

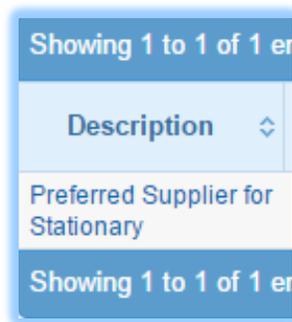
Getting Started with the Tagging Audit Trail

Introduction

This is a six -step quick start guide on the Tagging Audit Trail. The Tagging Audit Trail is used to approve or reject requests to change data from across the RAPid platform. All requests remain pending until they are approved or rejected. No data will move until it approved. If rejected, the data remains in the original location prior to request.

How to Approve or Reject a Rule

1. Click this hyperlink to return to the feature the submitter used to propose the tagging request.



The report will open to the view used by the submitter with all their report filters still applied.

2. Click on the relevant report filter button to view the conditions used to submit the request. This button will be highlighted in orange.

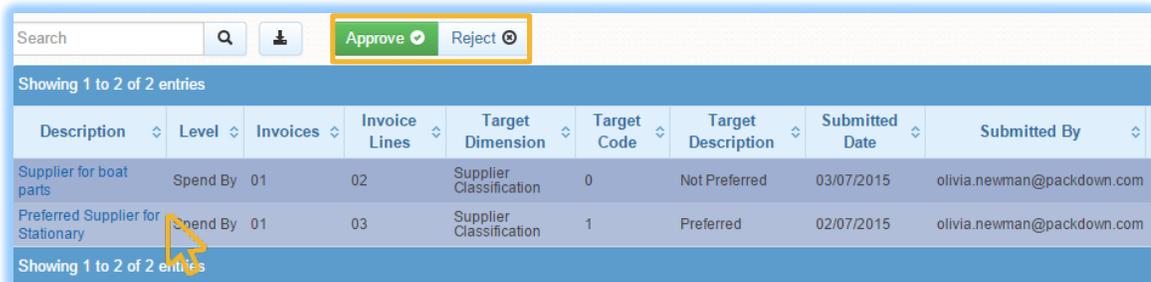


3. Use this together with the description provided to decide whether to approve or reject the request.

Note: It is important to get users into the practice of providing good quality descriptions.

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4. Select the rules by clicking on the lines.



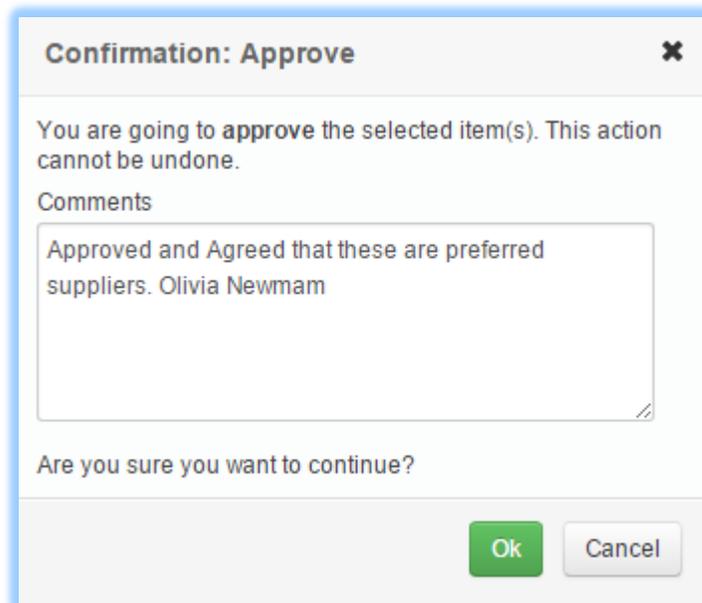
Search

Showing 1 to 2 of 2 entries

Description	Level	Invoices	Invoice Lines	Target Dimension	Target Code	Target Description	Submitted Date	Submitted By
Supplier for boat parts	Spend By	01	02	Supplier Classification	0	Not Preferred	03/07/2015	olivia.newman@packdown.com
Preferred Supplier for Stationary	Spend By	01	03	Supplier Classification	1	Preferred	02/07/2015	olivia.newman@packdown.com

Showing 1 to 2 of 2 entries

5. Click on either the 'Approve' or 'Reject' button at the top of the screen.
6. Enter comments.



Confirmation: Approve

You are going to **approve** the selected item(s). This action cannot be undone.

Comments

Approved and Agreed that these are preferred suppliers. Olivia Newmam

Are you sure you want to continue?

Note: Rules approved simultaneously will share the same comment.

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