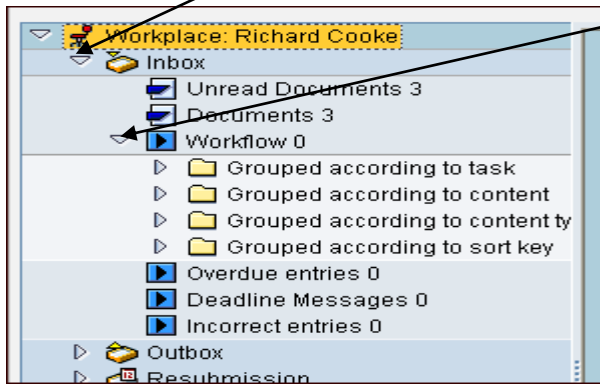


How to Find and Use SAP Business Workplace for ePAF Approval/Reject

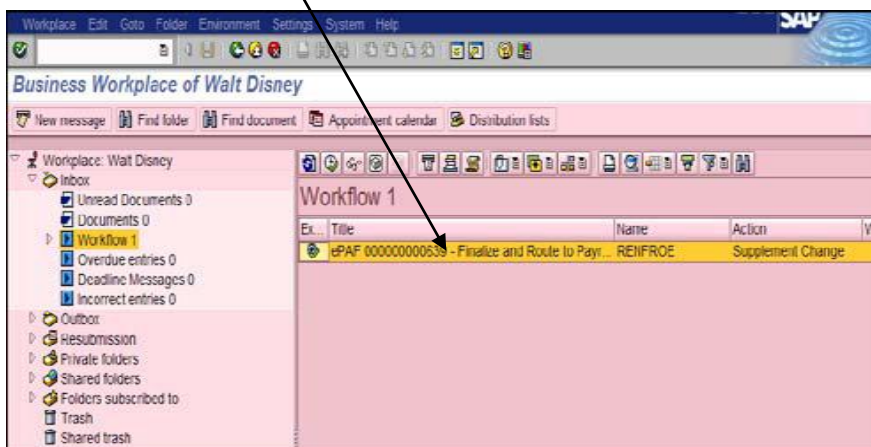
1. At the top of the SAP Menu Screen, *click* on the **Business Workplace** icon.



2. *Click* the **Yellow Triangle** to *expand* your **Inbox**, then *click* the **Yellow Triangle** to *expand* the **Workflow**.

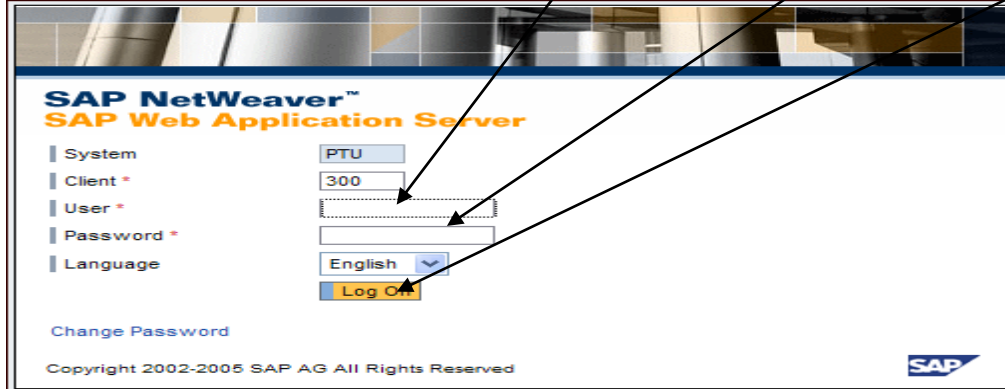


3. *Click* the **Email to Open** and *click* the **hyperlink** to *open* the **SAP ePAF Netweaver Website**.

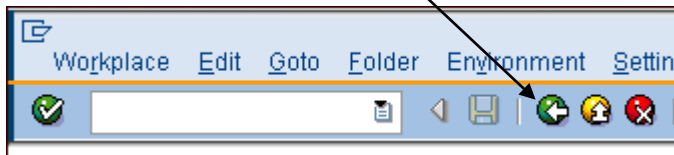


How to Find and Use SAP Business Workplace for ePAF Approval/Reject

4. Login to the SAP site with your **SAP USER ID** and **SAP Password**. Click the **Login** button.

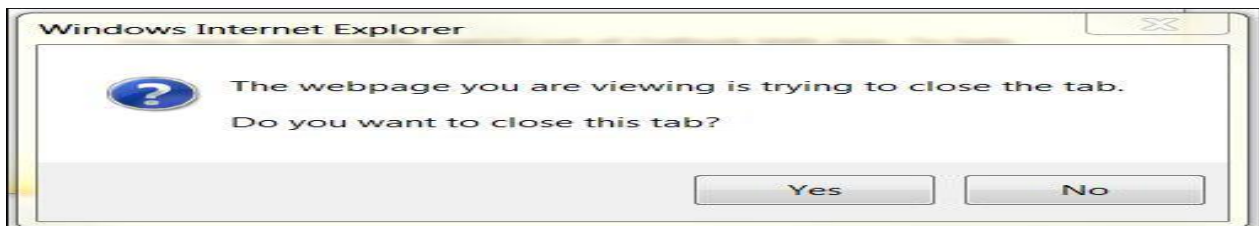


5. When the SAP ePAF appears, **review** the information and then *click* the **Approve or Reject** button.
6. *Close* **Internet Explorer** window.
7. Go back to your **SAP Workplace Screen**. *Process* any remaining **ePAFs**.
8. *Click* the green **Back Arrow** icon to *return* to the **Main SAP** window.



NOTE: If you have several ePAF's to process, follow the directions below:

1. After the first **ePAF** is Approved/Rejected, the box below appears, *select* **NO**



2. Minimize the **Internet Browser** window.
3. *Double Click* the next **ePAF** in the **Workplace Inbox** to *open*.
4. **Approve/Reject ePAF**
5. When the **Windows Internet Explorer** box appears, *click* **Yes**
6. Repeat steps 3-5 until all **ePAFs** are completed.