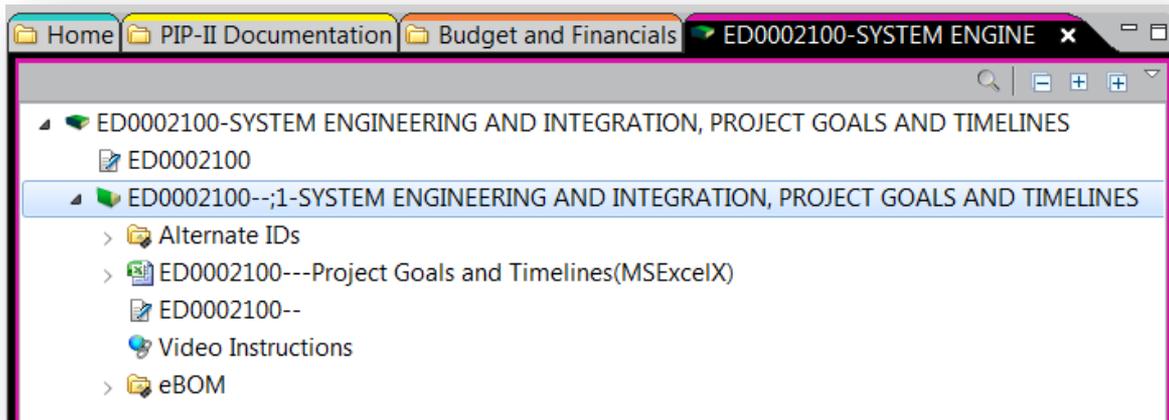


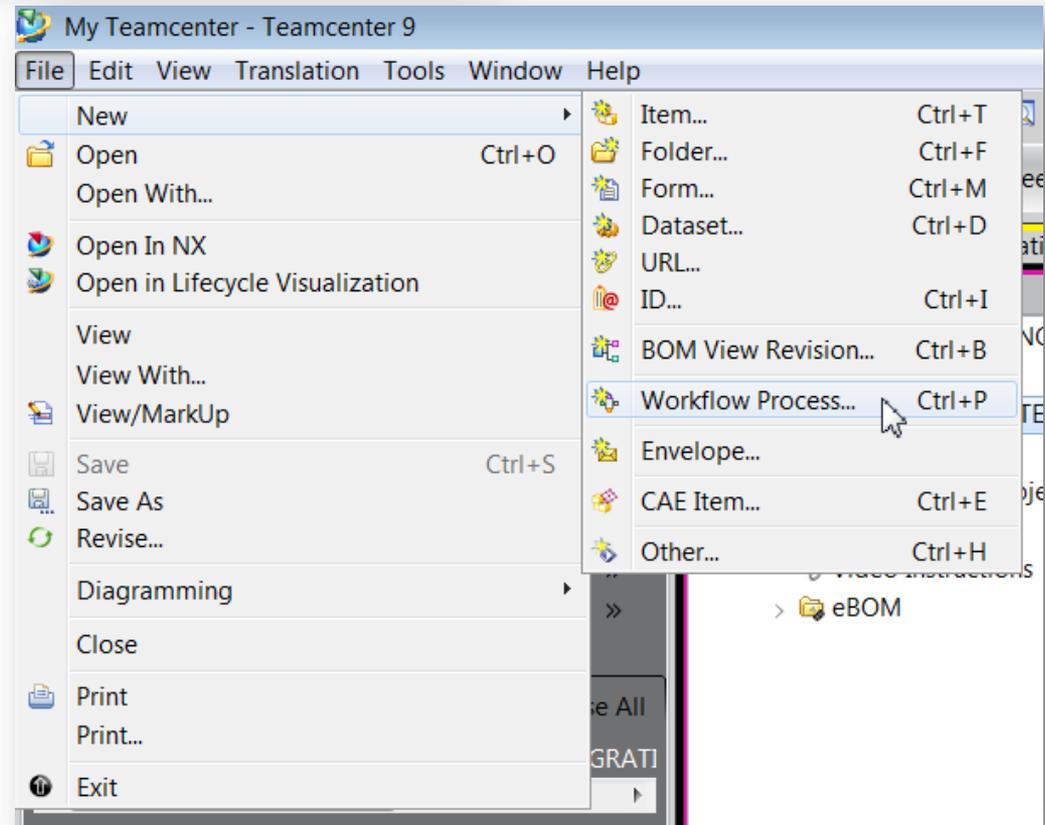
# PIP-II Project Goals and Timelines

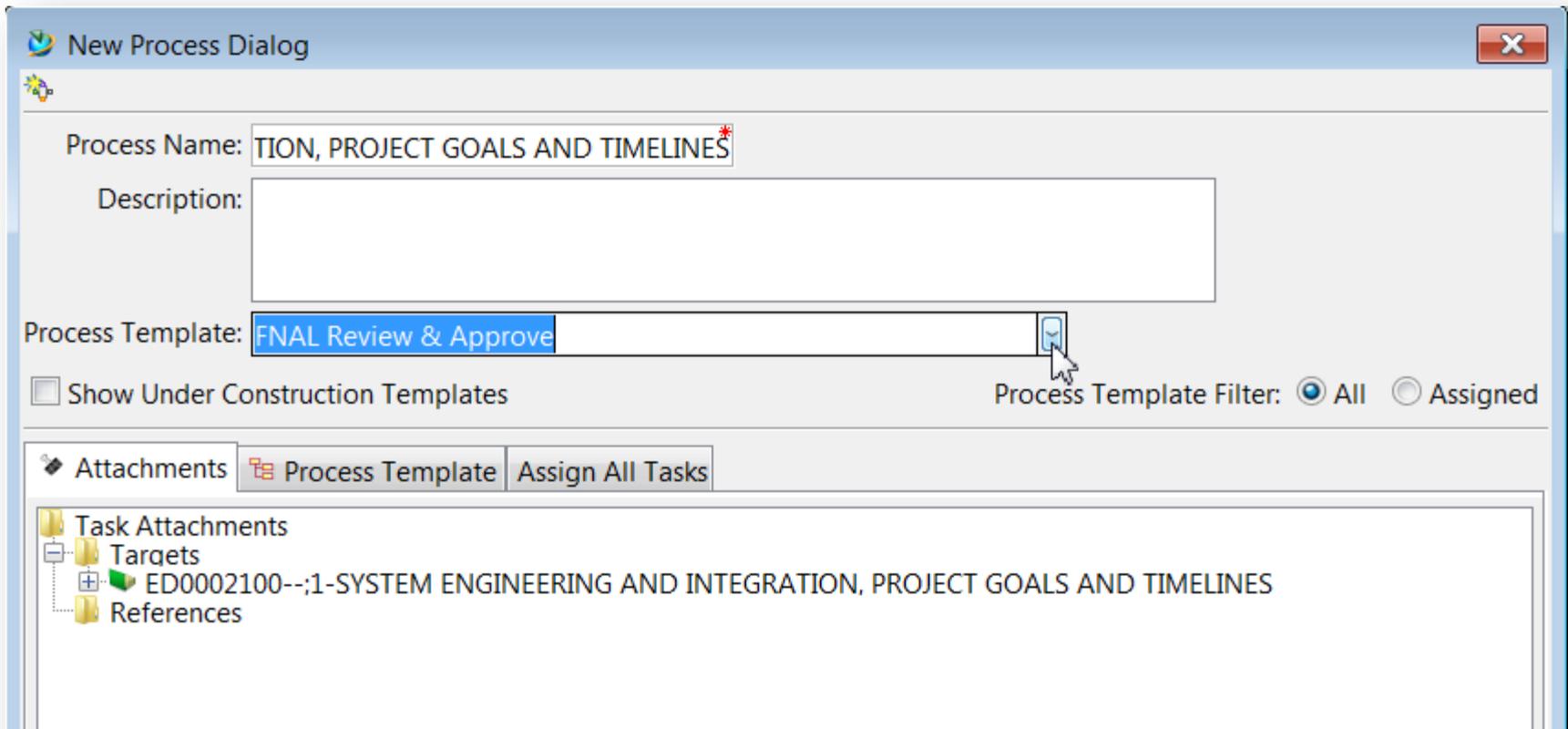
A shortcut to submitting your  
quarterly budget document for  
Review and Approval in Teamcenter



Select the ItemRevision

Perform a Workflow Process:  
File → New → Workflow Process

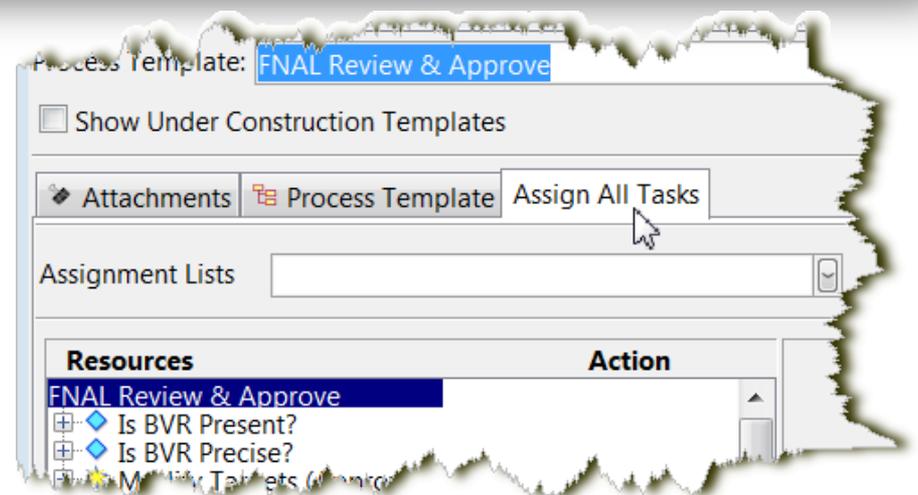


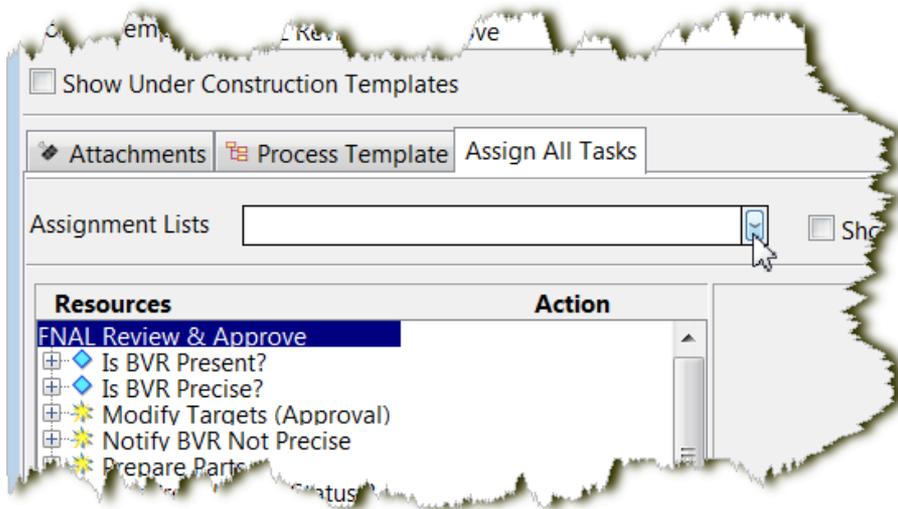


Pull down the Process Template list  
and select:

*FNAL Review and Approve*

Click on the *Assign All Tasks* tab

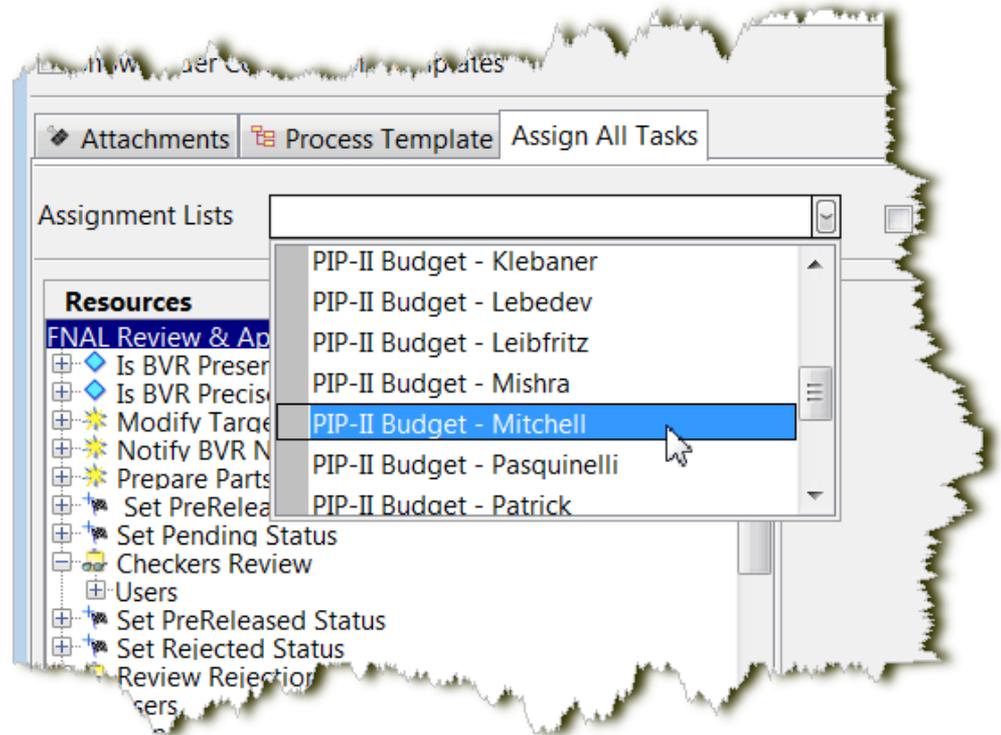


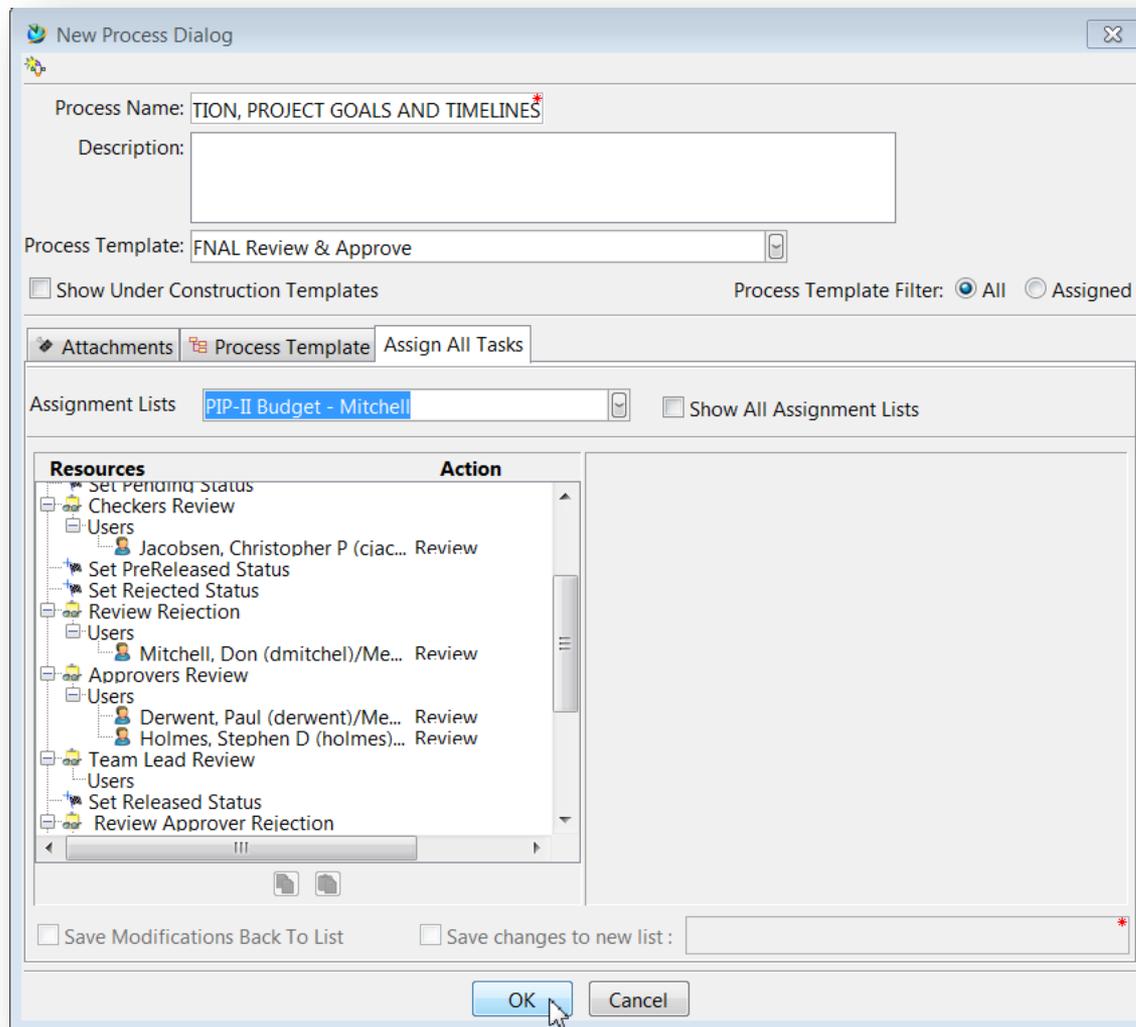


Click on the *Assignment Lists* drop-down list.

Select the *PIP-II Budget – Username* from the list.

Make sure you use your username!

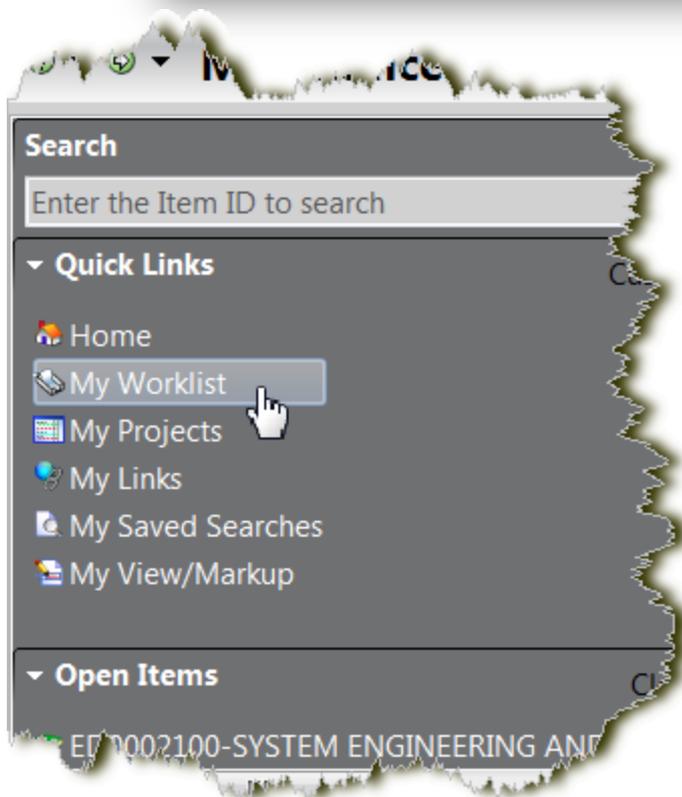
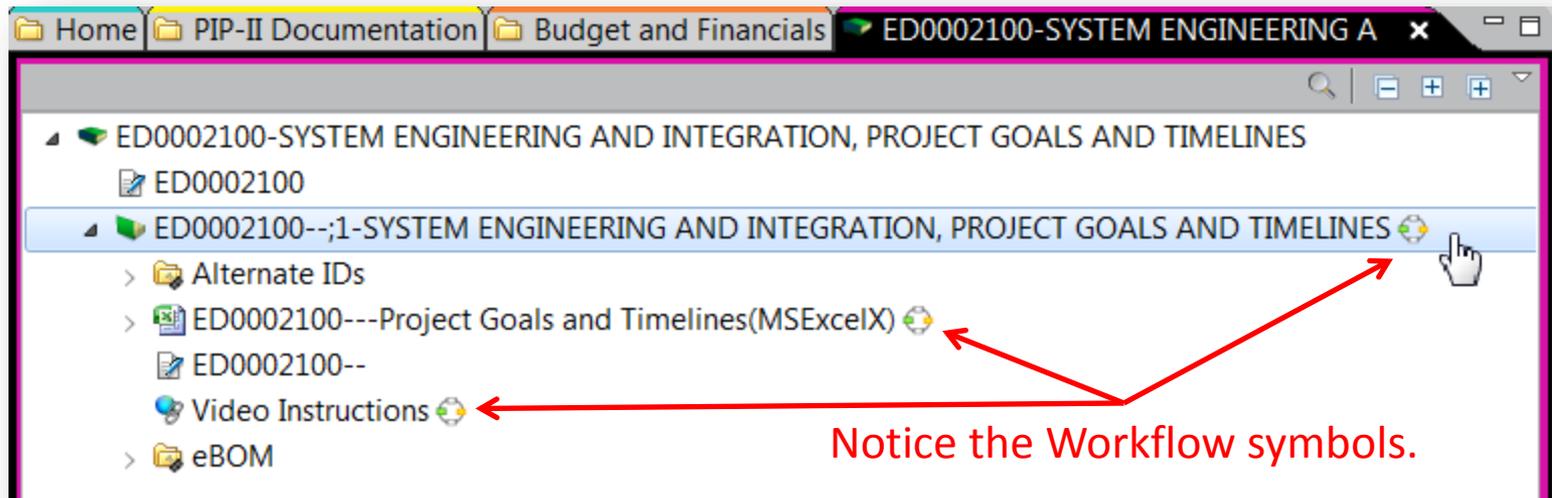




You will notice that ALL of the named assignments will be completed for you.

This will save you time and minimize errors.

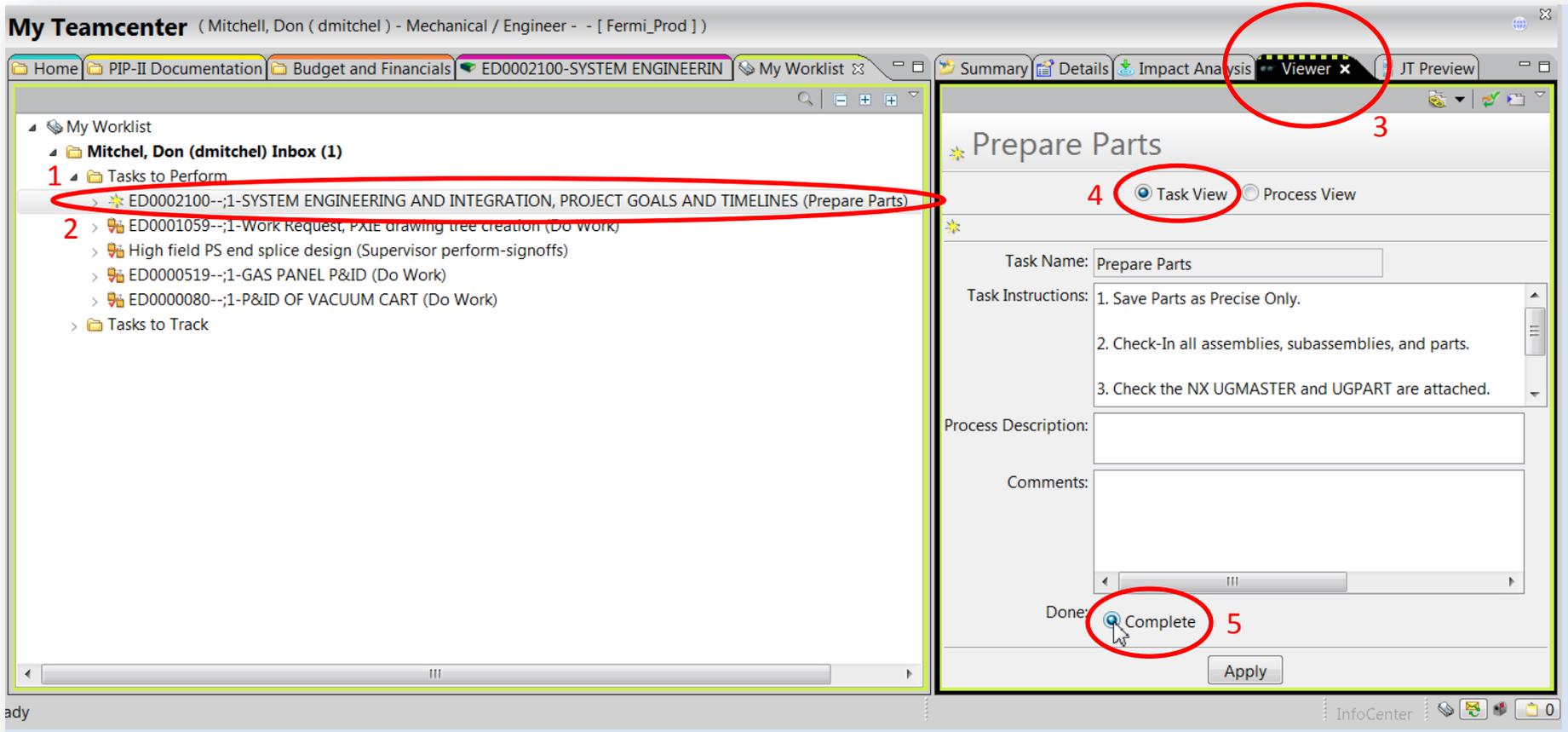
Click **OK** when done.



The budget document has now been submitted into a Workflow.

The first step in the workflow is for **you** to ensure that the document has been submitted correctly.

You will go to your *My Worklist* to finish the submittal process.



1. In *My Worklist*, open *Tasks to Perform*.
2. Select your current workflow object.
3. Turn on the *Viewer* tab.
4. Click on *Task View* button.
5. Click on *Complete*.
6. Click on *Apply*.

