approvers.



c. You must save your changes for them to take effect.

9. If you would like to leave comments or questions, use the Provide Feedback link to send an email message.

10. When you are finished using the system, be sure to logout.