

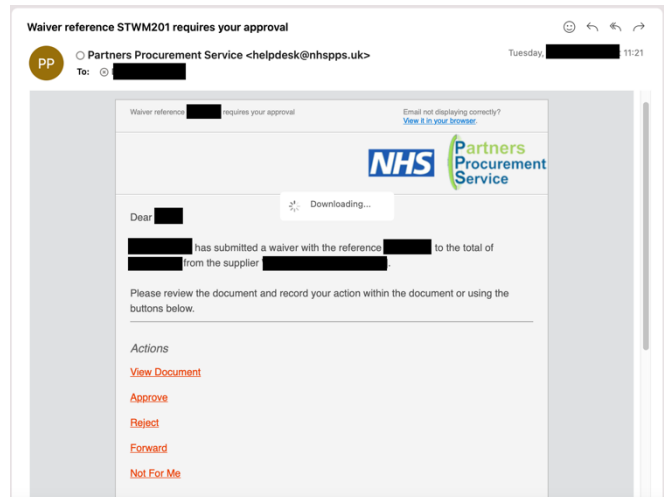
### Introduction

This quick guide provides a one page reference to users of the NOESIS system on how action an electronic form that has been sent for approval. This guide is intended to be a high-level quick reference rather than an exhaustive explanation of how the system works.

Electronic Forms (eForms) have been developed to digitise and automate various processes. Colleagues will complete forms. And submit them. The form response will then follow a series of predefined workflow steps including approvals before being processed. As an approver, you will be notified by email when a response requires your review. On that email, you will find a series of buttons that will launch the application and enable you to perform the selected action.

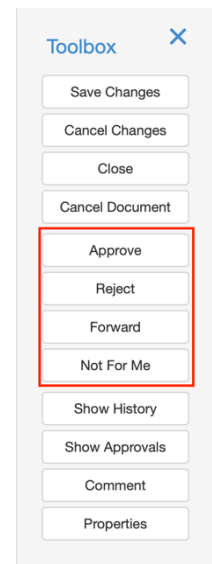
### Steps

1. When you receive an email to approve, select the appropriate button (view response, approve, reject, forward etc)
2. Log in to NOESIS at <https://nhspps.uk> using your username and password
3. Depending on the button you selected, an action box may appear for you to apply the action
4. Some questions and sections have some inline help which can be viewed by clicking on the blue question mark icon
5. Once you have reviewed all relevant questions, open the toolbox on the right and click the appropriate action button (Approve, Reject, Add Comment etc)
6. Enter any associated comments in the popup screen and click the action button
7. Your action will be recorded and the form will move on to the next step in the workflow
8. If you have chosen to reject or add a comment, the responder will receive a notification and can edit, resubmit or add their own comment as part of a discussion



The toolbox contains several functions to help you manage your approval decision:

Function	Description
<b>Approve</b>	Clicking this will open a box to enter a comment before approving the workflow step.
<b>Reject</b>	Clicking will open a box to enter a comment before rejecting the response. The responder will be notified and can change the form and resubmit if appropriate.
<b>Forward</b>	Clicking will allow the approver to select a colleague to forward the approval request to in order to approve on your behalf.
<b>Not For Me</b>	To be used when documents are sent to you in error. Clicking this will notify the form owner of a problem which they will fix and route to the correct person.
<b>Show History</b>	Clicking this will display a list of all changes and actions taken against the form. This also includes any comments that have been added.
<b>Show Approvals</b>	This will display a visual representation of any previous and current approval steps. Green steps are complete, Red steps have failed and Amber steps are current. Each steps include the status, outcome and details of colleagues assigned.
<b>Comment</b>	Available to all users, enables you to add a comment to the history. Current approvers and responders will be notified of new comments added and can engage in a discussion prior to approval
<b>Properties</b>	Provides a summary of key properties such as date entered and responder.



### Getting Help

If you experience any problems, you can log a call with the PPS help desk either online at <http://nhspps.uk> or by calling 020 3322 1935.

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