

*ECinteractive[®] &
is.D-Force2[®]*

End User Shopper's Site:



Order Approval Forwarding



When an order requiring approval is submitted, an email is sent notifying the assigned approver that an order is awaiting attention.

Out of Office Approval Forwarding

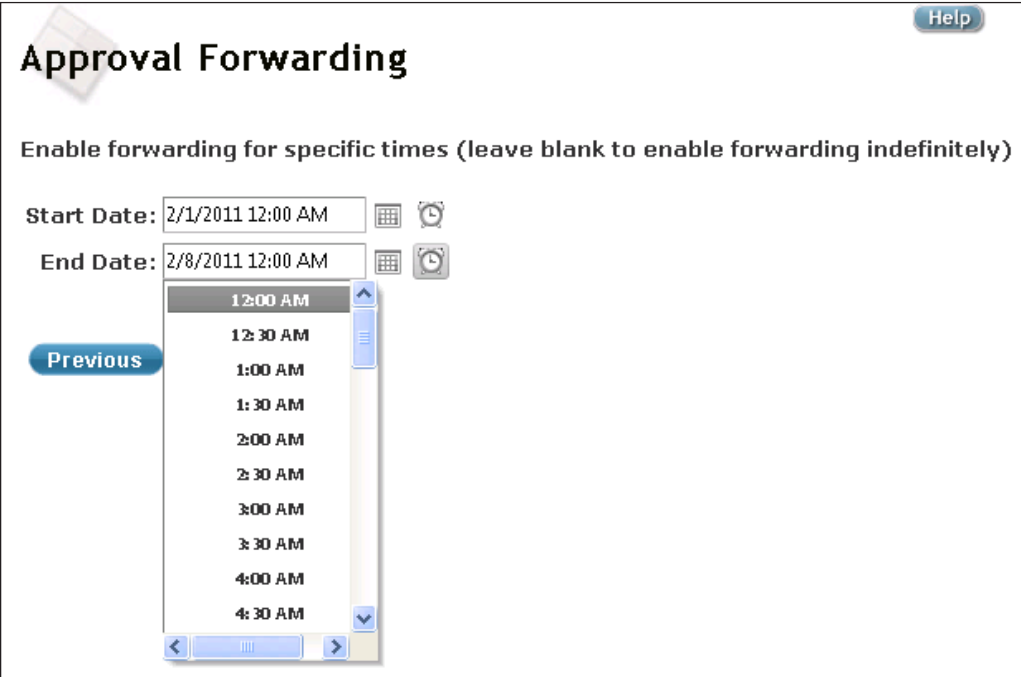
This feature is useful if an approver is out of the office. It gives you the ability to assign a temporary approver who can then approve orders in the original approver's absence. You can set up approval forwarding to be used for specific dates and times, or you can leave the approval forwarding open ended until you disable it. To use this feature, it must first be enabled.

- 1 On the End User Shopper's Web page, click the My Account menu, Select Order Approval and click Out of Office Approval Forwarding.
- 2 If this feature has not been activated, you can enable it by clicking the Enable Approval Forwarding button.
- 3 Click the Start Date and End Date boxes to enter a beginning and ending date and time for the approval forwarding. You can also click  to select the date using a calendar, and  to select the time using a clock.

See Figure 1. Leave these boxes blank to not set a beginning and ending date and time. If left blank, approval Forwarding continues until you disable the setting.



- 4 Click Next.



**Figure 1:
Enabling
Approval
Forwarding**



Approval Forwarding Help

Enable forwarding for specific times (leave blank to enable forwarding indefinitely)

Start Date: 2/1/2011 12:00 AM  

End Date: 2/8/2011 12:00 AM  

Previous

12:00 AM

12:30 AM

1:00 AM

1:30 AM

2:00 AM

2:30 AM

3:00 AM

3:30 AM

4:00 AM

4:30 AM


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The lowest level approval users are not included in the list.

When logging in, all individuals set up with approval forwarding are sent to the Approval Forwarding page unless Approval Forwarding has ended or been disabled. After the order has been approved, it then moves to the next level approval group, if applicable.

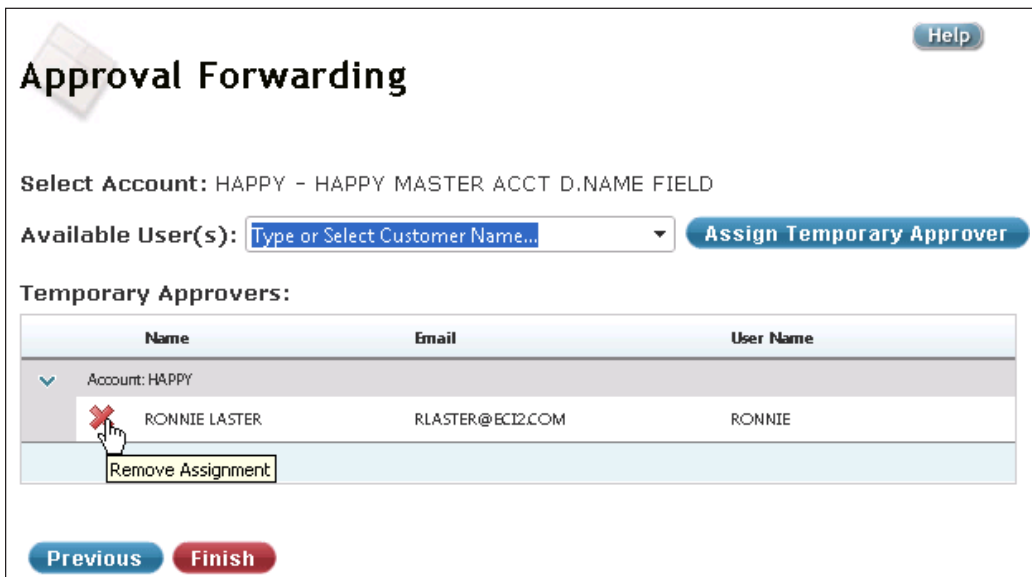
- 5 Click the down arrow in the Available Users box and select the individual to whom the orders are forwarded. You can choose more than one, but you must select at least one approver for the Approval Forwarding feature to be activated.
- 6 Click Assign Temporary Approver. The user's information appears at the bottom of the page, displaying the name, email address, and user name. All orders sent to the previous approver are now also sent to the temporary approver.

Note: If the temporary approver you select is below the out of office user in the approval hierarchy, the temporary approver inherits the out of office user's level of approval.

- 7 Click the down arrow in the Available Users box to select another individual, if necessary. Continue to add as many individuals as needed. To remove an individual from the list, click the name to highlight and click . See Figure 2.
- 8 When all the individuals to whom the orders are to be forwarded are selected, click Finish.

Note: You can disable the Approval Forwarding feature at any time. To do so, open the Approval Forwarding page and click Disable Approval Forwarding.

Figure 2:
Removing a
Selected
Approver From
the List




Approval Forwarding Help

Select Account: HAPPY - HAPPY MASTER ACCT D.NAME FIELD

Available User(s): Assign Temporary Approver

Temporary Approvers:

Name	Email	User Name
Account: HAPPY		
 RONNIE LASTER	RLASTER@ECI2.COM	RONNIE

Remove Assignment

Previous Finish

Viewing Approval History

The Approval History page has been enhanced to let you view details. You can easily view the order's approval process before the order moves to Order History.




- 1 Click the My Account menu, select Order Approval, and click Approval History.
- 2 When the page opens, click  beside the approver for which to view details.
- 3 The Detail page opens. If this order is awaiting approval, hover the cursor over  in the Status section of the page. The name of the approver for which this order is awaiting approval is displayed, as shown in Figure 3. When finished viewing, click Back.

Figure 3:
Viewing
Approval Order
History Detail

[Back](#)

Status		Details	
Status:	AWAITING APPROVAL 	Long PO:	
Reference #:		Short PO:	
Order Date:	1/27/2011 3:54 PM	Approvers: HAPPY HAPPY, RONNIE LASTER	
Account:	HAPPY - HAPPY MASTER ACCT D.NAME FIELD	1234 MAIN ST KELLER, TX 76248	
Department:	3 - HAPPY - DEPT 3	Ship To: HAPPY CUSTOMER	
Attention:	ATTN NAME HERE	1234 MAIN ST KELLER, TX 76248	

Order History			
Date	Action	Changed By	Description
1/27/2011 4:02 PM	Awaiting Approval	Jason SPR	Exceeds maximum authorized order amount of \$50.00

Order Items					
Line	Item #	Description	Qty	UOM Pack	Sell Price
3	FA03000	BANDAGES,PATCH,1.5X1.5,10	1	BX	\$3.91
Comment:					
4	TOP4000	BOOK,WYWO,DUP,3-ON,90ST/BK	1	EA	\$4.20
Comment:					
5	AVE50000	Binders, EZ-Turn Ring, Recyclable, 11"x8-1/2", Cap 1", Black	1	EA	\$6.57
Comment:					
6	PLK600002	REFILL ROLLER .5MM BLACK CRD	1	EA	\$3.15
Comment:					
7	CIN700000000207	CREATIVE LABS NOMAD JUKEBOX II	1	EA	\$368.14
Comment:					

Viewing Order History

The Order History page has been enhanced to let you view additional order detail.


- 1 Click the My Orders menu and select Order History.
- 2 The My Orders page opens, displaying the History tab. Click  beside the order for which to view details.
- 3 The Detail page opens, as shown in Figure 4. When finished viewing, click Back.

Figure 4: The Details on the Transfer Order Approval Page

[Back](#)

Status		Details	
Status:	Processed	Long PO:	
Reference #:	175891-0	Short PO:	493847
Order Date:	2/1/2011 11:15 AM	Bill To:	CINCO DE MAYO CUSTOMER 4100 ALLIANCE GATEWAY FWY KELLER, TX 76248
Account:	050510 - CINCO DE MAYO CUSTOMER	Ship To:	cinco de mayo shipto address 1234 main st keller, tx 76052
Department:	Blank Department		
Attention:			

Order History			
Date	Action	Changed By	Description
2/1/2011 11:18 AM	Notification Attempt		An email notification was sent. Email 'Confirmation from QA_ECI_1 (175891-0)' email from 'qa.email@yahoo.com' to 'writer@ddms.com' sent.
2/1/2011 11:18 AM	Submitted	doc writer	The order was submitted for fulfillment.
2/1/2011 11:18 AM	Created	doc writer	The order was created.

Order Items					
Line	Item #	Description	Qty	UOM Pack	Sell Price
100	PAP1738795	ComfortMate Ultra Pencil Starter Set, Ast Brl ; 0.50 mm, Ref	5	ST	\$4.1600
Comment:					
105	SMD14046	Folder,W/Slash Jacket Divider,2"Exp,2 Partition,Letter,Blue	1	BX	\$76.8700
Comment:					
110	RUB9A6300BLA	Corner Organizer, 23-4/5"x11-4/5"x13", Black	1	EA	\$46.1200
Comment:					