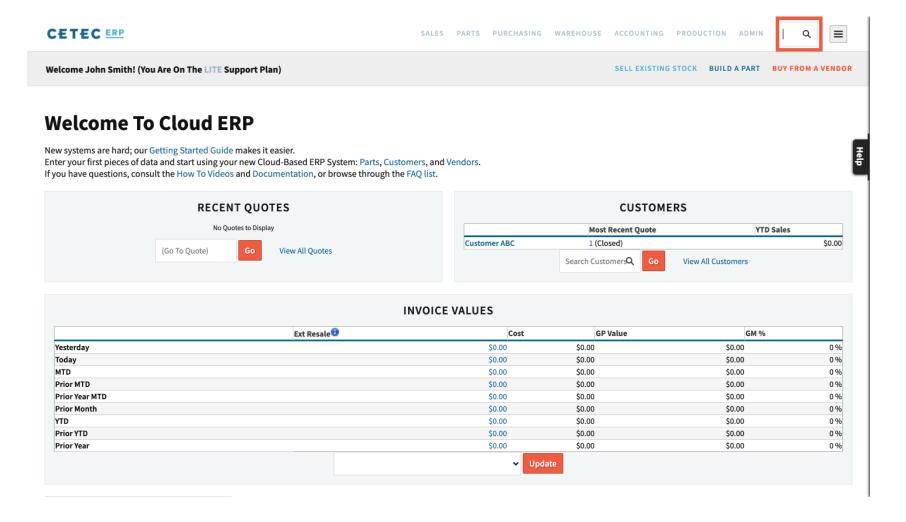


Cetec ERP

The first step is to open Cetec ERP and search for your Order, PO, NCR, etc.

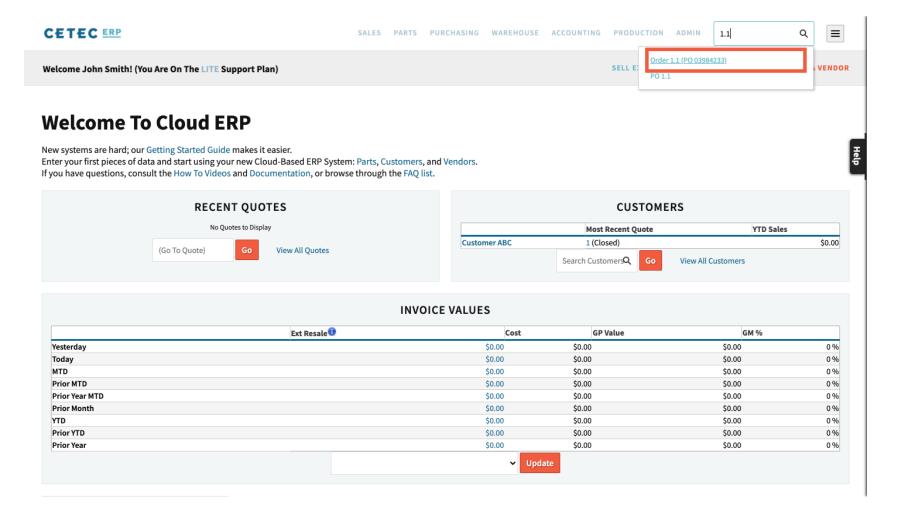


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Cetec ERP

Search and select Order 1.1 (PO 03984233)

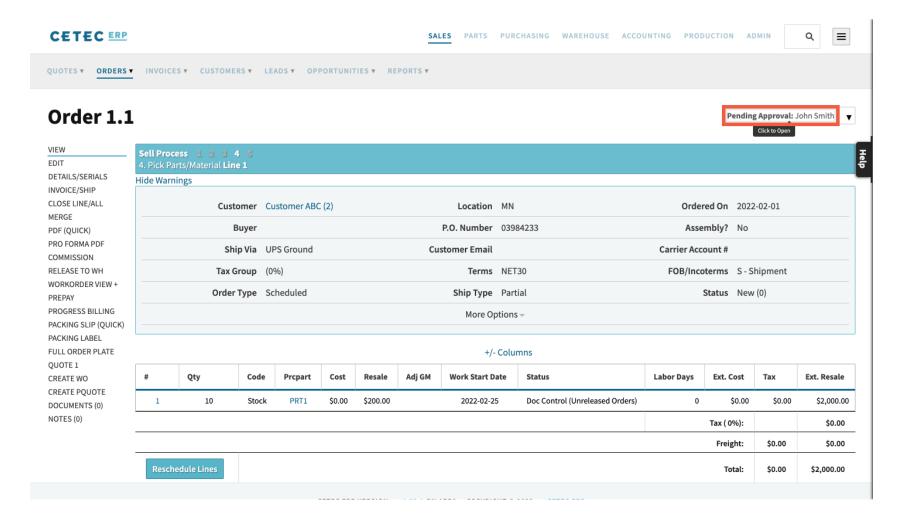


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Cetec ERP

Click Pending Approval: John Smith

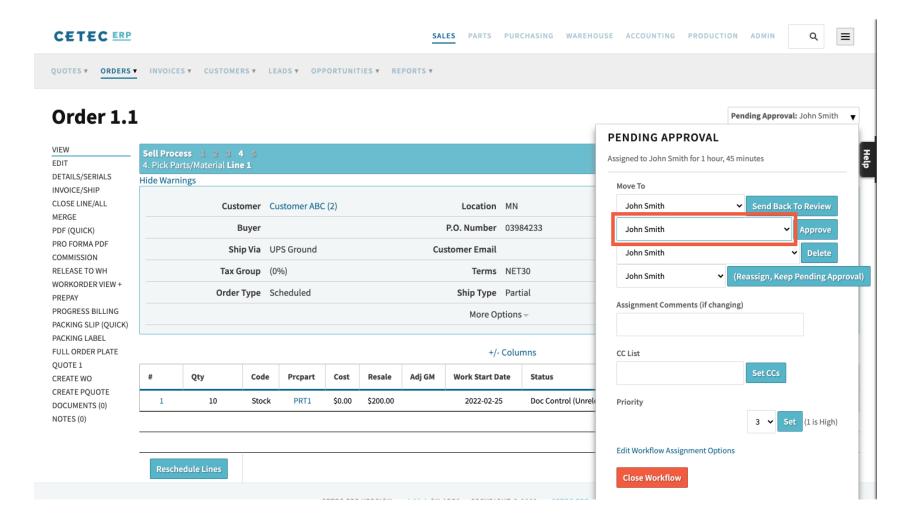


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Cetec ERP

Click John Smith

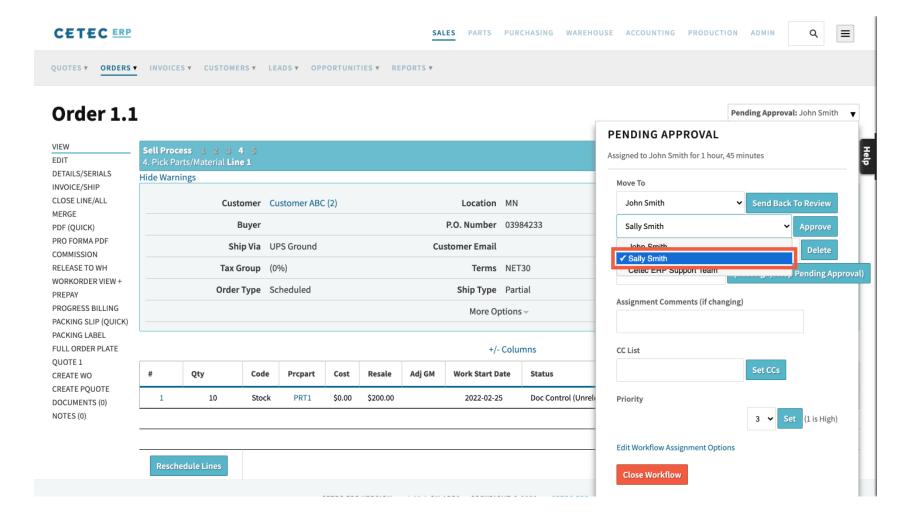


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Cetec ERP

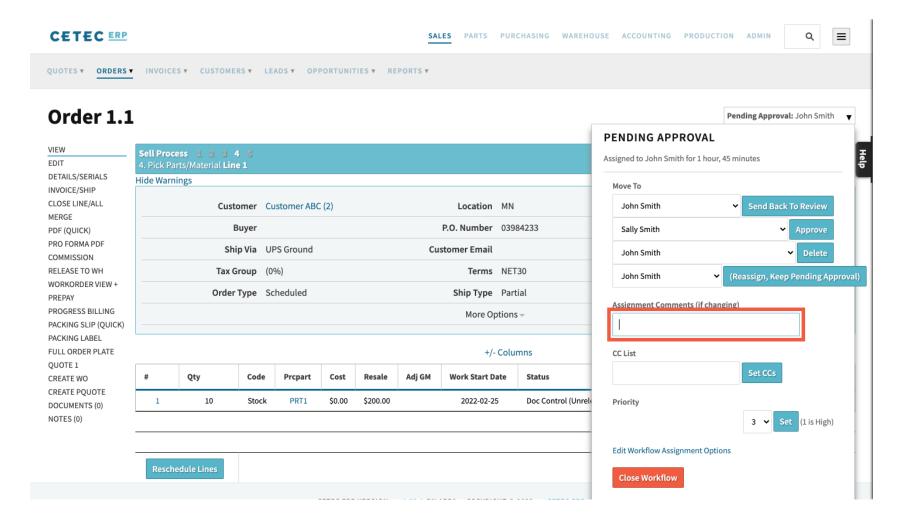
Select Sally Smith



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Cetec ERP

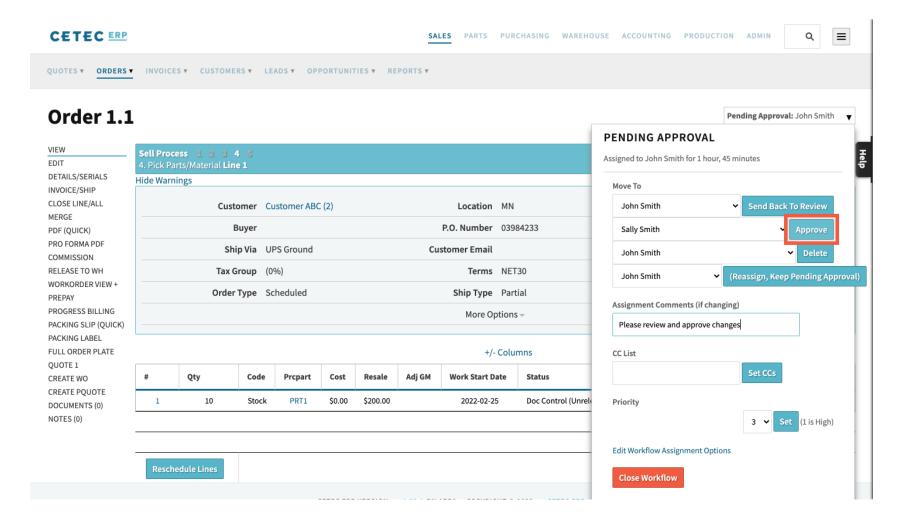
Type assignment comments. This will display in an email to the employee being assigned the order.



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Cetec ERP

Click Approve to change the workflow to that stage to 'Sally Smith'

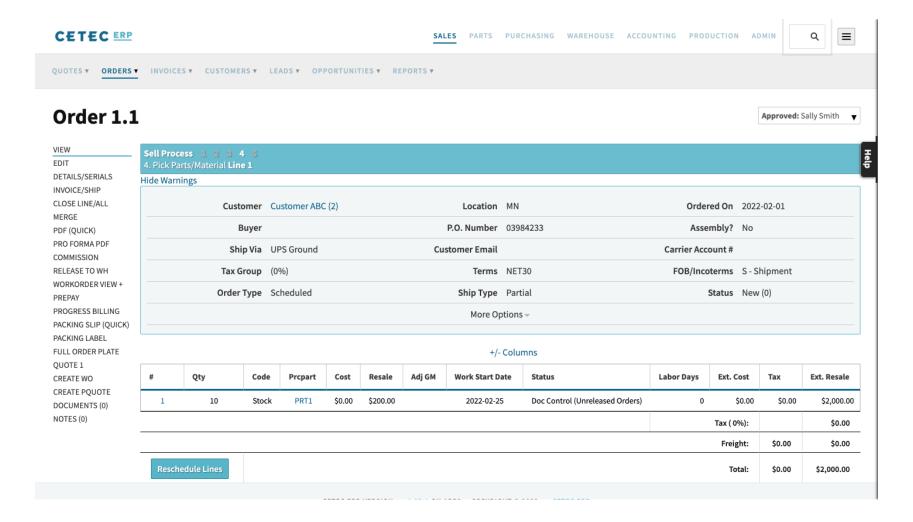


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Cetec ERP

That's it. You're done.



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Scan to go to the interactive player

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