Basic Navigation Functions

- Logging on
  - Go to: www.kfs.hawaii.edu
  - Sign on with UH user name and password

- Document Search
  - Doc search button (Next to Action List)
    - Input Document number in “Document Id”
  - Custom Doc search
    - By type of document, the initiator, date created, etc...
  - Wild cards
    - At beginning, end, or both for keyword search
      - Beginning: keyword search which contains the ending of the word
        - Example: *Officemax (note: this example search will give no results)
      - End: keyword search which contains the beginning of the word
        - Example: Officemax*
      - Both: searches anywhere
        - Example: *Officemax*

- Action List
  - Click on “Action List” button
  - Customize action list
    - “Preference” button on top right
      - General
      - Fields Displayed In Action List
      - Document Route Status Colors
  - Route Status provides information about the status of the document.
    - Enroute – document is still pending approvals
    - Saved – document has not been submitted
    - Disapproved – document has been disapproved by an approver after the document was submitted
    - Processed – document has been approved but has pending actions (Acknowledge or FYI)
    - Final – document does not have pending actions
    - Exception – document had a system error during processing

- Ad Hoc Routing
  - Select Action Requested
    - Approve (needs to be approved before document can be processed)
    - Acknowledge (User needs to go into doc and acknowledge to clear action list)
    - FYI (FYI into users’ action list)
  - Input UH user name
  - Click on “add” button
  - Click on “Send Ad Hoc Request” button on bottom

- Route Log
  - Click “Show” to expand to see past and future document actions