

What to look for:

- BEFORE you submit an e-Pro Requisition, click Save and Preview to review your approval map. To view it, expand the Review/Edit Approvers on the Requisition Approval page.

Requisition Approval

Req Number: Testing requestor step
 Total: 200.00 USD
 Requisition: 10/23/2013
 Entered on: 8/15/2013
 Status: Pending
 Requester's Justification: No justification entered by requester.

Business MFR: 34008
 Requisition ID: 34008151775
 Priority: Medium

Line	Item Description	Quantity	Unit	UOM	Price	Total
1	PRINTERS - 100X15	1	EA	CA	200.00	200.00
2	PRINTERS - 100X15	1	EA	CA	200.00	200.00

Reviewed Approvers

Acc'l Validation-Agency Level

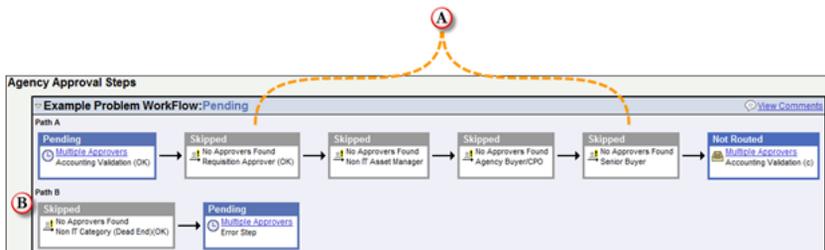
Testing requestor step: Pending

Path A

```

graph LR
  A[Pending] --> B[Not Routed]
  B --> C[Not Routed]
  C --> D[Met Required]
  
```

- Look at the names listed in the boxes and verify that it is routing properly. There should be no boxes showing



A If you see grey “Skipped” boxes in your workflow it means that either someone at your Agency has not turned in a 301ePro form to perform the step OR you have not entered the chartfields your Agency has identified as routing triggers. EXAMPLE: The Requisition Approver and Agency Buyer/CPO steps rely on a Dept. ID to determine who receives the requisition. If no Dept. ID is entered, the requisition cannot route and “Skips” occur.

B If you see a grey “Skipped” box that reads **Non IT Category (Dead End)(OK)** followed by an **Error Step** it means that your Agency is not currently configured to use ePro for anything other than IT requests and that you have selected a non-IT category code.

- Check the Approval Comment History (at the bottom of the workflow steps) for a list of possible issues.

Approval Comment History
System at 10/21/2013 - 5:08 PM Not enough approvers were found at step number 2, path Path B, stage 1. Routing to Admin.



Notes:

Agency Approval Steps = WORKFLOW.

For a requisition to route properly – there can be no “Skipped” or “Error Step” boxes in the workflow.

For assistance with e-Pro questions, contact the Service Desk at (405) 521-2444.