

New FEPMIS Approval Process editor

A Step by Step Guide For Use

The Approval Process Editor allows you to approve and rejecting various requests in the database. Select the **"Approval Process Editor"** and select one of the modules to Edit from the **drop down list**.

Choose the one you wish to edit and click **"Submit"**

The levels for the Approval and the Rejection of requests should be set for each **module** in the drop down list. The processes can be different for each. If you do not set anything up in the **Approval Process Editor**, the Default is: **everything will go to the State and then Federal. You cannot bypass State approval or Federal. If you are a State User you will not need to approve your own submission, it immediately goes to the Federal for approval.**

Fire & Aviation Management Homepage - Microsoft Internet Explorer provided by USDA Forest Service

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FEPMS: Approval Process Management Utility User ID: WREEVES1

Approval Process Search Edit Approval Process

Approval Process: * ACQUISITION PLAN

Submit edit or view the selected approval process

Set up Approval and Rejection processes for the following:

- "Acquisition Plan"
- "Acquisitions"
- "Receipts"
- "Modify Property"
- "Add Property"
- "Breakdown property"
- "Change of Status"
- "Aircraft Use Report" "AUR"
- "Inventory Certification"

AWSR
FIRESTAT
SIT Report
209
FAMWEB Data Warehouse
FEPMS
KCAST
WIMS
New FEPMS
Create Plan
Approve Plan
Create/Review SF-122
Approve SF-122
Receipts
Approve Receipts
Modify
Approve Modifications
Approve Breakdowns
Change of Status
Approve COS
Add Inventory
Approve Additions
Inventory Worksheets
FEP Certification
FFP Certification
Approve Certification
Create AUR
Approve AUR
Station Mgmt Utility
User Management
Approval Process Editor
Query Property

Select which Levels should have **approval authority** and what level should receive requests **rejected** by the PMO. Set the process for each module listed on the previous slide. State and Region are mandatory and the minimum selections.

The screenshot shows the 'FEPMIS: Edit Approval Process' screen for user 'WREEVES1'. The 'Approval Process' is set to 'ACQUISITION PLAN'. The 'Select the steps to include in the approval process' section has checkboxes for 'Station', 'Subdivision', 'Division', 'State', and 'Region', all of which are checked. The 'Select the State level where you wish rejected items to go' section has radio buttons for 'Station', 'Subdivision', 'Division', 'State', and 'Region', with 'State' selected. Below this, a diagram shows the approval flow: STATION -> SUBDIVISION -> DIVISION -> STATE -> REGION. A rejection path is also shown: STATION -> SUBDIVISION -> DIVISION -> STATE -> REGION, with a note 'rejects to STATE'. The sidebar on the left lists various modules under 'New FEPMIS' and 'Electronic Forms'.

Notice all levels have been selected to approve, which means the lowest level sends their request to the next highest level for approval. **Rejections** are set to go back to the State only.