

WorkFlow Admin

Table of Contents

This Job Aid covers the actions available to the WorkFlow Admin, including reassigning approval responsibility, and forcing an administrative approval outside of the usual approval WorkFlow.

WorkFlow Admin	Page
Log on to ONEPeralta	2
Reassign Approvals	5
Administrative Approve/Deny	8

Log on to ONEPeralta

Sign in

1. Enter into your browser > one.peralta.edu
2. Enter > Peralta WorkFlow Admin **User ID** and **Password**
3. Click > **Sign In**



ORACLE[®]
PEOPLESOFT

User ID

Password

Select a Language

English

Sign In

Enable Screen Reader Mode

Set Trace Flags

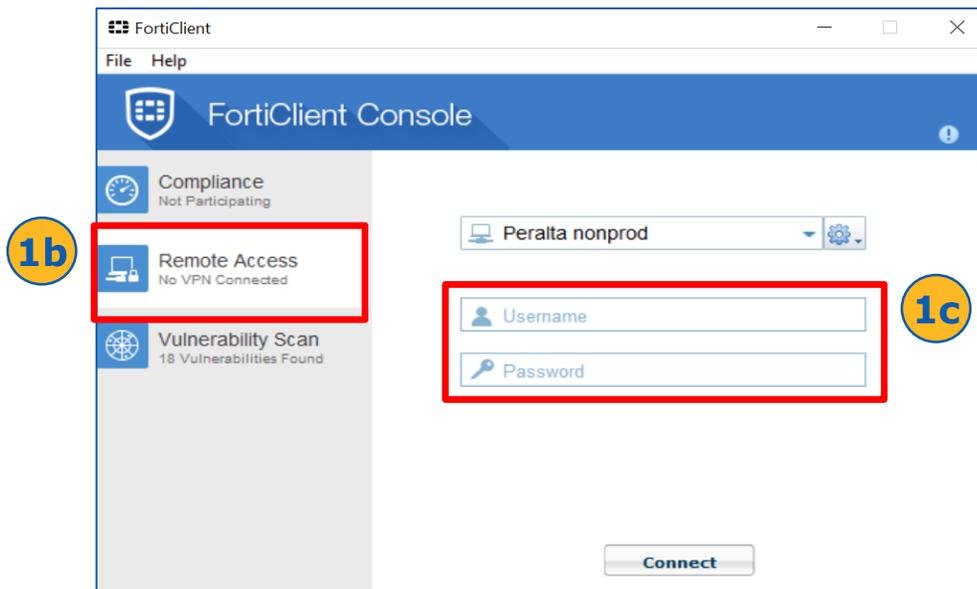
Log on to ONEPeralta (cont'd)

Turn on VPN

If you are having trouble logging into ONEPeralta, you may need to connect to Peralta's **Virtual Private Network** (VPN) before you are able to log in to ONEPeralta. Follow the steps below to connect to VPN, then try logging in again.

Turn on VPN using one of two methods:

1. Desktop (recommended method)
 - a. Open > **FortiClient**
 - b. Select > **Remote Access**
 - c. Enter > Peralta email **Username** and **Password**



Log on to ONEPeralta (cont'd)

Turn on VPN (cont'd)

2. Web / Browser

- a. Enter into your browser > <https://access.peralta.edu/>
- b. Enter > Peralta email **Username** and **Password**



Welcome to the
**PERALTA
COLLEGES**

Peralta Web VPN

Access to this portal is restricted to Peralta Community College District employees.
Continue to login **ONLY** if you are an active employee.

2b

Login

Name:

Password:

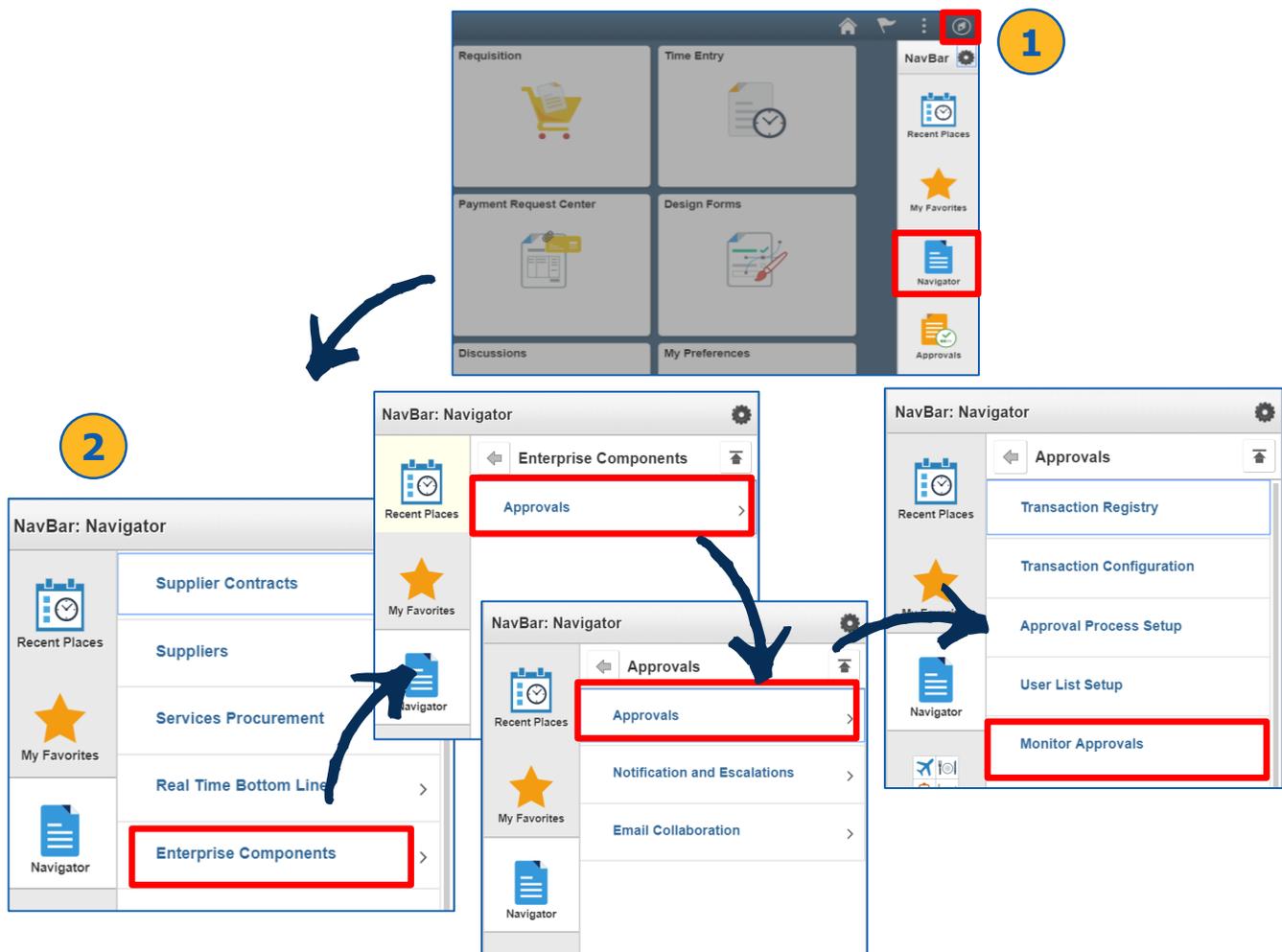
Login

WorkFlow Admin

Reassign Approvals

The **WorkFlow Admin** is able to reassign approvals when the designated approver in the WorkFlow is not available for an extended period of time, such as during vacation.

1. Click > **NavBar** icon > **Navigator**
2. Click > **Enterprise Components** > **Approvals** > **Approvals** > **Monitor Approvals**



WorkFlow Admin

Reassign Approvals (cont'd)

3. Enter > **Search Criteria**
4. Click > **Search**

Monitor Approvals

3

▼ **Search Criteria**

Approval Process	<input type="text"/>	Q	Definition ID	<input type="text"/>	Q
Header Status	<input type="text"/>	▼	Last Modified	<input type="text"/>	📅
Approver	<input type="text"/>	Q			
Approver Status	<input type="text"/>	▼			
Originator	<input type="text"/>	Q			
Requester	<input type="text"/>	Q			

4

Search

▼ **Administrative Actions**

There are no search results to reassign.

WorkFlow Admin

Reassign Approvals (cont'd)

5. Select > Checkbox for **Transactions** for which you would like to reassign approval from the **Search Results**
6. Enter > Existing Approver in **Approver's Oper ID** field
7. Enter > New Approver in **Reassign To** field
8. Enter > **Comments**, including the name of the WorkFlow Admin that made the reassignment
9. Click > **Reassign Selected** to reassign the approval

Administrative Actions

The selected approver does not currently have an alternate approver selected in their user profile. You must manually select an alternate approver to reassign pending.

Approver's Oper ID 6 Allow Auto Approval

Reassign To 7 Allow Self-Approval

Comment 8

9 **Reassign Selected** **Approve Selected** **Deny Selected**

Search Results

Select All Deselect All

Approval Process: KK Journal Approval Process

Business Unit

Journal Date

Filter **Toggle Header and Line**

	Modified	Status	Business Unit	Journal ID	Journal Date
1 <input type="checkbox"/>	2018-05-21	Approved	PCCD1	0000066462	2018-05-21
2 <input style="border: 1px solid red;" type="checkbox"/> 5	2018-05-22	Pending	PCCD1	0000066512	2018-05-22
3 <input type="checkbox"/>	2018-05-21	Approved	PCCD1	0000066470	2018-05-21

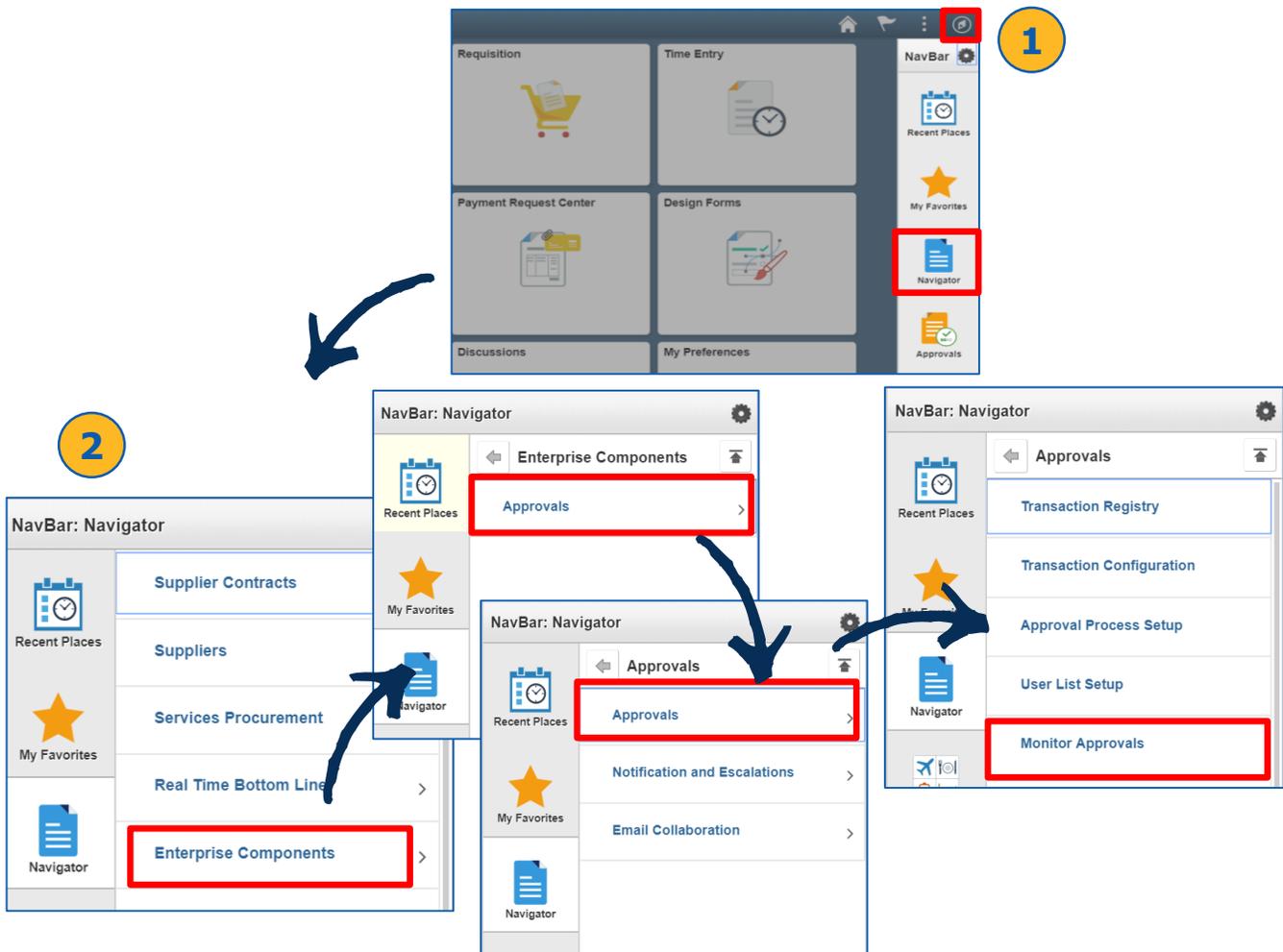
You can select multiple transactions at once, or **Select All**, to apply the reassignment to many transactions

WorkFlow Admin

Administrative Approve/Deny

The **WorkFlow Admin** is also able to directly approve or deny a transaction on behalf of the original approver in urgent situations, such as when approval is required by close of business that same day.

1. Click > **NavBar** icon > **Navigator**
2. Click > **Enterprise Components** > **Approvals** > **Approvals** > **Monitor Approvals**



WorkFlow Admin

Administrative Approve/Deny (cont'd)

3. Enter > **Search Criteria**
4. Click > **Search**

Monitor Approvals

3

▼ **Search Criteria**

Approval Process	<input type="text"/>	Q	Definition ID	<input type="text"/>	Q
Header Status	<input type="text"/>	▼	Last Modified	<input type="text"/>	📅
Approver	<input type="text"/>	Q			
Approver Status	<input type="text"/>	▼			
Originator	<input type="text"/>	Q			
Requester	<input type="text"/>	Q			

4

Search

▼ **Administrative Actions**

There are no search results to reassign.

WorkFlow Admin

Administrative Approve/Deny (cont'd)

- Select > **Transaction** hyperlink that you would like to approve or deny

Administrative Actions

The selected approver does not currently have an alternate approver selected in their user profile. You must manually select an alternate approver to reassign pending tasks.

Approver's Oper ID Allow Auto Approval

Reassign To Allow Self-Approval

Comment

Search Results

Approval Process: KK Journal Approval Process

Business Unit Journal ID

Journal Date

		Modified	Status	Business Unit	Journal ID	Journal Date
1	<input type="checkbox"/>	2018-05-21	Approved	PCCD1	0000066462	2018-05-21
2	<input type="checkbox"/>	2018-05-22	Pending	PCCD1	0000066512	2018-05-22
3	<input type="checkbox"/>	2018-05-21	Approved	PCCD1	0000066470	2018-05-21

5

WorkFlow Admin

Administrative Approve/Deny (cont'd)

6. Select > **Approver** whose transactions are being approved
7. Enter > **Comments** indicating which WorkFlow Admin approved/denied the transaction

Monitor Approvals

Approval Process	KKJournalApproval	Definition ID	BudgetJournalDefault
Business Unit	PCCD1	Journal ID	0000066512
Journal Date	2018-05-22		

Approver	Original Approver 6
Comment	John Doe (WorkFlow Admin) 7

Line Details

	Business Unit	Journal ID	Journal Date	Journal Line Number
1	PCCD1	0000066512	2018-05-22	1
2	PCCD1	0000066512	2018-05-22	2

Reassign Pending Tasks

The selected approver does not currently have an alternate approver selected in their user profile. You must manually select an alternate approver to reassign pending tasks.

Reassign To:

Allow Self-Approval
 Allow Auto Approval

Administrative Approve/Deny

Act on behalf of the approver selected above by selecting the Approve/Deny buttons below. This action will apply to all tasks pending for the approver selected within the context of this transaction.

Budget Journal Approval

Unit PCCD1, ID 0000066512, Date 2018-05-22: Pending

District Budget Transfer Apprv

Pending
 Original Approver
 Budget Transfer DepartmentMgr

→

Not Routed
 Multiple Approvers
 BudgetTransfer DistCampBusnMgr

→

WorkFlow Admin

Administrative Approve/Deny (cont'd)

8. Select > **Approve** to approve the transaction and route the transaction to the next approval in the usual WorkFlow
9. Select > **Deny** to deny the transaction and send it back to the requestor
10. The Approval History will show that the WorkFlow Admin approved the transaction in place of the original approver

Monitor Approvals

Approval Process: KKJournalApproval Definition ID: BudgetJournalDefault
 Business Unit: PCCD1 Journal ID: 0000066512
 Journal Date: 2018-05-22

Approver: Original Approver ▼
 Comment: John Doe (WorkFlow Admin)

Line Details

Business Unit	Journal ID	Journal Date	Journal Line Number
1 PCCD1	0000066512	2018-05-22	1
2 PCCD1	0000066512	2018-05-22	2

Reassign Pending Tasks

The selected approver does not currently have an alternate profile. You must manually select an alternate approver to reassign.

Reassign To:

You may need to scroll down to view the **Administrative Approve/Deny** actions

Administrative Approve/Deny

On behalf of the approver selected above, select the Approve/Deny buttons below. This selection will apply to all tasks pending for the selected within the context of this transaction.

8

9

Budget Journal Approval

Unit PCCD1, ID 0000066512, Date 2018-05-22: Pending

District Budget Transfer Apprv

Pending: Original Approver (Budget Transfer DepartmentMgr) → Not Routed: Multiple Approvers (BudgetTransfer DistCampBusnMgr)