



APPLICANT TRAINING PROFILE (ATRP)

ADVANTAGE Desktop - 0A134

File Edit Display Process Window Help

Applicant Training Profile

Name: NASH, DEANNE

Applicant ID: R03 - 04 - 10001

	Course	Start Date	End Date	School	Course Grade	Comments
1	PHYSI	10 01 89	02 01 90	POSTSC	PASS	
2						
3						
4						

Navigator

END OF SCAN Messages | Tran ID: 2:12 PM 05/31/00



NOTES



APPLICANT TRAINING PROFILE (ATRP)

Any prior training that is related to an applicant's job application can be recorded through completion of an Applicant Training Profile (ATRP) transaction. The information captured includes the types of courses the applicant has completed, where courses were taken, and the resulting grade. Completion of this window is defined by agency policy; it is not required by the SAM II/HR Payroll System.

Let's assume our applicant also completed a physics course at a professional training school.

Step 1 To open the ATRP from the SAM II Desktop Navigator window click on the Go To icon. Type ATRP in the Code field. Click on the OPEN button.

Step 2 Populate the following required field on the ATRP window..

NAME – Display Only. Displays the applicant's full name (last name, first name, and middle initial).

APPLICANT ID - Required. Enter the applicant's identification number. Valid values are located on the Applicant Name Inquiry (QANM) window. Enter the applicant ID that is used in the Job Application (JOBA). **SEE STUDENT CARD**

Select **Display: Browse Data**.

Step 3 Populate the remaining fields on the ATRP.

COURSE - Required. Enter the code of the course the applicant has completed. Valid values are located on the Course (CRSE) window. Type **PHYSI**

START DATE - Required. Enter the date (*mm/dd/yy*) the applicant started attending the course. Type **100189**

END DATE – Optional. Enter the date (*mm/dd/yy*) the applicant completed the course. The default is **99/99/99**. Type **020190**

SCHOOL - Required. Enter the code for the institution/school. Valid values are located on the School (SCHL) window. Type **POSTSC**

COURSE GRADE - Required. Enter the grade the applicant received in this course. Valid values are located on the Course Grade (CGRD) window. Type **PASS**

COMMENTS - Optional. Enter any additional comments.



APPROVING AN APPLICANT TRAINING PROFILE (ATRP)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Applicant Training Profile

Name: NASH, DEANNE

Applicant ID: R03 - 04 - 10001

	Course	Start Date	End Date	School	Course Grade	Comments
1	PHYSI	10 01 89	02 01 90	POSTSC	PASS	
2						
3						
4						

Navigator

1 of 6: APPROVAL 1 APPLIED Messages | Tran ID:000531000056 2:12 PM 05/31/00



NOTES



APPROVING AN APPLICANT TRAINING PROFILE (ATRP)

You have completed entering the field information for the ATRP. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The ATRP requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the ATRP.

Step 1 Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve**.

Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3 Select **Process: Approve-Update**.

Step 4 Close the transaction.



APPLICANT PRIOR WORK HISTORY (AWRK)

Applicant Prior Work History

Name:

Applicant ID:

Work Type: From: To:

Salary: Basis: Title:

Employer Information

Employer:

Address:

City: State:

Zip Code: Country:

Phone: Ext:

Supervisor:

Description of Duties



NOTES



APPLICANT PRIOR WORK HISTORY (AWRK)

Any work history the applicant may have is recorded through completion of the Applicant Prior Work History (AWRK) transaction. The information captured includes the types of work experience, the applicant's current employer, and the length of employment. Completion of this window is defined by agency policy; it is not required by the SAM II/HR Payroll System.

Step 1 To open the AWRK from the SAM II Desktop Navigator window click on the Go To icon. Type AWRK in the Code field. Click on the OPEN button.

Step 2 Populate the following fields on the ATRP window to narrow your search.

NAME – Display Only. Displays the applicant's full name (last name, first name, and middle initial).

APPLICANT ID - Required. Enter the applicant's identification number. Valid values are located on the Applicant Name Inquiry (QANM) window. Enter the applicant ID that is used in the Job Application (JOBA). **SEE STUDENT CARD**

Select **Display: Browse Data**.

Step 3 Continue to populate the remaining fields on the AWRK.

WORK TYPE - Required. Enter the code for the type of work that the applicant performed. Valid values are located on the Work Type (WKTP) window. Type **PROF**

FROM - Required. Enter the date (*mm/dd/yy*) that the applicant first held the position. Type **020190**

TO – Optional. Enter the last date (*mm/dd/yy*) that the applicant held the position. The default is 99/99/99.

SALARY - Optional. Enter the amount of salary the applicant was paid for the specified job.

BASIS – Conditional. If “Salary” is entered, select a value to indicate the applicant's salary basis for the specified job. Valid values are Annual, Contract, Daily, Hourly, Pay Period, Monthly and None. The default is None.

TITLE - Optional. Enter the applicant's job title for the specified job.



APPLICANT PRIOR HISTORY (AWRK)

Applicant Prior Work History

Name: DREW, CHARLES

Applicant ID: R03 - 03 - 10001

Work Type: PROF From: 02 / 01 / 90 To: / /

Salary: Basis: None Title:

Employer Information

Employer: MIDWEST SURVEYORS

Address: 1818 MADISON ST

City: JEFFERSON CITY State: MO

Zip Code: 65101 - Country:

Phone: () - Ext:

Supervisor:

Description of Duties:



NOTES



APPLICANT PRIOR WORK HISTORY (AWRK)

Step 4 Continue to populate the fields on the AWRK.

Employer Information

EMPLOYER - Optional. Enter the name of the person or company that employed the applicant in the specified job. Type **MIDWEST SURVEYORS**

ADDRESS - Optional. Enter the address of the person or company that employed the applicant in the specified job. Use the second line to continue the address if additional space is needed. Type **1818 MADISON ST**

CITY - Optional. Enter the employer's city. Type **JEFFERSON CITY**

STATE - Optional. Enter the code for the employer's state. Valid values are located on the State (ST) window. Type **MO**

ZIP CODE - Optional. Enter the prior employer's zip code. Type **65101**

COUNTRY – Conditional. Enter the country code for the employer. Valid values are located on the Country (CTRY) window. The default is USA.

PHONE - Optional. Enter the employer's telephone number (area code and number), if applicable.

EXTENSION - Optional. Enter the extension of the telephone number.

SUPERVISOR - Optional. Enter the name of the applicant's supervisor for the specified job.

Description of Duties

DESCRIPTION OF DUTIES - Optional. Enter any additional information about the specified job.

APPROVING AN APPLICANT PRIOR WORK HISTORY (AWRK)

A screenshot of the 'ADVANTAGE Desktop - OA86' software interface. The main window is titled 'Applicant Prior Work History' and contains the following information:
Name: DREW, CHARLES
Applicant ID: R03 - 03 - 10001
Work Type: PROF
From: 02 / 01 / 90
To: 99 / 99 / 99
Salary: [Empty field]
Basis: None
Title: [Empty field]
Employer Information:
Employer: MIDWEST SURVEYORS
Address: 1818 MADISON ST
City: JEFFERSON CITY
State: MO
Zip Code: 65101
Country: USA
Phone: () - Ext [Empty field]
Supervisor: [Empty field]
Description of Duties: [Empty text area]
At the bottom of the window, a yellow status bar displays: '1 of 6: APPROVAL 1 APPLIED'. The system tray shows 'Messages', 'Tran ID: 000501000012', '11:16 AM', and '05/01/00'. A menu is open on the left side of the window, listing actions like 'Update', 'Delete', 'Hold', 'Approve', and 'Undo' with their respective keyboard shortcuts.

NOTES



APPROVING AN APPLICANT PRIOR WORK HISTORY (AWRK)

You have completed entering the field information for the AWRK. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The AWRK requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the AWRK.

Step 1 Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve**.

Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3 Select **Process: Approve-Update**.

Step 4 Close the transaction.



APPLICANT SCHEDULED ACTIVITIES (APSA)

Applicant Scheduled Activities

Name:

Applicant ID: R03 - 03 - 1001

Job Notice ID: RAT03W1007

	Activity	Scheduled Date	Actual Date	Result	Comments
1	INTVW	06 05 00	<input type="text"/>		
2					
3					
4					
5					



NOTES



APPLICANT SCHEDULED ACTIVITIES (APSA)

The Applicant Scheduled Activities (APSA) transaction is used to record additional activities needed to process an application. For example, an applicant may need to take an exam, complete an interview, or provide additional information. Completion of this window is defined by agency policy; it is not required by the SAM II HR/Payroll System.

You've decided to schedule an interview with the applicant.

Step 1 To open the APSA from the SAM II Desktop Navigator window click on the Go To icon. Type APSA in the Code field. Click on the OPEN button..

Step 2 Complete the following required fields to access the applicant.

NAME – Display Only. Displays the applicant's full name (last name, first name, and middle initial).

APPLICANT ID - Required. Enter the applicant's identification number. Valid values are located on the Applicant Name Inquiry (QANM) window. Enter the applicant ID that is used in the Job Application (JOBA). **SEE STUDENT CARD**

JOB NOTICE ID - Required. Enter the Job Notice identification number for which the applicant is a candidate. Type **RAT04W1001**

Select **Display: Browse Data**.

Step 3 Continue to populate the remaining fields on the APSA.

ACTIVITY - Required. Enter the activity code. Valid values are located on the Applicant Tracking Activity (ATVY) window. Type **INTVW**

SCHEDULED DATE - Optional. Enter the date (*mm/dd/yy*) the activity is scheduled to occur. Type **ONE MONTH FROM TODAY**

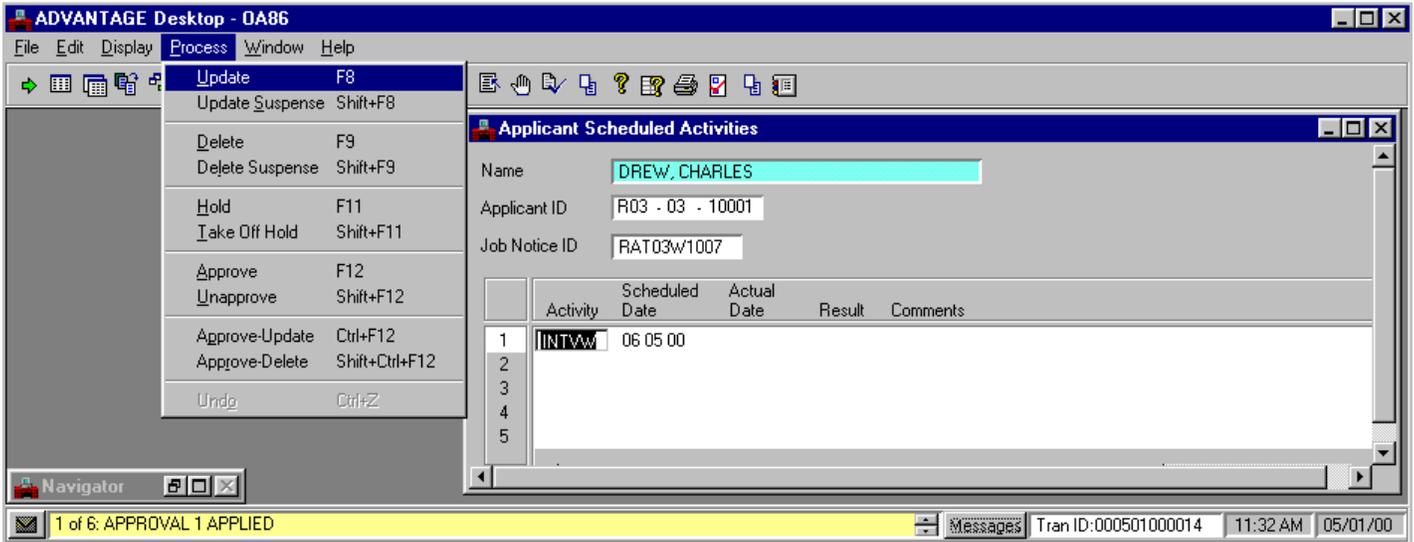
ACTUAL DATE - Optional. Enter the date (*mm/dd/yy*) the activity actually occurred.

RESULT - Optional. Enter the activity result code. Valid values are located on the Activity Result (RSLT) window.

COMMENTS - Optional. Enter any additional information.



APPROVING AN APPLICANT SCHEDULED ACTIVITIES (APSA)



The screenshot shows the 'ADVANTAGE Desktop - OA86' application window. The 'Process' menu is open, displaying various actions and their keyboard shortcuts. The 'Applicant Scheduled Activities' window is active, showing details for 'DREW, CHARLES' with Applicant ID 'R03 - 03 - 10001' and Job Notice ID 'RAT03w1007'. Below this, a table lists scheduled activities.

	Activity	Scheduled Date	Actual Date	Result	Comments
1	INTVW	06 05 00			
2					
3					
4					
5					

At the bottom of the application window, a status bar displays '1 of 6: APPROVAL 1 APPLIED', 'Messages', 'Tran ID:000501000014', '11:32 AM', and '05/01/00'.



NOTES



APPROVING AN APPLICANT SCHEDULED ACTIVITIES (APSA)

You have completed entering the field information for the APSA. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The APSA requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the APSA.

Step 1 Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve**.

Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3 Select **Process: Approve-Update**.

Step 4 Close the transaction.

APPLICANT USER DEFINED WINDOW (AUS1)



Applicant User Defined Window

APPLICANT USER DEFINED

Name: DREW, CHARLES

Applicant ID: R03 - 03 - 10001 Job Notice ID:

Effective Date: 05 / 01 / 00 Expiration Date: / /

AUS1 FIELD 1 (30AN)	<input type="text"/>
AUS1 FIELD 2 (30AN)	<input type="text"/>
AUS1 FIELD 3 (30AN)	<input type="text"/>
AUS1 FIELD 4 (30AN)	<input type="text"/>
AUS1 FIELD 5 (30AN)	<input type="text"/>
AUS1 FIELD 6 (30AN)	<input type="text"/>
AUS1 FIELD 7 (30AN)	<input type="text"/>
AUS1 FIELD 8 (30AN)	<input type="text"/>
AUS1 FIELD 9 (30AN)	<input type="text"/>
AUS1 FIELD 10 (30AN)	<input type="text"/>
AUS1 FIELD 11 (30AN)	<input type="text"/>
AUS1 FIELD 12 (30AN)	<input type="text"/>



NOTES



APPLICANT USER DEFINED WINDOW (AUS1)

The Applicant User Defined Window (AUS1) is used to enter applicant data into a user defined window. The fields on this window are defined on the Applicant User Defined Fields (AUDF) window, which is maintained by the Office of Administration. The AUS1 window can be used to enter applicant-specific or application-specific information depending on how the AUDF window is set up.

Step 1 To open the AUS1 from the SAM II Desktop Navigator window click on the Go To icon. Type AUS1 in the Code field. Click on the OPEN button.

Step 2 Populate the following required field to narrow your search on the AUS1 window.

NAME - Display only. The applicant's full name (last name, first name, and middle initial) is displayed.

APPLICANT ID - Required. Enter the applicant identification number.
SEE STUDENT CARD

Select **Display: Browse Data**.

Step 3 Let's continue to view/populate the remaining fields.

JOB NOTICE ID - Conditional. Required if the Applicant/Job Notice ID on the Applicant User Defined Fields (AUDF) window is Both(J). Enter the job notice identification number relating to the applicant's application.

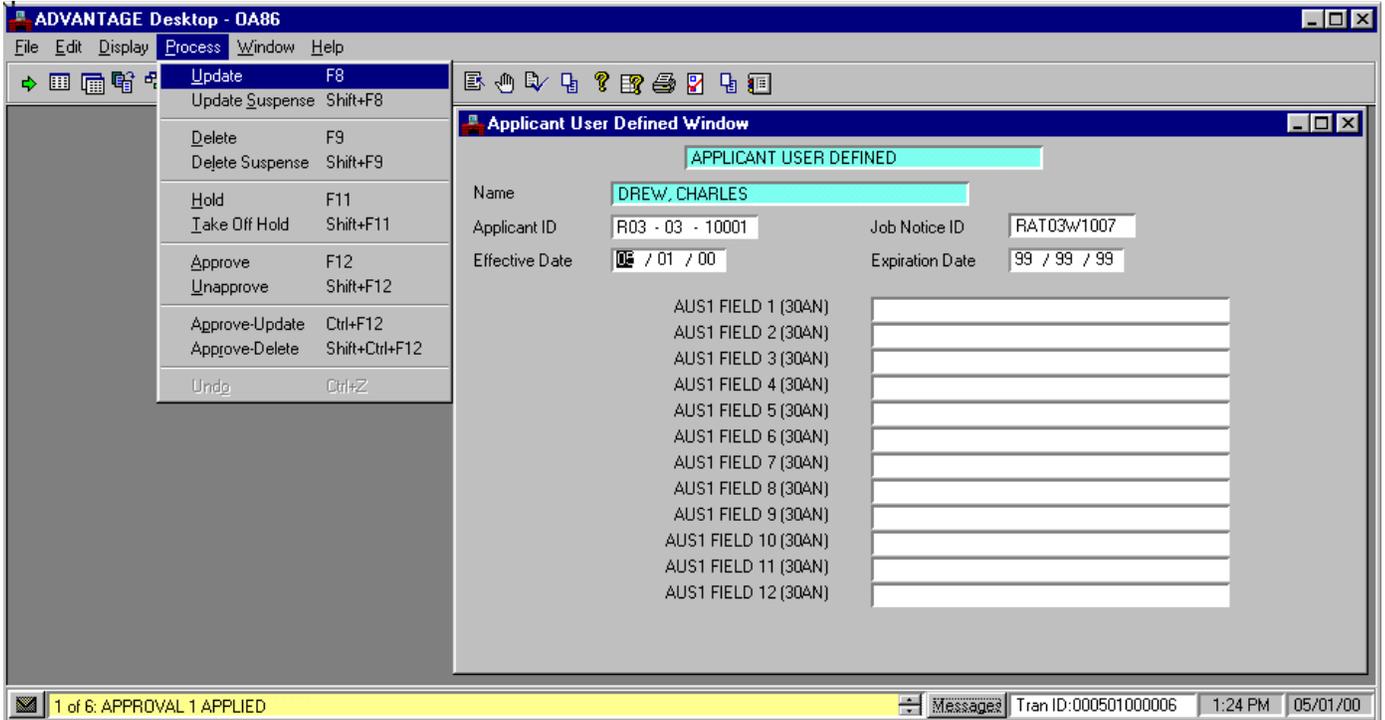
EFFECTIVE DATE - Required. Enter the date on which the information on this window takes effect.

EXPIRATION DATE - Default is 99/99/99. Enter the last date the information is in effect.

USER DEFINED FIELDS - Conditional. Required if flagged as required on the Applicant User Defined Fields (AUDF) window. Enter the value that is appropriate for the corresponding field label. Reference tables are available for valid values of certain fields. In addition, if the field requires a date entry, you must enter a space between the month, date, and year. Use the format mm dd yy and mm dd cyy). See the Applicant User Defined Fields (AUDF) window for the applicable reference table for this field.



APPROVING AN APPLICANT USER DEFINED WINDOW (AUS1)



The screenshot shows the 'ADVANTAGE Desktop - OA86' application window. The 'Process' menu is open, displaying the following options:

- Update F8
- Update Suspense Shift+F8
- Delete F9
- Delete Suspense Shift+F9
- Hold F11
- Take Off Hold Shift+F11
- Approve F12
- Unapprove Shift+F12
- Approve-Update Ctrl+F12
- Approve-Delete Shift+Ctrl+F12
- Undo Ctrl+Z

The 'Applicant User Defined Window' is open, showing the following details:

- Name: DREW, CHARLES
- Applicant ID: R03 - 03 - 10001
- Job Notice ID: RAT03W1007
- Effective Date: 05 / 01 / 00
- Expiration Date: 99 / 99 / 99

Below these details is a list of 12 fields, each labeled 'AUS1 FIELD X (30AN)', with corresponding empty input boxes to their right.

The status bar at the bottom of the window displays: 1 of 6: APPROVAL 1 APPLIED | Messages | Tran ID:000501000006 | 1:24 PM | 05/01/00



NOTES



APPROVING AN APPLICANT USER DEFINED WINDOW (AUS1)

You have completed entering the field information for the AUS1. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The AUS1 requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the AUS1.

Step 1 Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve**.

Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3 Select **Process: Approve-Update**.

Step 4 Close the transaction.



APPLICANT ID CHANGE

Applicants by Name						
	Applicant Name	Applicant ID	Job Notice ID	Status	Status Date	
1	DREW, CHARLES	R03 03 10001	RAT03W1007	AC	05 01 00	
2	DREW, DAVID J	030 32 0004	QAT02E2004	AC	04 21 00	
3	DREW, DAVID S	030 32 0001	QAT02E2001	AC	04 21 00	
4	DREW, DON	030 32 0002	QAT02E2002	AC	04 21 00	
5	DREW, TONY	030 32 0005	QAT92E2005	AC	04 21 00	
6	FIVE, STUDENT L	031 32 0005	RAT02W1005	AC	04 21 00	
7	FOUR, STUDENT D	031 32 0004	RAT02W1004	AC	04 21 00	
8	JASPER, KENNETH	030 61 0005	R123456789	AC	04 25 00	
9	JONES, CASSIE	030 61 0002	R123456789	AC	04 20 00	
10	JOPLIN, JANIS	030 61 0004	R123456789	AC	04 22 00	
11	MAY, LINDA	030 62 0004	R123456780	AC	04 22 00	
12	MOORE, KEVIN	030 62 0005	R123456780	AC	04 25 00	
13	NEELY, TERESA	030 61 0003	R123456789	AC	04 20 00	
14	NEELY, TERESA	030 62 0003	R123456780	AC	04 20 00	
15	ONE, STUDENT E	031 32 0001	RAT02W1001	AC	04 21 00	

Applicant ID Change	
Name	DREW, CHARLES
Current Applicant ID	R03 - 03 - 10001
New Applicant ID	R03 - 03 - 10001



NOTES



APPLICANT ID CHANGE (AIDC)

The Job Application (JOBA) transaction, which records basic information on a new applicant, must be completed, approved and accepted by the system before the Applicant ID can be changed.

The Applicant ID is established initially on the Job Application (JOBA) window. This suffices until an applicant ID change becomes necessary. The transaction required to change the applicant ID is the Applicant ID Change (AIDC) window. This window has only two fields that must be completed. It is one of the simplest windows in the SAM II HR/Payroll System.

To change an applicant's ID, you will need to obtain the current record for that applicant. To this point, you probably have located an applicant in the SAM II HR/Payroll System by using the Applicant ID on the JOBA to bring up information. There will be times when you do not readily have access to the Applicant ID of the applicant you need to work with. When that occurs, you will find it convenient to use the Applicant By Name (QANM) inquiry to find the applicant by searching by name. The following steps will describe the procedure:

- From the Go To window, type in "QANM" and press enter. The applicants will be listed by name.
- Find the applicant for whom you want to change the ID on the QANM window. You might need to use **Display: More Data** to find your choice.
- With that applicant highlighted on the QANM window, select the **Go To** window again and type the code name of the window for which you want to see or enter information for this particular applicant. In this case, the window you want to open is the AIDC.
- Click the Go To window's "Open With Data" button to open the Applicant ID Change (AIDC) window. Any information associated with the applicant will infer. In this case, the name and ID of the applicant will be brought forward to the AIDC. The New Applicant ID field holds the same information as the Current Applicant ID.

With the applicant's data displayed in the window, you may now make changes.

APPLICANT ID CHANGE (AIDC)



ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Applicant ID Change

Name	NASH, DEANNE
Current Applicant ID	R03 - 04 - 10001
New Applicant ID	R03 - 09 - 10001

Navigator

END OF SCAN Messages | Tran ID: 2:17 PM 05/31/00



NOTES



APPLICANT ID CHANGE (AIDC)

Step 1 To open the AIDC from the SAM II Desktop Navigator window click on the Go To icon. Type AIDC in the Code field. Click on the OPEN button.

Step 2 Complete the following field to access the applicant.

NAME – Display Only. The applicant's full name (last name, first name, and middle initial) is displayed.

CURRENT APPLICANT ID – Required. Enter the applicant's existing applicant identification number. **SEE STUDENT CARD**

Select **Display: Browse Data**.

Step 3 Complete the remaining field.

NEW APPLICANT ID – Required. Enter the applicant's new or changed applicant identification number. **SEE STUDENT CARD**



APPROVING AN APPLICANT ID CHANGE (AIDC)

A screenshot of a desktop application window titled "ADVANTAGE Desktop - DA134". The window has a menu bar with "File", "Edit", "Display", "Process", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area contains a smaller window titled "Applicant ID Change" with the following fields:

Name	NASH, DEANNE
Current Applicant ID	R03 - 04 - 10001
New Applicant ID	R03 - 09 - 10001

At the bottom of the desktop environment, there is a "Navigator" window and a status bar showing "1 of 6: APPROVAL 1 APPLIED", "Messages", "Tran ID:000531000004", "2:17 PM", and "05/31/00".

NOTES

APPROVING AN APPLICANT ID CHANGE (AIDC)



You have completed entering the field information for the AIDC. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The AIDC requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the AIDC.

Step 1 Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve**.

Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3 Select **Process: Approve-Update**.

Step 4 Close the transaction.