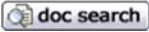


Basic Navigation Functions

- 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