


Submitting the Administrative Banner Approval Queue Request Forms using eForms

Administrative Banner Approval Queue Request Forms for both Requisitions, Invoices, and Procards and Online Journal Vouchers must be submitted to ITS for processing using the Generic Routing Slip eform. This eForm provides a general-purpose routing slip for electronic documents. Access the Generic Routing Slip eForms via the eForms portal at eforms.msstate.edu.

DOCUMENT INITIATION:

1. In the **Routing Slip** section of the eForm, enter a description of the document(s) to be routed. **Please include the name of the department or unit submitting the request.**

- When the eForm is sent to someone, this description will be displayed in the Title field of the recipient's Action List entry for this eForm (Ex. *Training Technology Institute*)



2. In the **Notes and Attachments** section of the eForm, click the **Choose File** button to select the files of the current queue report(s) and the queue request form(s) to attach to the eForm.

- Enter a comment/instruction about the attachment(s) in the **Note Text** box and click **Add**.
- You can attach multiple files with comments, but at least one attachment is required.

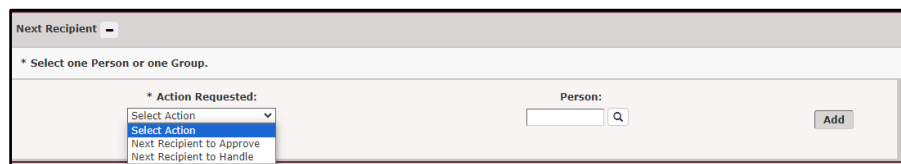


A Generic Routing Slip has no predefined or required routing sequence or rules. It can be sent to as many people as necessary for approval or handling as appropriate for the particular attachment(s) being routed.

- The eform can be submitted to each approver for approval if the queue form is not signed.
- If the queue form is signed by all approvers, the eform must still be approved by at least one person (approver).

3. In the **Next Recipient** section, enter the NetID of the next person (approver) that the eForm should be routed to, along with the **Action Requested** for the next recipient, either **Next Recipient to Approve** or **Next Recipient to Handle**.

4. Click **Add**.



5. Click the **Submit** button at the bottom of the eForm.

6. Continue routing the eform until it has received all required approvals.

7. The final person to approve or handle the Generic Routing Slip eForm should route the eForm to the ITS Banner Access Group to Handle for processing.

- In the **Next Recipient** section, select the **Action Requested** for the ITS Banner Access Group as **Next Recipient to Handle**.
- From the **Group** list, select the **ITS Banner Access Group**.
- Click **Add**.
- At the bottom of the eForm, click the **Handle and Send to Next Recipient** button.

