

# Instructions for Approving Documents

1. Access the UGARUSS application in a web browser by going to [russhelp.uga.edu](http://russhelp.uga.edu)
2. Click the link in the left hand navigation called 'Log Into RUSS'

The screenshot shows the UGARUSS website home page. At the top, there is a red header with the UGA logo (1785) and the text 'Departmental Financial Systems', 'russhelp@uga.edu', and '706-542-6763'. The main title 'UGARUSS' is prominently displayed. Below the header, there are navigation links: 'Home | FAQs | Instructions & Reference | Contact us'. The page is divided into three main sections: 'System Links' on the left, 'Routing Utility for Service and Stewardship (RUSS)' in the center, and 'Recent Changes' on the right. The 'System Links' section includes a blue box around the 'Log into RUSS' link, along with other links like 'WebDES', 'ARROW', and 'Other Admin Systems'. The 'Routing Utility for Service and Stewardship (RUSS)' section contains a paragraph explaining the system's purpose and a note about its current state. The 'Recent Changes' section lists several updates with links to instructions.

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

The screenshot shows the UGA Central Authentication Service (CAS) sign-on page. The title is 'CENTRAL AUTHENTICATION SERVICE (CAS)'. Below the title, there is a section titled 'UGA's Single Sign-on for Web Services'. The page contains a login form with two input fields: 'Your UGA MyID' and 'Password'. Below the fields is a blue 'Log in' button and a link for 'Forgot your password?'. To the right of the form, there is explanatory text about the CAS service, including its deployment date (Fall 2012) and its purpose (providing a common login experience). A padlock icon is visible in the top right corner of the page.

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.

The screenshot shows the UGARUSS main menu. At the top, there is a red header with the UGA logo (1785) and the text 'Departmental Financial Systems', 'russhelp@uga.edu', and '706-542-6763'. The main title 'UGARUSS' is prominently displayed. Below the header, there are navigation links: 'Home | FAQs | Instructions & Reference | Contact us'. The page is divided into several sections: 'Transactions', 'Lookups', 'Workflow', and 'Maintenance'. The 'Transactions' section includes links for 'Employee Information', 'Equipment', and 'Positions'. The 'Lookups' section includes links for 'Building Name', 'Building Room', 'Department', 'Equipment Inventory', and 'Job Class Code'. The 'Workflow' section includes a link for 'User Preferences'. The 'Maintenance' section includes links for 'Off-Campus Equipment Approvers by Employee (AICO)', 'Off-Campus Equipment Return (Property Control)', and 'Document Search: Off-Campus Equipment Return (Property Control)'. A blue box highlights the 'action list' link in the upper left portion of the page. The page also features a 'Main Menu' button and a 'Logout' button.

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.

Id	Type	Route Status	Action Requested	Initiator	Delegator
3089	Off-Campus Equipment Request Document	ENROUTE	APPROVE	DIAL, B CAROLYN	
3106	Off-Campus Equipment Request Document	ENROUTE	APPROVE	WOLTERS, ABIGAIL J	
3122	Off-Campus Equipment Request Document	ENROUTE	APPROVE	DIAL, B CAROLYN	
3130	Off-Campus Equipment Request Document	ENROUTE	APPROVE	WOLTERS, ABIGAIL J	

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)

Home > Off-Campus Equipment Maintenance

**Off-Campus Equipment Maintenance** Document Number: 3089 Document Status: ENROUTE  
 Initiator Network ID: ccdial Creation Timestamp: 03:05 PM 07/09/2013

expand all collapse all  
 \* indicates required field

▼ Document Overview

\* Description: Create Off-Campus Eqpt Authorization Explanation:

Organization Document Number:

Inventory Number: 526744  
 Inventory Description: COMPUTER DIMENSION XPS T850R W/MONITOR 21  
 Equipment Department: SS2  
 Employee Uguid: 810000001  
 Employee Name: DIAL, B

\* Purpose: testing

\* Requested Date: 07/09/2013  
 \* Expire Date: 07/15/2013

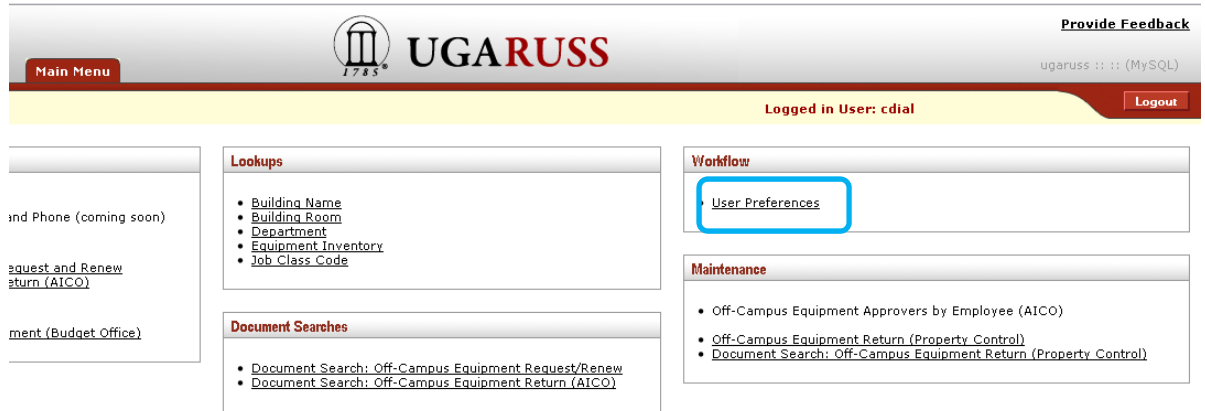
\* Does this equipment contain sensitive data?  Yes  No

► Notes and Attachments (0)  
 ► Ad Hoc Recipients  
 ► Route Log

reload approve disapprove close Cancel

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.

Fields Displayed In Action List	
Document Type	<input checked="" type="checkbox"/>
Title	<input type="checkbox"/>
ActionRequested	<input checked="" type="checkbox"/>
Initiator	<input checked="" type="checkbox"/>
Delegator	<input checked="" type="checkbox"/>
Date Created	<input checked="" type="checkbox"/>
Date Approved	<input type="checkbox"/>
Current Route Node(s)	<input type="checkbox"/>
WorkGroup Request	<input checked="" type="checkbox"/>
Document Route Status	<input checked="" type="checkbox"/>
Clear FYI	<input checked="" type="checkbox"/>
Use Outbox	<input checked="" type="checkbox"/>

- 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.

Email Notification Preferences	
Receive Primary Delegate Emails	<input checked="" type="checkbox"/>
Receive Secondary Delegate Emails	<input type="checkbox"/>
Default Email Notification	Immediate <input type="text"/>

- 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.

