



Team Georgia Marketplace (TGM) Approval Process

The PeopleSoft Online Application requires that TGM access be approved before SAO Security can process the Security Request. You will receive an email stating the following:

This email is to inform you that a Security Request has been submitted in **FSCMDEV** that requires your approval. Please log into **FSCMDEV**, navigate to Agency Security => Security Request and review the following Security Request:

Business Unit: 42700

Request ID: 0000000002

Request Date: 4/11/2011

User Name: Deborah Burrus

User Id: BURRDEB2

You may approve or reject the Security Request. If you reject the request, you will need to enter the reason on the Security Request page. You may also enter additional comments on the Comment page. Please do not reply to this e-mail. If you reply, you may not receive a response.

The information contained in this email may be confidential or otherwise protected from disclosure. If you're not the intended recipient, or if it was sent to you in error, please delete this email. Any dissemination, distribution or other use of the contents of this email by anyone other than the intended recipient is strictly prohibited.

The above email informs you that a Security Request needs your approval. It states the Navigational Path, Business Unit, Request ID, User Name, and User ID.

We will now login to view and approve or reject the Security Request.

Please navigate to Agency Security → Security Request.

Enter the Business Unit and click the Search Button.

You will find the Security Request in the Search Results list and the Status will be in Pending Status.

Security Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300): 300

Business Unit: begins with 42700

Request ID: begins with

Requested Date: =

Last Name: begins with

Empl ID: begins with

User ID: begins with

Action: =

Status: =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

Business Unit	Request ID	Requested Date	Last Name	First Name	Empl ID	User ID	Action	Status
42700	000000001	04/06/2011	Newbank	Authur	00555	ANEWBANK	Add	Draft
42700	000000002	04/11/2011	Burrus	Deborah	00347935	BURRDEB2	Add	Pending

[Find an Existing Value](#) | [Add a New Value](#)

The Status is in Pending Approval. This means it needs you to approve or reject the Security Request.

SAO Security cannot process the Security Request until you approve it.

Please review the Security Request. If you approve, select the Security Approval Tab.

Security Request - Windows Internet Explorer

http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_App

File Edit View Favorites Tools Help

Security Request

FSCMDEV Home Worklist Add to Favorites Sign out

Menu

Search: []

- My Favorites
- SRM Custom
- News and Announcements
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Agency Security
 - Agency Password Search
 - Security Request
- Items
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Sourcing
- Accounts Payable
- Custom Accounts Payable
- Asset Management
- Commitment Control
- General Ledger
- SCM Integrations
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- Fund Source Distribution
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Business Unit: 42700 **Department of Human Services** **Request ID:** 000000002

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

Requested Date: 04/11/2011 **Action:** Add

Status: Pending Approval **Request Type:** Employee

Reject Reason:

Entered by: JOHNDUA Duane C Johnson 404-657-1922 **Entered on:** 04/07/2011

User Data

User ID: BURRDEB2 **Initial Password:** |amD87qjbfAJ4ZPLSX0dDEg==

Empl ID: 00347935

First Name: Deborah **Middle Initial:** **Last Name:** Burrus

Job Title:

Telephone: 404/463-3957 **Fax Number:**

Email Address: noemail@sao.ga.gov

Business Address

Address Line 1:

Address Line 2:

Please click the Approve or Reject Button by your Employee ID.

For this example, we will select Approve and click the Save Button at the bottom of this page.

Security Request - Windows Internet Explorer

http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_Appl

File Edit View Favorites Tools Help

Security Request

FSCMDEV Home Worklist Add to Favorites Sign out

Security Request Comments Activity Security Procurement Security User Information Security Approval Status History

Business Unit: 42700 Department of Human Services Request ID: 0000000002

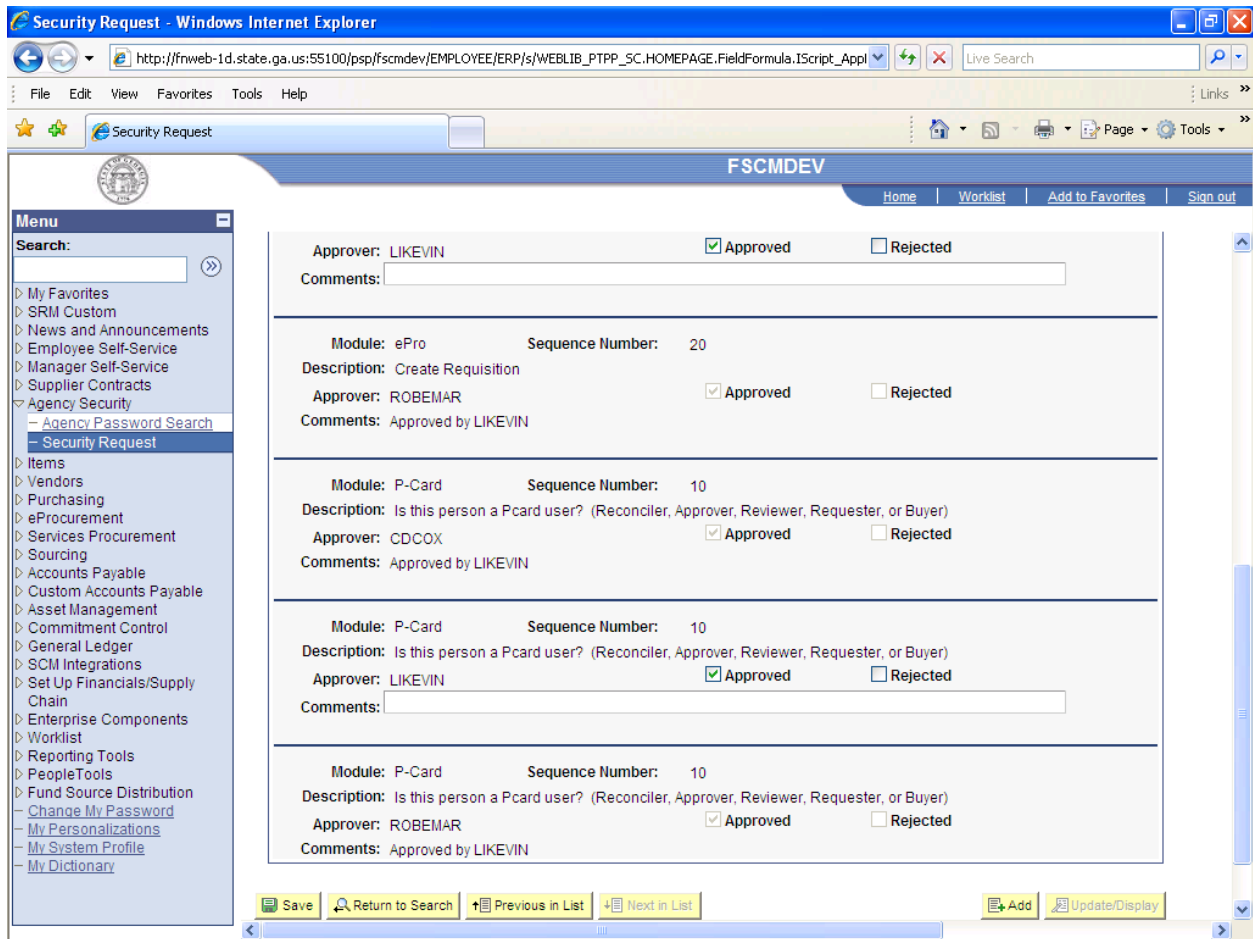
User Data

User ID: BURRDEB2 Password: amD87qbfAJ4ZPLSX0dDEg==
First Name: Deborah Middle Initial: Last Name: Burrus
Telephone: 404/463-3957 Fax Number:
Email Address: noemail@sao.ga.gov

Sort By Approver Id Sort By Module

Approval List Find First 1-7 of 7 Last

Module:	Sequence Number:	999		
Description:	Approver:	PSSECADM	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Comments:				
Module:	Sequence Number:	ePro 20		
Description:	Approver:	Create Requisition CDCOX	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Comments:				
Module:	Sequence Number:	ePro 20		
Description:		Create Requisition		



As you can see, there is more than one approver for these activities but only one is necessary to complete the transaction.

When one of the approvers check approve/reject, that person's Financial PeopleSoft (PS) ID is annotated in the comments of the other approvers and their boxes are automatically checked to coincide with the initiator.

When you approve and save the Security Request, it changes the Status of the Security Request to Approved.

Security Request - Windows Internet Explorer

http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_Appl

File Edit View Favorites Tools Help

Security Request

FSCMDEV Home Worklist Add to Favorites Sign out

Menu Search: []

- My Favorites
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- News and Announcements
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Agency Security
 - Agency Password Search
 - Security Request**
- Items
- Vendors
- Purchasing
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- Services Procurement
- Sourcing
- Accounts Payable
- Custom Accounts Payable
- Asset Management
- Commitment Control
- General Ledger
- SCM Integrations
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- Fund Source Distribution
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Business Unit: 42700 Department of Human Services Request ID: 0000000002

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

Requested Date: 04/11/2011 Action: Add

Status: Approved Request Type: Employee

Reject Reason:

Entered by: JOHNDUA Duane C Johnson 404-657-1922 Entered on: 04/07/2011

User Data

User ID: BURRDEB2 Initial Password: amD87qjbfAJ4ZPLSX0dDEg==

Empl ID: 00347935

First Name: Deborah Middle Initial: Last Name: Burrus

Job Title:

Telephone: 404/463-3957 Fax Number:

Email Address: noemail@sao.ga.gov

Business Address

Address Line 1:

Address Line 2:

An email is sent to SAO Security informing them that you approved the access and SAO Security can now process the Security Request.

This email is to inform you that a Security Request has been approved in **FSCMDEV**. The SAO Security Administrators have been notified and your request will be processed as soon as possible. Please log into **FSCMDEV** and review the following Security Request:

Business Unit: 42700

Request ID: 0000000002

Request Date: 4/11/2011

User Name: Deborah Burrus

User Id: BURRDEB2

SAO Security: You may complete or reject the Security Request. If you reject the request, you will need to enter the reason on the Security Request page. You may also enter additional comments on the Comment page.

Please do not reply to this e-mail. If you reply, you may not receive a response.

The information contained in this email may be confidential or otherwise protected from disclosure. If you're not the intended recipient, or if it was sent to you in error, please delete this email. Any dissemination, distribution or other use of the contents of this email by anyone other than the intended recipient is strictly prohibited.

If you reject the Security Request, please click the Reject Button by your Employee ID.

The screenshot shows a web browser window titled "Security Request - Windows Internet Explorer". The address bar contains the URL: http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_Appl. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the FSCMDEV logo and navigation links: Home, Worklist, Add to Favorites, and Sign out. A secondary navigation bar contains tabs for Security Request, Comments, Activity Security, Procurement Security, User Information, Security Approval, and Status History. The main content area displays the following information:

Business Unit: 42700 **Department of Human Services** **Request ID:** 000000003

User Data

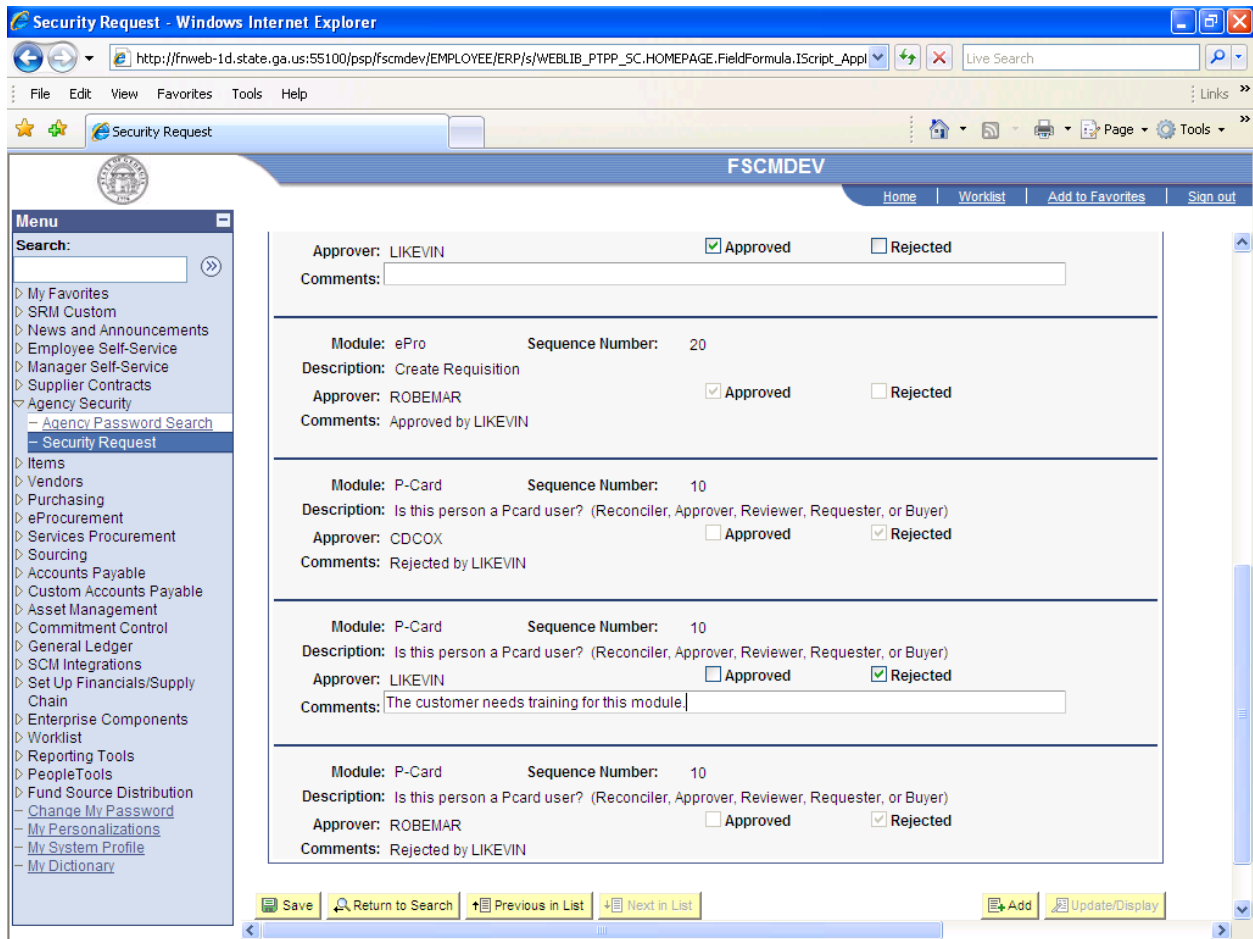
User ID: MMILLIONS	Password: amD87qjbfAJ4ZPLSX0dDEg==	
First Name: Mega	Middle Initial:	Last Name: Millions
Telephone: 404/222-1111	Fax Number:	
Email Address: noemail@sao.ga.gov		

Below the user data are two buttons: "Sort By Approver Id" and "Sort By Module".

Approval List

Module	Sequence Number	Approval Status	Comments
PSSECADM	999	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
ePro	20	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected	Approved by LIKEVIN
ePro	20		Create Requisition

The left sidebar contains a "Menu" with a search field and a list of navigation options, including "Security Request" which is currently selected.



Once again, only one approver is needed to approve/reject this request.

However, if it's one or more activities to be approved, one rejection will reject the entire application.

Notification of rejection will be sent to the Agency Security Officer and the application will have to be reconciled and resubmitted.

It is required to enter the Reject Reason on the Security Request Tab.

The employee may need training, agency may not need access, or whatever reason you think is appropriate.

Please enter the reason in the Reject Reason field and click the Save Button.

The screenshot shows a web browser window displaying the FSCMDEV Security Request application. The browser's address bar shows the URL: http://fnweb-1.d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_Appl. The application header includes the FSCMDEV logo and navigation links for Home, Worklist, Add to Favorites, and Sign out. A menu on the left lists various system functions, with 'Security Request' selected. The main content area displays details for a Security Request with the following information:

- Business Unit:** 42700 Department of Human Services
- Request ID:** 000000003
- Action:** Add
- Requested Date:** 04/11/2011
- *Status:** Rejected
- Request Type:** Contractor
- Reject Reason:** The customer needs training for this module.
- Entered by:** JOHNDUA Duane C Johnson 404-657-1922
- Entered on:** 04/08/2011

Below the request details is the 'User Data' section, which includes:

- User ID:** MMILLIONS
- Initial Password:** amD87qbfAJ4ZPLSx0dDEg==
- Empl ID:**
- First Name:** Mega
- Middle Initial:**
- Last Name:** Millions
- Job Title:** Director of Finances
- Telephone:** 404/222-1111
- Fax Number:**
- Email Address:** noemail@sao.ga.gov

At the bottom, there is a 'Business Address' section with fields for 'Address Line 1' and 'Address Line 2'.

An email is sent to the Agency Security Officer informing them that the Security Request has been rejected:

This email is to inform you that a Security Request has been rejected in **FSCMDEV**. Please log into **FSCMDEV**, navigate to Agency Security => Manager Security Request and review the following Security Request:

Business Unit: 42700

Request ID: 0000000003

Request Date: 4/11/2011

User Name: Mega Millions

User Id: MMILLIONS

This request may be updated by changing the status to 'Draft'. The request may be submitted again once the reason for the rejection has been corrected.

Please do not reply to this e-mail. If you reply, you may not receive a response.

The information contained in this email may be confidential or otherwise protected from disclosure. If you're not the intended recipient, or if it was sent to you in error, please delete this email. Any dissemination, distribution or other use of the contents of this email by anyone other than the intended recipient is strictly prohibited.