

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 Work Overview Tab for Shopping Cart Approver

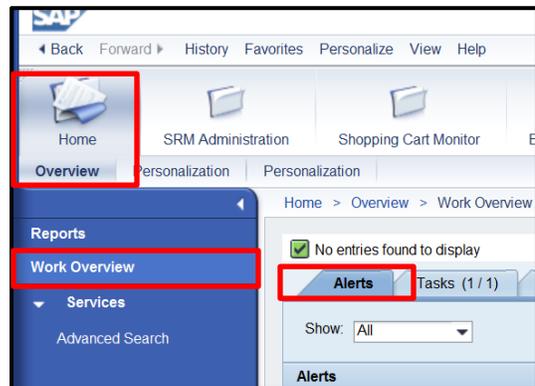
Date: Wednesday, December 17, 2014

Good Afternoon SCEIS Users:

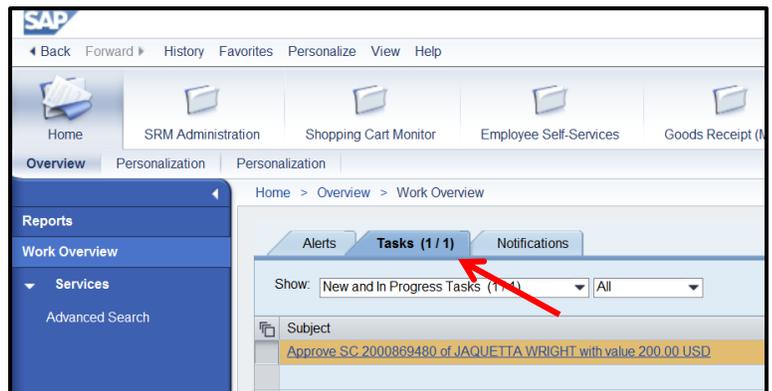
The SCEIS Materials Management Team wishes to inform you of an SAP update which was applied to SRM over the weekend.

As a result of this update, users will see a change to the default tab that displays in Work Overview for Shopping Cart Approvers. The system now defaults to the "Alerts" tab. Shopping Cart Approvers should click on the "Tasks" tab to display a listing of all Shopping Carts that are currently Awaiting Approval. The following screen shots illustrate this change.

1. From the Home folder a Shopping Cart Approver can see the Work Overview option in the left navigation area.
2. The Work Overview content area to the right will now default to the Alerts tab.



3. Shopping Cart Approvers will select the "Tasks" tab to display a listing of all Shopping Carts that are currently Awaiting Approval.



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.

Thank you,
The SCEIS Team