Approve an Item Revision

Step–by–Step directions on approving an ItemRevision in Teamcenter.

My Worklist → Tasks to Perform → Viewer Tab → Select → Approve/Reject

You will be notified via e-mail when you have work to do in Teamcenter.

Search Trash (Ctrl+E) | Current Folder

All Unread By Date Newest

Today

dmitchel@fnal.gov
Please review the following job : ED0003390--... 7:27 AM
Overview:

Reply Reply All Forward

dmitchel@fnal.gov Donald V Mitchell 7:29 AM

Please review the following job : ED0003390--;1-ENGINEERING TEST DOCUMENT (Approvers perform-signoffs)

Overview:

Current Task:	Approvers perform-signoffs(Approvers Review)
Process Name:	ED0003390--;1-ENGINEERING TEST DOCUMENT
Due Date:	None
Comments:	(none)
Instructions:	Signoff team perform their signoffs. 1. Review the targets 2. Sign off Approve to Release 3. Sign off Rejet to rework

Target:

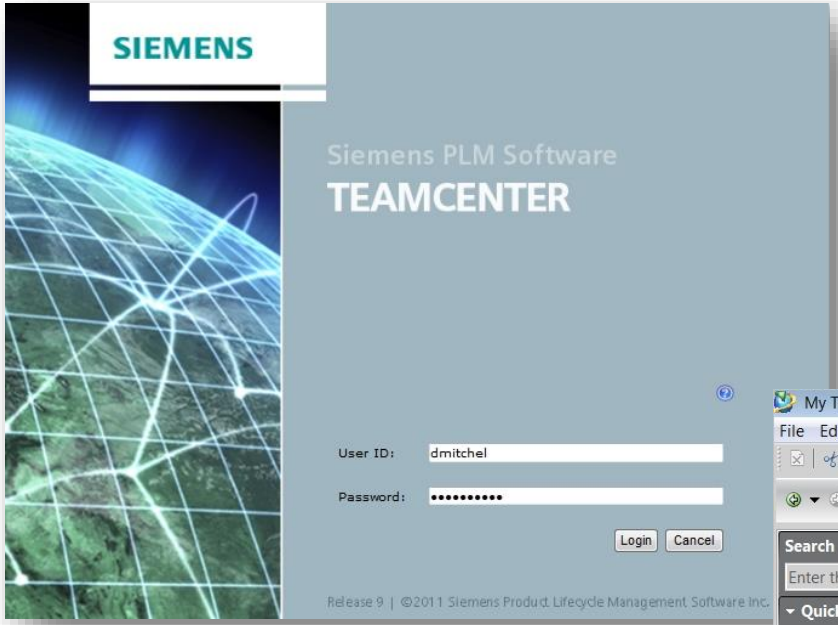
Name	Type
ENGINEERING TEST DOCUMENT	Fnl4_EngrDocRevision
ED0003390---SPEC.docx	MSWordX
ED0003390---TEST	MSExcelX

Reference:

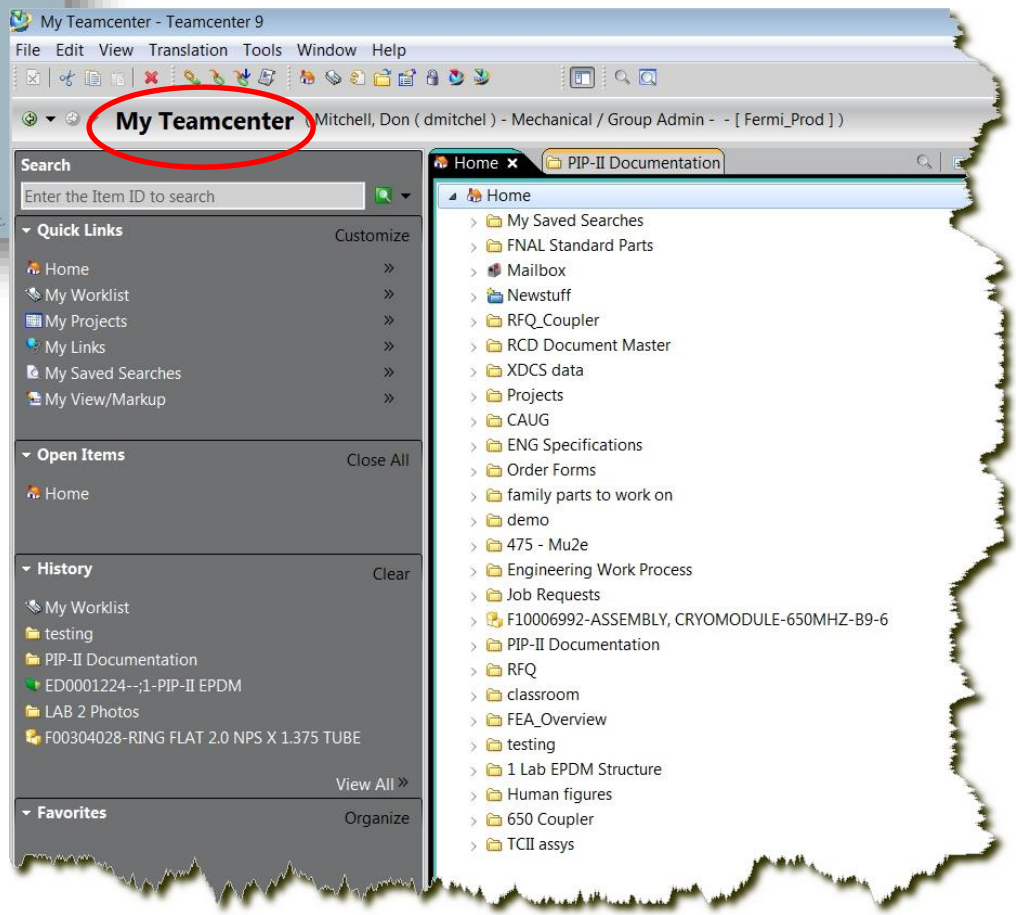
Name	Type

This email was sent from Teamcenter.

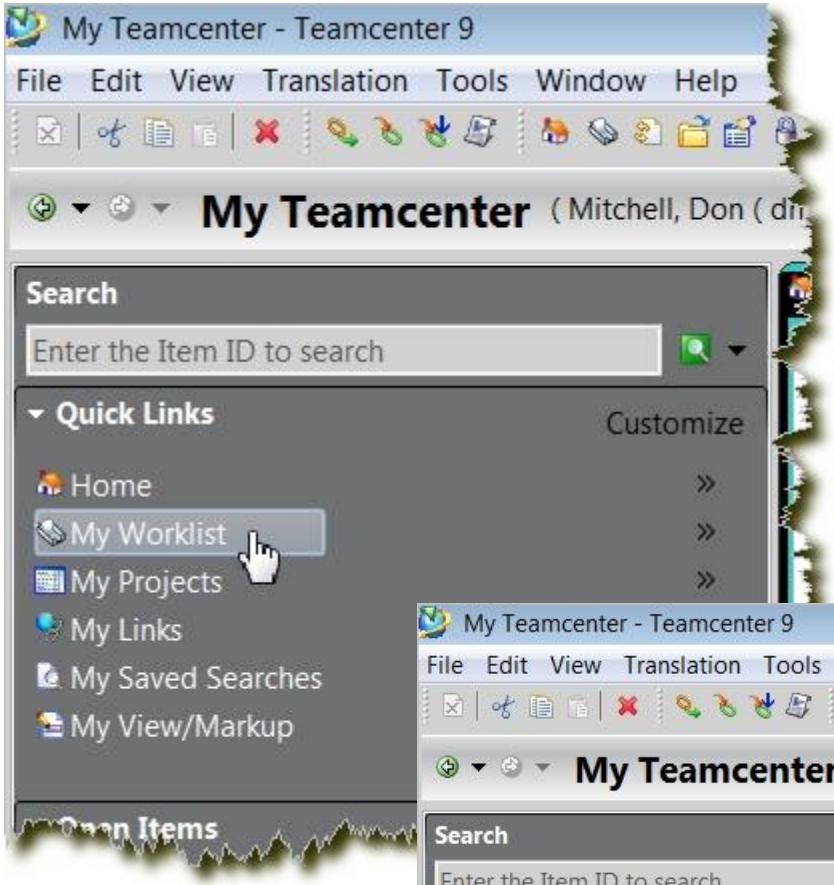
This is an example of the notification you will receive.



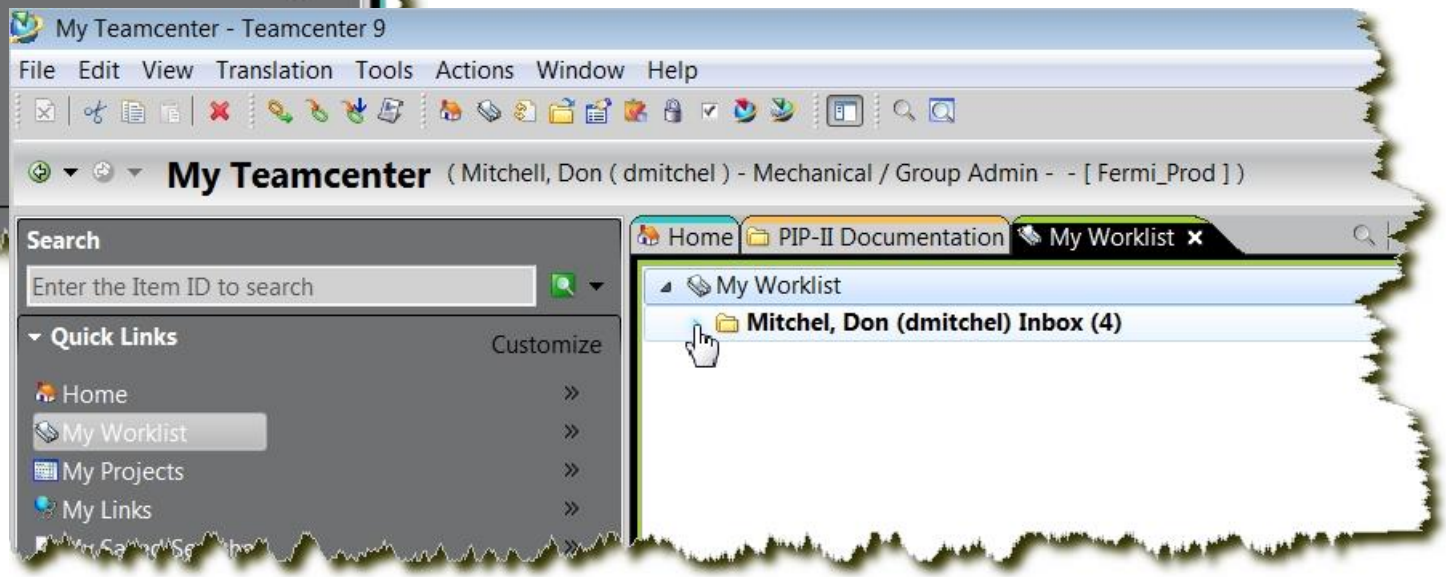
When you have work to perform, log in to Teamcenter.



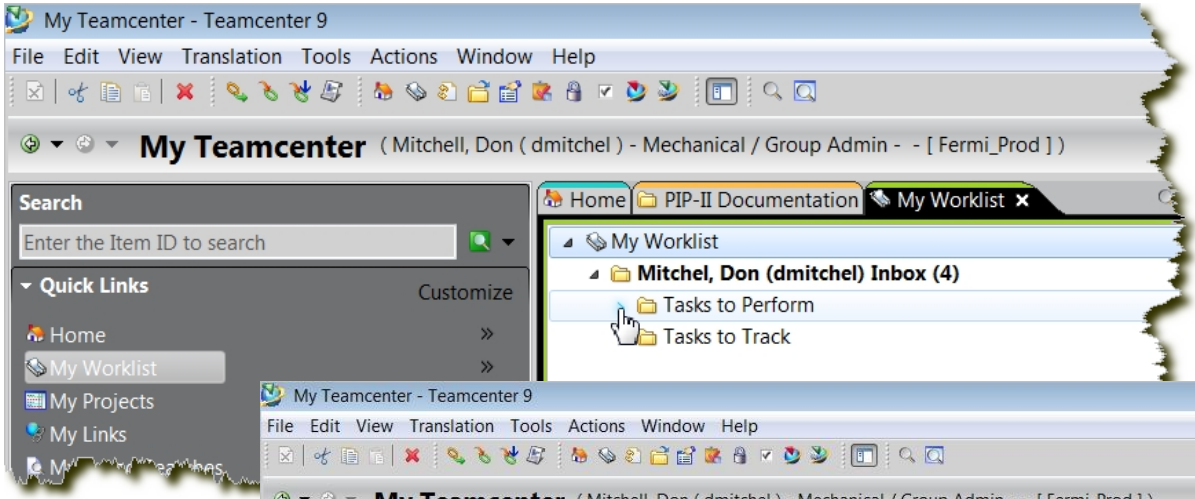
The *My Teamcenter* module is usually the first screen displayed.



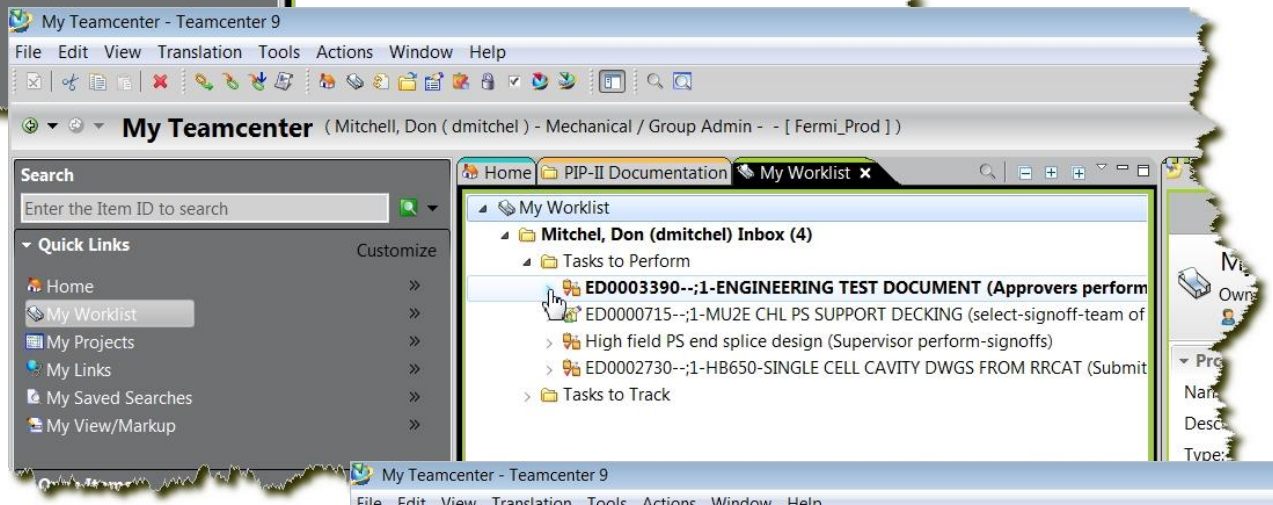
Click on *My Worklist*.



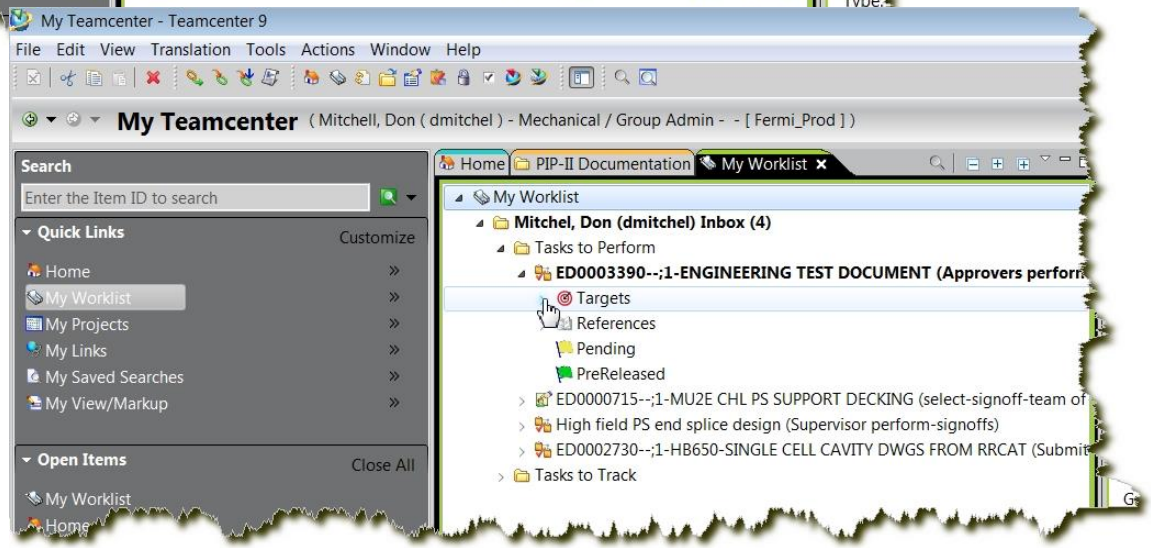
Expand the list by clicking on the small arrows to the left of the items shown.

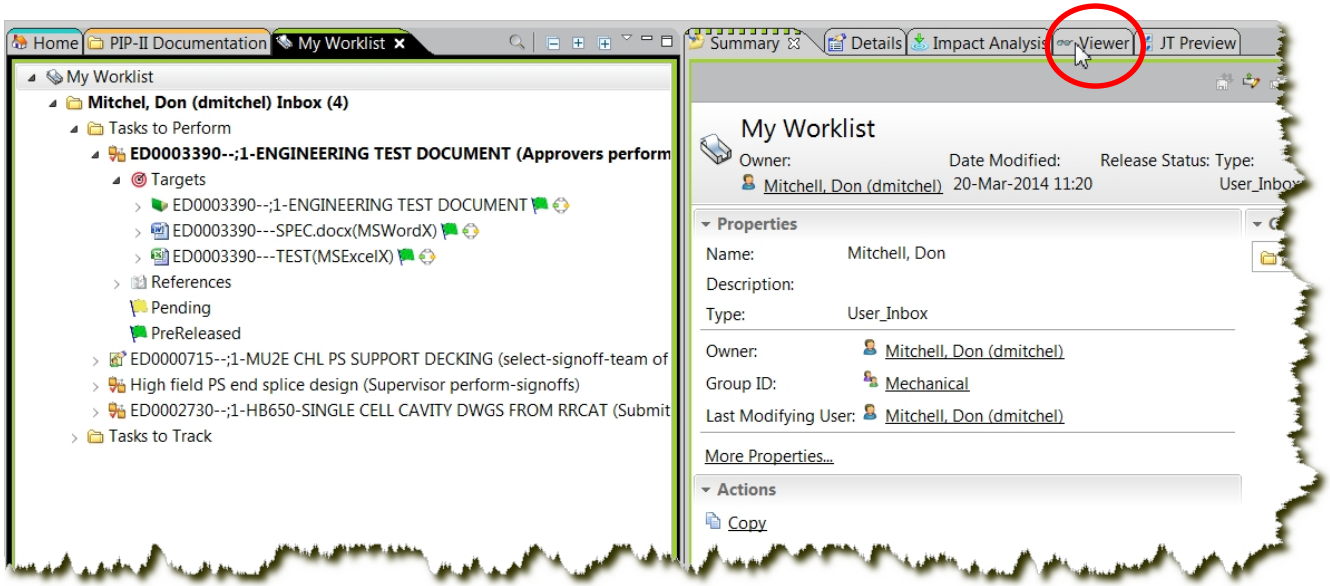


Continue to expand the list by clicking on the small arrows to the left of the items shown.



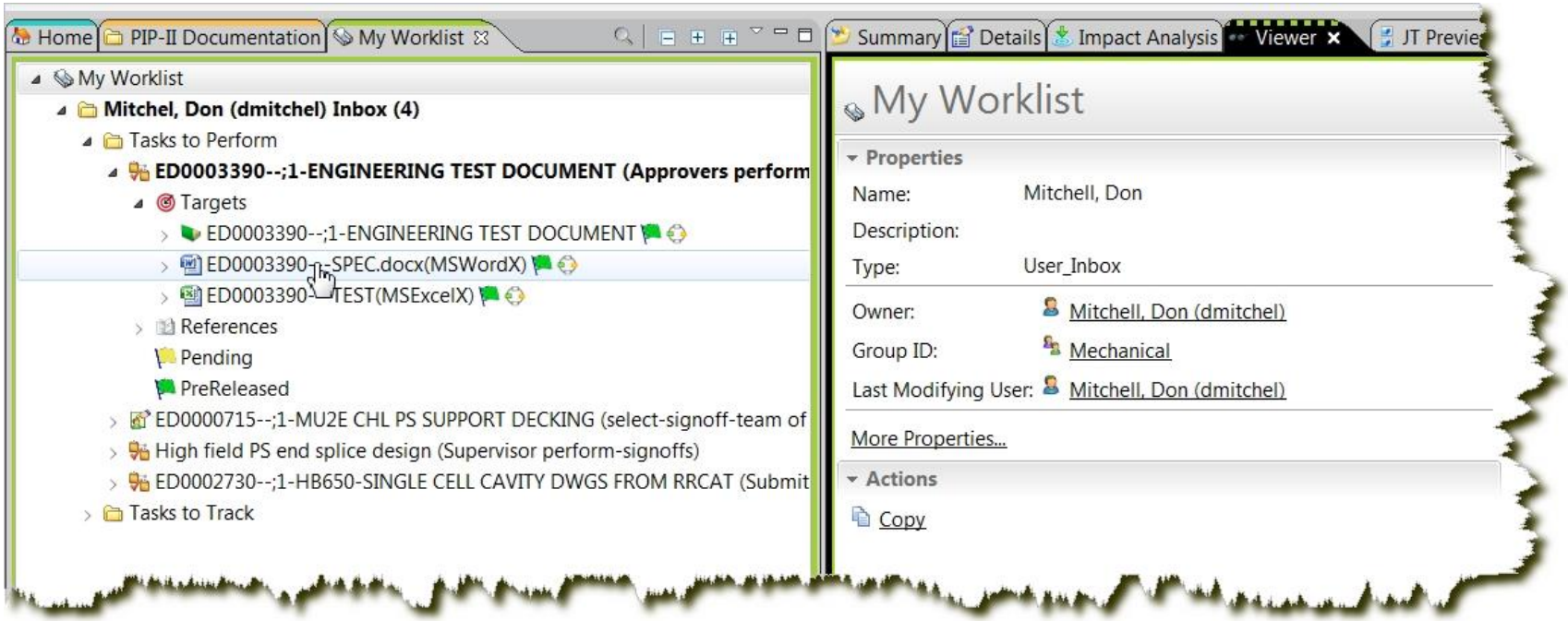
Continue to expand the list until the *Targets* are viewable.





The *Targets* are the datasets that you should review before approving the Teamcenter *ItemRevision*.

Click on the *Viewer* tab to enable dataset viewing within Teamcenter.



Review the data BEFORE approving!

Home | PIP-II Documentation | My Worklist

- My Worklist
  - **Mitchel, Don (dmitchel) Inbox (4)**
    - Tasks to Perform
      - **ED0003390--;1-ENGINEERING TEST DOCUMENT (Approvers perform**
        - Targets
          - ED0003390--;1-ENGINEERING TEST DOCUMENT
          - ED0003390---SPEC.docx(MSWordX)
          - ED0003390---TEST(MSExcelX)
        - References
        - Pending
        - PreReleased
      - ED0000715--;1-MU2E CHL PS SUPPORT DECKING (select-signoff-team of
      - High field PS end splice design (Supervisor perform-signoffs)
      - ED0002730--;1-HB650-SINGLE CELL CAVITY DWGS FROM RRCAT (Submit
    - Tasks to Track

Summary | Details | Impact Analysis | Viewer | JT Preview

ED0003390---SPEC.docx(MSWordX)

HOME INSERT Developer DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW

Times New Roman 11

Paste | Clipboard | Font | Paragraph | Styles

AaBbCcL AaBbCcl AaBbC
Emphasis ¶ Heading 1 ¶ Heading 2

ENGINEERING TEST DOCUMENT, ED000339

Fermilab

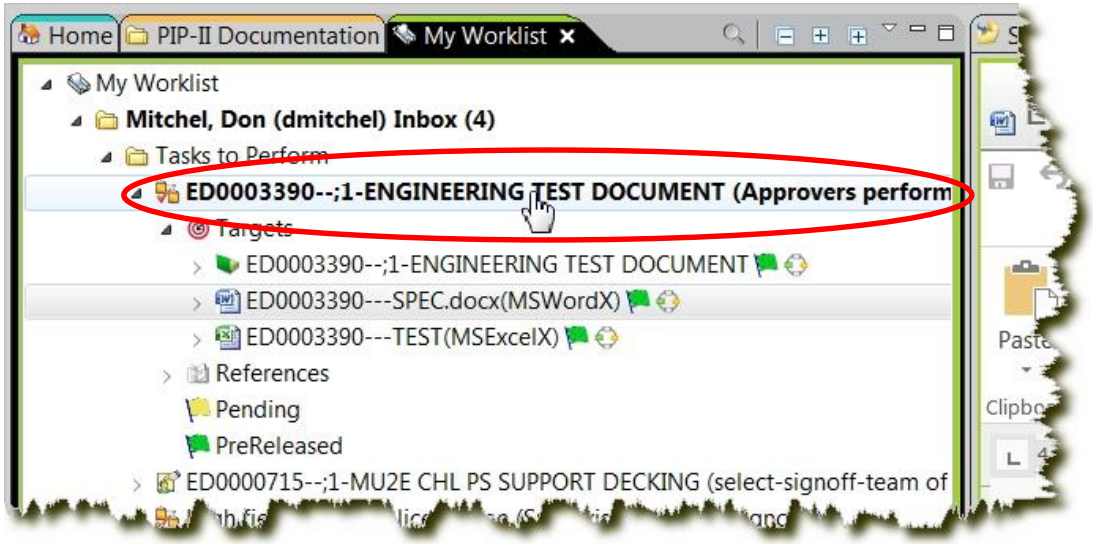
Fermi National Accelerator L
P.O. Box 500 - Batavia, Illinoi

Fermilab Engineering Specification
ENGINEERING TEST DOCUMENT
ED0003390, Rev. -

Rev.	Date	Description	Originated By	Checked By	Ap
-	22 JAN 2013	Initial Release			

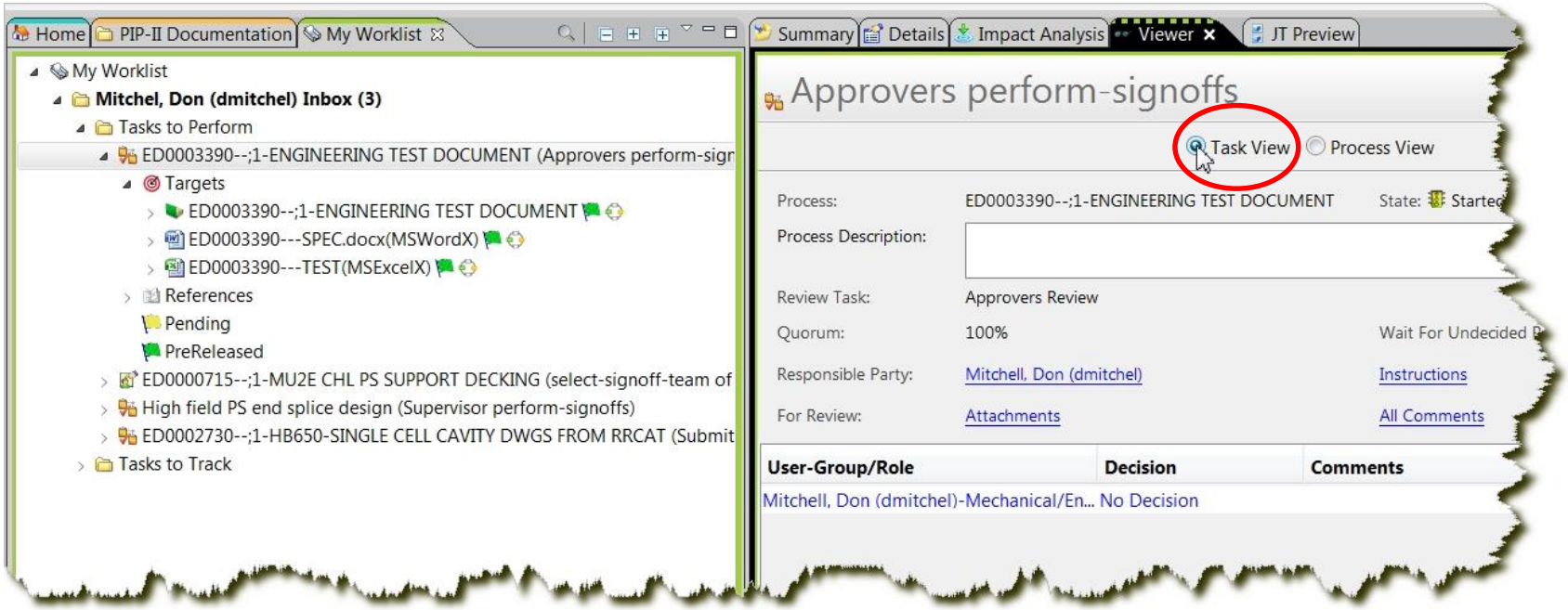
Single-click on the dataset with the viewer tab on. This will display the file within Teamcenter.

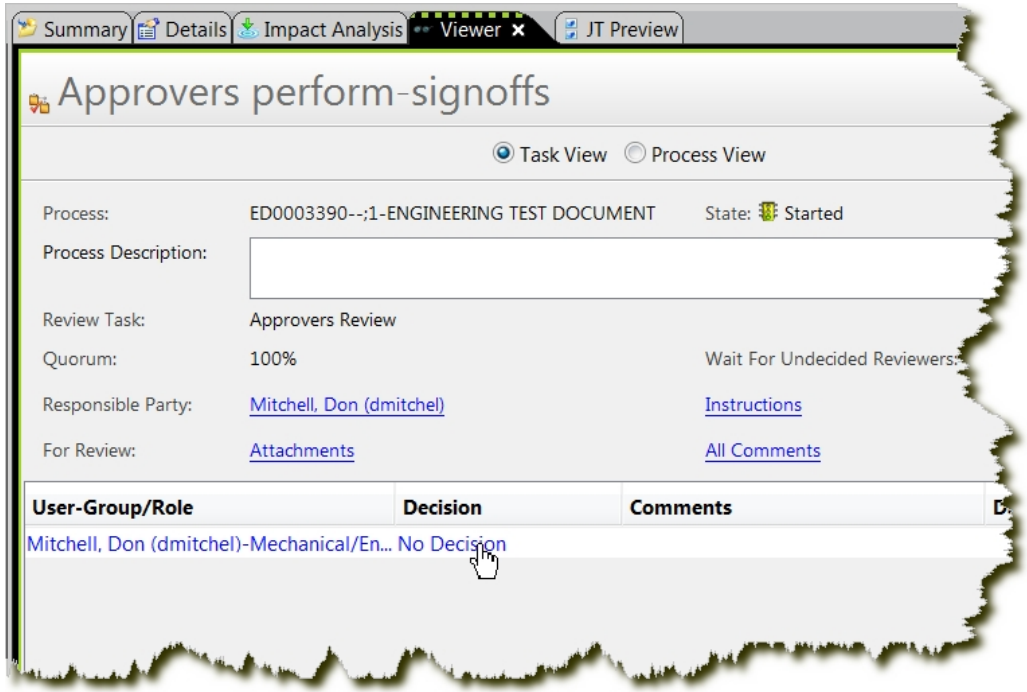
Alternatively, you can double-click on the dataset to launch it into WORD/EXCEL/POWERPOINT/etc.



Select the top line of the workflow.

In the *Viewer* tab, turn on the *Task View*

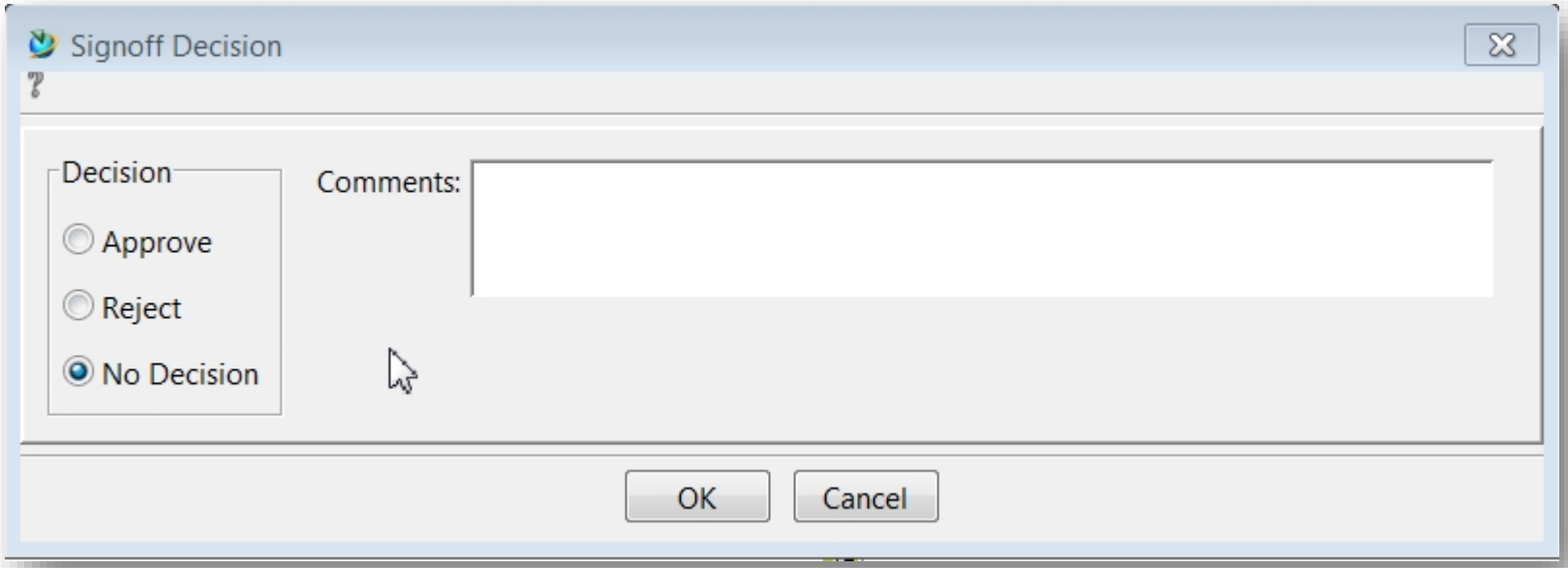


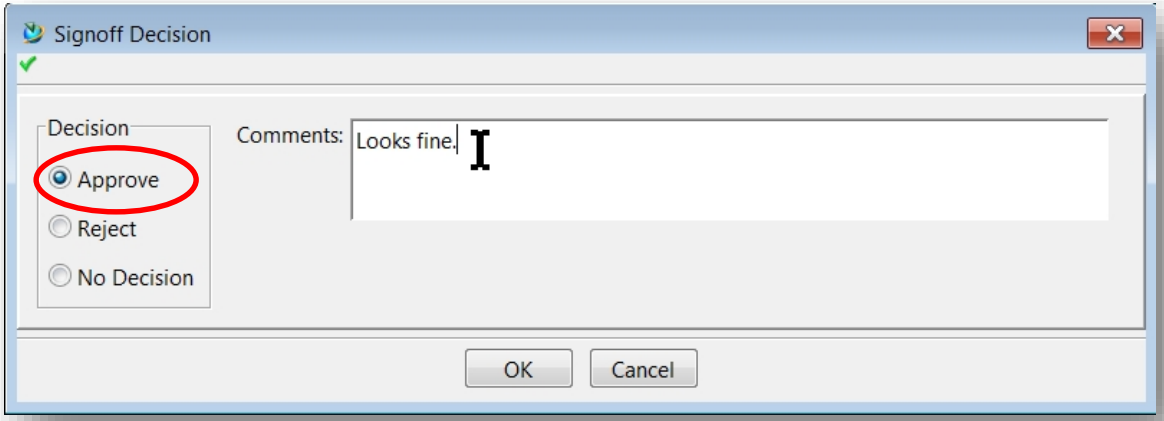


Find your name in the list. It will be displayed in hyperlink blue.

Click on the text *No Decision*.

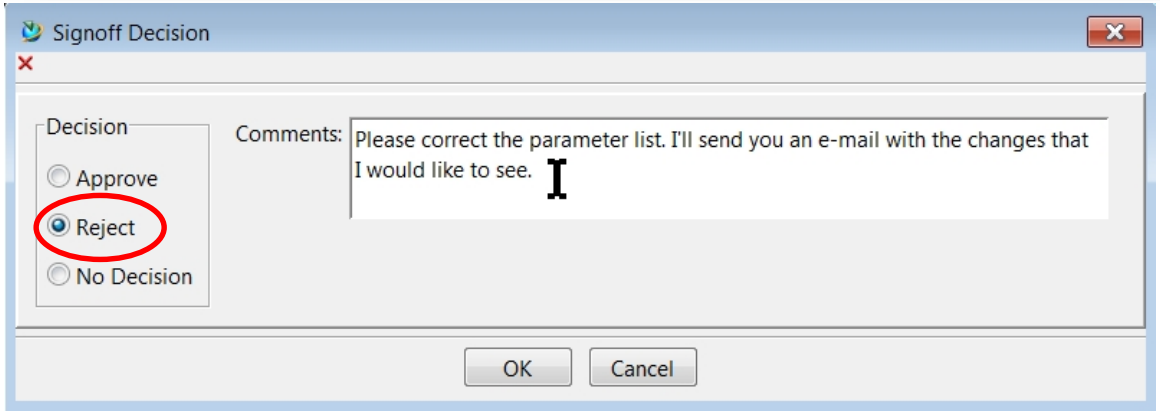
A form will open with options to *Approve, Reject, or No Decision*.





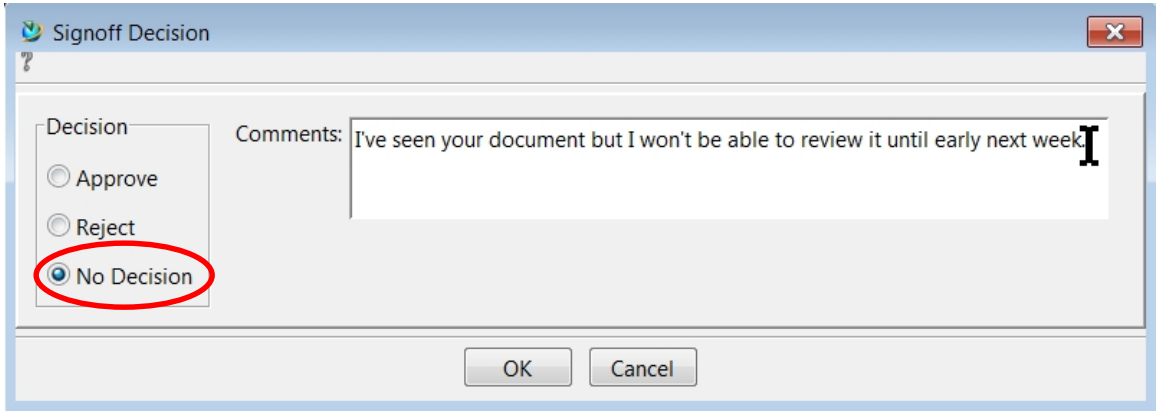
Approve:

When you are satisfied with the content. Add a comment if you desire.



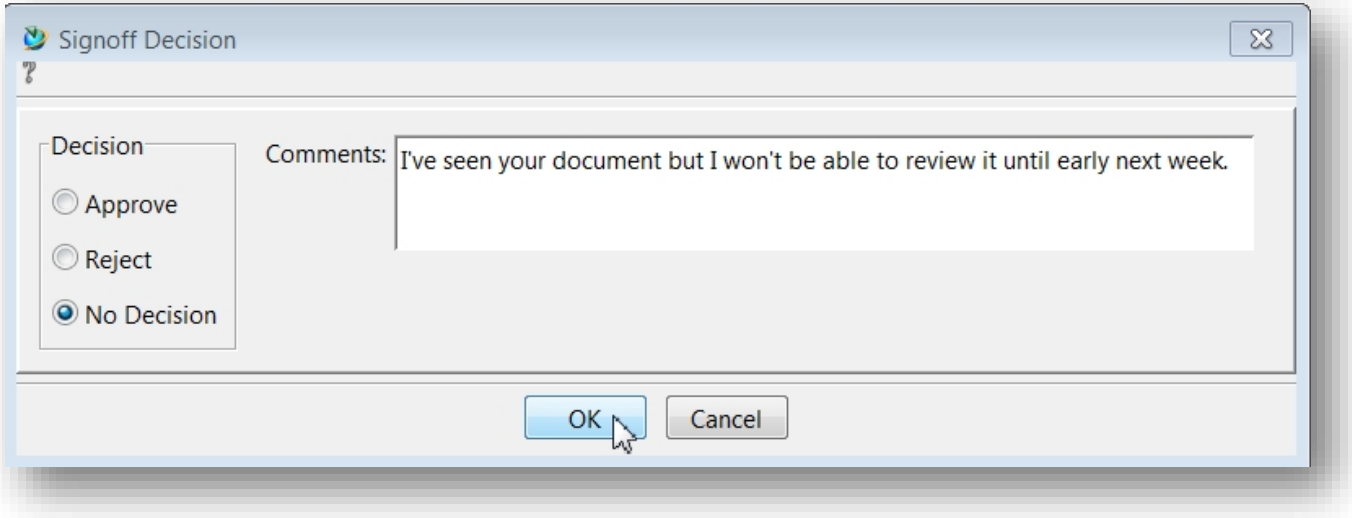
Reject:

When you are NOT satisfied with the content. Add a comment. The space is limited so you might need to follow up with an e-mail to explain your rejection in more detail.

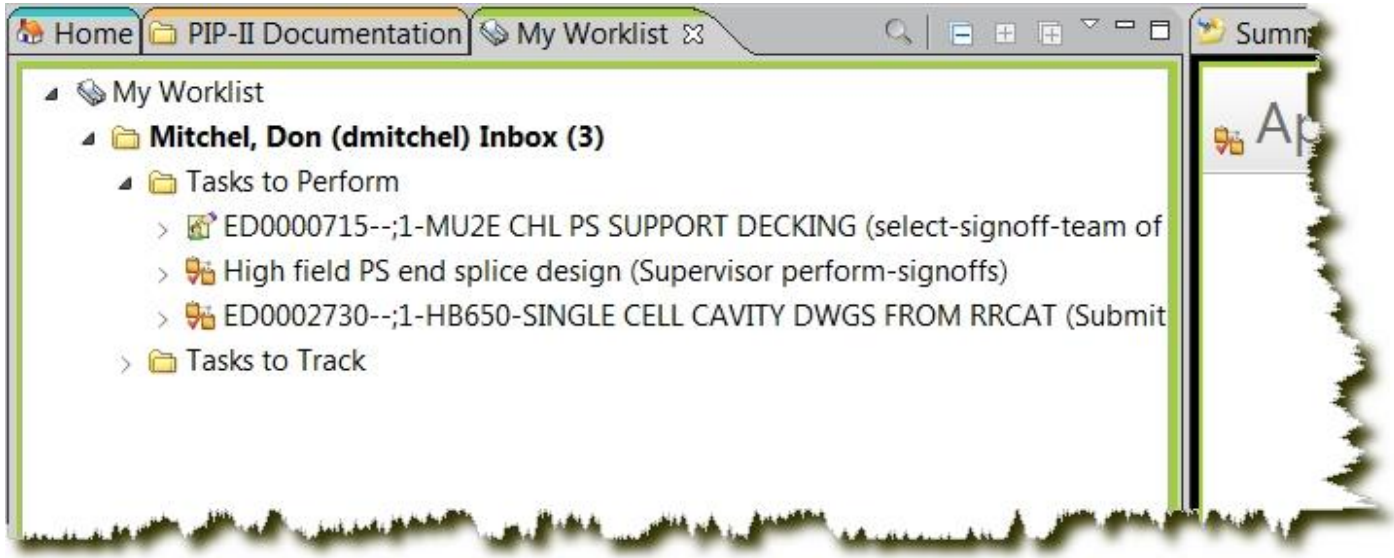


No Decision:

To inform the sender that you are aware of the task but your decision will be delayed.



Click *OK* when you are ready to submit your decision.



When complete, the task will no longer be displayed in your *Worklist*.