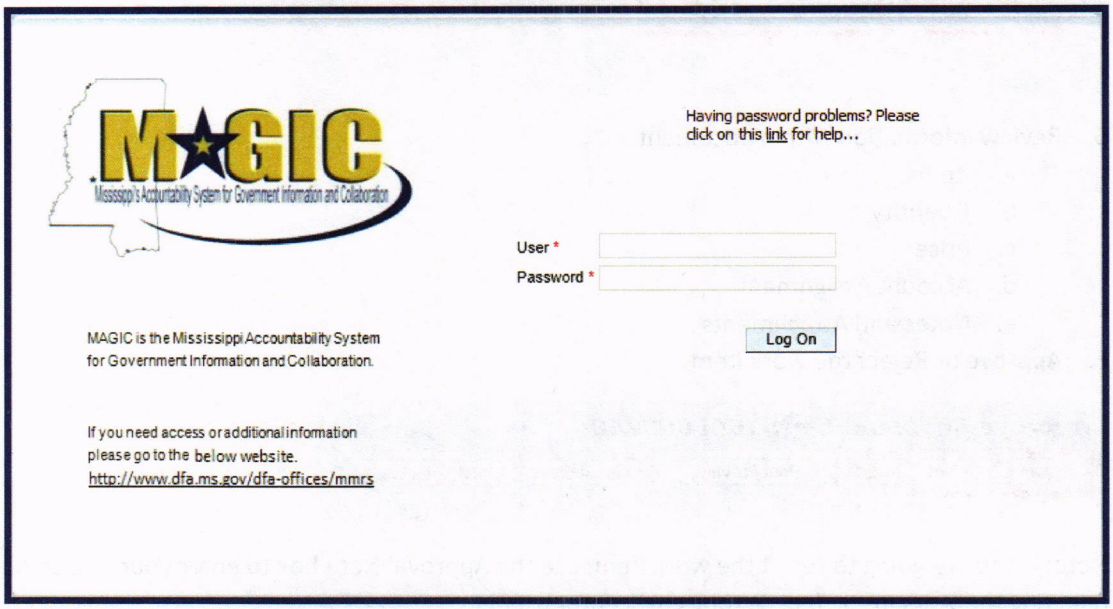
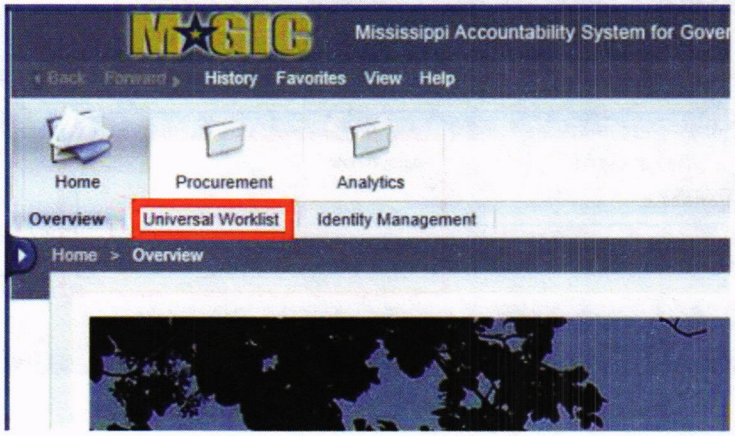
Approving SRM Workflow Documents from Universal Worklist

1. Login to MAGIC

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

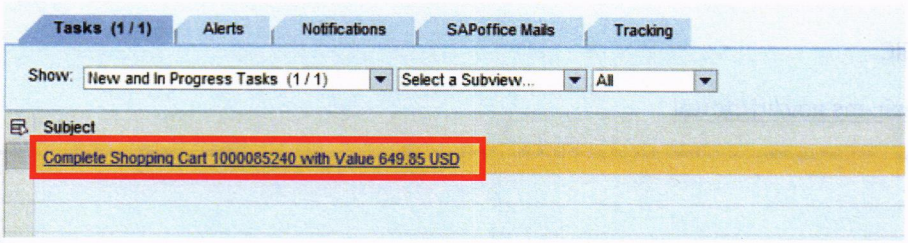


2. Click Universal Worklist

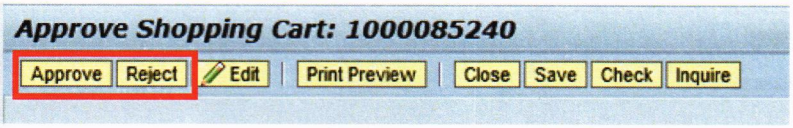
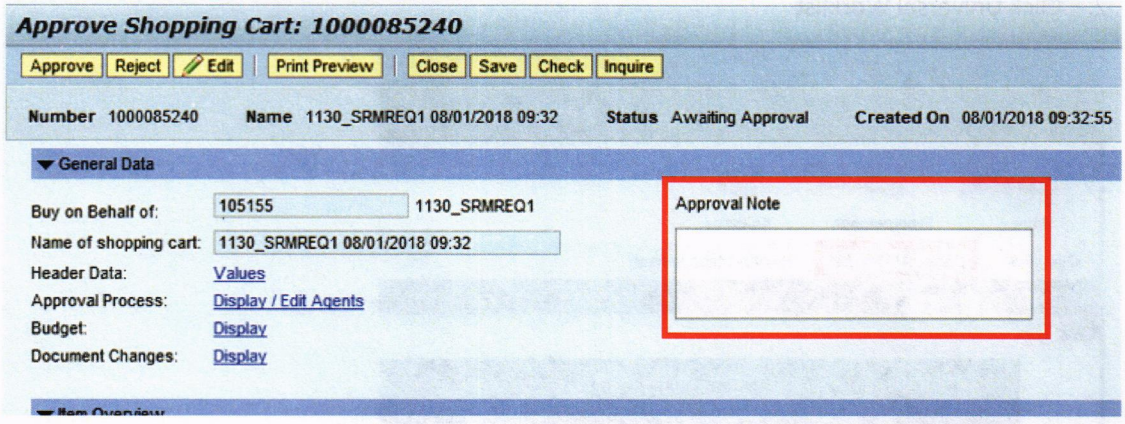


3. Click to refresh your Universal Worklist

4. Click work item to open and review



5. Review information within document
    a. Items
    b. Quantity
    c. Price
    d. Account Assignment
    e. Notes and Attachments
6. Approve or Reject the work item



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)