

**U.S. COAST GUARD
Work Life Information Management System (WIMS)**

**Approval Workflow Engine (AWE) Approver
User Guide**

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How to use the Action Request Page with the AWE

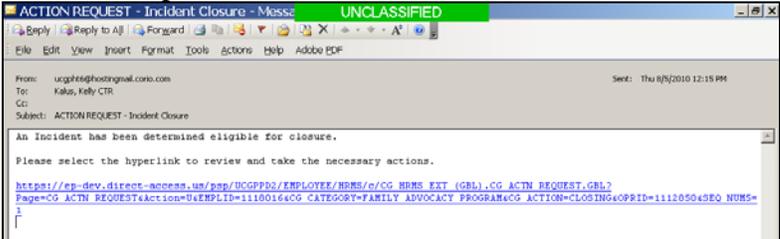
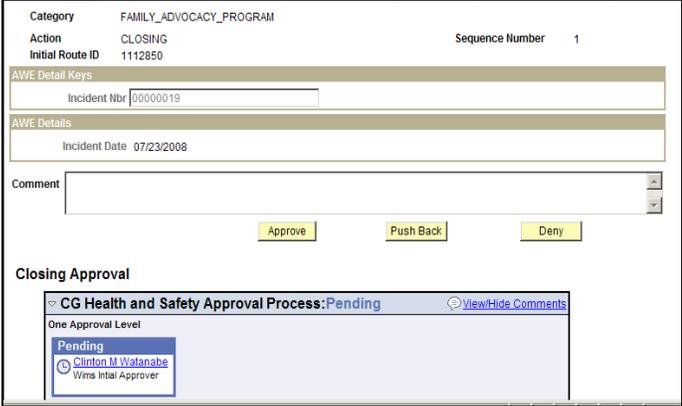
Role: Approver

Use When there is an incident that requires information to be routed to another user with and without a form, the Action Request Page along with the Approval Workflow Engine (AWE) will be utilized in Direct Access.

The **approver** will take the following actions:

- Pages**
- **Action Request Page**
 - Category – Select the Work Life Program
 - Actions – Specific to each Work Life Program

NOTE: See Appendix A for all applicable actions for each Work Life Program

Step	Action
1	<p>The approver will automatically receive an email from the initiator with a link to the page for review and actions.</p> <p>You can take the following steps to access the transaction:</p> <ul style="list-style-type: none"> • From the auto email, click on the hyperlink in the email and/or follow Step 2 to Review Transactions:  <p><i>You can Approve, Pushback or Deny (see further steps below).</i></p> 

Step	Action
2	<p>The approver can Review Transactions by navigating to “Manager Self Service” from the Enterprise Menu</p>  <p>The screenshot shows a window titled "Enterprise Menu" with a list of items. The item "Manager Self Service" is highlighted with a red rectangular box. Other items in the list include Define Business Rules, Develop Workforce, Administer Workforce, Monitor Workplace, Self Service, Direct Access PeopleTools, Human Resources, Workforce Administration, Global Payroll & Absence Mgmt, Workforce Monitoring, Set Up HRMS, PeopleSoft, My Content, Worklist, Tree Manager, Reporting Tools, PeopleTools, Run a Query, Browse Workspaces, Change My Password, My Personalizations, My System Profile, My Dictionary, and My Feeds.</p> <ul style="list-style-type: none">• Click on the Review Transactions hyperlink  <p>The screenshot shows a "Main Menu >" dropdown with a folder icon and the text "Manager Self Service". Below this, there is a description: "Navigate to self service information and activities for people reporting to you." Underneath, there is a link icon and the text "Review Transactions" with a sub-description: "Review transactions that you have submitted".</p>

On the **Review Transaction** page, select the drop down list to review the Transactions. The options are:

- All
- I have approved
- I have denied
- I have submitted

Click the **Refresh** button and the results will appear:

Review Transactions

Laurel Shuster Jarvis

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.

Transactions: Pending my review Refresh

Approval Transaction	Submitted For	Submitted On	Thread Status
FAP Determination	Ronit Reguer	2/28/2011 - 9:31 AM	Pending Approve/Deny

Transaction Details

Action	Category	Initiator	Approver	Sequence Number
DETERMINATION	FAMILY_ADVOCACY_PROGRAM	2067316	2021861	2

Transaction Name: FAP Transfer
Submitted By: Ronit Reguer
Submitted For: Ronit Reguer
Submitted On: 2/25/2011 - 11:30 AM
Thread Status: Pending [Approve/Deny](#)

Transaction Details

Action	Category	Initiator	Approver	Sequence
TRANSFER	FAMILY_ADVOCACY_PROGRAM	2067316	2021861	2

Transaction Name: FAP Closing
Submitted By: KELLI BARNES
Submitted For: KELLI BARNES
Submitted On: 12/30/2010 - 8:03 AM
Thread Status: Pending [Approve/Deny](#)

Transaction Details

Action	Category	Initiator	Approver	Sequence Number
CLOSING	FAMILY_ADVOCACY_PROGRAM	1122771	2021861	3

Click on the **Approve/Deny** hyperlink next to a Transaction you wish to take action.

Action Request Page

Submit Action Request

Empl ID: 2067316
Name: Reguer,Ronit D
Category: FAMILY_ADVOCACY_PROGRAM
Action: DETERMINATION
Initial Route ID: 2021861
Sequence Number: 2

AWE Detail Keys
Incident Nbr: 10000442

AWE Details
Incident Date: 02/28/2011

Comment:

Documents
1 | Description | View Attachment

[Add Attachment](#) Save Approve Push Back Deny

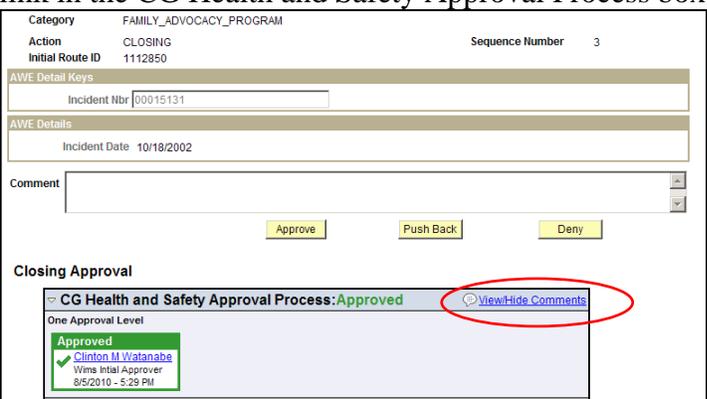
Submit for Approval

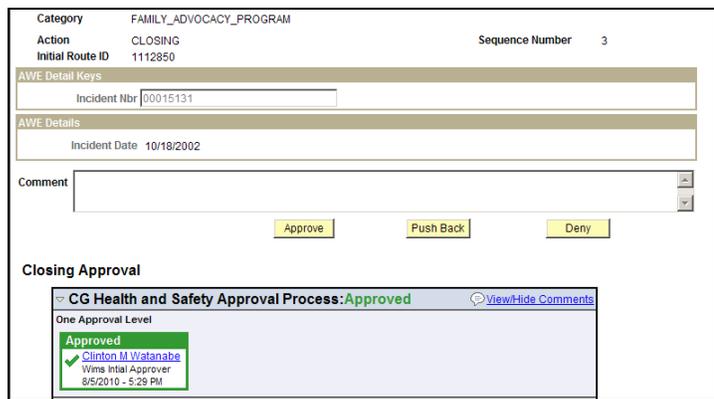
CG Health and Safety Approval Process: **Pending** [View/Hide Comments](#)

Approval Level 1

Pending
Laurel A Shuster Jarvis
Wims Intial Approver

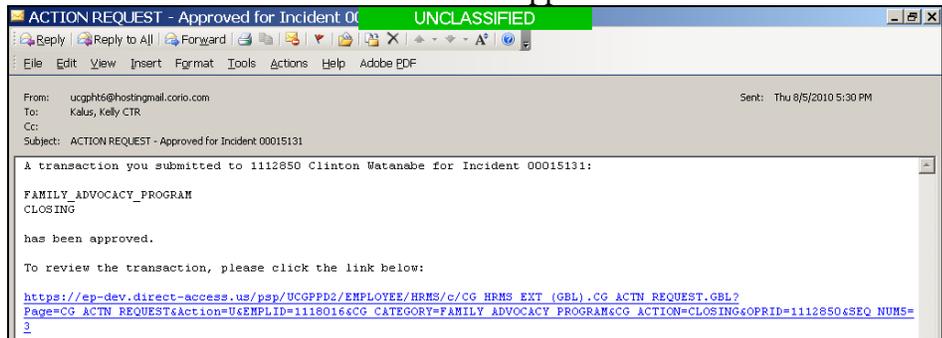
Comments

Step	Action
3	<p>To view comments on the transaction, click the View/Hide Comments link in the CG Health and Safety Approval Process box.</p>  <p>The screenshot shows the AWE interface with the following details:</p> <ul style="list-style-type: none"> Category: FAMILY_ADVOCACY_PROGRAM Action: CLOSING Initial Route ID: 1112850 Sequence Number: 3 Incident Nbr: 00015131 Incident Date: 10/18/2002 Buttons: Approve, Push Back, Deny CG Health and Safety Approval Process: Approved (with a circled 'View/Hide Comments' link) Approval Level: One Approval Level Approved by: Clinton M. Watanabe (Wms Initial Approver, 8/5/2010 - 5:29 PM)

4	<p>To Approve a transaction:</p> <ul style="list-style-type: none"> • Enter any notes in the Comments field. You <i>must</i> do this first. You will be unable to add comments after approving the transaction. • Click on the Approve button  <p>The screenshot shows the AWE interface with the 'Approve' button highlighted in yellow. The status is 'Approved'.</p>
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Once the system finishes “Processing”, the following items will occur:

- The **CG Health and Safety Approval Process** changes from the Pending status to the *Approved* status.
- The initiator will receive an auto generated email informing them of that the transaction has been Approved.



The screenshot shows an email notification with the following content:

ACTION REQUEST - Approved for Incident 00015131 UNCLASSIFIED

From: ucgpt6@hostingmail.corio.com
 To: Kalus, Kelly CTR
 Cc:
 Subject: ACTION REQUEST - Approved for Incident 00015131

Sent: Thu 8/5/2010 5:30 PM

A transaction you submitted to 1112850 Clinton Watanabe for Incident 00015131:

FAMILY_ADVOCACY_PROGRAM
 CLOSING

has been approved.

To review the transaction, please click the link below:

[https://ep-dev.direct-access.us/psp/UCGPPD2/EMPLOYEE/HRMS/c/CG_HRMS_EXT_\(GBL\).CG_ACTN_REQUEST.GBL?Page=CG_ACTN_REQUEST&action=UseEMPLID=1118016&CG_CATEGORY=FAMILY_ADVOCACY_PROGRAM&CG_ACTION=CLOSING&OPRID=1112850&SEQ_NUMS=3](https://ep-dev.direct-access.us/psp/UCGPPD2/EMPLOYEE/HRMS/c/CG_HRMS_EXT_(GBL).CG_ACTN_REQUEST.GBL?Page=CG_ACTN_REQUEST&action=UseEMPLID=1118016&CG_CATEGORY=FAMILY_ADVOCACY_PROGRAM&CG_ACTION=CLOSING&OPRID=1112850&SEQ_NUMS=3)

Step	Action
	<p>After the Approval, the Incident will automatically be updated as follows:</p> <ul style="list-style-type: none"> Action = Closing: A Date Closed will be auto updated and removes the Assignment Flag. <p style="text-align: center;"><i>Navigation: Manage Case > Enter Incident # > Search</i></p> <div style="border: 1px solid black; padding: 5px;"> <p>Claim Details</p> <p>Claim Number: 00095288</p> <p>*Date Opened: 10/18/2002</p> <p>Date Closed: 08/05/2010</p> <p>Status</p> <p><input type="radio"/> Pending <input checked="" type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> Withdrawn</p> <p>Person Filing</p> <p>EmplID: 1085922</p> <p>Incident Data</p> <p>Incident Number: 00015131 Incident Date: 10/18/2002</p> <p>Type: Family Adv</p> <p>Location:</p> <p>State:</p> <p>Country: USA United States</p> <p><input checked="" type="checkbox"/> Investigated</p> <p>Appeal Data</p> <p>▶ USA</p> </div> <p style="text-align: center;"> Save Return to Search Notify Add Update/Display </p> <ul style="list-style-type: none"> Action = Transfer: The Reported By Emplid will be populated with the new “case” worker. <p style="text-align: center;"><i>Navigation: Incident Details > Incident # > Search > Notification page</i></p>

Incident Notification **Description** **People**

Incident Number: 00020057 Date: 08/20/2009 Family Advocacy

Incident Notification

Date Reported: 10/23/2009 

Time Reported:

Reported To EmpID: 

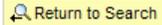
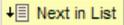
Reported By EmpID: 1182540 

Reported By Non-EmpID: 

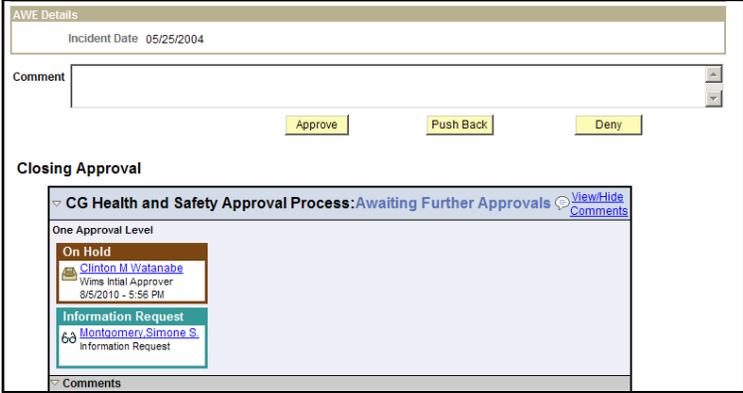
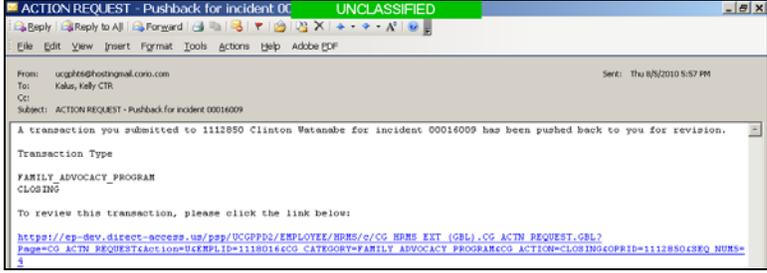
Incident Tracking

Date Recorded: 11/24/2009 

Time Recorded:

 Save  Return to Search  Previous in List  Next in List  Notify  Add  Update/Display

Note: Substance Abuse Program (only): Once the originating CDAR, the initiator, has transferred the Incident and it is approved, the initiator will no longer have access to the Incident.

Step	Action
5	<p>To Push Back a transaction:</p> <ul style="list-style-type: none"> • Enter any notes in the Comments field. You <i>must</i> do this first. You will be unable to add comments after approving the transaction. • Click on the Push Back button  <p>The screenshot shows the 'AWE Details' window with the 'Incident Date' set to 05/25/2004. Below the 'Comment' field are three buttons: 'Approve', 'Push Back', and 'Deny'. The 'Closing Approval' section shows a list of approval levels, including 'On Hold' by Clinton M. Watanabe and 'Information Request' by Montgomery, Simone S.</p> <ul style="list-style-type: none"> • After the system finishes “<i>Processing</i>”, the following items will occur: • The CG Health and Safety Approval Process status changes from “Pending” status to “On Hold” and sends an Information Request to the initiator. • The <i>initiator</i> will receive an auto generated email informing them of them that the Action Request is “On Hold” and requires more information.  <p>The email screenshot shows the subject 'ACTION REQUEST - Pushback for incident 00016009' and the body text: 'A transaction you submitted to 1112850 Clinton Watanabe for incident 00016009 has been pushed back to you for revision. Transaction Type: FAMILY_ADVOCACY_PROGRAM CLOSING. To review this transaction, please click the link below: http://ep-dev.direct-access.us/ppp/UCGPPD2/EMPLOYEE/HRMS/c/CG_HRMS_EXT_(GBL).CG_ACTN_REQUEST.GBL?Page=CG_ACTN_REQUEST&action=8&EMPLID=1118016&CG_CATEGORY=FAMILY_ADVOCACY_PROGRAM&CG_ACTION=CLOSING&OPRID=1112850&REQ_NUMS=3'.</p>

Step	Action
6	<p>To Deny a transaction:</p> <ul style="list-style-type: none"> • Enter any notes in the Comments field. You <i>must</i> do this first. You will be unable to add comments after approving the transaction. • Click on the Deny button • After the system finishes processing, the CG Health and Safety Approval Process changes from “Pending” status to “Denied.” <div data-bbox="526 569 1185 940" data-label="Image"> </div> <ul style="list-style-type: none"> • The initiator will receive an auto generated email and in their Review Transactions informing them of them that the Action Request has been denied. <p>Note: The initiator will not be able to Resubmit, and instead would be required to initiate a <i>new</i> Action Request.</p> <div data-bbox="435 1272 1276 1577" data-label="Image"> </div>

Appendix A – AWE Actions by Program

	<u><i>AWE File Attachment</i></u>	<u><i>Incident Report</i></u>	<u><i>Transfer Incident</i></u>	<u><i>Determination Report</i></u>	<u><i>Closing</i></u>
Family Advocacy	X		X	X	X
Substance Abuse			X		
Sexual Assault		X	X		
Employee Assistance (EAP)					
Critical Stress Management (CISM)					
Victim Witness					
Workplace Violence	X	X	X		
Special Needs (EFMP)			X		X