

Electronic Office Management (EOM) xRouting Desk Creation

Replaces Mainframe

US1 xRouting Desk Creation

Creating EOM xRouting Desks

- **Before you begin:**
 - Know what EOM Office you are going to use to set up the Desks.
 - Establish if you can use existing Desks.
 - Decide what you are going to name the new Desks, who will be on them, etc.

Creating EOM xRouting Desks

- Log in here with your EID:

https://utdirect.utexas.edu/ew/eom_main.WB
[X](#)

Creating EOM xRouting Desks

The screenshot shows the Electronic Office Management (EOM) website in a Windows Internet Explorer browser. The browser's address bar shows the URL https://utdirect.utexas.edu/ew/eom_main.WBX. The page header includes the University of Texas at Austin logo and navigation links such as SEARCH, UT HOME, SITEMAP, UTDIRECT HELP, and LOGOFF. A search bar is present with the text "Search for Offices by: Office Name" and a "Search" button. The main content area is titled "Electronic Office Management" and features a section for "Electronic Offices". Below this section, a table lists the offices for which Kristina E Hamrick (ke294) is either the Office Manager or a Delegate. The table has columns for Office Name, Description, Office Manager, Delegate, and Delegate. The first row in the table is for the "PP:WORQS" office, with Kristina E Hamrick as the Office Manager and Don Duty and Dale Carmody as Delegates. A callout box with the text "Select an office." and an arrow points to the "PP:WORQS" office entry in the table.

Office Name	Description	Office Manager	Delegate	Delegate
PP:WORQS	PP WORQS ELECTRONIC DOCUMENT OFFICE	Kristina E Hamrick	Don Duty	Dale Carmody

Creating EOM xRouting Desks

Electronic Office Management - Windows Internet Explorer

https://utdirect.utexas.edu/ew/office_detail_basics.WBX?ew_office=F...

File Edit View Favorites Tools Help

Electronic Office Management

Electronic Office Management - PP:WORQS

Search for Offices by: Office Name

PP:WORQS Search

Your Offices: PP:WORQS Go

Home Office Details Authorizations Routing

Basics Billing Codes/Purchasing Centers

[EDIT]

Office Name: PP:WORQS

Description: PP WORQS ELECTRONIC DOCUMENT OFFICE

Comments: PP WORQS IS AN OFFICE CREATED FOR TESTING WORQS (W R*) ELECTRONIC DOCUMENTS AND ROUTING

Office Manager: Kristina E Hamrick

Delegate 1: Don Duty

Delegate 2: Dale Carmody

Return to top of page

Logoff

Comments to: Enterprise Workflow

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Web Privacy Policy | Accessibility

Done Internet 100%

Click on
Desks.

Creating EOM xRouting Desks

Electronic Office Management - Windows Internet Explorer

https://utdirect.utexas.edu/ew/auths_desks.WBX?ew_component=08

Electronic Office Management

THE UNIVERSITY OF TEXAS AT AUSTIN

UT DIRECT

SEARCH | UT HOME | SITEMAP | UTDIRECT HELP | LOGOFF

Electronic Office Management | Return to My Home

NAVIGATION MENU

Electronic Office Management

- Home
- Office Details
 - Basics
 - Other Info
- Authorizations
 - Authorization (Admin) Views
 - » Desks
 - Command Authorizations
- Routing
 - Routing (Master)
 - Views

Search for Offices by: Office Name

PP:WORQS Search

Your Offices: PP:WORQS Go

Home Office Details Authorizations Routing

Authorization (Admin) Views Desks Command Authorizations

[Add Desk]

Desk Name	Description	Desk Assignees	Linked Auth (Admin) Views	Delete Desk
CPFM_WORQS	WORQS ELECTONIC SR10 APPROVAL DESK [EDIT]	[VIEW/EDIT ASSIGNEES(2)]	No linked views	X
CPFM:WRP	CPFM WRP ROUTING DESK [EDIT]	[VIEW/EDIT ASSIGNEES(3)]	No linked views	X
CPFM:WRR	CPFM DEPARTMENT WRR DESK [EDIT]	[VIEW/EDIT ASSIGNEES(3)]	No linked views	X
CRIR DESK	DESCRIPTION [EDIT]	[VIEW/EDIT ASSIGNEES(3)]	No linked views	X

EOM Help

- Change Authorization Profile
- Electronic Document Inbox

Internet 100%

Click on **Add Desk**.

Creating EOM xRouting Desks

The screenshot shows the Electronic Office Management (EOM) web application interface. The browser title is "Electronic Office Management - Windows Internet Explorer". The URL is https://utdirect.utexas.edu/ew/auths_desks.WBX?ew_component=08. The page header includes "THE UNIVERSITY OF TEXAS AT AUSTIN" and "UT DIRECT". The main content area is titled "Electronic Office Management - PP:WORQS". The navigation menu includes "Home", "Office Details", "Authorizations", and "Routing". The "Authorizations" section is active, and the "Desks" tab is selected. A callout box with the text "Fill in the Desk Name and Description." points to the "Name:" and "Description:" input fields. Below the input fields is a table of existing desks.

Desk Name	Description	Desk Assignees	Linked Auth (Admin) Views	Delete Desk
CPFM_WORQS	WORQS ELECTONIC SR10 APPROVAL DESK [EDIT]	[VIEW/EDIT ASSIGNEES(2)]	No linked views	X
CPFM:WRP	CPFM WRP ROUTING DESK [EDIT]	[VIEW/EDIT ASSIGNEES(3)]	No linked views	X
CPFM:WRR	CPFM DEPARTMENT WRR DESK [EDIT]	[VIEW/EDIT ASSIGNEES(3)]	No linked views	X

Creating EOM xRouting Desks

Electronic Office Management - Windows Internet Explorer

https://utdirect.utexas.edu/ew/auths_desks.WBX?ew_component=08

Electronic Office Management

THE UNIVERSITY OF TEXAS AT AUSTIN

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Electronic Office Management

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Electronic Document Inbox

Electronic Office Management - PP:WORQS

Search for Offices by: Office Name

PP:WORQS

Your Offices: PP:WORQS

Home Office Details Authorizations Routing

Authorization (Admin) Views Desks Command Authorizations

Name: ESR10 Description: Approval Desk for ESR10s

Add Cancel

Desk Name	Description	Desk Assignees	Linked Auth (Admin) Views	Delete Desk
CPFM_WORQS	WORQS ELECTONIC SR10 APPROVAL DESK [EDIT]	[VIEW/EDIT ASSIGNEES(2)]	No linked views	X
CPFM:WRP	CPFM WRP ROUTING DESK [EDIT]	[VIEW/EDIT ASSIGNEES(3)]	No linked views	X
CPFM:WRR	CPFM DEPARTMENT WRR DESK [EDIT]	[VIEW/EDIT ASSIGNEES(3)]	No linked views	X

Click on Add.

Creating EOM xRouting Desks

The screenshot shows the Electronic Office Management (EOM) web application interface. The browser title is "Electronic Office Management - Windows Internet Explorer". The URL is "https://utdirect.utexas.edu/ew/auths_desks.WBX?ew_component=08". The page header includes "THE UNIVERSITY OF TEXAS AT AUSTIN" and "UT DIRECT". The main content area is titled "Electronic Office Management - PP:WORQS". A green message bar at the top of the content area says "Update successful". Below this is an "[Add Desk]" link. A table lists the desks:

Desk Name	Description	Desk Assignees	Linked Auth (Admin) Views	Delete Desk
ESR10	APPROVAL DESK FOR ESR10S [EDIT]	[ADD ASSIGNEES]	No linked views	X
CPFM_WORQS	WORQS ELECTONIC SR10 APPROVAL DESK [EDIT]	[VIEW/EDIT ASSIGNEES(2)]	No linked views	X
CPFM:WRP	CPFM WRP ROUTING DESK [EDIT]	[VIEW/EDIT ASSIGNEES(3)]	No linked views	X

If you see this message, the desk was successfully added.

The new desk is listed.

Creating EOM xRouting Desks

Electronic Office Management - Windows Internet Explorer

https://utdirect.utexas.edu/ew/auths_desks.WBX?ew_component=08

Electronic Office Management

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PP:WORQS Search

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Home Office Details Authorizations Routing

Authorization (Admin) Views

Command Authorizations

Update successful

[ADD DESK]

Desk Name	Description	Desk Assignees	Linked Auth (Admin) Views	Delete Desk
ESR10	APPROVAL DESK FOR ESR10S [EDIT]	[ADD ASSIGNEES]	No linked views	X
CPFM_WORQS	WORQS ELECTRONIC SR10 APPROVAL DESK [EDIT]	[VIEW/EDIT ASSIGNEES(2)]	No linked views	X
CPFM:WRP	CPFM WRP ROUTING DESK [EDIT]	[VIEW/EDIT ASSIGNEES(3)]	No linked views	X

Click on Add Assignees.

Creating EOM xRouting Desks

Electronic Office Management - Windows Internet Explorer

https://utdirect.utexas.edu/ew/auths_desks.WBX?ew_component=08

Desk Assignees for ESR10

The following people belong to the ESR10 desk. **Substitute** desk members do not receive inbox notification of electronic documents that belong to the desk.

[ADD DESK ASSIGNEE]

There are currently no desk assignees for ESR10.

Click on Add Desk Assignee.

Creating EOM xRouting Desks

Electronic Office Management - Windows Internet Explorer

https://utdirect.utexas.edu/ew/auths_desks.WBX?ew_component=08

Desk Assignees for ESR10

Use this form to add desk members. **Hint:** Put at least 2 people on any desk used for electronic document creation or routing. Then, if one person is unavailable, the other person can process the document.

EID: Substitute

There are currently no desk assignees for ESR10.

Enter the **EID** of the desk assignee(s) and click on **Add**.

Mark here if they are a **Substitute**.

Creating EOM xRouting Desks

Electronic Office Management - Windows Internet Explorer

https://utdirect.utexas.edu/ew/auths_desks.WBX?ew_component=08

Desk Assignees for ESR10

Update successful

The following people belong to the ESR10 desk. **Substitute** desk members do not receive inbox notification of electronic documents that belong to the desk.

[ADD DESK ASSIGNEE]

Name	EID	Logon ID	Substitute?	Delete
Don Duty	studduck	PXDWD	No [CHANGE]	X

Done

The Desk Assignee will be listed.

Creating EOM xRouting Desks

The screenshot shows a Windows Internet Explorer browser window displaying the Electronic Office Management (EOM) web application. The browser's address bar shows the URL: https://utdirect.utexas.edu/ew/auths_desks.WBX?ew_component=08. The page title is "Desk Assignees for ESR10". A green notification bar at the top of the content area says "Update successful". Below this, a message states: "The following people belong to the desk. Members do not receive inbox notification of electronic mail messages to the desk." There is a link "[ADD DESK ASSIGNEE]". A table lists the desk assignees:

Name	EID	Logon ID		Delete
Don Duty	studduck	PXDWD	No [CHANGE]	X

A callout box with a black border and white background contains the text: "Click here to close the **Desk Assignees...** screen." An arrow points from this box to a red circular button with a white 'X' in the top right corner of the main content area.

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Electronic Office Management PP:WORQS

Home Office Details Authorizations Routing

Authorization (Admin) Views Desks Command Authorizations

[ADD DESK]

Desk Name	Description	Desk Assignees	Linked Auth (Admin) Views	Delete Desk
ESR10	APPROVAL DESK FOR ESR10S [EDIT]	[VIEW/EDIT ASSIGNEES(1)]	No linked views	X
CPFM_WORQS	WORQS ELECTONIC SR10 APPROVAL DESK [EDIT]	[VIEW/EDIT ASSIGNEES(2)]	No linked views	X
CPFM:WRP	CPFM WRP ROUTING DESK [EDIT]	[VIEW/EDIT ASSIGNEES(3)]	No linked views	X
CPFM:WRR	CPFM DEPARTMENT WRR DESK [EDIT]	[VIEW/EDIT ASSIGNEES(3)]	No linked views	X

Log out of the EOM system when finished.