

Aggiebuy ADMIN Quick Reference Guide

Copying a rule:

Begin by hovering over the “Setup” flyout menu to the left of your screen. You can then select “Workflow Setup” and then either “Requisition Workflow Setup” or “Invoice Workflow setup”. (Requisition will be used for this example)

The screenshot displays the AggieBuy ADMIN interface. On the left, a dark red sidebar contains navigation options: Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The Setup option is highlighted with a red arrow. A flyout menu is open over the Setup option, listing various configuration areas. A red arrow points to the 'Workflow Setup' option in this menu. The main content area shows the AggieBuy logo and a welcome message. Below the welcome message, there are sections for 'Office Supplies / Furniture' and 'Computers / Technology', each containing logos of various suppliers. At the bottom, there is a 'My Resources' section with contact information and a 'Site Map' link.

Home/Shop

Secure | https://solutions.sciquest.com/apps/Router/Home?tmstmp=1499325035341

Apps ACU 360 UStream ATT Chase FFlow Cap1 Sears BTU NY&C Depot ONavy PayPAMS FitPal Diet Auction Turbo Med Suddenlink Citi Guitar Car Care Credit Yarn MCM

Home Shop Documents Contracts Accounts Payable Suppliers Reporting Administer Setup

Home Shop > Shopping > Shopping Home > Home/Shop

Shop Everything Go

Go to: advanced search | favorites | forms | non-catalog item | quick order Browse: suppliers | categories | contracts | chemicals

AggieBuy
...purchasing made easy

Welcome to Texas A&M University's Purchasing and e-Commerce Website!

Office Supplies / Furniture

TEJAS
HBI
Steelcase HUB Partner
TAMU PRINT
AlphaGraphics

Computers / Technology

Avinext
HP HUB Partner
Connection
B&H
NEWEGG
CDW
HENRY SCHEN
Athletic / Medical Supplies

My Resources
AggieBuy@tam.u.edu
AggieBuy.tamu.edu

Site Map

Menu Search (Alt+M)

https://solutions.sciquest.com/apps/Router/Home?tmstmp=1499325035341#

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Next click on the “Advanced Dynamic Workflow” tab at the top of the page.

The screenshot shows the Aggiebuy ADMIN interface. The browser address bar indicates the URL: <https://solutions.sciquest.com/apps/Router/RequisitionWFApprovers?wfType=1&tmstmp=1498849123324>. The page title is "Configuration - WorkFlow". The navigation menu includes Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, and Administer. The "Setup" menu is expanded, showing "Workflow Setup" > "Requisition Workflow Setup" > "Requisition Workflow Folders" > "Configuration - WorkFlow". The "Advanced Dynamic Workflow" tab is highlighted with a red circle. The "Shared Workflow Folders" section shows a list of folders, with "AIM Notification" selected. The "Selected Folder" section displays the name "AIM Notification" and the option "Enable Automatic Approvals" with a red 'x' icon and a "Save" button. The "Approvers" section includes an "Add Approvers" button and a table with the following data:

Approver Name	User Name	Email	Phone	Remove
Barzak, Paul Admin	pbarzak	p-barzak@tamu.edu	+1 (979) 845-3816	Remove
Golden, William	824008677	goldenwilliam9@exchange.tamu.edu	+1 (979) 845-2207	Remove
Linder - Admin, Randy	rlinder	randy-linder@tamu.edu	+1 (979) 845-9018	Remove

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Then “Rules Management”

The screenshot displays the 'Rule Group Management' interface in the Aggiebuy ADMIN system. The browser address bar shows the URL: <https://solutions.sciquest.com/apps/Router/RequisitionRuleGroup?ruleEntityType=1&tmstmp=1498849331756>. The user is logged in as Maryjo Derrick. The navigation menu on the left includes Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area is titled 'Rule Group Management' and contains a 'Rule Group List' table. The 'Rules Management' tab is highlighted with a red circle. The table lists the following rule groups:

Rule Group List
24-Department Allocator
24-Department Code
24-Department Code Final Approver
24-Post Dept Approval
28-Department Allocator
28-Department Code

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From the “Rule Group” dropdown menu select the appropriate rule group - Department Allocator, Department Code Final Approver, etc.

The screenshot displays the Aggiebuy ADMIN interface for Rules Management. The browser address bar shows the URL: <https://solutions.sciquest.com/apps/Router/RequisitionRuleManagement?ruleEntityType=1&tmstmp=1498849437798>. The page header includes the Texas A&M University logo and the user name "Maryjo Derrick". The breadcrumb trail is: Setup > Workflow Setup > Requisition Workflow Setup > Requisition Advanced Dynamic Workflow (ADW) > Rules Management > Rules Management. The main content area has tabs for "Shared Workflow Folders", "Advanced Dynamic Workflow", and "Workflow Process". Under "Advanced Dynamic Workflow", there are sub-tabs: "Rule Group Management", "Rules Management", "Rules Import/Export", "Rule Group History", and "Rules History". A "Filter" dropdown menu is open, showing the following options: All, 24-Department Allocator, 24-Department Code, 24-Department Code Final Approver, 24-Post Dept Approval, 28-Department Allocator, 28-Department Code, 28-Department Code Final Approver, Account Code Exceptions, Account Code Logic, Agency Funds, buyer, CAS Num Specialized Notifications, CAS Specialized Approvals, CAS Specialized Notifications, Com Code Assigner, Commodity, Department, Department Allocator, and Department Code. An "Add Rule" button is visible in the main content area. The bottom of the page shows a "Menu Search (Alt+M)" icon and a "Show all" button.

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Enter the name of the rule that you want to copy in the “Rule Name” field and click “Search”

The screenshot displays the Aggiebuy ADMIN interface for Rules Management. The browser address bar shows the URL: <https://solutions.sciquest.com/apps/Router/RequisitionRuleManagement>. The user is logged in as Maryjo Derrick. The navigation breadcrumb is: Setup > Workflow Setup > Requisition Workflow Setup > Requisition Advanced Dynamic Workflow (ADW) > Rules Management > Rules Management. The main content area is titled "Advanced Dynamic Workflow" and includes tabs for "Rule Group Management", "Rules Management", "Rules Import/Export", "Rule Group History", and "Rules History". A "Filter" dialog box is open, showing the following fields: "Rule Group" (Department Allocator), "Rule Name" (02-MEEN), "Approvers" (All rules selected), and "Status" (dropdown). A "Search" button is located at the bottom of the filter dialog. An "Add Rule" button is visible in the main content area. The left sidebar contains navigation options: Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The bottom of the screen shows a taskbar with a PDF file named "TEES 7.6.pdf" and a "Show all" button.

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The Rule you entered will be displayed. Select the check box for the rule you want to copy.

Then select "Copy to one or more Rule Groups" from the dropdown menu and click "Go".

The screenshot displays the 'Rules Management' interface in the Aggiebuy ADMIN system. The page title is 'Rules Management' and the URL is 'https://solutions.sciquest.com/apps/Router/RequisitionRuleManagement?ruleEntityType=1&tmstmp=1498849798948'. The breadcrumb navigation is 'Setup > Workflow Setup > Requisition Workflow Setup > Requisition Advanced Dynamic Workflow (ADW) > Rules Management > Rules Management'. The page has a dark red sidebar with navigation options: Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area has tabs for 'Shared Workflow Folders', 'Advanced Dynamic Workflow', and 'Workflow Process'. Under 'Advanced Dynamic Workflow', there are sub-tabs: 'Rule Group Management', 'Rules Management', 'Rules Import/Export', 'Rule Group History', and 'Rules History'. The 'Rules Management' tab is active. There is a 'Click for Filter ?' button and an 'Add Rule' button. Below the filter is a table with the following data:

Rule Group	Rule Name	Rule Description	Status	
Department Allocator	02-MEEN-ALL Dept. Allocator	Ordering Department : one of the following values ("02-MEEN", "02-MEEN-EQUIP", "02-MEEN-FEES", "02-MEEN-JOHN", "02-MEEN-MSEN", "02-MEEN-TURBO") Approvers : Cheri Alvarado Mark Anderson Renee Campos Adrienne Krenek Timothy Meekma Sybil Popham Maria Rodriguez Mason Schmalriede Chelsea Soechting	Active	<input checked="" type="checkbox"/> edit

At the bottom of the table, there is a 'For Selected Rule(s)' dropdown menu with 'Copy to one or more Rule Groups' selected, and a 'Go' button. A red circle highlights the checkbox in the 'Status' column for the 'Department Allocator' rule. A red arrow points to the 'Copy to one or more Rule Groups' dropdown menu, and another red arrow points to the 'Go' button.

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You will then select what Rule Group you want to copy to and click “Copy”. In this example we are copying a Department Allocator rule to a Department Allocator rule. **It is recommended that you copy to the same type of rule you are copying from.**

The screenshot displays the 'Rules Management' interface in a web browser. The browser's address bar shows the URL: <https://solutions.sciquest.com/apps/Router/RequisitionRuleManagement?ruleEntityType=1&tmstmp=1499362042833>. The page header includes the Texas A&M University logo and navigation tabs for 'Shared Workflow Folders', 'Advanced Dynamic Workflow', and 'Workflow Process'. The 'Rules Management' tab is active, showing a table of rules. A dialog box titled 'Copy Selected Rule(s) to Rule Group (s)' is open in the foreground, listing the selected rule '02-MEEN-ALL Dept. Allocator' and providing a list of target rule groups for copying: 'Department', 'Department Allocator', 'Department Code', and 'Department Code Final Approver'. The 'Department Allocator' option is selected. The dialog box also includes 'Copy' and 'Cancel' buttons. The background table shows the following data:

Rule Group	Rule Name
Department Allocator	02-MEEN-ALL Dept. Allocator • Ordering Department : one of the following values {"02-MEEN", "02-MEEN-EQUIP", "02-MEEN-FEES", "02-MEEN-JOHN", "02-MEEN-MSEN", "02-MEEN-TURBO"}

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The copy will be displayed at the bottom of the page and will be set to inactive. Copying a rule will also copy all approvers listed on that rule.

The screenshot displays the 'Rules Management' interface within the Aggiebuy ADMIN system. The page title is 'Rules Management' and the URL is 'https://solutions.sciquest.com/apps/Router/RequisitionRuleManagement'. The user is logged in as 'Maryjo Derrick'. The breadcrumb trail is: Setup > Workflow Setup > Requisition Workflow Setup > Requisition Advanced Dynamic Workflow (ADW) > Rules Management > Rules Management. The interface shows a table of rules with the following columns: Rule Group, Rule Name, Rule Description, and Status. Two rules are listed:

Rule Group	Rule Name	Rule Description	Status
Department Allocator	02-MEEN-ALL Dept. Allocator	Ordering Department : one of the following values ("02-MEEN", "02-MEEN-EQUIP", "02-MEEN-FEES", "02-MEEN-JOHN", "02-MEEN-MSEN", "02-MEEN-TURBO") Approvers : Cheri Alvarado, Mark Anderson, Renee Campos, Adrienne Krenek, Timothy Meekma, Sybil Popham, Maria Rodriguez, Mason Schmalriede, Chelsea Soechting	Active
Department Allocator	02-MEEN-ALL Dept. Allocator-01	Ordering Department : one of the following values ("02-MEEN", "02-MEEN-EQUIP", "02-MEEN-FEES", "02-MEEN-JOHN", "02-MEEN-MSEN", "02-MEEN-TURBO") Approvers : Cheri Alvarado, Mark Anderson, Renee Campos, Adrienne Krenek, Timothy Meekma, Sybil Popham, Maria Rodriguez, Mason Schmalriede, Chelsea Soechting	Inactive

A red arrow points to the 'Setup' menu item in the left sidebar. A red box highlights the approvers list for the second rule, and a red circle highlights the 'Inactive' status. The 'Add Rule' button is visible at the top of the table. The 'Results found: 2' and 'Page 1 of 1' are also visible.

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Click on "edit" for the inactive rule

The screenshot displays the 'Rules Management' interface in a web browser. The browser address bar shows the URL: <https://solutions.sciquest.com/apps/Router/RequisitionRuleManagement>. The page header includes the Texas A&M University logo and the user name 'Maryjo Derrick'. The breadcrumb trail is: Setup > Workflow Setup > Requisition Workflow Setup > Requisition Advanced Dynamic Workflow (ADW) > Rules Management > Rules Management. The main content area is titled 'Rules Management' and contains a table of rules. The table has columns for Rule Group, Rule Name, Rule Description, and Status. Two rules are listed. The first rule, '02-MEEN-ALL Dept. Allocator', is 'Active'. The second rule, '02-MEEN-ALL Dept. Allocator-01', is 'Inactive'. The 'edit' link for the inactive rule is circled in red. The table also includes a 'Results found: 2' indicator and a 'Page 1 of 1' indicator.

Rule Group	Rule Name	Rule Description	Status	Actions
Department Allocator	02-MEEN-ALL Dept. Allocator	Ordering Department : one of the following values ("02-MEEN", "02-MEEN-EQUIP", "02-MEEN-FEES", "02-MEEN-JOHN", "02-MEEN-MSEN", "02-MEEN-TURBO") Approvers : Cheri Alvarado Mark Anderson Renee Campos Adrienne Krenek Timothy Meekma Sybil Popham Maria Rodriguez Mason Schmalriede Chelsea Soechting	Active	edit
Department Allocator	02-MEEN-ALL Dept. Allocator-01	Ordering Department : one of the following values ("02-MEEN", "02-MEEN-EQUIP", "02-MEEN-FEES", "02-MEEN-JOHN", "02-MEEN-MSEN", "02-MEEN-TURBO") Approvers : Cheri Alvarado Mark Anderson Renee Campos Adrienne Krenek Timothy Meekma Sybil Popham Maria Rodriguez Mason Schmalriede Chelsea Soechting	Inactive	edit

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Here, you can edit the rule for the appropriate department with the appropriate approvers. Click on the edit button in the "Rule Info" box.

The screenshot displays the Aggiebuy ADMIN interface for editing a rule. The browser address bar shows the URL: https://solutions.sciquest.com/apps/Router/DynamicRuleEdit?ruleEntityType=1&tmstmp=1498850219450&ruleEntityType=1¶m_Action=action_EditRule¶m_DynamicRuleId=31161638&Rule_RuleGroupFilter=1196&RuleFilter_RuleName=02-MEEN&RuleFilter_. The user is logged in as Maryjo Derrick.

The page title is "Editing Rule: 02-MEEN-ALL Dept. Allocator-01". The "Rule Info" section is highlighted with a red circle around the "edit" button. The "Rule Info" section contains the following information:

Internal Name	-118-01
Display Name	02-MEEN-ALL Dept. Allocator-01
Rule Group	Department Allocator
Rule Description	
Active	x
Enable Automatic Approvals	x

The "Approvers" section contains a list of approvers with checkboxes for selection:

Approvers	
Cheri Alvarado	<input type="checkbox"/>
Mark Anderson	<input type="checkbox"/>
Renee Campos	<input type="checkbox"/>
Adrienne Krenek	<input type="checkbox"/>
Timothy Meekma	<input type="checkbox"/>
Sybil Popham	<input type="checkbox"/>
Maria Rodriguez	<input type="checkbox"/>
Mason Schmalriede	<input type="checkbox"/>
Chelsea Soechting	<input type="checkbox"/>

The "Document-Level Rules" section contains a dropdown menu for "BillTo Address" and a "Go" button. The "Line-Level Rules" section contains a dropdown menu for "Capital Expense" and a "Go" button.

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Edit the rule info. - Change the display name to show the proper department and remove the extraneous numbers at the end("-01" or "02" etc)

You will not be able to edit the "Internal Name"-this will remain the same

Enter the rule description in the text box. When all updates have been made click "Save"

Example-Before changes

The screenshot displays the Aggiebuy ADMIN interface. The main window is titled "Editing Rule: 02-MEEN-ALL Dept. Allocator-01". A modal dialog box titled "Edit Rule Info" is open, showing the following fields:

- Internal Name: -118-01
- Display Name: 02-MEEN-ALL Dept. Allocator-01
- Rule Group: Department Allocator
- Rule Description: (Empty text box)
- Active:
- Enable Automatic Approvals:

Buttons for "Save" and "Cancel" are visible at the bottom of the dialog. The background interface shows a sidebar with navigation options like Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, and Administrator. The main content area includes tabs for "Shared Workflow Folders", "Advanced Dynamic Workflow", and "Workflow Process". Below the dialog, there are sections for "Document-Level Rules" and "Line-Level Rules".

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Example-After changes

The screenshot displays the Aggiebuy ADMIN interface. The browser address bar shows the URL: https://solutions.sciquest.com/apps/Router/DynamicRuleEdit?tmstmp=1498851572604&ruleEntityType=1¶m_Action=action_EditRule¶m_DynamicRuleId=31161638&Rule_RuleGroupFilter=1196&RuleFilter_RuleName=02-MEEN&RuleFilter_Approvers=RulesFil. The user is logged in as Marjo Derrick. The page title is "Editing Rule: 02-MEEN-ALL Dept. Allocator-01".

The "Edit Rule Info" dialog box is open, showing the following fields:

- Internal Name: -118-01
- Display Name: 02-EXAMPLE Dept. Allocator
- Rule Group: Department Allocator
- Rule Description: Department Allocator
- Active:
- Enable Automatic Approvals:

The dialog box also includes a character count (980 characters remaining) and "Save" and "Cancel" buttons.

The background interface shows the "Approvers" section with a list of names and checkboxes:

Approvers	
Theri Alvarado	<input type="checkbox"/>
Mark Anderson	<input type="checkbox"/>
Genee Campos	<input type="checkbox"/>
Andrienne Krenek	<input type="checkbox"/>
Timothy Meekma	<input type="checkbox"/>
Wybil Popham	<input type="checkbox"/>
Maria Rodriguez	<input type="checkbox"/>
Mason Schmalriede	<input type="checkbox"/>
Chelsea Soechting	<input type="checkbox"/>

Below the "Approvers" section, there are sections for "Document-Level Rules" and "Line-Level Rules".

Document-Level Rules

Add a new rule for a

Ordering Department: one of the following values ("02-MEEN", "02-MEEN-EQUIP", "02-MEEN-FEES", "02-MEEN-JOHN", "02-MEEN-MSEN", "02-MEEN-TURBO")

Line-Level Rules

Add a new rule for a

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Update the “Document-Level Rules” or “Line-Level Rules by clicking on “edit”.

Currently, the **Requisition Allocator** rules are the **only ones** that will use **Document Level**. The rest will use Line Level.

****Note-an example of a rule that uses Line Level can be found on the last page of this guide**

The screenshot displays the Aggiebuy ADMIN interface for editing a rule. The browser address bar shows the URL: https://solutions.sciquest.com/apps/Router/DynamicRuleEdit?ruleEntityType=1&tmstmp=1499441826626&ruleEntityType=1¶m_Action=action_EditRule¶m_DynamicRuleId=31350873&Rule_RuleGroupFilter=1196&RuleFilter_RuleName=02-meen&RuleFilter_f. The page title is "Editing Rule: 02-MEEN-ALL Dept. Allocator-01".

Rule Info

Internal Name	-118-01
Display Name	02-MEEN-ALL Dept. Allocator-01
Rule Group	Department Allocator
Rule Description	
Active	x
Enable Automatic Approvals	x

Approvers

Approvers	
Cheri Alvarado	<input type="checkbox"/>
Mark Anderson	<input type="checkbox"/>
Renee Campos	<input type="checkbox"/>
Adrienne Krenek	<input type="checkbox"/>
Timothy Meekma	<input type="checkbox"/>
Sybil Popham	<input type="checkbox"/>
Maria Rodriguez	<input type="checkbox"/>
Mason Schmalriede	<input type="checkbox"/>
Chelsea Soechting	<input type="checkbox"/>

Document-Level Rules

Add a new rule for a

Ordering Department:

Line-Level Rules

Add a new rule for a

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At the Document level-Select “edit”. Highlight the departments in the “Selected Departments” box that should be removed and use the arrow to remove them.

The screenshot displays the Aggiebuy ADMIN interface. The main window is titled "Editing Rule: 02-MEEN-ALL Dept. Allocator-01". A modal dialog box, "Edit Dynamic Rule Element", is open in the center. The dialog box contains the following information:

- Rule Info:**
 - Internal Name: Use the **Department** rule configuration to create a rule element based on a user's department.
 - Display Name: Select the departments from the list in the left column and click the right arrow to move it to the right column. The document is routed to a folder when the user's department matches one of the selected departments in this rule.
 - Rule Group: [Blank]
 - Rule Description: Select **include blank values** from the dropdown box to route a document with no associated department. The default setting is **ignore blank values**, which does not look for an empty department.
 - Active: [Blank]
 - Enable Automatic A: [Blank]
- Ordering Department:** one of the following values | ignore blank values
- Available Departments:**
 - Organization Departments
 - 02-8030 (02-8030)
 - 02-AABS (02-AABS)
 - 02-ACAD (02-ACAD)
 - 02-ACAD-SCHOL (02-ACAD-SCHOL)
 - 02-ACCT (02-ACCT)
 - 02-ADMI (02-ADMI)
 - 02-ADMI-AGPSC (02-ADMI-AGPSC)
 - 02-ADMI-APPS (02-ADMI-APPS)
 - 02-ADMI-BV (02-ADMI-BV)
 - 02-ADMI-CC (02-ADMI-CC)
- Selected Departments:**
 - Organization Departments
 - 02-MEEN (02-MEEN)
 - 02-MEEN-EQUIP (02-MEEN-EQUIP)
 - 02-MEEN-FEES (02-MEEN-FEES)
 - 02-MEEN-JOHN (02-MEEN-JOHN)
 - 02-MEEN-MSEN (02-MEEN-MSEN)
 - 02-MEEN-TURBO (02-MEEN-TURBO)
- Buttons:** Save, Cancel

The background interface shows the "Rules Management" section with tabs for "Rule Group Management", "Rules Management", "Rules Import/Export", "Rule Group History", and "Rules History". The "Rules Management" tab is active. The "Document-Level Rules" section shows the "Ordering Department" dropdown set to "one of the following values" and a list of departments: "02-MEEN", "02-MEEN-EQUIP", "02-MEEN-FEES", "02-MEEN-JOHN", "02-MEEN-MSEN", and "02-MEEN-TURBO". The "Line-Level Rules" section shows a dropdown for "Capital Expense" and a "Go" button.

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Then move over the correct department and click "Save"

The screenshot displays the Aggiebuy ADMIN interface. The main window is titled "Editing Rule: 02-MEEN-ALL Dept. Allocator-01". A modal dialog box titled "Edit Dynamic Rule Element" is open, providing instructions and configuration options for this rule element.

Rule Info

- Internal Name: 02-MEEN-ALL Dept. Allocator-01
- Display Name: 02-MEEN-ALL Dept. Allocator-01
- Rule Group: 02-MEEN-ALL Dept. Allocator-01
- Rule Description: 02-MEEN-ALL Dept. Allocator-01
- Active:
- Enable Automatic Approval:

Document-Level Rules

Ordering Department:

Available Departments

- 02-8030 (02-8030)
- 02-AABS (02-AABS)
- 02-ACAD (02-ACAD)
- 02-ACAD-SCHOL (02-ACAD-SCHOL)
- 02-ACCT (02-ACCT)
- 02-ADMI (02-ADMI)
- 02-ADMI-AGPSC (02-ADMI-AGPSC)
- 02-ADMI-APPS (02-ADMI-APPS)
- 02-ADMI-BV (02-ADMI-BV)
- 02-ADMI-CC (02-ADMI-CC)

Selected Departments

- 02-CAT (02-CAT)

Line-Level Rules

Add a new rule for a

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Now you can update your Approvers. In the “Approvers” box add or remove Approvers as needed using the “Add Approver” and “Remove Selected Approvers” buttons.

The screenshot displays the 'Editing Rule: 02-MEEN-ALL Dept. Allocator-01' page in the Aggiebuy ADMIN system. The page is divided into several sections:

- Rule Info:** Contains fields for Internal Name (-118-01), Display Name (02-MEEN-ALL Dept. Allocator-01), Rule Group (Department Allocator), Rule Description, Active status (marked with a red 'x'), and Enable Automatic Approvals (marked with a red 'x').
- Approvers:** A table listing approvers with checkboxes for selection. The 'Add Approver...' and 'Remove Selected Approvers' buttons are circled in red. A red arrow points to the 'Remove Selected Approvers' button. The table includes the following entries:

Approvers	
Cheri Alvarado	<input type="checkbox"/>
Mark Anderson	<input type="checkbox"/>
Renee Campos	<input type="checkbox"/>
Adrienne Krenek	<input type="checkbox"/>
Timothy Meekma	<input type="checkbox"/>
Sybil Popham	<input checked="" type="checkbox"/>
Maria Rodriguez	<input checked="" type="checkbox"/>
Mason Schmalriede	<input checked="" type="checkbox"/>
Chelsea Soechting	<input checked="" type="checkbox"/>
- Document-Level Rules:** A section for adding new rules for a specific document type (e.g., BillTo Address).
- Line-Level Rules:** A section for adding new rules for a specific line item (e.g., Capital Expense).

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Once you have edited all three sections you can go back into the “Rule Info” box and activate the rule. Click on “edit” then check the box next to “Active”

The screenshot displays the Aggiebuy ADMIN interface for editing a rule. The browser address bar shows the URL: https://solutions.sciquest.com/apps/Router/DynamicRuleEdit?tmstmp=1498853979222&ruleEntityType=1¶m_Action=action_EditRule¶m_DynamicRuleId=31161638&Rule_RuleGroupFilter=1196&RuleFilter_RuleName=02-MEEN&RuleFilter_Approvers=RulesFil. The user is logged in as Maryjo Derrick.

The page title is "Editing Rule: 02-MEEN-ALL Dept. Allocator-01". The "Rule Info" section is highlighted with a red circle around the "edit" button. The "Approvers" section shows a list of names with checkboxes. The "Document-Level Rules" and "Line-Level Rules" sections are also visible.

Rule Info	
Internal Name	-118-01
Display Name	02-MEEN-ALL Dept. Allocator-01
Rule Group	Department Allocator
Rule Description	
Active	<input checked="" type="checkbox"/>
Enable Automatic Approvals	<input checked="" type="checkbox"/>

Approvers	
Cheri Alvarado	<input type="checkbox"/>
Mark Anderson	<input type="checkbox"/>
Renee Campos	<input type="checkbox"/>
Adrienne Krenek	<input type="checkbox"/>
Timothy Meekma	<input type="checkbox"/>
Sybil Popham	<input type="checkbox"/>
Maria Rodriguez	<input type="checkbox"/>
Mason Schmalriede	<input type="checkbox"/>
Chelsea Soechting	<input type="checkbox"/>

Document-Level Rules

Add a new rule for a

Ordering Department:

Line-Level Rules

Add a new rule for a

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The screenshot displays the Aggiebuy ADMIN interface for editing a rule. The main window is titled "Editing Rule: 02-MEEN-ALL Dept. Allocator-01". A modal dialog box titled "Edit Rule Info" is open, showing the following details:

- Internal Name: -118-01
- Display Name: 02-MEEN-ALL Dept. Allocator-01
- Rule Group: Department Allocator
- Rule Description: (Empty text area)
- Active:
- Enable Automatic Approvals:

A red arrow points to the "Active" checkbox. The background interface shows a list of approvers with checkboxes for selection. Below the dialog, there are sections for "Document-Level Rules" and "Line-Level Rules".

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Adding departments to a rule at the Line level

Select “edit” for Line Level Rules

The screenshot displays the 'Editing Rule: 02-MEEN Dept Allocator-02' page in the Aggiebuy ADMIN system. The page is divided into several sections:

- Rule Info:** A table with the following data:

Internal Name	DA0477-03
Display Name	02-MEEN Dept Allocator-02
Rule Group	Department Allocator
Rule Description	
Active	x
- Approvers:** A table with a list of names and checkboxes:

Approvers	
Cheri Alvarado	<input type="checkbox"/>
Mark Anderson	<input type="checkbox"/>
Renee Campos	<input type="checkbox"/>
Adrienne Krenek	<input type="checkbox"/>
Timothy Meekma	<input type="checkbox"/>
Sybil Popham	<input type="checkbox"/>
Maria Rodriguez	<input type="checkbox"/>
Mason Schmalriede	<input type="checkbox"/>
Chelsea Soechting	<input type="checkbox"/>
- Document-Level Rules:** A section with a dropdown menu set to 'Business Unit' and a 'Go' button.
- Line-Level Rules:** A section with a dropdown menu set to 'Capital Expense' and a text field containing 'Department Code (Department Code): one of the following values: (*02-MEEN*)'. The 'edit' link next to this field is circled in red.

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Rather than choosing the department from a list, you will type in the department name. Be sure to preface the department name with your System part (02, 24, 28 etc) and a dash as seen in the example below. **Department codes should always be capitalized.**

The screenshot displays the Aggiebuy ADMIN interface. The browser address bar shows the URL: https://solutions.sciquest.com/apps/Router/DynamicRuleEdit?ruleEntityType=4&tmstmp=1498855230749&ruleEntityType=4¶m_Action=action_EditRule¶m_DynamicRuleId=31161600&Rule_RuleGroupFilter=10747&RuleFilter_RuleName=02-meen&RuleFilter. The user is logged in as Maryjo Derrick. The navigation menu on the left includes Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, and Administer. The main content area is titled 'Editing Rule: 02-MEEN Dept Allocator-01'. A modal dialog box titled 'Edit Dynamic Rule Element' is open, providing instructions on how to configure a rule element. The dialog box contains the following text: 'Use the set of custom field values configuration to create a rule element that evaluates the presence of a list of specific custom field values. Select the custom field name from the drop-down box. Next, select the operator from the drop-down list and enter the custom field value(s) into the text area provided. Each custom field value must be separated by a carriage return. The rule element is evaluated as true if the referenced custom field values are found on a document. Select include blank values from the dropdown box to route a document with no custom field value for the selected field. The default setting is ignore blank values, which does not look for an empty custom field. For more information on the specific options for this rule element, click the ? in the upper right corner.' The dialog box also features a form with a dropdown menu for 'Department Code (Department Code)', a dropdown for 'one of the following values', and a dropdown for 'ignore blank values'. The text area contains '02-MEEN'. There are 'Save' and 'Cancel' buttons at the bottom of the dialog box. Below the dialog box, the 'Document-Level Rules' section shows 'Add a new rule for a Business Unit' with a 'Go' button. The 'Line-Level Rules' section shows 'Add a new rule for a Capital Expense' with a 'Go' button. The text area for the line-level rule contains 'set of Custom Field values: Department Code (Department Code); one of the following values: ('02-MEEN')'. There are 'edit' and 'remove' buttons at the bottom right of the line-level rule section.

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If you are adding multiple departments, list them vertically with no commas or periods

The screenshot shows the 'Edit Dynamic Rule Element' dialog box in the Aggiebuy ADMIN interface. The dialog box contains the following text:

Edit Dynamic Rule Element

Use the **set of custom field values** configuration to create a rule element that evaluates the presence of a list of specific custom field values.

Select the custom field name from the drop-down box. Next, select the operator from the drop-down list and enter the custom field value(s) into the text area provided. Each custom field value must be separated by a carriage return. The rule element is evaluated as true if the referenced custom field values are found on a document.

Select **include blank values** from the dropdown box to route a document with no custom field value for the selected field. The default setting is **ignore blank values**, which does not look for an empty custom field. For more information on the specific options for this rule element, click the ? in the upper right corner.

The dialog box features a dropdown menu for 'Department Code (Department Code)' with the value '02-MEEN Dept Allocator-02' selected. The operator dropdown is set to 'one of the following values'. The 'ignore blank values' dropdown is also visible. A red circle highlights the operator dropdown, which is currently open, showing a list of department codes: 02-MEEN, 02-AERO, and 02-NUEN. The 'Save' and 'Cancel' buttons are at the bottom of the dialog box.