

# TDP Approval Process

## 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

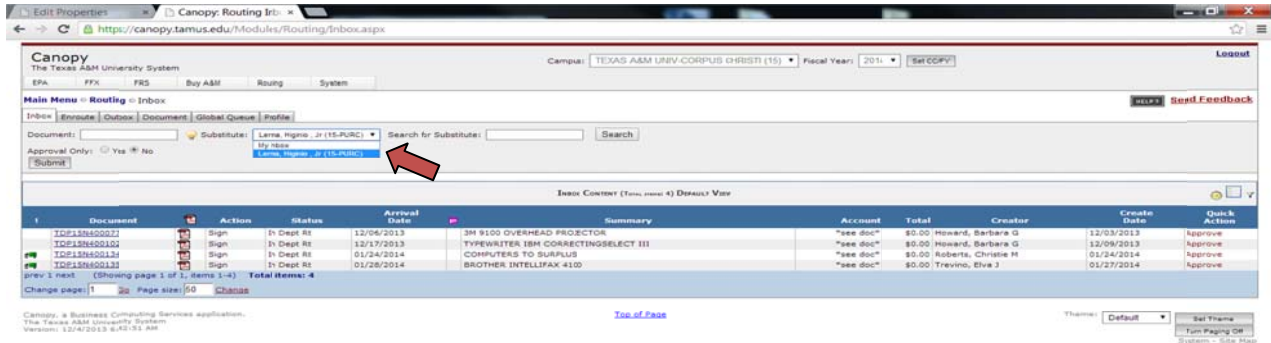
The screenshot shows the Canopy Routing Inbox interface. At the top, there are navigation tabs for EPA, FFX, FRS, Buy AM, Routing, and System. The 'Routing' tab is selected, and a red arrow points to the 'Inbox' sub-tab. Below the navigation, there are search and filter options, including a 'Document' field, a 'Substitute' dropdown, and a 'Search' button. The main content area displays a table of documents with columns for Document ID, Action, Status, Arrival Date, Summary, Account, Total, Creator, Create Date, and Quick Action. The table contains four rows of data. At the bottom, there are pagination controls and a footer with version information.


Document	Action	Status	Arrival Date	Summary	Account	Total	Creator	Create Date	Quick Action
TDP15N400077	Sign	In Dept Rt	12/06/2013	3M 9100 OVERHEAD PROJECTOR	*see doc*	\$0.00	Howard, Barbara G	12/03/2013	Approve
TDP15N400100	Sign	In Dept Rt	12/17/2013	TYPEWRITER IBM CORRECTINGSELECT III	*see doc*	\$0.00	Howard, Barbara G	12/09/2013	Approve
TDP15N400134	Sign	In Dept Rt	01/24/2014	COMPUTERS TO SURPLUS	*see doc*	\$0.00	Roberts, Christie M	01/24/2014	Approve
TDP15N400133	Sign	In Dept Rt	01/28/2014	BROTHER INTELLIFAX 4.00	*see doc*	\$0.00	Trevino, Elva J	01/27/2014	Approve

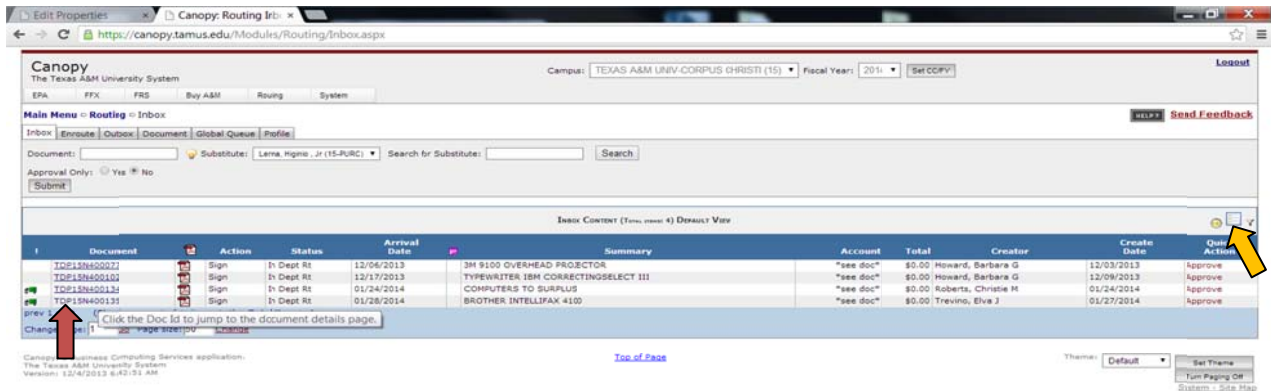
<https://canopy.tamus.edu/Modules/Routing/Inbox.aspx>

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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



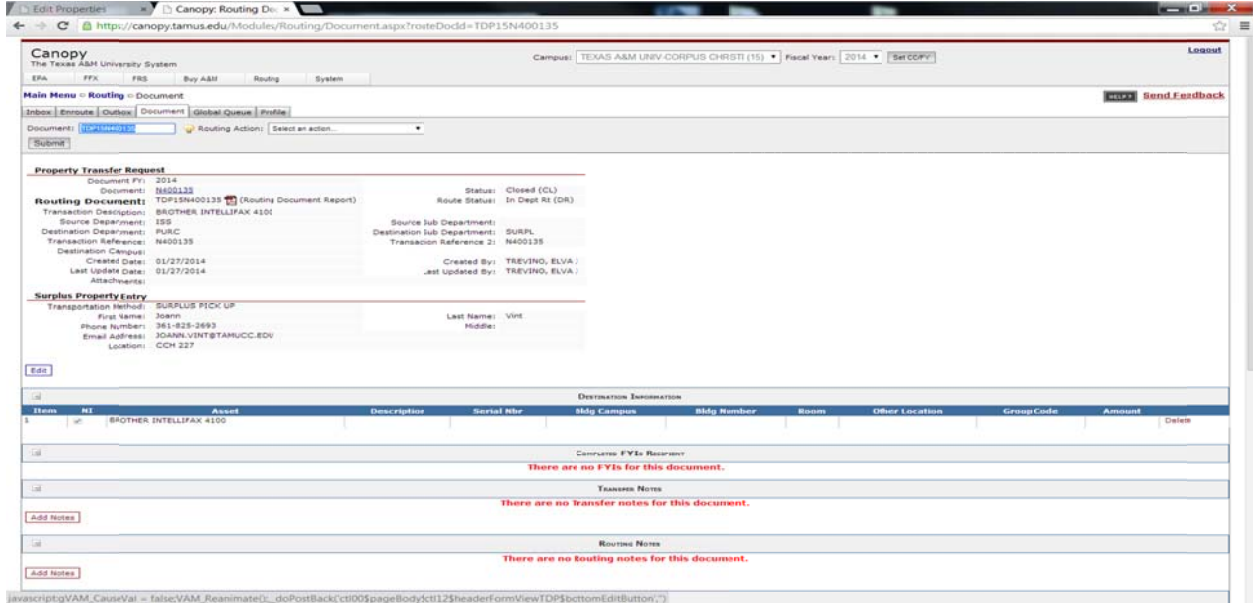
1. Click on the appropriate Document Link  
 \*\*Click on the  icon and choose Asset to display Source Dept, Asset Count, Asset, Serial Number.



<https://canopy.tamusc.edu/Modules/Routing/Document.aspx?routeDocId=TDP15N40135>

# TDP Approval Process

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**

