Routing and Approvals

Existing FAMIS Routing & Approvals structures and rules apply to the routing of TDP documents. Creating and editing a TDP document is ONLY available through CANOPY. However, routing document inquiry and approval may be done either in CANOPY or using the FAMIS screens. Below is how to approve using CANOPY.

1. Login to Canopy with your FAMIS login and Password
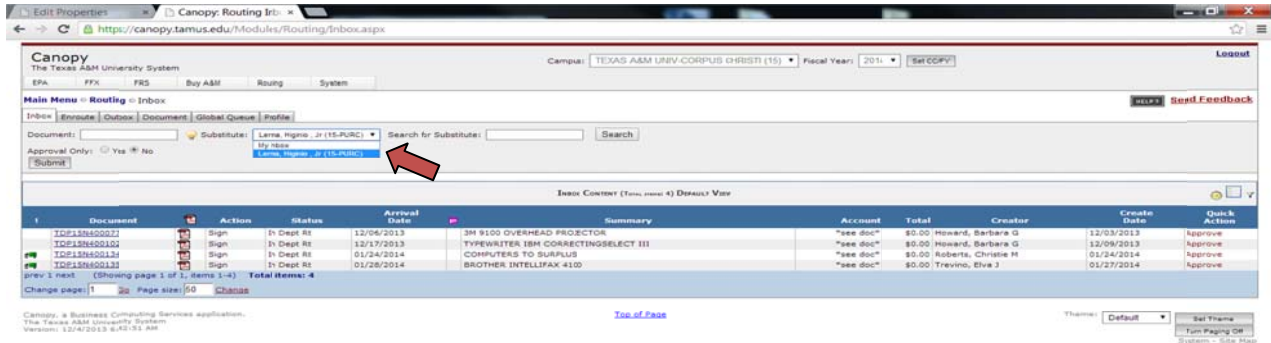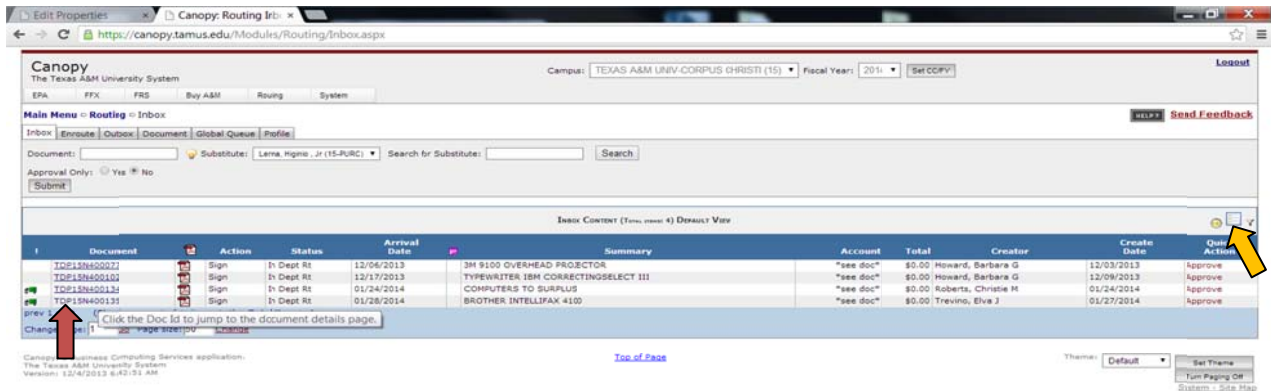2. Select **Inbox** from the **Routing** menu

TDP Approval Process

1. If you are a SUB you will have to change the name in the **Substitute** Box to who you will be subbing for or locate the routing desk
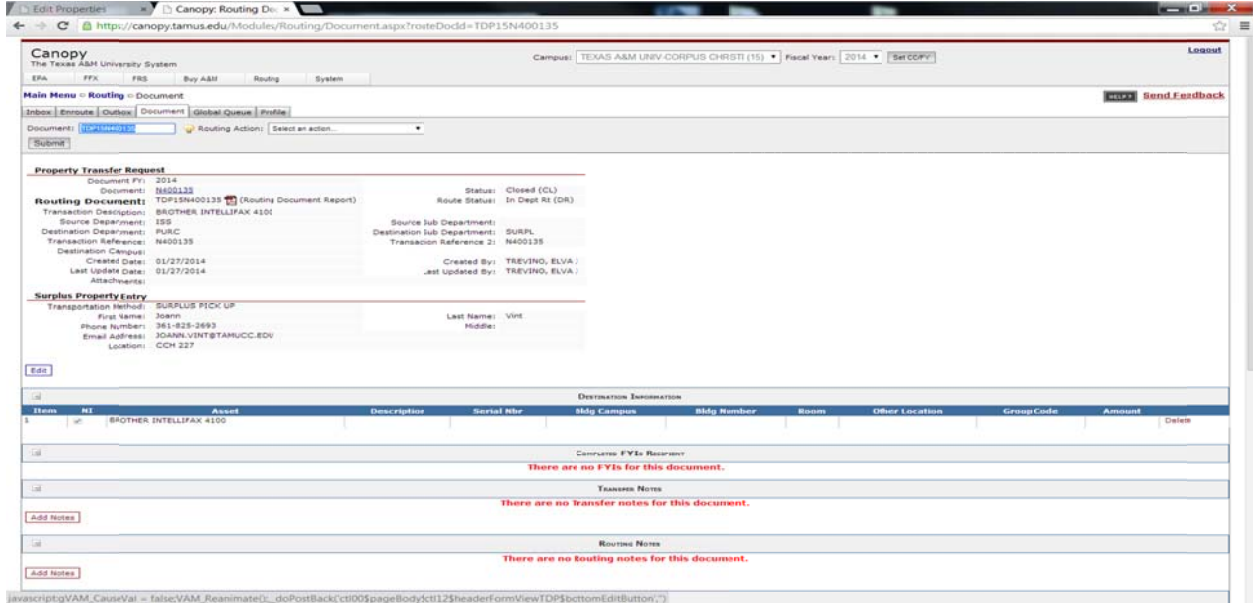

1. Click on the appropriate Document Link

    **Click on the icon and choose Asset to display Source Dept, Asset Count, Asset, Serial Number.

1. Here you can view Source & Destination Department, items and routing path

1. Once reviewed information for accuracy, under the Routing Action, select **APPROVE (APP)**
2. Next click **Submit**