UNIVERSITY OF ILLINOIS SYSTEM

Document Approval

Use this page only when you know the document number. This page can only look at a document that is currently in an approval queue waiting for approval. It is primarily used to show the remaining individuals in the approval queues.

Step	Task
1.	Type *FOAAINP* in the **Search** field and press ENTER to open **Document Approval**.
2.	Type the document number in the **Document** field and press TAB.
3.	Click the **Go** button.
4.	Review the results. **NOTE**: The results in the left pane are the Queue ID#, the Queue description, and the Queue level. When a Queue in the left panel is highlighted, the results in the right pane will show who still needs to approve the document. The names in the right panel are a list of the individuals who have the ability to approve the requisition at that Queue level. **NOTE**: Approvers can approve/disapprove from this form.
5.	Click the **Close** button to return to the main menu.