

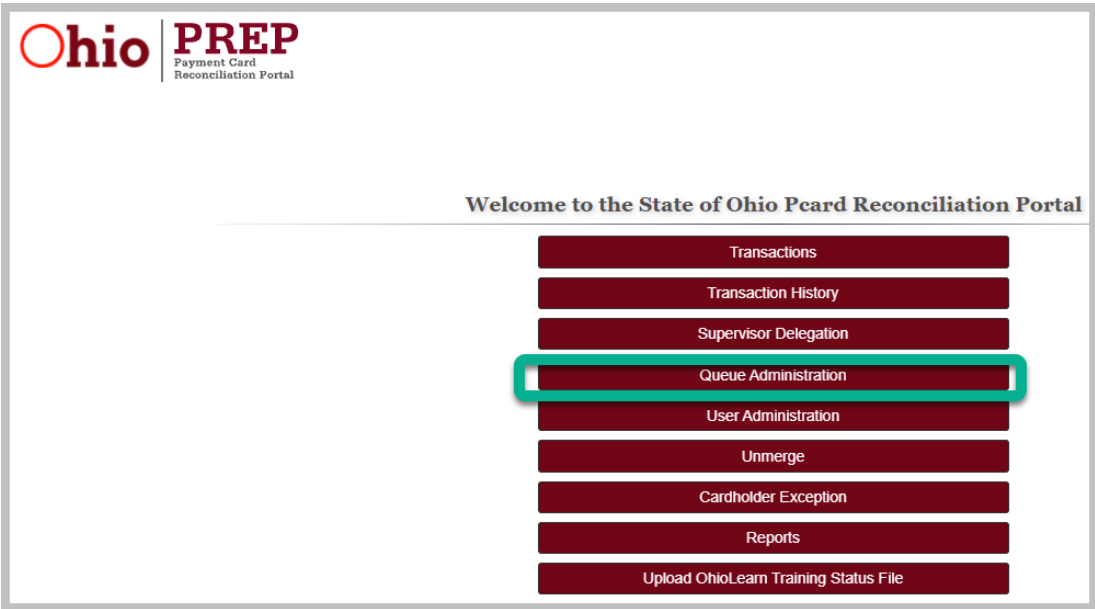
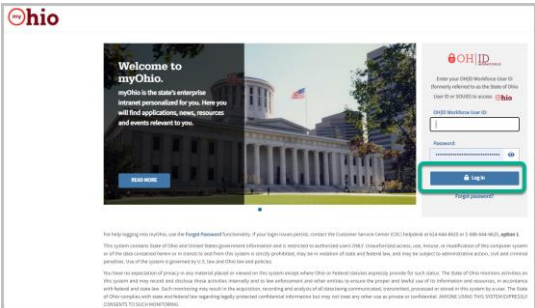
# PREP – Editing Queues

PREP uses queues to determine the approval path for transactions. Queues consist of one or more cardholders, supervisors and approvers. A queue may include as few as one and as many as four approver levels. Approver levels can be renamed to suit the needs of the agency.

NOTE: Once a transaction has been assigned to a queue, the supervisor type (HCM/Designated) cannot be changed and approver levels cannot be added or removed. If these types of changes are needed, use the 'clone' button to create a copy of the queue, name the copy and make the needed updates. If the original queue is no longer needed, you can uncheck the 'active' checkbox to inactivate the queue.

## Adding/Removing Cardholders, Supervisors and Approvers

- 1. Log into PREP and go to Queue Administration



2. Select 'Edit' for the queue to be edited

**Ohio PREP**  
Payment Card Reconciliation Portal

Please do

Main Menu

Queue Administration

Select Agency: OBM

	Queue	Approval Level	Assigned User	Is Valid		
<a href="#">Edit</a>	Fiscal Card - Jeff	Designated	Final Approver,	Y	<a href="#">Approval Users</a>	<a href="#">Clone</a>
<a href="#">Edit</a>	Fiscal Cardholder - Jeff	HCM	Final Approver,	Y	<a href="#">Approval Users</a>	<a href="#">Clone</a>
<a href="#">Edit</a>	OBM Designated Sup	Designated	Reconciler, Final Approver,	Y	<a href="#">Approval Users</a>	<a href="#">Clone</a>
<a href="#">Edit</a>	OBM HCM Supervisor	HCM	Reconciler, Final Approver,	Y	<a href="#">Approval Users</a>	<a href="#">Clone</a>
<a href="#">Edit</a>	X - IT Test Queue	Designated	IT Test Final Approver,	N	<a href="#">Approval Users</a>	<a href="#">Clone</a>

Create New Queue

3. Select the user name(s) to be added/removed to/from the queue

Service Location

Always Available: Fund | Account | ALI | Dept | Program

Users & Additional Fields Available to Cardholders

Cardholders

Berryman, Kim	→	Anderson, Jeff
Brooks, Teresa		
Ferguson, Donnita		
Moore, Terry		

Fields

Supplier ID	→	Chartfields
		Supplier/PO/Contract/MBE

Designate supervisors to approve transactions, or route approvals to the cardholder's HCM supervisor & Additional Fields Available to Supervisors

Use HCM Supervisor

HCM Supervisor(s)

The list is disabled because there are transactions currently mapped to this queue.

4. Click the right-facing arrow to add users, or the left-facing arrow to remove users

Service Location ←

Always Available: Fund | Account | ALI | Dept | Program

**Users & Additional Fields Available to Cardholders**

Cardholders

Berryman, Kim Brooks, Teresa Moore, Terry	→	Anderson, Jeff Ferguson, Donnita
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Fields

Supplier ID	→	Chartfields Supplier/PO/Contract/MBE
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**Designate supervisors to approve transactions, or route approvals to the cardholder's HCM supervisor & Additional Fields Available to Supervisors**

Use HCM Supervisor ▾ The list is disabled because there are transactions currently mapped to this queue.

HCM Supervisor(s)

5. When finished, click 'Submit'

Chartfields  
Supplier ID  
Supplier/PO/Contract/MBE

→

←

**Users & Additional Fields Available to Level 1 Approvers**

Level 1 Approver Title

Final Approver

Approvers

Anderson, Jeff	→	Clark, Todd Neely, Leeauna
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Fields

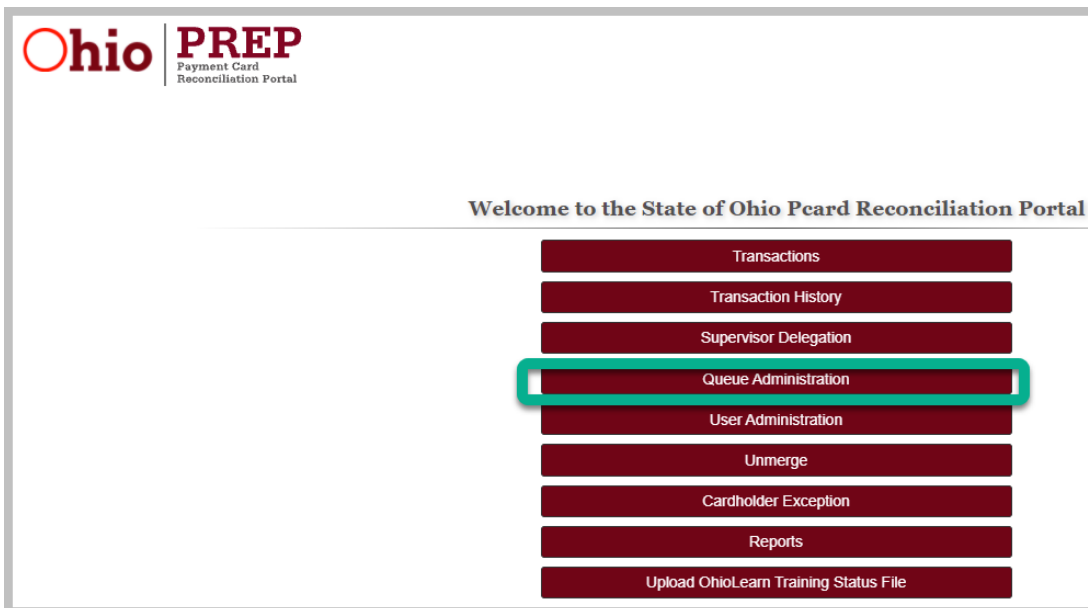
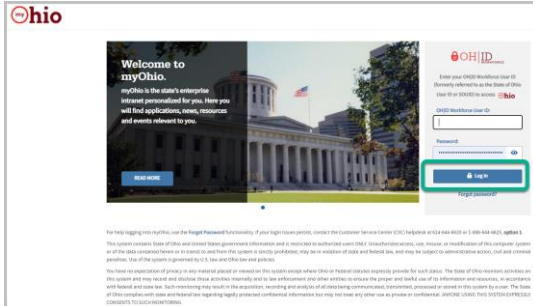
Supplier ID	→	Chartfields Supplier/PO/Contract/MBE
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Is the final approver level defined?

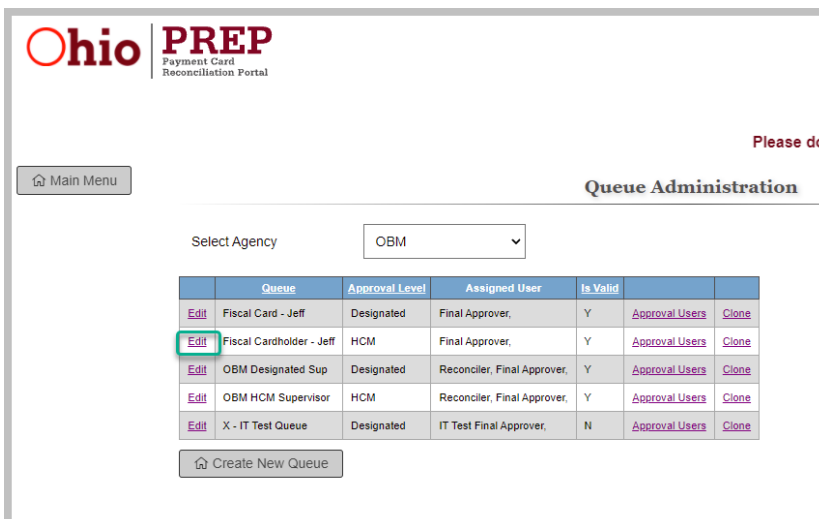
Submit Cancel

# Changing Role Permissions

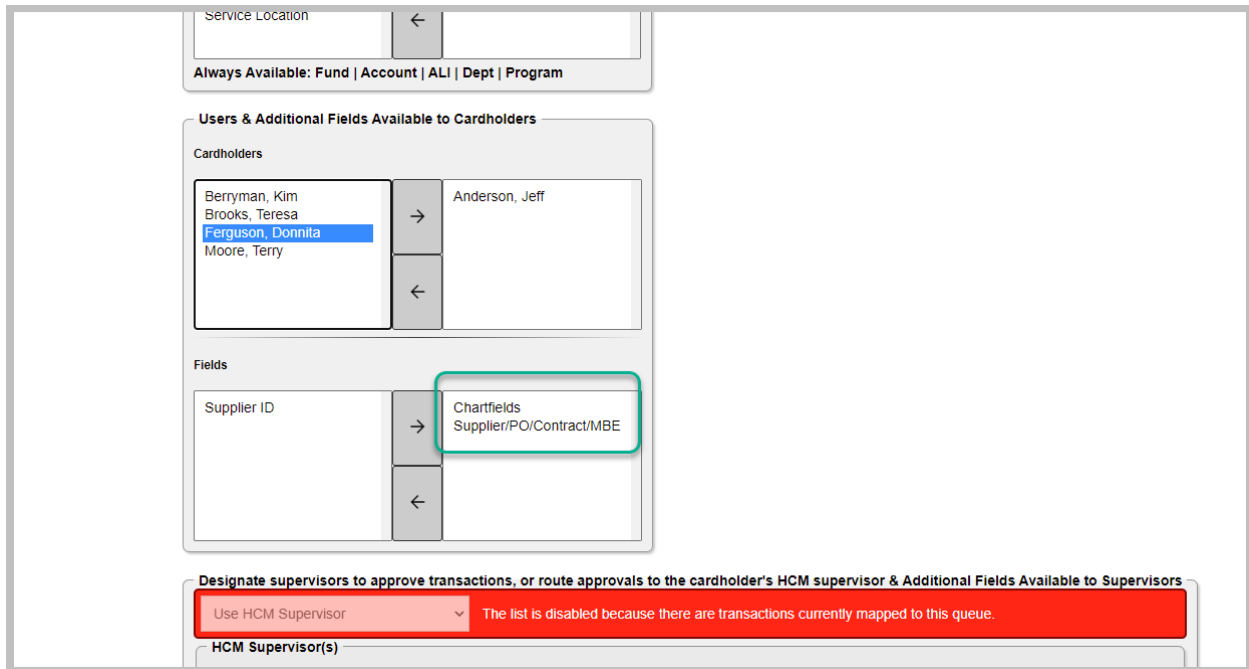
## 1. Log into PREP and go to Queue Administration



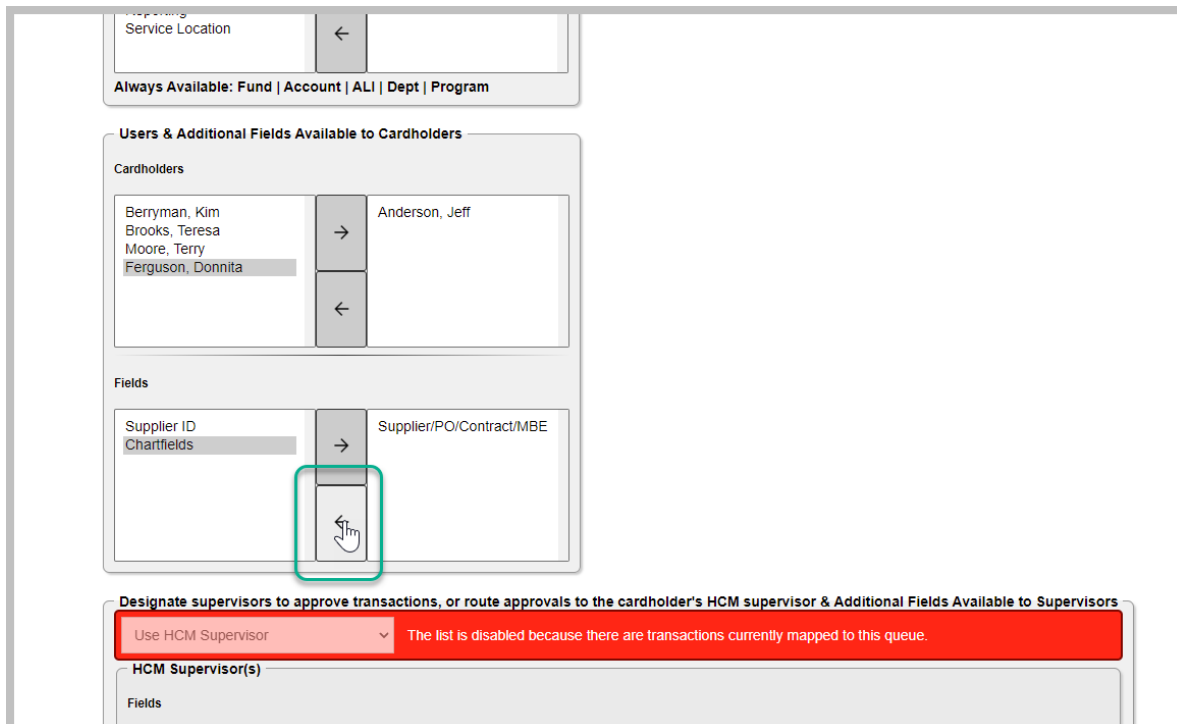
## 2. Select 'Edit' for the queue to be edited



3. Select the permission to be added/removed



4. Click the right-facing arrow to add permissions, or the left-facing arrow to remove permissions



5. When finished, click 'Submit'

Chartfields Supplier ID Supplier/PO/Contract/MBE	→	
	←	

**Users & Additional Fields Available to Level 1 Approvers**

Level 1 Approver Title

**Approvers**

Anderson, Jeff	→	Clark, Todd Neely, Leeauna
	←	

**Fields**

Supplier ID	→	Chartfields Supplier/PO/Contract/MBE
	←	

Is the final approver level defined?

PROCESS COMPLETE