



# FileNet Purchase Processing Agency View

New York State  
Office of General Services  
Business Services Center  
(518) 457-4272  
<http://bsc.ogs.ny.gov/>

## AGENCY DESKTOP

Click the Arrow



next to the application  
to expand the Agency  
worklist

Agencies will have  
access to 3 queues,  
each related to a  
specific standard work  
step in the process

### Preferences

- ▶ AP
- ▶ CardServices
- ▼ Purchasing
  - ▶ POCN DOH01
  - ▶ POCN DOH01 Acti
  - ▶ POCN DOH01 Proc
  - ▶ POCN DOH01 Age

Agency  
Worklist

Agency  
Queues





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## AGENCY DESKTOP

Work items are listed individually by date received

Each Queue can be accessed either by clicking on the icon to the left, or by using the tabs across the top of the page

Preferences

POCN DOH01 Active   POCN DOH01 Processed   POCN DOH01 Agency Review

Get All   Refresh   Open   Launch Workflow   Export   Actions

Purchasing > POCN DOH01 > POCN DOH01 Active

Filter: No filters applied   Reset

	BSCDateReceived	PONumber	RevisionNumber	ContractNumber	WorkStep	Status	Assignee	BusinessUnit
	4/1/2014, 12:00 AM	PO47274			Capture Change Notice	Approved	1	DOH01
	4/1/2014, 3:00 AM	PO33331			Capture Change Notice	Approved	1	DOH01
	4/23/2014, 1:00 AM			CO24937	Capture Change Notice	Approved	0	DOH01
	4/23/2014, 1:00 AM	0000001147			Approval	Ready for Approval	0	DOH01
	4/28/2014, 1:00 AM	0000001147			Approval	Ready for Approval	1	DOH01

Work Items



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Individual Work items can be opened either by use of the ACTION drop-down box, or by clicking on the icon to the left of the item

BSC Workflow Desktop

Preferences

POCN DOH01 Active | POCN DOH01 Processed | POCN DOH01 Agency Review

Get All | Refresh | Open | Launch Workflow | Export | Actions ▾

Purchasing > POCN DOH01 > POCN DOH01 Active

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	4/23/2014, 1:00 AM	0000001147			Approval	Ready for Approval	0	DOH01
	4/28/2014, 1:00 AM	0000001147			Approval	Ready for Approval	1	DOH01

Opening individual work items