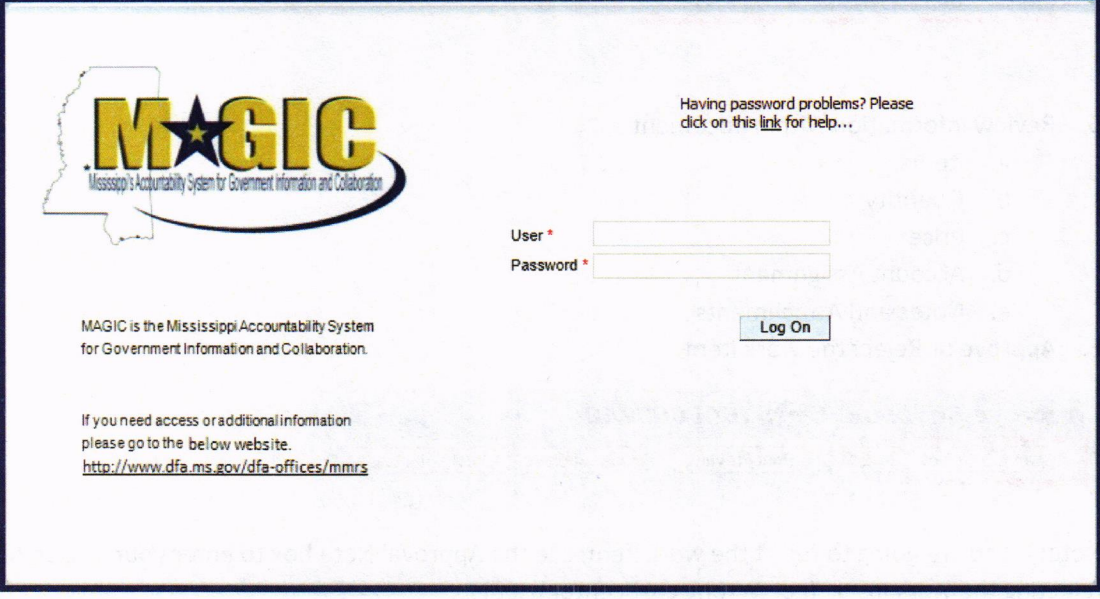


# Approving SRM Workflow Documents from Universal Worklist

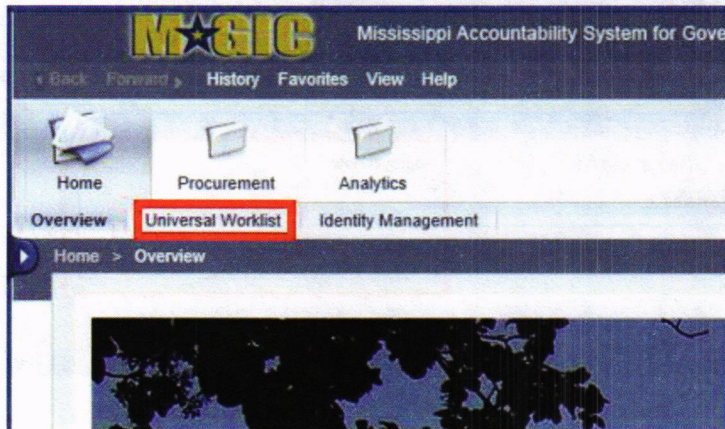
1. Login to MAGIC


<https://portal.magic.ms.gov/irj/portal>



The image shows the login page for the MAGIC (Mississippi Accountability System for Government Information and Collaboration) portal. On the left is the MAGIC logo, which includes a map of Mississippi and the text "MAGIC" in large yellow letters, with "Mississippi's Accountability System for Government Information and Collaboration" in smaller text below it. To the right of the logo is a login form with two input fields labeled "User \*" and "Password \*". Below these fields is a "Log On" button. Above the password field, there is a link for users having password problems: "Having password problems? Please click on this [link](#) for help...". At the bottom left, there is a message: "MAGIC is the Mississippi Accountability System for Government Information and Collaboration. If you need access or additional information please go to the below website. <http://www.dfa.ms.gov/dfa-offices/mmrs>".

2. Click Universal Worklist



3. Click  to refresh your Universal Worklist

4. Click work item to open and review

Tasks (1/1) Alerts Notifications SAPoffice Mails Tracking

Show: New and In Progress Tasks (1/1) Select a Subview... All

Subject

Complete Shopping Cart 1000085240 with Value 649.85 USD

5. Review information within document
- Items
  - Quantity
  - Price
  - Account Assignment
  - Notes and Attachments
6. Approve or Reject the work item

**Approve Shopping Cart: 1000085240**

Approve Reject Edit Print Preview Close Save Check Inquire

Note: If you are going to reject the work item, use the Approval Note box to enter your reason for rejecting the work item. (i.e. Wrong cost center used)

**Approve Shopping Cart: 1000085240**

Approve Reject Edit Print Preview Close Save Check Inquire

Number 1000085240 Name 1130\_SRMREQ1 08/01/2018 09:32 Status Awaiting Approval Created On 08/01/2018 09:32:55

▼ General Data

Buy on Behalf of: 105155 1130\_SRMREQ1

Name of shopping cart: 1130\_SRMREQ1 08/01/2018 09:32

Header Data: [Values](#)

Approval Process: [Display / Edit Agents](#)

Budget: [Display](#)

Document Changes: [Display](#)

Approval Note