WorkFlow Admin

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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.

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**

Log on to ONEPeralta (cont'd)

Turn on VPN

If you are having trouble logging into to 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**
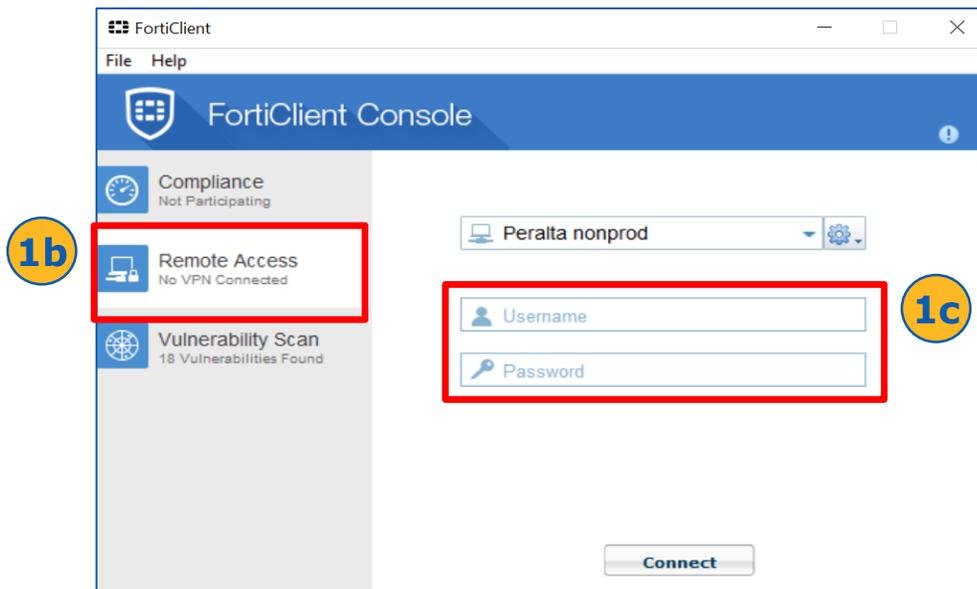
Log on to ONEPeralta (cont'd)

Turn on VPN (cont'd)

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

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**
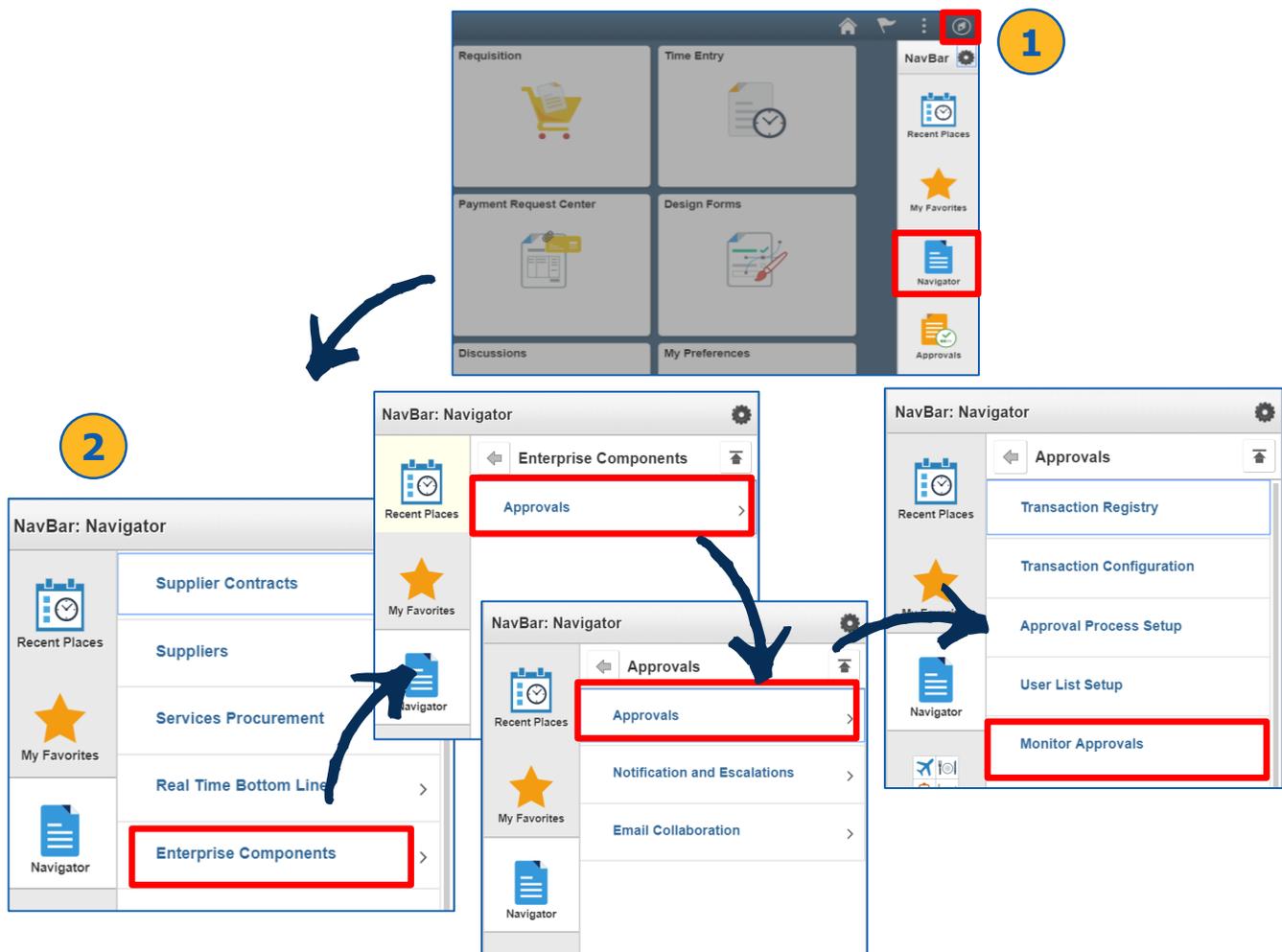
WorkFlow Admin
Reassign Approvals (cont'd)

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

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

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**
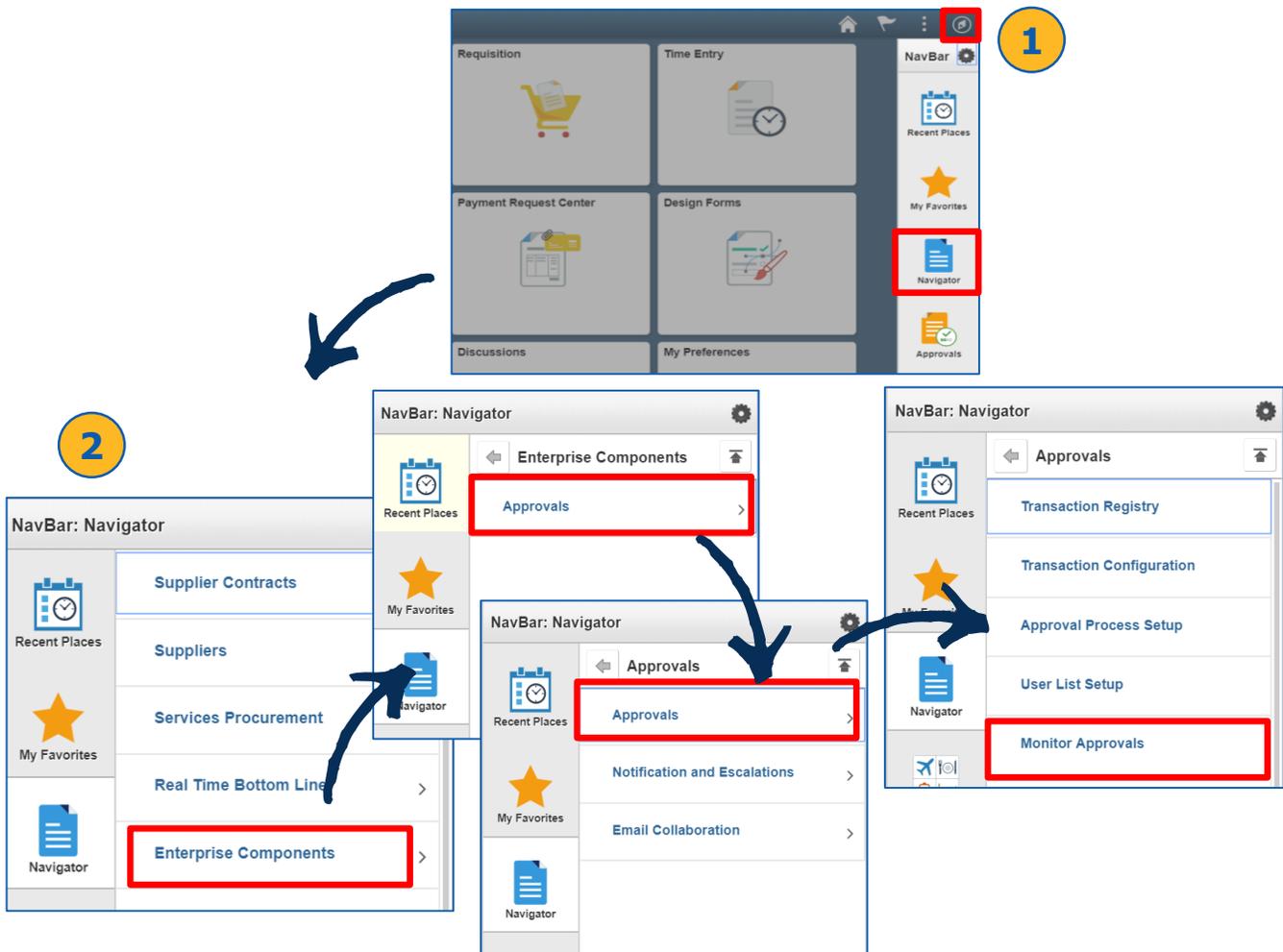
WorkFlow Admin
Administrative Approve/Deny (cont'd)

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

WorkFlow Admin
Administrative Approve/Deny (cont'd)

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

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

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 r...

Reassign To: 🔍

Reassign

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

Administrative Approve/Deny

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

8 Approve   **9** Deny   Pushback   Restart

Budget Journal Approval

▼ Unit PCCD1, ID 0000066512, Date 2018-05-22: Pending ➕ Start New Path
District Budget Transfer Apprv

Pending		Not Routed	
Original Approver 🕐 Budget Transfer DepartmentMgr	➕→	Multiple Approvers BudgetTransfer DistCampBusnMgr	➕