

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'

The screenshot shows the UGARUSS website home page. At the top left is the UGA logo with the year 1785. To its right is the text 'Departmental Financial Systems', 'russhelp@uga.edu', and '706-542-6763'. The main header 'UGARUSS' is in large white letters on a red background. Below the header is a navigation bar with links: 'Home | FAQs | Instructions & Reference | Contact us'. The main content area is divided into three columns. The left column has 'System Links' with 'Log into RUSS' highlighted in a blue box, and 'Related Links' including 'Budget Office' and 'Property Control'. The middle column is titled 'Routing Utility for Service and Stewardship (RUSS)' and contains a paragraph describing the system's purpose and a note about its current state. The right column is titled 'Recent Changes' and 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-in page. The title is 'CENTRAL AUTHENTICATION SERVICE (CAS)'. Below the title is a padlock icon. The main heading is 'UGA's Single Sign-on for Web Services'. The page contains a login form with two input fields: 'Your UGA MyID' and 'Password', followed by a blue 'Log in' button and a link for 'Forgot your password?'. To the right of the form is explanatory text: 'The Central Authentication Service (CAS) is a new service being deployed at UGA in Fall 2012.', 'CAS will provide a common login experience for users accessing UGA web services with their MyID credentials through a one-time login.', 'CAS is currently being implemented as part of the lynda.com roll-out occurring in Fall 2012.', and 'As CAS is implemented on campus, users will be able to access additional'.

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 left is the UGA logo and contact information. The main header 'UGARUSS' is in large white letters on a red background. Below the header is a navigation bar with links: 'Home | FAQs | Instructions & Reference | Contact us'. The main content area is divided into several sections. The left section is titled 'Transactions' and contains 'Employee Information', 'Equipment', and 'Positions'. The middle section is titled 'Lookups' and contains 'Building Name', 'Building Room', 'Department', 'Equipment Inventory', and 'Job Class Code'. The right section is titled 'Workflow' and contains 'User Preferences'. Below the 'Lookups' section is a 'Document Searches' section with links to 'Off-Campus Equipment Request/Renew' and 'Off-Campus Equipment Return (AICO)'. The top right of the page has 'Provide Feedback' and 'Logout' links. The user is logged in as 'cdial'.

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.

Action List Logge

Action List prefere

Action List | [Outbox](#)

4 items retrieved, displaying all items.

<u>Id</u>	<u>Type</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>
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:**

* **Requested Date:** 07/09/2013

* **Expire Date:** 07/15/2013

* Does this equipment contain sensitive data? Yes No

Notes and Attachments (0)

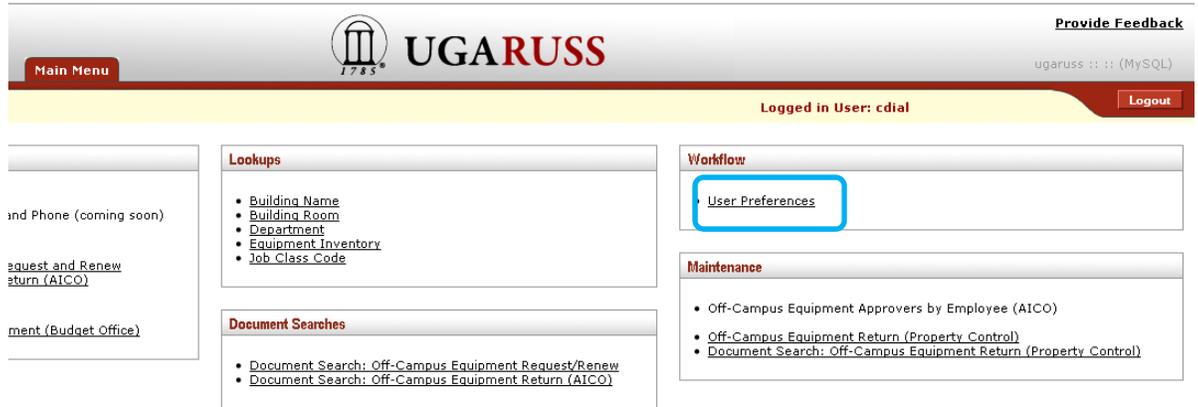
Ad Hoc Recipients

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.

