

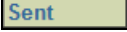







Master My Worklist

1.	<p>Click on the STEP system's <i>EMPLOYEE DIRECT ACCESS</i> responsibility.</p> <p>To complete this procedure, follow the menu path: EMPLOYEE DIRECT ACCESS > MY WORKLIST</p>
2.	<p>Enter the desired information into the Username field.</p> <p>Enter "SAM01".</p>
3.	<p>Enter the desired information into the Password field.</p> <p>Enter "welcome1".</p>
4.	<p>Click the Login button.</p> 
5.	<p>Click the Employee Direct Access link.</p> 
6.	<p>Click the My Worklist link.</p> 
7.	<p>Click the View list.</p> 
8.	<p>Click All Notifications from the list.</p> 
9.	<p>Click on the GO Button.</p> 
10.	<p>This will show ALL Notifications in your Workflow area.</p> <p>Click on the View list.</p> 
11.	<p>Choose FYI Notifications.</p> <p>Click the GO button.</p> 
12.	<p>Click on the View list.</p> 
13.	<p>Click on Notifications From Me</p>
14.	<p>Click on GO button.</p> 
15.	<p>Click the Sorted in ascending order button.</p> 

16.	<p>Click the Subject link.</p> 
17.	<p>Click the Sorted in ascending order button.</p> 
18.	<p>Click on Sent.</p> 
19.	<p>Click the Sorted in ascending order button.</p> 
20.	<p>Click on Type.</p> 
21.	<p>Sort by subject to look for a Leave Request Status.</p> <p>Click on the Subject.</p>
22.	<p>Click the Sample, Sam option.</p> 
23.	<p>Click the Open button or click on the hyperlinked message.</p> 
24.	<p>The Leave of Absence Form will need an Action of Update or Delete. For this example, we are only viewing and will now click on HOME.</p> <p>Click the Home link.</p> 
25.	<p>Click on Logout.</p>
26.	<p>Congratulations!</p> <p>You have successfully reviewed the features of MyWorklist including selecting and sorting in A to Z order.</p>