
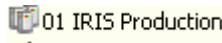









# Basic Steps to Approval



1. Double-click  on your desktop.
2. Double-click  on the SAP Logon Pad.
3. Enter the following on the sign on screen:
  - a. *Client:* 300 (this is the default value)
  - b. *User:* your user ID
  - c. *Password:* your IRIS password
4. At the *SAP Easy Access* screen, click  (**SAP Business Workplace**).
5. Click  **Inbox** to expand the options.
6. Click  **Workflow** to see the work item list in executable form.
7. Select the item to work with by single-clicking it. It may take a moment to access the information on that item.
8. If you wish to view the related document(s), click on the document type and number link under the **Objects and attachments** heading in the lower right portion of the screen.
9. Read the section under **Description** in the lower right side of the screen to determine what procedure should be used to approve/reject this item.
10. Click  (**Execute**).
11. Follow the steps in the description to approve or reject the item.
12. When you have completed your work, you can exit the *SAP Business Workplace* by clicking  (**Back**) or  (**Exit**). This will return you to the *SAP Easy Access screen*.
13. Click  (**Log off**) at the *SAP Easy Access screen* to exit the system.