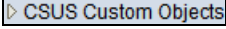

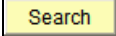

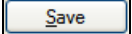
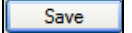
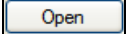

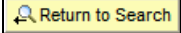
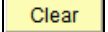


Signature Authorized by Dept

1.	Click the CSUS Custom Objects link. 
2.	Click the Signature Authorization link.
3.	Click the Signature Authorized by Dept link.
4.	The Signature Authorized by Dept search page displays.
5.	The SetID field defaults to SACST . It will be grayed out so you will not be able to change the value.
6.	Click in the Department: field. 
7.	Enter the desired information into the Department: field. For this example we will use the CMS Department. Enter a valid value e.g. " 45400 ".
8.	If you do not know the department ID you can search for the department by clicking on the magnifying glass button next to the Department field.
9.	Click the Search button. 
10.	The Sacramento State Delegation of Signature Authorization, by Department page displays.
11.	The department ID and name display in the Department field.
12.	The Manager field displays the Department Zip Code.
13.	The Name column displays the employees that have been delegated Signature Authorization in the department.
14.	In this example, the Delegation of Signature Authorization for the CMS Department falls under 6 employees listed under the Name column.
15.	The Signature Authorization page indicates the type of signature authority for each employee. This is indicated through the fields that are checked by each name.
16.	There are several signature authorization categories listed: EXP - Expenditure TV - Travel BT - Budget SOS - Stockless Office Supply REP - Reprographics ONE - OneCard Deposit PRO - Procurement
17.	The checked fields under one of these categories next to a name indicate the signature authorization for an employee.
18.	The Legends section on this page provides a brief description for each category abbreviation.

19.	In addition to viewing this information, you can download this information into an excel file.
20.	<p>You can download this information to your computer by holding down the Ctrl Key on your keyboard and clicking the Spreadsheet Icon below the header information.</p> <p>NOTE: You have to continue to press down on the Ctrl key on your keyboard as you click the spreadsheet icon. You have to hold the Ctrl key down until you save or open the file download. Do not release the Ctrl Key until you have saved or opened the file.</p>
21.	<p>Hold down the Ctrl key on your keyboard, and click the Download the Spreadsheet Icon.</p> 
22.	<p>A File Download dialog box will appear on the window asking you to open or save the file. For this example we will choose to save the excel file.</p> <p>You should still be holding down the Ctrl Key on your keyboard.</p>
23.	<p>As you continue pressing down the [Ctrl] key, click the Save button.</p> 
24.	<p>Once you see the Save As dialog box appear on your screen, you can release the Ctrl Key on your keyboard.</p> <p>On this save as dialog box you can use the File Name field to rename the file and you can select the Save In drop down menu to choose a location where you want to save the file. For this example we will not rename the file and we will save it on the desktop.</p>
25.	<p>For this example we will choose to save our document on the desktop.</p> <p>Click the Save button.</p> 
26.	After you have saved the file you will get a Confirmation Dialog box letting you know that the download is complete. This box will also give you the option to open the file automatically without having to navigate to your desktop or to the location where you saved your file.
27.	<p>Click the Open button to open the file automatically.</p> 
28.	The file will Open automatically in Excel (or to a compatible program on your computer).
29.	<p>Click the Close button to go back to the PeopleSoft window.</p> 
30.	The Sacramento State Delegation of Signature Authorization, By Department page re-displays.
31.	<p>When you have finished reviewing the information for your department, click the Return to Search button to search another department.</p> 
32.	The Signature Authorized by Dept search page re-displays.
33.	<p>To begin a new search click the Clear button and proceed to enter another Department ID and follow the same process.</p> 

34.	<p>You can also search for the signature authorization for a department by running the SAC8ALL_SIGAUTH_BY_DEPTID query.</p> <p>Begin by navigating to the Query Viewer search page.</p> <p><u>Navigation:</u> Reporting Tools > Query > Query Viewer.</p>
35.	<p>Click the Reporting Tools link.</p> 
36.	Click the Query link.
37.	Click the Query Viewer link.
38.	The Query Viewer search page displays.
39.	<p>Click in the begins with field.</p> <input data-bbox="321 667 711 709" type="text"/>
40.	<p>Enter the <i>Signature Lookup by Department</i> query in the begins with field.</p> <p>Enter "SAC8ALL_SIGAUTH_BY_DEPTID".</p>
41.	<p>Click the Search button.</p> 
42.	The Signature Lookup by Department query displays in the search results.
43.	<p>Click the HTML link so that the information can open in a new browser window.</p> 
44.	The Signature Lookup by Department search page displays.
45.	<p>Click in the Dept ID field.</p> <input data-bbox="321 1129 397 1171" type="text"/>
46.	<p>Enter the five digit department id into the Dept ID field.</p> <p>Enter a valid value e.g. "45400".</p>
47.	<p>Click the View Results button.</p> 
48.	The results display all the employees that have been delegated with signature authority in the specified department.
49.	<p>Click the Close button to go back to the main window.</p> 
50.	<p>Click the Sign out link.</p> 
51.	<p>You have completed the Signature Authorized by Dept. tutorial.</p> <p>End of Procedure.</p>