

Managing Your Originator Summary

1. Your work area has tabs: **Current** for in process; **History** for Submitted; etc.

2. You can **sort** your transactions **by status** of Waiting, Pending, etc.

Your Transactions are listed here.

3. You can **search** for transactions by Name, R# ID, or transaction number!

4. You can create and save a **Default Routing Queue** for each ePAF Approval Category!!

4a. Choose an **ePAF Approval Category** and click **GO**.

4b. Complete the **Routing Levels, Names, and Required Actions**, then **SAVE**.

4c. **Mandatory Levels** for an ePAF cannot be removed. **Additional Approval Levels** added by you can be removed.

Approval Level	User Name	Required Action
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected