

**From:** [sceis-ast@sceis.sc.gov](mailto:sceis-ast@sceis.sc.gov)

**To:** AST Leads, Agency Training Coordinators, Finance Directors, MM Directors, SCEIS Weekly Update Recipients, RUG Meeting Attendees

**CC:** SCEIS Team, SCEIS Service Desk

**Subject:** SRM Update: User Information in Approval Process Overview tab

**Date:** Monday, December 15, 2014

Good Afternoon SCEIS Users:

The SCEIS Materials Management Team wishes to inform you of an SAP update which was applied to SRM over the weekend.

As a result of this update, users will see a change to the information that displays in the "Processor" field in the Approval Process Overview tab of the Shopping Cart. The User ID now appears in the Processor field instead of the user's name. Users still have access to view the approver's name and contact information by following the steps outlined below.

1. Open the Approval Process Overview tab for the Shopping Cart
2. Click on the Approver's User ID which is displayed in the Processor field.

Current Status:   
Current Process Step:   
Currently Processed By:   
Follow Up:  Work Item to Requester at Process End

Header | Item

Header Approval Status

Sequence	Process Step	Status	Processor
001	Approval step 000000	Open (No Decision Made)	WDIXON

User Details for Workflow Agent								
Agent Details								
Name	Department	Building	Telephone No.	Extension	E-Mail Address	Possible Substitutes	Agent ID	
Wanda DIXON			803-734-8022	48022	Wanda.Dixon@sceis.sc.gov		WDIXON	

If you have any questions about this message, contact the SCEIS Help Desk at (803) 896-0001 (Select option 1 for SCEIS Help) or by email at [SCEISHelpDesk@sceis.sc.gov](mailto:SCEISHelpDesk@sceis.sc.gov).

Thank you,  
The SCEIS Team