

# Login, Basic Task Management, and Basic System Preferences



This Quick Reference Guide includes explains how to log into eVA, browse through the menu tabs that are used to perform basic management tasks, turn off optional notifications, and delegate your tasks.

## A. Login and Basic Task Management

Navigate to the eVA homepage ([eva.virginia.gov](http://eva.virginia.gov)) then click on **Buyer Login**.

1. Enter your login credentials.
2. Select **Log In** to log in to eVA.

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3. Click the **eVA** logo to return to the **Home Page** anytime.
4. Click the different menus on the menu bar to view the respective menu options.

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Process	Object	Performer	Forwarded on	Action's date (UTC-5)	Status	Due date
eVA Administrative Request - by Type	REQ003828 - Req. 2/10/2022 (A194-DO-DGS Purchasing - Hausladen Lori)	ALI Samsul	2/10/2022			
eVA Purchase Requisition	REQ003801 - Req. 2/10/2022 (A217-Radford University - Lewis Sara)	ALI Samsul	2/10/2022			
eVA Purchase	REQ003799 - Req. 2/10/2022 (A217-PLM Procurement - Lewis Sara)	ALI Samsul	2/10/2022			

## 5. Select the **Suppliers** menu to browse and look for suppliers' information.

The screenshot shows the eVA system interface. The top navigation bar includes 'Suppliers', 'Sourcing', 'Contracts', 'Shop', 'Procurement', 'Analytics', 'Admin', 'Config', 'Integration', and 'Logi'. The 'Suppliers' menu is highlighted with a red box and the number 5. The menu items are: Browse Suppliers, Credentials, Qualifications, Registrations, Gather Information, Answers, Performance Center, Campaigns, Evaluations, Risk Center, Campaigns, Assessments, Exceptions, Collaboration Plans, Cooperative Usage Reports, Cooperative Members, Manager Center, and Subcontractor Reports. The main content area shows a 'Search For Products' section and a 'What's my order status?' section with 45 results. The 'My to-do list' section shows a table with columns for Process, Task, Object, Performer, and Status.

Process	Task	Object	Performer	Status
Quick Quote Workflow	Created	Test Project	ALI Samsul	●●○
Contract	Draft Contract	Contract 1 Amendment #1 - Genco Olive Oil Company	ALI Samsul	●●○
eVA Purchase Requisition	Draft	REQ004842 - Req. 3/8/2022 (A002-BSO Test1 - Ali Samsul)	ALI Samsul	●●○

Name	Organization	Req. Amount	PR Status	Reference
Req. 3/8/2022	A002-BSO Test1	150.00000 USD	Draft	
Requisition for Dog Toys	A236-Animal Care Facility	1,000.00000 USD	Ordered	
Req. 2/18/2022	A236-Animal Care Facility	1,500.00000 USD	Ordered	
Req. 2/18/2022	A002 - BSO Test6		Draft	
Req. 2/18/2022	A002 - BSO Test6		Ordered	
Req. 2/17/2022	E194-eVA Support Team	1,899.00000 USD	In progress	

## 6. Select the **Sourcing** menu to create/view a sourcing project.

The screenshot shows the eVA system interface. The top navigation bar includes 'Suppliers', 'Sourcing', 'Contracts', 'Shop', 'Procurement', 'Analytics', 'Admin', 'Config', 'Integration', and 'Logi'. The 'Sourcing' menu is highlighted with a red box and the number 6. The menu items are: Sourcing Projects, Create Sourcing Project, Create Quick Quote Schedules, Programs, Saving Actions, Strategic Plans, Savings Plan Objectives, and Price Management. The main content area shows a 'Search For Products' section and a 'What's my order status?' section with 45 results. The 'My to-do list' section shows a table with columns for Process, Task, Object, Performer, and Status.

Process	Task	Object	Performer	Status
Quick Quote Workflow	Created	Test Project	ALI Samsul	●●○
Contract	Draft Contract	Contract 1 Amendment #1 - Genco Olive Oil Company	ALI Samsul	●●○
eVA Purchase Requisition	Draft	REQ004842 - Req. 3/8/2022 (A002-BSO Test1 - Ali Samsul)	ALI Samsul	●●○

Name	Organization	Req. Amount	PR Status	Reference
Req. 3/8/2022	A002-BSO Test1	150.00000 USD	Draft	
Requisition for Dog Toys	A236-Animal Care Facility	1,000.00000 USD	Ordered	
Req. 2/18/2022	A236-Animal Care Facility	1,500.00000 USD	Ordered	
Req. 2/18/2022	A002 - BSO Test6		Draft	
Req. 2/18/2022	A002 - BSO Test6		Ordered	
Req. 2/17/2022	E194-eVA Support Team	1,899.00000 USD	In progress	

## 7. Select the **Contract** menu to browse contracts.

The screenshot shows the eVA system interface. The top navigation bar includes 'Suppliers', 'Sourcing', 'Contracts', 'Shop', 'Procurement', 'Analytics', 'Admin', 'Config', 'Integration', and 'Logi'. The 'Contracts' menu is highlighted with a red box, and a red callout '7' points to it. The menu options are: My Contracts, Browse Contracts, Create, Schedule, Browse Templates, Master Clauses, Clauses by Contract, Contract Expenditures, and Expenditure Upload. The main content area shows a 'Search For Products' search bar and a 'My to-do list' table with 124 results. The 'My to-do list' table has columns: Process, Task, Object, Performer, and Status. The 'What's my order status?' section shows 45 results with a table of requisitions.

Process	Task	Object	Performer	Status
Quick Quote Workflow	Created	Test Project	ALI Samsul	●●○
Contract	Draft Contract	Contract 1 Amendment #1 - Genco Olive Oil Company	ALI Samsul	●●○
eVA Purchase Requisition	Draft	REQ004842 - Req. 3/8/2022 (A002-BSO Test1 - Ali Samsul)	ALI Samsul	●●○

Name	Organization	Req. Amount	PR Status	Reference
Req. 3/8/2022	A002-BSO Test1	150.00000 USD	Draft	
Requisition for Dog Toys	A236-Animal Care Facility	1,000.00000 USD	Ordered	
Req. 2/18/2022	A236-Animal Care Facility	1,500.00000 USD	Ordered	
Req. 2/18/2022	A002 - BSO Test6		Draft	
Req. 2/18/2022	A002 - BSO Test6		Ordered	
Req. 2/17/2022	E194-eVA Support Team	1,899.00000 USD	In progress	

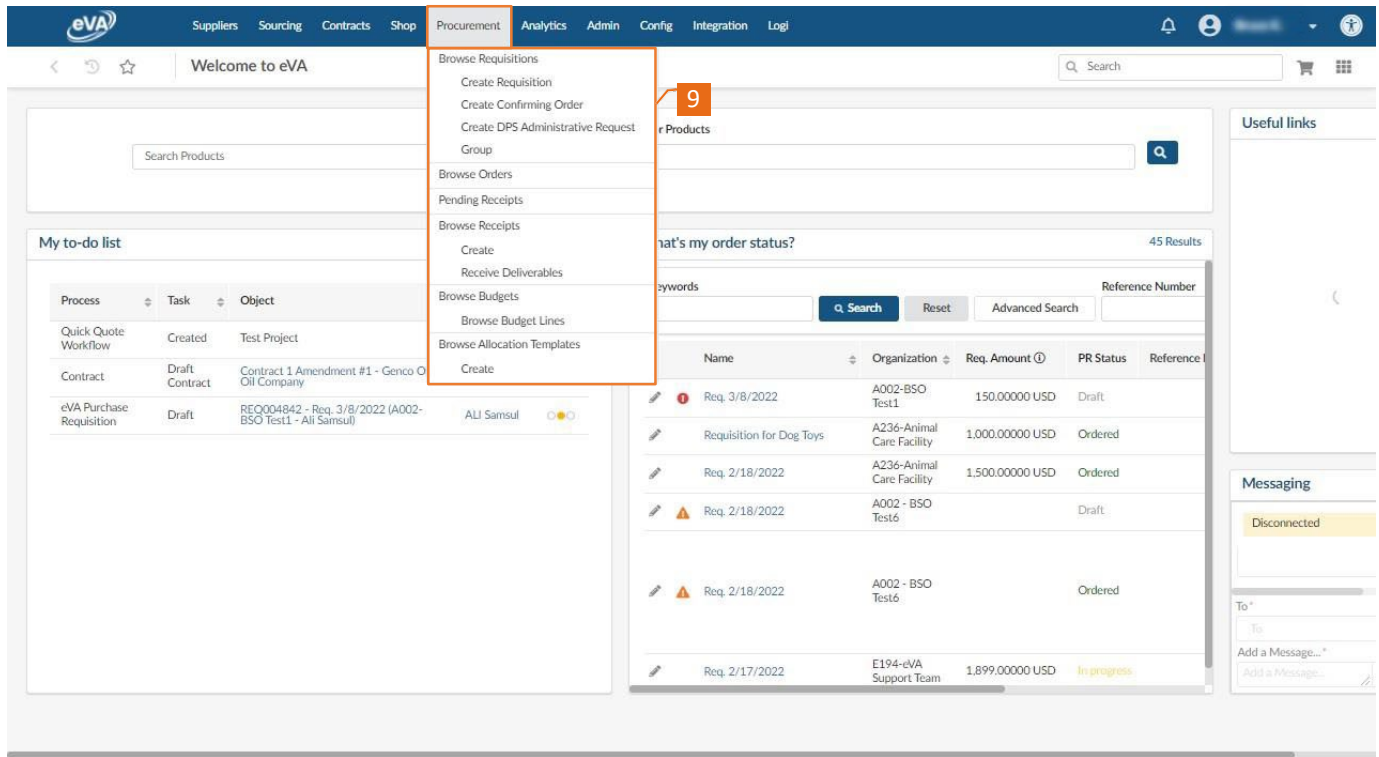
## 8. Select the **Shop** menu to search catalog items.

The screenshot shows the eVA system interface. The top navigation bar includes 'Suppliers', 'Sourcing', 'Contracts', 'Shop', 'Procurement', 'Analytics', 'Admin', 'Config', 'Integration', and 'Logi'. The 'Shop' menu is highlighted with a red box, and a red callout '8' points to it. The menu options are: Search Products and Create. The main content area shows a 'Search For Products' search bar and a 'My to-do list' table with 124 results. The 'My to-do list' table has columns: Process, Task, Object, Performer, and Status. The 'What's my order status?' section shows 45 results with a table of requisitions.

Process	Task	Object	Performer	Status
Quick Quote Workflow	Created	Test Project	ALI Samsul	●●○
Contract	Draft Contract	Contract 1 Amendment #1 - Genco Olive Oil Company	ALI Samsul	●●○
eVA Purchase Requisition	Draft	REQ004842 - Req. 3/8/2022 (A002-BSO Test1 - Ali Samsul)	ALI Samsul	●●○

Name	Organization	Req. Amount	PR Status	Reference
Req. 3/8/2022	A002-BSO Test1	150.00000 USD	Draft	
Requisition for Dog Toys	A236-Animal Care Facility	1,000.00000 USD	Ordered	
Req. 2/18/2022	A236-Animal Care Facility	1,500.00000 USD	Ordered	
Req. 2/18/2022	A002 - BSO Test6		Draft	
Req. 2/18/2022	A002 - BSO Test6		Ordered	
Req. 2/17/2022	E194-eVA Support Team	1,899.00000 USD	In progress	

## 9. Select the Procurement menu to create requisitions as well browse existing orders and requisitions.

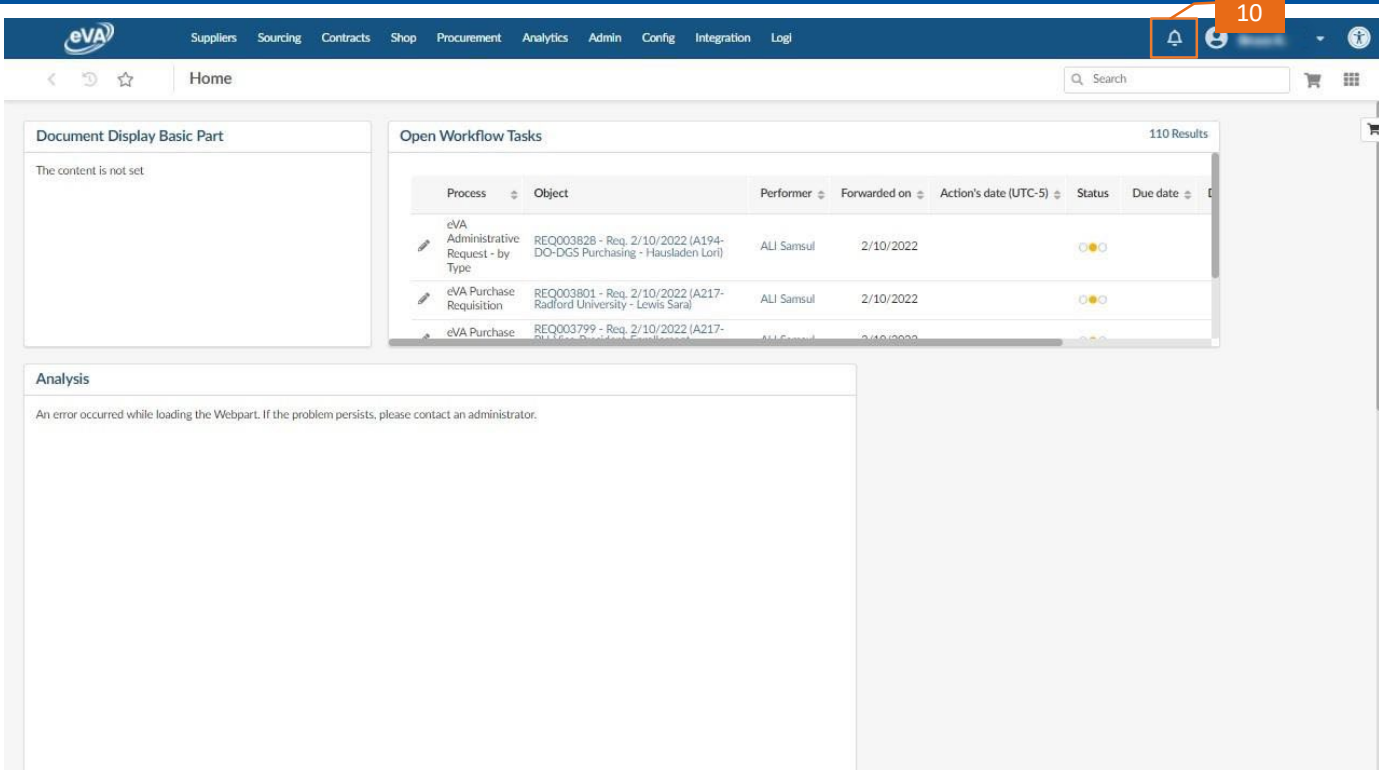


The screenshot shows the eVA application interface. The top navigation bar includes 'Suppliers', 'Sourcing', 'Contracts', 'Shop', 'Procurement', 'Analytics', 'Admin', 'Config', 'Integration', and 'Logi'. The 'Procurement' menu is highlighted with an orange box and contains the following options: 'Browse Requisitions', 'Create Requisition', 'Create Confirming Order', 'Create DPS Administrative Request', 'Group', 'Browse Orders', 'Pending Receipts', 'Browse Receipts', 'Create', 'Receive Deliverables', 'Browse Budgets', 'Browse Budget Lines', 'Browse Allocation Templates', and 'Create'. A red circle with the number '9' is placed over the 'Procurement' menu item. The main content area shows a 'Welcome to eVA' message, a search bar, and a 'My to-do list' table with columns for Process, Task, and Object. Below this is a table of requisitions with columns for Name, Organization, Req. Amount, PR Status, and Reference Number.

Process	Task	Object
Quick Quote Workflow	Created	Test Project
Contract	Draft Contract	Contract 1 Amendment #1 - Genco Oil Company
eVA Purchase Requisition	Draft	REQ004842 - Req. 3/8/2022 (A002-BSO Test1 - Ali Samsul)

Name	Organization	Req. Amount	PR Status	Reference Number
Req. 3/8/2022	A002-BSO Test1	150.00000 USD	Draft	
Requisition for Dog Toys	A236-Animal Care Facility	1,000.00000 USD	Ordered	
Req. 2/18/2022	A236-Animal Care Facility	1,500.00000 USD	Ordered	
Req. 2/18/2022	A002 - BSO Test6		Draft	
Req. 2/18/2022	A002 - BSO Test6		Ordered	
Req. 2/17/2022	E194-eVA Support Team	1,899.00000 USD	In progress	

## 10. Select the notification indicator to keep yourself updated with important notifications.



The screenshot shows the eVA application interface. The top navigation bar includes 'Suppliers', 'Sourcing', 'Contracts', 'Shop', 'Procurement', 'Analytics', 'Admin', 'Config', 'Integration', and 'Logi'. The 'Home' page is displayed. A red circle with the number '10' is placed over the notification bell icon in the top right corner. The main content area shows a 'Document Display Basic Part' section with the text 'The content is not set'. Below this is an 'Open Workflow Tasks' table with columns for Process, Object, Performer, Forwarded on, Action's date (UTC-5), Status, and Due date. Below the table is an 'Analysis' section with the text 'An error occurred while loading the Webpart. If the problem persists, please contact an administrator.'

Process	Object	Performer	Forwarded on	Action's date (UTC-5)	Status	Due date
eVA Administrative Request - by Type	REQ003828 - Req. 2/10/2022 (A194-DO-DGS Purchasing - Hausladen Lori)	ALI Samsul	2/10/2022			
eVA Purchase Requisition	REQ003801 - Req. 2/10/2022 (A217-Radford University - Lewis Sara)	ALI Samsul	2/10/2022			
eVA Purchase Requisition	REQ003799 - Req. 2/10/2022 (A217-Radford University - Lewis Sara)	ALI Samsul	2/10/2022			

## 11. Select the **User** menu to manage basic tasks.

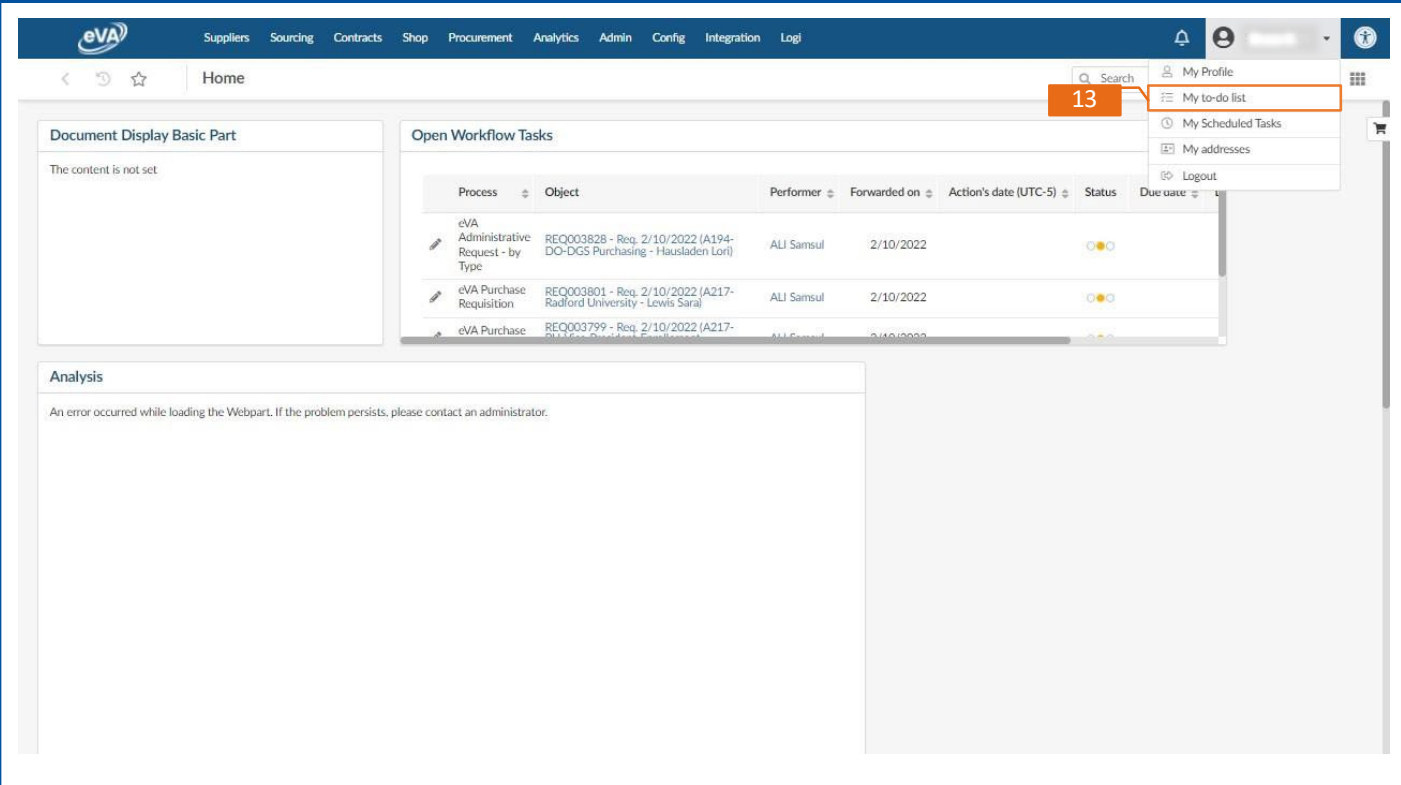
The screenshot shows the eVA system home page. The top navigation bar includes links for Suppliers, Sourcing, Contracts, Shop, Procurement, Analytics, Admin, Config, Integration, and Logi. The user menu is open, showing options: My Profile, My to-do list, My Scheduled Tasks, My addresses, and Logout. A red box highlights the user menu, and a red callout box with the number 11 points to it. The main content area is divided into three sections: Document Display Basic Part (The content is not set), Open Workflow Tasks (a table of tasks), and Analysis (An error occurred while loading the Webpart. If the problem persists, please contact an administrator).

Process	Object	Performer	Forwarded on	Action's date (UTC-5)	Status	Due date
eVA Administrative Request - by Type	REQ003828 - Req. 2/10/2022 (A194-DO-DGS Purchasing - Hausladen Lori)	ALI Samsul	2/10/2022	2/10/2022	●●○	
eVA Purchase Requisition	REQ003801 - Req. 2/10/2022 (A217-Radford University - Lewis Sara)	ALI Samsul	2/10/2022	2/10/2022	●●○	
eVA Purchase	REQ003799 - Req. 2/10/2022 (A217-Radford University - Lewis Sara)	ALI Samsul	2/10/2022	2/10/2022	●●○	

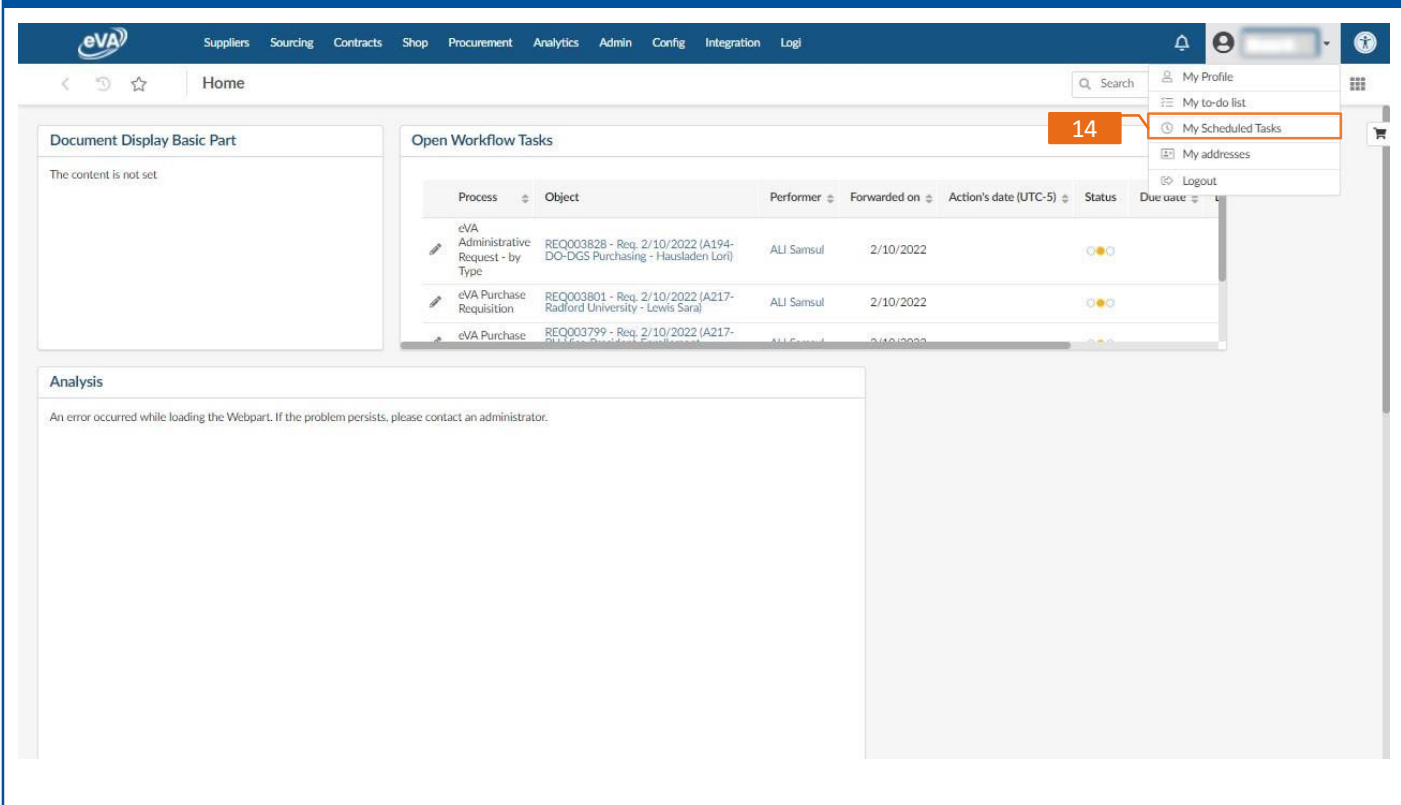
## 12. Select the **My Profile** option to adjust time zone, set preferred style for date display, and delegate workflow tasks.

The screenshot shows the eVA system home page, identical to the previous one. The user menu is open, and a red box highlights the 'My Profile' option. A red callout box with the number 12 points to this option. The rest of the page content remains the same.

### 13. Select My to-do list to view your pending validations.

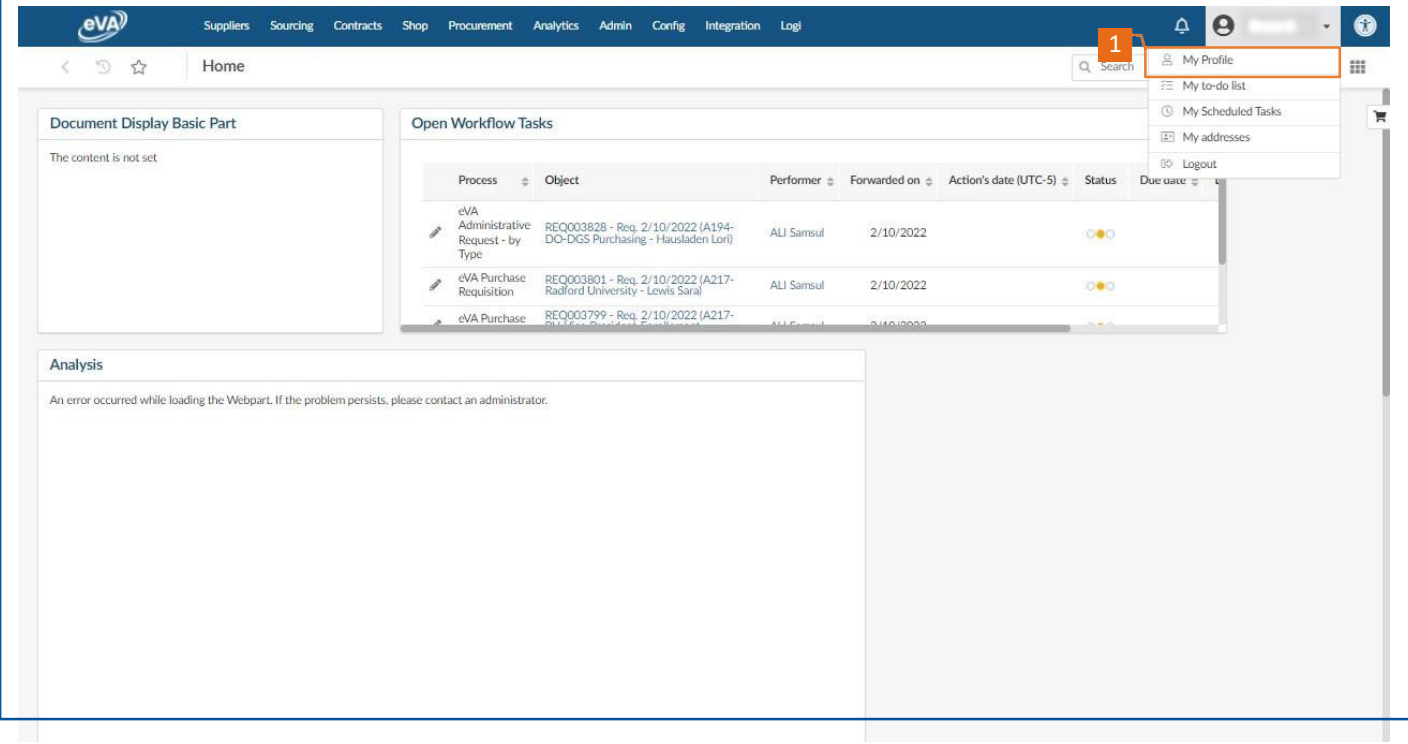


### 14. Select the My Scheduled Tasks option to list all assigned calendar tasks.



# B. Turn Off Optional Notifications

1. Select the **My Profile** option from the **User** drop-down menu.



- Under the **Subscriptions** section, check or uncheck the desired notifications to subscribe or unsubscribe.

*Note: You will not be able to unsubscribe from certain mandatory notifications.*

Profile Management : Samsul ALI

Save

Name format  
First Name Last name

Currency  
USD

Format lang  
English (United States)

Date format  
2/10/2022 3:46:28 AM

Customized date format

Number format  
-1,234,567.89

Customized number format

**Subscriptions**

- CTR - Notice date achieved
- CTR - Renegotiation option in an Evergreen contract
- CTR - Renewal study period
- FYI - Workflow activity approved
- New Order Delivered
- Pcard has expired
- Subcontract Payment Report
- Subcontract Payment Report Open

## C. Delegation

- To delegate your approvals or your account access for a specific period of time, select **My Profile** from the **User** menu.

Home

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- My Profile
- My to-do list
- My Scheduled Tasks
- My addresses
- Logout

Document Display Basic Part  
The content is not set

Open Workflow Tasks

Process	Object	Performer	Forwarded on	Action's date (UTC-5)	Status	Due date
eVA Administrative Request - by Type	REQ003828 - Req. 2/10/2022 (A194-DO-DGS Purchasing - Hausladen Lori)	ALI Samsul	2/10/2022			
eVA Purchase Requisition	REQ003801 - Req. 2/10/2022 (A217-Radford University - Lewis Sara)	ALI Samsul	2/10/2022			
eVA Purchase	REQ003799 - Req. 2/10/2022 (A217-Radford University - Lewis Sara)	ALI Samsul	2/10/2022			

Analysis  
An error occurred while loading the Webpart. If the problem persists, please contact an administrator.



## 2. In the **Delegation** section, you will see two choices: **Give my private access to** and **Give my approval workflow tasks to**.

The screenshot shows the eVA Profile Management interface for user Samsul ALI. The 'Delegation' section is highlighted with an orange box and a red '2'. It contains two rows of delegation options:

- Give my private access to:** A dropdown menu, a 'From' date field, a 'To' date field, and a '+' button.
- Give my approval workflow tasks to:** A dropdown menu, a 'From' date field, a 'To' date field, and a '+' button.

Other sections visible include Accessibility Settings, Identity, Phone, Last Connection, Tracking, Organisations/Commodities, and Approval Escalation.

## 3. From the **Give my private access to** drop-down, select the name of the individual to whom you are delegating access, and select the **From** and **To** dates.

This will give the selected individual access to your entire eVA account.

This screenshot is identical to the previous one, showing the eVA Profile Management interface for user Samsul ALI. The 'Delegation' section is highlighted with an orange box and a red '3', indicating the step where the user should select an individual and dates from the 'Give my private access to' row.

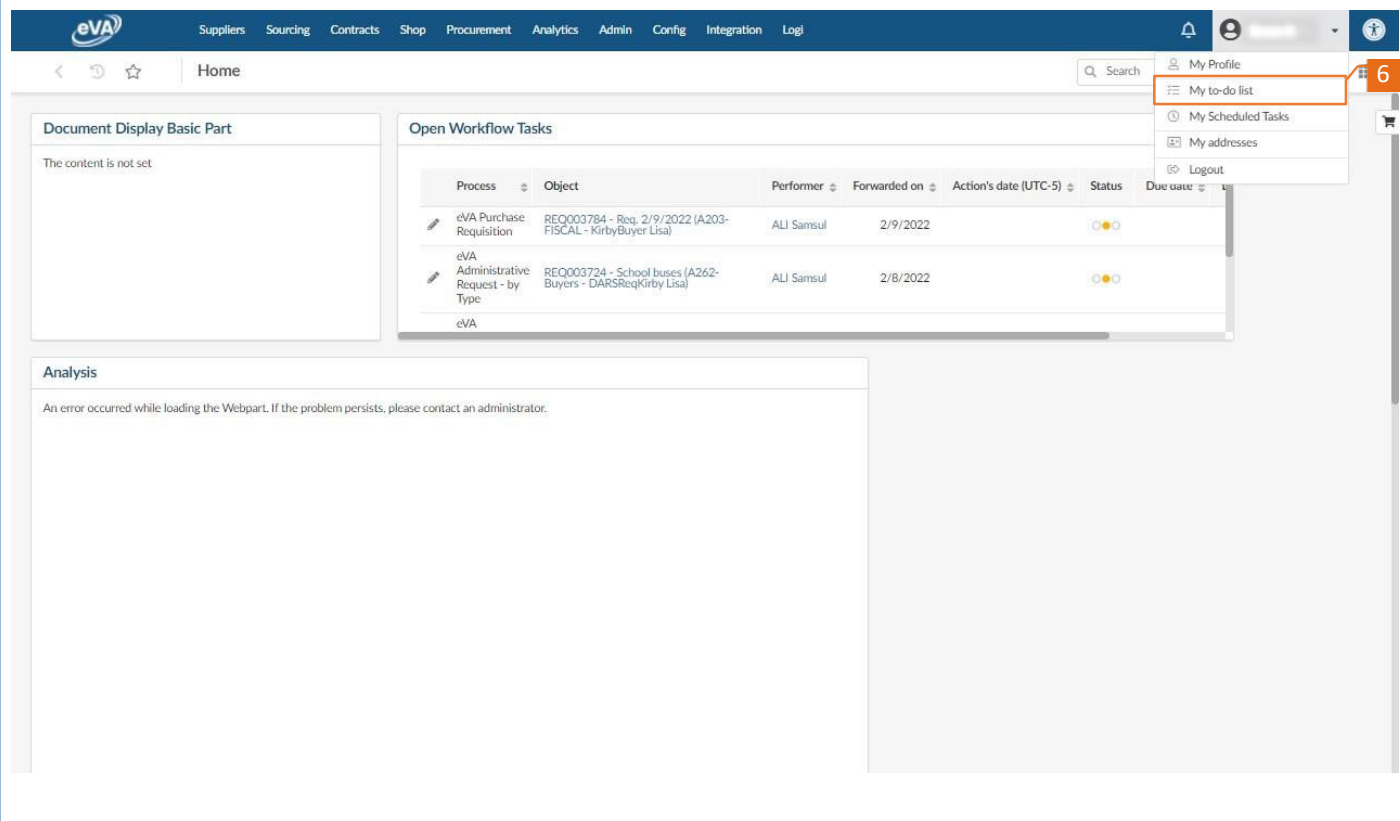
4. From the **Give my approval workflow tasks to** drop-down, select the name of the individual to whom you are delegating access, and select the **From** and **To** dates. Here you are granting access your approval workflow tasks only.

The screenshot shows the 'Profile Management : Samsul ALI' page. The 'Delegation' section is highlighted with an orange box and a red '4'. It contains two rows for delegation. The first row is 'Give my private access to' with empty fields for 'From' and 'To'. The second row is 'Give my approval workflow tasks to' with empty fields for 'From' and 'To'. Below this, the 'Organisations/Commodities' section shows selected perimeters: 'eVA-Wide' for Organizational, Geographical, and Legal hierarchies, and 'GDS - Goods' and 'SVC - Services' for Commodity Perimeter. The 'Approval Escalation' section is also visible.

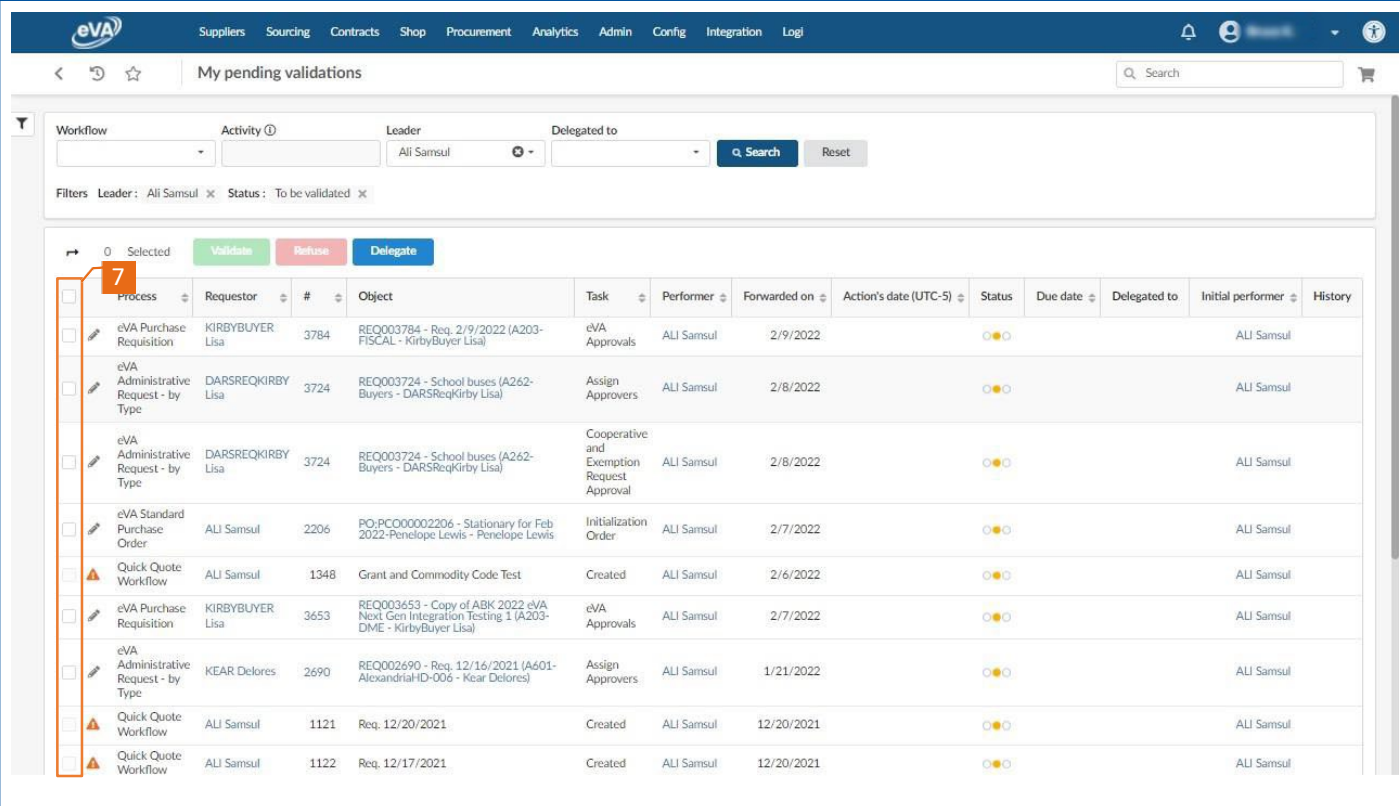
5. Click the **Save** button. The names will be reflected in the **Delegation** section with their respective **Begin date** and **End date**.

The screenshot shows the 'Profile Management : Samsul ALI' page after saving. The 'Delegation' section is highlighted with an orange box and a red '5'. It now contains two rows with populated data. The first row is 'Give my private access to' with 'Korya Bruce' in the 'Delegate my access to' field, '2/10/2022' in the 'Begin date' field, and '4/30/2022' in the 'End date' field. The second row is 'Give my approval workflow tasks to' with 'Amani Robinson' in the 'Delegate my tasks to' field, '2/10/2022' in the 'Begin date' field, and '4/30/2022' in the 'End date' field. The 'Organisations/Commodities' section remains the same as in the previous screenshot.

6. To permanently delegate specific tasks on specific orders, select **My to-do list** from the **User** menu.



7. Select the checkbox for each item you wish to delegate.



## 8. Select the Delegate button.

The screenshot shows the 'My pending validations' page in the eVA system. The page header includes the eVA logo and navigation links: Suppliers, Sourcing, Contracts, Shop, Procurement, Analytics, Admin, Config, Integration, Logi. The page title is 'My pending validations' with a search bar on the right. Below the title, there are filters for 'Workflow', 'Activity', 'Leader' (Ali Samsul), and 'Delegated to'. A search button and a 'Reset' button are also present. The main table lists various validation items with columns: Process, Requestor, #, Object, Task, Performer, Forwarded on, Action's date (UTC-5), Status, Due date, Delegated to, Initial performer, and History. The 'Delegated to' dropdown menu is open, showing a list of names. The 'Delegate' button is highlighted with a red box and a red circle containing the number 8.

Process	Requestor	#	Object	Task	Performer	Forwarded on	Action's date (UTC-5)	Status	Due date	Delegated to	Initial performer	History
<input checked="" type="checkbox"/> eVA Purchase Requisition	KIRBYBUYER Lisa	3784	REQ003784 - Req. 2/9/2022 (A203-FISCAL - KirbyBuyer Lisa)	eVA Approvals	ALI Samsul	2/9/2022		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input checked="" type="checkbox"/> eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262-Buyers - DARSReqKirby Lisa)	Assign Approvers	ALI Samsul	2/8/2022		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input type="checkbox"/> eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262-Buyers - DARSReqKirby Lisa)	Cooperative and Exemption Request Approval	ALI Samsul	2/8/2022		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input type="checkbox"/> eVA Standard Purchase Order	ALI Samsul	2206	PO:PCO00002206 - Stationary for Feb 2022-Penelope Lewis - Penelope Lewis	Initialization Order	ALI Samsul	2/7/2022		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input type="checkbox"/> Quick Quote Workflow	ALI Samsul	1348	Grant and Commodity Code Test	Created	ALI Samsul	2/6/2022		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input type="checkbox"/> eVA Purchase Requisition	KIRBYBUYER Lisa	3653	REQ003653 - Copy of ABK 2022 eVA Next Gen Integration Testing 1 (A203-DME - KirbyBuyer Lisa)	eVA Approvals	ALI Samsul	2/7/2022		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input type="checkbox"/> eVA Administrative Request - by Type	KEAR Delores	2690	REQ002690 - Req. 12/16/2021 (A601-AlexandriaHD-006 - Kear Delores)	Assign Approvers	ALI Samsul	1/21/2022		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input type="checkbox"/> Quick Quote Workflow	ALI Samsul	1121	Req. 12/20/2021	Created	ALI Samsul	12/20/2021		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input type="checkbox"/> Quick Quote Workflow	ALI Samsul	1122	Req. 12/17/2021	Created	ALI Samsul	12/20/2021		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	

## 9. From the drop-down list, select the name of the individual to whom you are delegating the task(s).

The screenshot shows the 'My pending validations' page in the eVA system. The page header includes the eVA logo and navigation links: Suppliers, Sourcing, Contracts, Shop, Procurement, Analytics, Admin, Config, Integration, Logi. The page title is 'My pending validations' with a search bar on the right. Below the title, there are filters for 'Workflow', 'Activity', 'Leader' (Ali Samsul), and 'Delegated to'. A search button and a 'Reset' button are also present. The main table lists various validation items with columns: Process, Requestor, #, Object, Task, Performer, Forwarded on, Action's date (UTC-5), Status, Due date, Delegated to, Initial performer, and History. The 'Delegated to' dropdown menu is open, showing a list of names. The 'Admin U.K.' name is selected, and a red circle containing the number 9 is placed over the selection.

Process	Requestor	#	Object	Task	Performer	Forwarded on	Action's date (UTC-5)	Status	Due date	Delegated to	Initial performer	History
<input checked="" type="checkbox"/> eVA Purchase Requisition	KIRBYBUYER Lisa	3784	REQ003784 - Req. 2/9/2022 (A203-FISCAL - KirbyBuyer Lisa)	eVA Approvals	ALI Samsul	2/9/2022		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input checked="" type="checkbox"/> eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262-Buyers - DARSReqKirby Lisa)	Assign Approvers	ALI Samsul	2/8/2022		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input type="checkbox"/> eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262-Buyers - DARSReqKirby Lisa)	Cooperative and Exemption Request Approval	ALI Samsul	2/8/2022		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input type="checkbox"/> eVA Standard Purchase Order	ALI Samsul	2206	PO:PCO00002206 - Stationary for Feb 2022-Penelope Lewis - Penelope Lewis	Initialization Order	ALI Samsul	2/7/2022		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input type="checkbox"/> Quick Quote Workflow	ALI Samsul	1348	Grant and Commodity Code Test	Created	ALI Samsul	2/6/2022		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input type="checkbox"/> eVA Purchase Requisition	KIRBYBUYER Lisa	3653	REQ003653 - Copy of ABK 2022 eVA Next Gen Integration Testing 1 (A203-DME - KirbyBuyer Lisa)	eVA Approvals	ALI Samsul	2/7/2022		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input type="checkbox"/> eVA Administrative Request - by Type	KEAR Delores	2690	REQ002690 - Req. 12/16/2021 (A601-AlexandriaHD-006 - Kear Delores)	Assign Approvers	ALI Samsul	1/21/2022		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input type="checkbox"/> Quick Quote Workflow	ALI Samsul	1121	Req. 12/20/2021	Created	ALI Samsul	12/20/2021		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	
<input type="checkbox"/> Quick Quote Workflow	ALI Samsul	1122	Req. 12/17/2021	Created	ALI Samsul	12/20/2021		<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">●</span>			ALI Samsul	

10. Select the **Delegate selected tasks** button.

11. You may also select the **Delegate all tasks** button to delegate the entire list.

Workflow: Activity: Leader: All Samsul Delegated to: Search Reset

Filters: Leader: All Samsul Status: To be validated

2 Selected Validate Refuse Delegate

Process	Requestor	#	Object	Task	Performer	Forwarded on	Action's date (UTC-5)	Status	Due date	Delegated to	Initial performer	History
eVA Purchase Requisition	KIRBYBUYER Lisa	10	REQ003724 - School buses (A262-Buyers - DARSReqKirby Lisa)	Assign Approvers	ALI Samsul	2/9/2022				Admin Clarity	ALI Samsul	
eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262-Buyers - DARSReqKirby Lisa)	Assign Approvers	ALI Samsul	2/8/2022				Admin Clarity	ALI Samsul	
eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262-Buyers - DARSReqKirby Lisa)	Cooperative and Exemption Request Approval	ALI Samsul	2/8/2022				Admin Clarity	ALI Samsul	
eVA Standard Purchase Order	ALI Samsul	2206	PO:PC000002206 - Stationary for Feb 2022-Penelope Lewis - Penelope Lewis	Initialization Order	ALI Samsul	2/7/2022				Admin Clarity	ALI Samsul	
Quick Quote Workflow	ALI Samsul	1348	Grant and Commodity Code Test	Created	ALI Samsul	2/6/2022				Admin Clarity	ALI Samsul	
eVA Purchase Requisition	KIRBYBUYER Lisa	3653	REQ003653 - Copy of ABK 2022 eVA Next Gen Integration Testing 1 (A203-DME - KirbyBuyer Lisa)	eVA Approvals	ALI Samsul	2/7/2022				Admin Clarity	ALI Samsul	
eVA Administrative Request - by Type	KEAR Delores	2690	REQ002690 - Req. 12/16/2021 (A601-AlexandriaHD-006 - Kear Delores)	Assign Approvers	ALI Samsul	1/21/2022				Admin Clarity	ALI Samsul	
Quick Quote Workflow	ALI Samsul	1121	Req. 12/20/2021	Created	ALI Samsul	12/20/2021				Admin Clarity	ALI Samsul	
Quick Quote Workflow	ALI Samsul	1122	Req. 12/17/2021	Created	ALI Samsul	12/20/2021				Admin Clarity	ALI Samsul	

12. The name of the selected individual will be reflected in the **Delegated to** column of the pending validations table.

Task(s) delegated to Admin Clarity

Workflow: Activity: Leader: All Samsul Delegated to: Search Reset

Filters: Leader: All Samsul Status: To be validated

0 Selected Validate Refuse Delegate

Process	Requestor	#	Object	Task	Performer	Forwarded on	Action's date (UTC-5)	Status	Due date	Delegated to	Initial performer	History
eVA Purchase Requisition	KIRBYBUYER Lisa	3784	REQ003784 - Req. 2/9/2022 (A203-FISCAL - KirbyBuyer Lisa)	eVA Approvals	ALI Samsul	2/9/2022				ADMIN Clarity	ALI Samsul	
eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262-Buyers - DARSReqKirby Lisa)	Assign Approvers	ALI Samsul	2/8/2022				ADMIN Clarity	ALI Samsul	
eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262-Buyers - DARSReqKirby Lisa)	Cooperative and Exemption Request Approval	ALI Samsul	2/8/2022				Admin Clarity	ALI Samsul	
eVA Standard Purchase Order	ALI Samsul	2206	PO:PC000002206 - Stationary for Feb 2022-Penelope Lewis - Penelope Lewis	Initialization Order	ALI Samsul	2/7/2022				Admin Clarity	ALI Samsul	
Quick Quote Workflow	ALI Samsul	1348	Grant and Commodity Code Test	Created	ALI Samsul	2/6/2022				Admin Clarity	ALI Samsul	
eVA Purchase Requisition	KIRBYBUYER Lisa	3653	REQ003653 - Copy of ABK 2022 eVA Next Gen Integration Testing 1 (A203-DME - KirbyBuyer Lisa)	eVA Approvals	ALI Samsul	2/7/2022				Admin Clarity	ALI Samsul	
eVA Administrative Request - by Type	KEAR Delores	2690	REQ002690 - Req. 12/16/2021 (A601-AlexandriaHD-006 - Kear Delores)	Assign Approvers	ALI Samsul	1/21/2022				Admin Clarity	ALI Samsul	
Quick Quote	ALI Samsul	1121	Req. 12/20/2021	Created	ALI Samsul	12/20/2021				Admin Clarity	ALI Samsul	
Quick Quote	ALI Samsul	1122	Req. 12/17/2021	Created	ALI Samsul	12/20/2021				Admin Clarity	ALI Samsul	