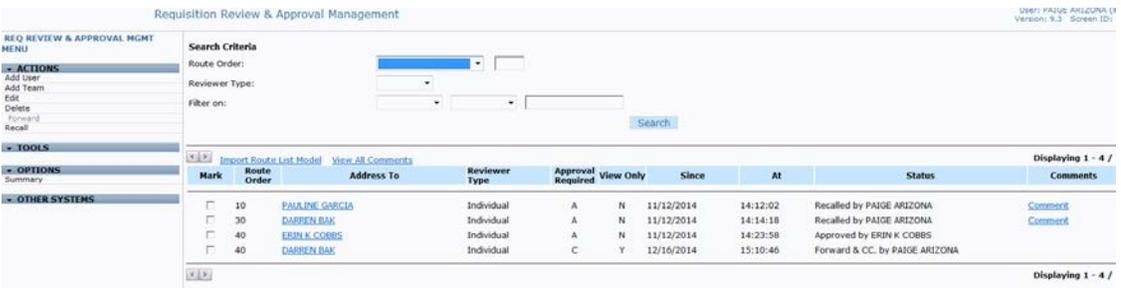


# Sharing Documents in C.Request

Step	Action
1	<p>A new role was added to C.Request - Bona Fide Needs Certifier (BFNC). Unless you are a requisitioner who has that role as well, when you finish setting up your routing list, you should see the screen like this:</p>  <p>The screenshot shows the 'Requisition Review &amp; Approval Management' interface. It includes a search criteria section with dropdowns for 'Route Order' and 'Reviewer Type', and a 'Filter on:' field. Below this is a table with columns: Mark, Route Order, Address To, Reviewer Type, Approval Required, View Only, Since, At, Status, and Comments. The table contains four rows of routing information.</p> <p>You no longer have the capability to release the document through the routing process. You will have to share the document with the BFNC in your office.</p> <p>➤ Click on Summary</p> <p><b>Note:</b> If you are in an office that allows you to commit the document, you will want to do the sharing first, because after the commitment has been accepted, you will be unable to share the document.</p>
2	<p>The Requisition Summary screen appears:</p>  <p>The screenshot shows the 'Requisition Summary' screen. It features a left-hand menu with sections like 'SECTIONS', 'PROPERTIES', 'PROCUREMENT', 'ACTIONS', 'FINANCIAL', 'CREATE', 'SYSTEM OPTIONS', and 'OTHER SYSTEMS'. The main content area is divided into several sections: 'Administration' (Purchase For, Delivery Date, Point of Contact, Purpose, Document Status, Procurement Status), 'Account Summary' (Number of Codes Assigned to Line Items, Percent Allocated, Total Quantity Allocated, Total Cost Allocated, Base Cost Allocated, Option Cost Allocated), 'Line Item' (Number of Line Items, Total Cost, Base Amount, Option Amount), 'Notes' (No Notes), 'Project', and 'Review and Approval' (Status: Not Released for review).</p> <p>➤ Click on <i>Sharing</i> in the menu options</p>

Step	Action
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3      **The Share Permissions screen appears:**

➤ Click on *Add User* link

4      **The Select Users for Sharing screen appears:**

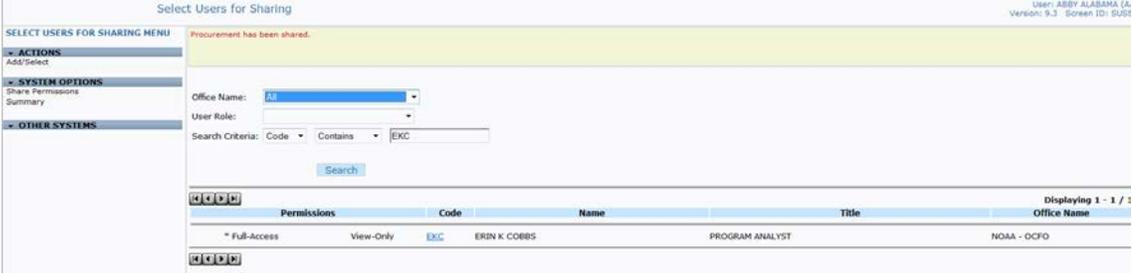
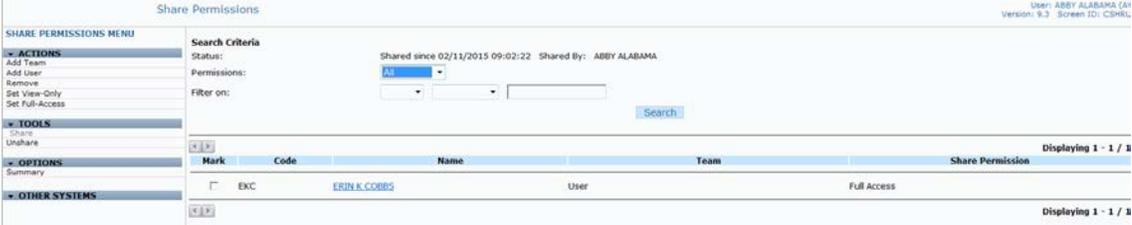
➤ Use the Search Criteria fields to locate your BFCN for your office

➤ Click *Search*

5      **Your search results appear:**

➤ Check the **checkbox** for the type of sharing permission

➤ Click *Add/Select*

Step	Action
6	<p>The checkbox will be replaced with an asterisk (*)</p>  <p>➤ Click on <i>Share Permissions</i> in the menu options</p>
7	<p>The <b>Share Permissions</b> screen appears:</p>  <p>➤ Contact them in order to review it</p> <p>➤ Close the document out</p>
8	<p>Upon logging into the system, the person you shared the document with will see it in their <i>Just In</i> tab on the <b>Home</b> screen:</p> 