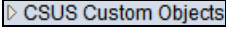

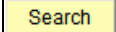


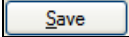
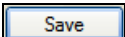
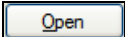
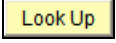
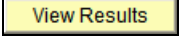



## Signature Authorized by User

1.	Click the <b>CSUS Custom Objects</b> link. 
2.	Click the <b>Signature Authorization</b> link.
3.	Click the <b>Signature Authorized by User</b> link.
4.	The <b>Signature Authorized by User</b> page displays.
5.	Click in the <b>Name:</b> field. 
6.	Enter the last name of the person you want to search for in the <b>Name:</b> field.  For this example, we will enter the last name " <b>Norton</b> " in order to search for the signature authority of the CMS Project Director.
7.	You can also use the magnifying glass button to search for the user.
8.	Click the <b>Search</b> button. 
9.	After you click the search button, the Search Results table below the search field will display several values from which to choose.  In this example, our search returned one value.
10.	On the <b>Search Results</b> table, select the name of the employee for which you want to view signature authorization.  For this example we will select <i>Norton, Jeanette</i>  
11.	The <b>Sacramento State Delegation of Signature Authorization, by User</b> page displays.
12.	On this page you will see the name of the user and a list of departments and items for which they have been delegated signature authorization.
13.	The <b>Name</b> field displays the name of the user.
14.	The <b>Dept ID</b> column lists the department 5-digit ID's for which the user has been delegated signature authorization.
15.	The <b>Description</b> column displays the name for the corresponding department ID.
16.	The Signature Authorization page indicates the type of signature authority delegated to each department through the fields that are checked by each department name.

17.	<p>There are several signature authorization categories listed:</p> <p><b>EXP</b> - Expenditure  <b>TV</b> - Travel  <b>BT</b> - Budget  <b>SOS</b> - Stockless Office Supply  <b>REP</b> - Reprographics  <b>ONE</b> - OneCard Deposit  <b>PRO</b> - Procurement</p>
18.	<p>A checked field/box under one of these categories next to the name of the department indicates the user has signature authorization for that item.</p>
19.	<p>For this example, our User Jeanette Norton has signature authorization for <b>EXP</b>, <b>TV</b>, <b>SOS</b>, <b>REP</b>, <b>ONE</b>, and <b>PRO</b> in the CMS Project Department.</p>
20.	<p>The <b>Legends</b> section on this page provides a brief description for each category abbreviation.</p>
21.	<p>You can download this information to your computer by holding down the <b>Ctrl Key</b> on your keyboard and clicking the <b>Spreadsheet Icon</b> below the header information.</p> <p><b>NOTE:</b> You have to continue to press down on the <b>Ctrl key</b> 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.</p>
22.	<p>Hold down the <b>Ctrl key</b> on your keyboard and click the <b>Download the Spreadsheet</b> Icon.</p> 
23.	<p>A <b>File Download</b> 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 <b>Ctrl Key</b> on your keyboard.</p>
24.	<p>As you continue pressing down the <b>[Ctrl]</b> key, click the <b>Save</b> button.</p> 
25.	<p>Once you see the Save As dialog box appear on your screen, you can release the <b>Ctrl Key</b> on your keyboard.</p> <p>On this save as dialog box you can use the <b>File Name</b> field to rename the file and you can select the <b>Save In</b> 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>
26.	<p>For this example we will choose to save our document on the desktop.</p> <p>Click the <b>Save</b> button.</p> 
27.	<p>After you have saved the file you will get a <b>Confirmation Dialog box</b> 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.</p>
28.	<p>Click the <b>Open</b> button to open the file automatically.</p> 
29.	<p>The file will <b>Open</b> automatically in Excel (or to a compatible program on your computer).</p>

30.	Click the <b>Close</b> button to go back to the PeopleSoft Window. 
31.	The <b>Sacramento State Delegation of Signature Authorization, By User</b> page re-displays.
32.	When you have finished reviewing the information for a user, click the <b>Return to Search</b> button to search another user. 
33.	The <b>Signature Authorized by User</b> search page re-displays.
34.	To begin a new search click the <b>Clear</b> button and proceed to enter another Name. Follow the same steps. 
35.	The <b>Name</b> field is blank. You can begin a new search.
36.	You can also search for the signature authorization for a user by running the <b>SAC8ALL_SIGAUTH_BY_NAME</b> query.  Begin by navigating to the <b>Query Viewer</b> search page.  <u>Navigation:</u> Reporting Tools > Query > Query Viewer.
37.	Click the <b>Reporting Tools</b> link. 
38.	Click the <b>Query</b> link.
39.	Click the <b>Query Viewer</b> link.
40.	The <b>Query Viewer</b> search page displays.
41.	Click in the <b>begins with</b> field. 
42.	Enter the <i>Signature Lookup by Employee</i> query in the <b>begins with</b> field.  Enter " <b>SAC8ALL_SIGAUTH_BY_NAME</b> ".
43.	Click the <b>Search</b> button. 
44.	The search results display the <b>Signature Lookup by Employee</b> query.
45.	Click the <b>HTML</b> link so that the information can open in a new browser window. 
46.	The <b>Signature Lookup by Employee</b> search page displays.
47.	Click the <b>Look up Name Magnifying glass</b> button to look up the employee name. 
48.	The <b>Look Up Name</b> search page displays.
49.	Click in the <b>Search by Name</b> field. 
50.	Enter the employee's name into the <b>begins with</b> field.  For this example we will enter " <b>NORTON</b> ".

51.	Click the <b>Look Up</b> button. 
52.	The Search Results for <i>Norton</i> display.
53.	Select the desired user's name from the Search Results. For this example we are interested in viewing information for Norton, Jeanette G. <a href="#">Norton, Jeanette G</a>
54.	Click the <b>View Results</b> button. 
55.	The results display the delegated signature authorization for this user.
56.	Click the <b>Close</b> button to go back to the main window. 
57.	Click the <b>Sign out</b> link. <a href="#">Sign out</a>
58.	You have completed the Signature Authorized by User tutorial. <b>End of Procedure.</b>