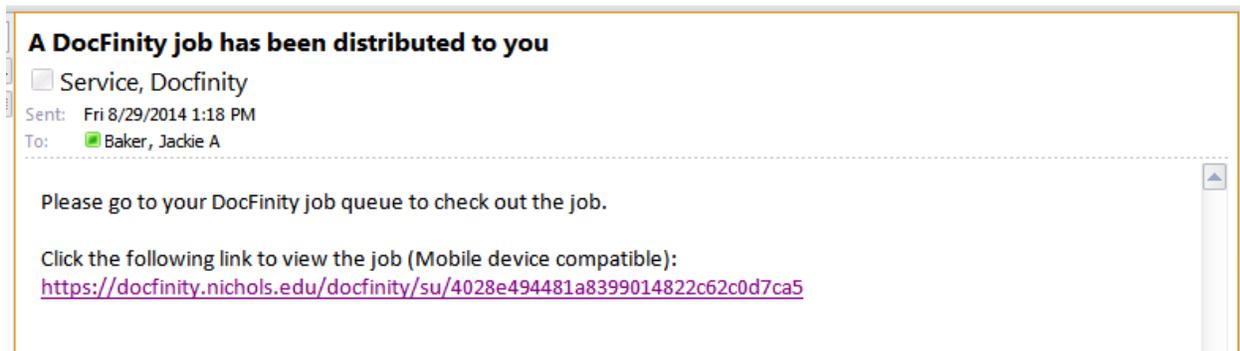
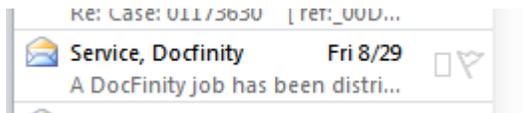


## Check Request Approval

- Use Internet Explorer as your browser for DocFinity
- Turn off your pop-up blockers for DocFinity

You will receive an email notification that you have a job pending.



Click on the link in the email.



Username:

Password:

[Password Reset](#)

Login to Docfinity using your Nichols College username and password.  
Two panels will appear on the Docfinity screen: the Job Views and Jobs.

DocFinity    Workspace    Panels    Business Processes

### Job Views

Name	Jobs
Approved Purchase Requests	0
Common Pending Queue All Groups	0
Common Queue All Groups	0
Monitoring	0
Personal Pending Queue All Groups	0
Personal Queue All Groups	11

**Get Job Queue**

You will only see the queues that you have access to.

### Jobs: Personal Queue All Groups

Work through the tasks for this job. When all required tasks (\*) are complete, the job can be completed; otherwise, return the job if necessary tasks are not done.

Complete	Task description
<input type="checkbox"/>	Search for Supporting Documents
<input type="checkbox"/>	* Do You Approve this Check Request?

**Package Items**  
Any documents, searches, and files associated with the checked-out job.

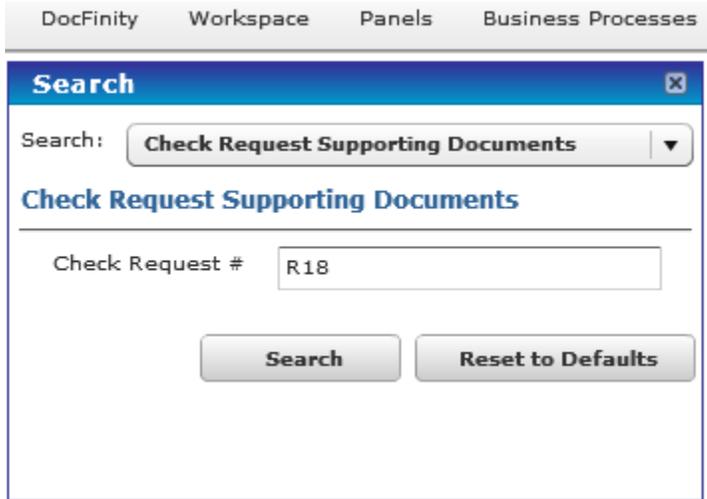
request

**Job Properties**  
Job properties and information.

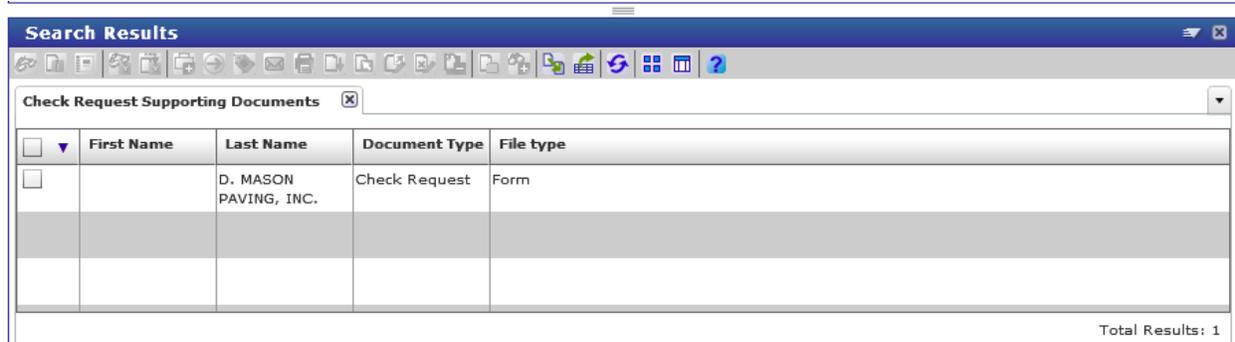
Property	Value
Process Model Name	Check Request
Priority	0
Distribution Date	08-29-2014 1:25:13 PM

This shows the tasks that need to be taken to approve or deny the submitted check request. All tasks that are preceded by an \* must be completed.

If you want to see any supporting documentation or the check request click on the "Search for Supporting Documents".



The Search panel will now appear on the left, click on the Search button.



The Search Results panel will appear at the bottom of the screen.

Double click on the document that you would like to view.

**Forms**

**View Check Request**

## CHECK REQUEST

Check Request Number: R18

Requester Search: baker

Requester: Baker, Jacqueline

Requester ID: 0000387

Invoice #: 23

Invoice Date: 08-29-2014

MAKE CHECK PAYABLE TO:

Vendor Search: mason

Vendor Name: D. MASON PAVING, INC.

Vendor ID: 0089775

Address 1: [Empty]

Address 2: [Empty]

City: [Empty] State: [Empty] Zip: [Empty]

Type of Check Request: Services

Approver: Jackie Baker

Description	GL Account # (#-#-#-#####-#####)	Project Code	Amount
test	1-0-0-621000-63801		1
			0
			0
			0
			0

The Forms panel will appear with the form information displayed.

If the document was supporting documentation, the document previewer panel will display the document.

You must now decide to approve or decline the request.

**Jobs: Personal Queue All Groups**

**Tasks**

Work through the tasks for this job. When all required tasks (\*) are complete, the job can be completed; otherwise, return the job if necessary tasks are not done.

Complete	Task description
<input checked="" type="checkbox"/>	Search for Supporting Documents
<input type="checkbox"/>	* Do You Approve this Check Request?

Double click on the "Do You Approve this Check Request?"

**Approve Check Request?**

\* Decision

- Approved
- Declined

Select Approved or Declined.

If you select Declined, you must enter a reason.

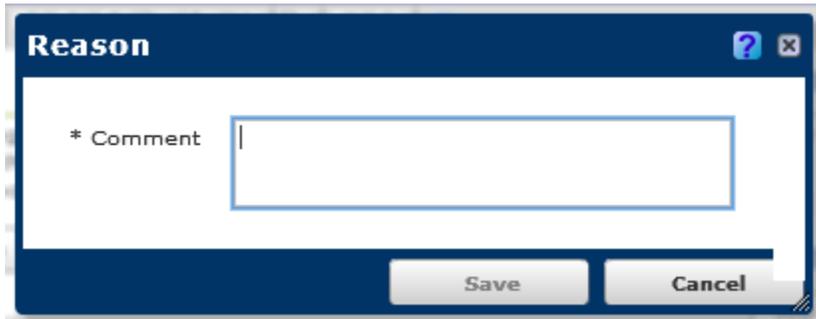
**Jobs: Personal Queue All Groups**

**Tasks**

Work through the tasks for this job. When all required tasks (\*) are complete, the job can be completed; otherwise, return the job if necessary tasks are not done.

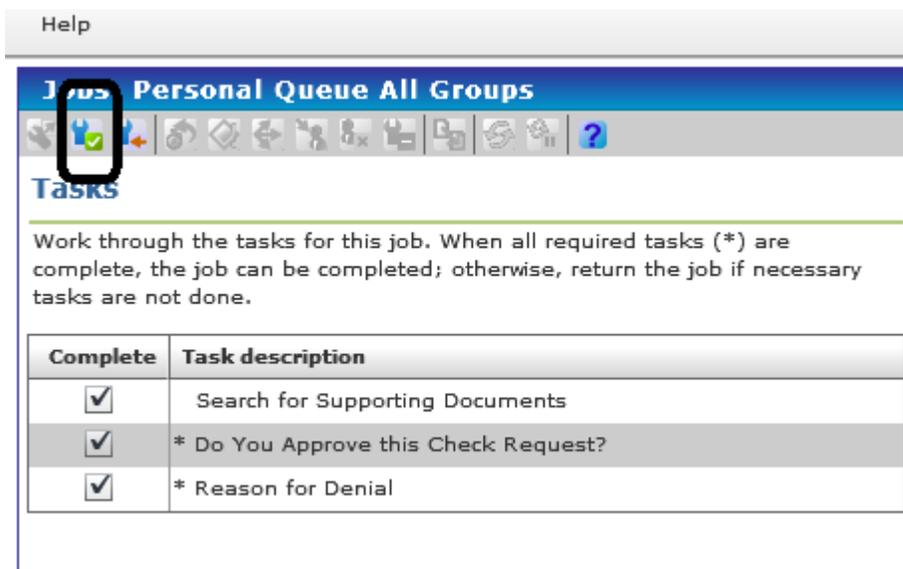
Complete	Task description
<input checked="" type="checkbox"/>	Search for Supporting Documents
<input checked="" type="checkbox"/>	* Do You Approve this Check Request?
<input type="checkbox"/>	* Reason for Denial

Double Click on "Reason for Denial"



A screenshot of a dialog box titled "Reason". It features a text input field with a vertical cursor and the label "\* Comment". At the bottom, there are two buttons: "Save" and "Cancel".

Click Save



A screenshot of a software interface. At the top, there is a "Help" button. Below it is a blue header bar with the text "Jobs Personal Queue All Groups". Underneath the header is a toolbar containing several icons; the first icon, representing a complete job, is circled in black. Below the toolbar is a section titled "Tasks" with a green underline. The text below reads: "Work through the tasks for this job. When all required tasks (\*) are complete, the job can be completed; otherwise, return the job if necessary tasks are not done." Below this text is a table with two columns: "Complete" and "Task description".

Complete	Task description
<input checked="" type="checkbox"/>	Search for Supporting Documents
<input checked="" type="checkbox"/>	* Do You Approve this Check Request?
<input checked="" type="checkbox"/>	* Reason for Denial

Click on the Complete Job icon to remove the job from your queue.

You can complete any other jobs that may be pending in your queue.

Once you have completed all of your jobs, you can refresh your jobs queue by clicking on the first icon in the toolbar all the way to the left.

**Job Views**  

Name 	Jobs
Invoices Pending Approval	0
Pending Check Requests	0
Pending Purchase Requests	0
Pending Travel Reimbursement Requests	0

[Get Job Queue](#)