

Workflow Superuser Functions for eDocs

As a superuser (member of "SR E Approver 1" role in SIS), you will see many options for how to act on a document. If you are NOT in the route path for a particular document, your superuser status will offer the following options:



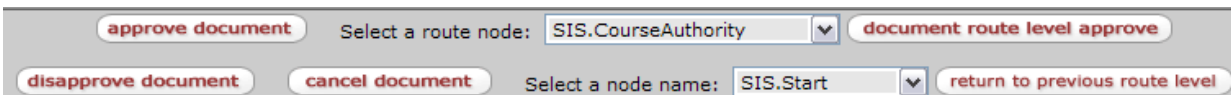
Hold = Adds a notation to the document title with your username in brackets. See the example below.

Title
[Igrether] Drop Class#11394, BUNW-B 514, IUNWA, GRAD, Business & Econ Graduate, Mgmt & Admin Studies MBA

Add note = Allows you to add a new note to the document

Blanket approve = Approves the document through all nodes, no other action is necessary

If you click '**superuser functions**,' you will see the document again. Scroll down to see the following actions:



Approve document = Approves the document for all nodes, acts the same as "blanket approve"

Document route level approve = Approves the document up to the selected route node. The route node you selected will still have to approve the document before it is finalized.

Disapprove document = Disapproves the document as if you were in the route path at this node

Cancel document = Cancels the document as if you were in the route path at this node

Return to previous route level = Returns the document to the selected route node

The best way to approve ONLY the current node is to scroll to the bottom of the page and click 'Approve.'

Super User Action on Action Requests

APPROVE Requested of SIS.NW.REGR	
Request Date	11:22 AM 08/27/2007
Request Status	ACTIVE
Responsibility	SIS.NW.REGR
Annotation	
Route Level	SIS.SR.DropAdd.Registrar
Routing Priority	1
Responsibility Id	51395
Action Request Id	2700128

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If the document is in EXCEPTION routing and you are in the superuser workgroup, when you click on the document ID you will see the following options:

[approve](#) [disapprove](#) [complete](#) [cancel document](#) [hold](#) [add note](#) [blanket approve](#) [superuser functions](#)

Approve = Approves the document for all nodes, acts the same as “blanket approve”

Disapprove = Disapproves the document as if you were in the route path at this node

Complete = This button should **not** be used. Instead, you should resolve the issue in SIS and cancel the document or if it cannot be resolved, cancel the document and leave a note for the student.

Cancel document = Cancels the document as if you were in the route path at this node

Hold = Puts your username in the document title in brackets to alert other users that you are looking into this document and will take action later.

Add note = Allows you to add a note to the document for the student and other approvers to see.

Blanket approve = Overrides ALL levels of approval for this document.

Superuser functions = (see above for more information)