From: Heckman, Dana (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: APPROVERS: making changes to a document that is being reviewed/ approved or uploading documents into authorization
Date: Friday, January 22, 2010 8:44:01 AM

From: Carney, Deborah (NIH/NCI) [E]
Sent: Thursday, January 21, 2010 1:33 PM
To: Baker, Heather (NIH/NCI) [E]; Battistello, Kathryn (NIH/NCI) [E]; Bishop, Jamie (NIH/NCI) [E]; Brooks, Pamela O. (NIH/NCI) [E]; Cashman, Alice (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NIH/NCI) [E]; Green, Angela Childers (NIH/NCI) [E]; Guyton, Vanessa (NCI OM ARC); Haller, Denise (NIH/NCI) [E]; Hinkle, Kristin (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Newball, Kimberlee (NIH/NCI) [E]; O'Donnell, Jenna (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Stephens, Elizabeth (NIH/NCI) [C]; Strickland, Joy (NIH/NCI) [E]; Wilcox, Jessica (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: NCI ARC Deputy Managers; NCI ARC Managers
Subject: APPROVERS: making changes to a document that is being reviewed/ approved or uploading documents into authorization
Importance: High

NCI Travel Contacts: please disseminate this information to your planners and approvers.

If a reviewer/approver wants to make any adjustments to a travel authorization that is in his/her queue for review/approval, follow these steps below:

- If the document is in the Documents Awaiting Approval list, select REVIEW.
- When reviewing the document, choose ADJUSTMENTS from the menu above. This will allow an approver to enter the document in edit mode during which comments can be entered.

Also, an approver can upload additional documents to an authorization after it has been approved by following these steps:

- Click on VIEW of the authorization for which the approver wants to add documents.

- Once in the document, scroll down to the DOCUMENTS section of the PREVIEW screen. There will be a link to view documents.
- Click the link which takes the approver to the DOCUMENT screen.
- The approver can upload/print the fax page to add additional documents.

Thanks,
Deb

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