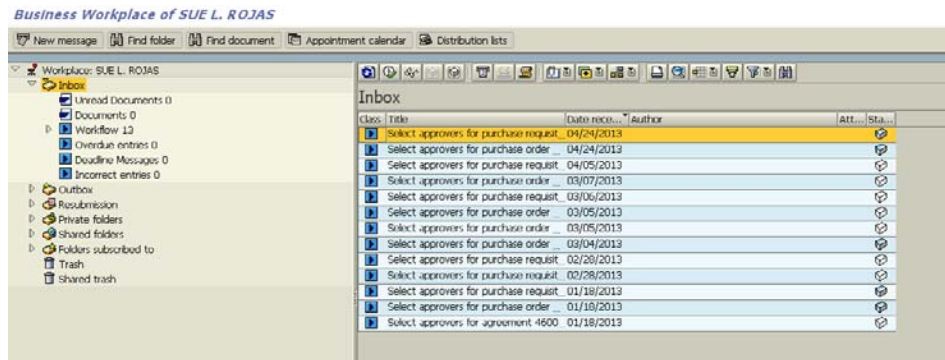
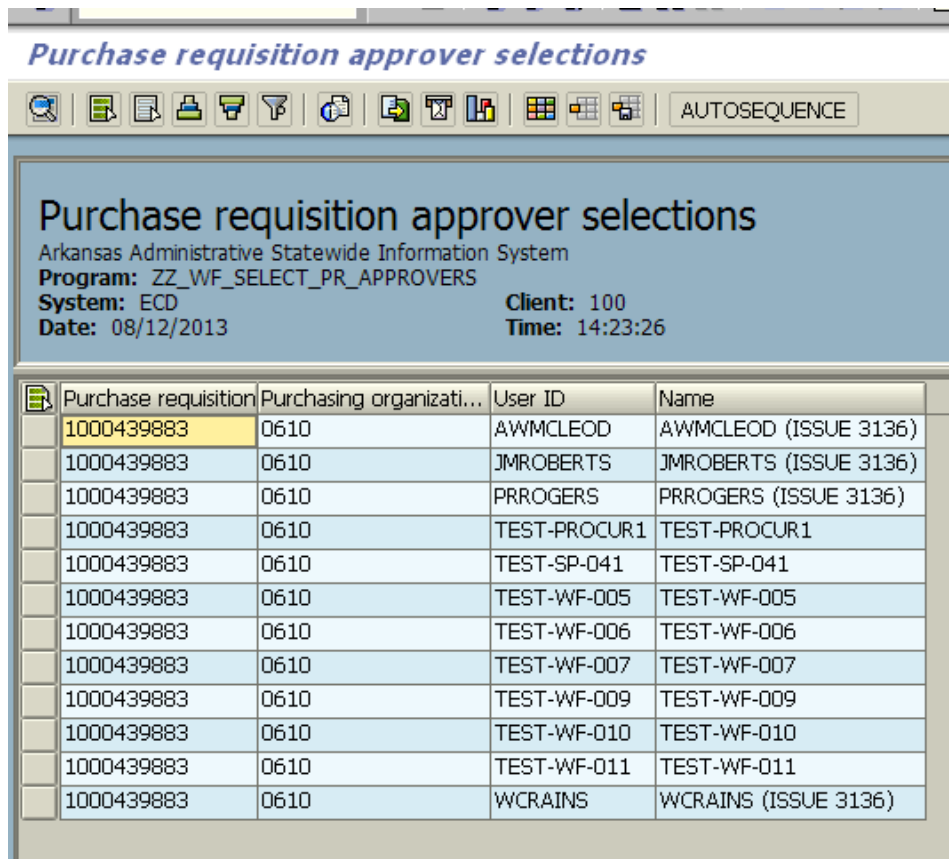


## Edit report in workflow to show purchasing staff

Select your workflow inbox and execute



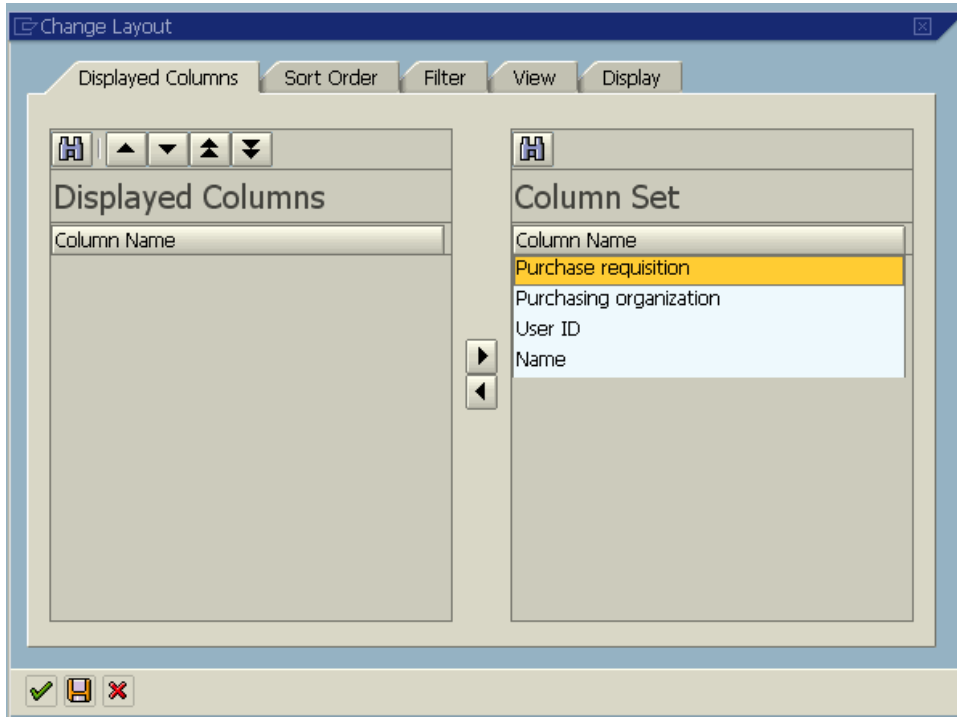
Report shows.



Select the "change layout" icon

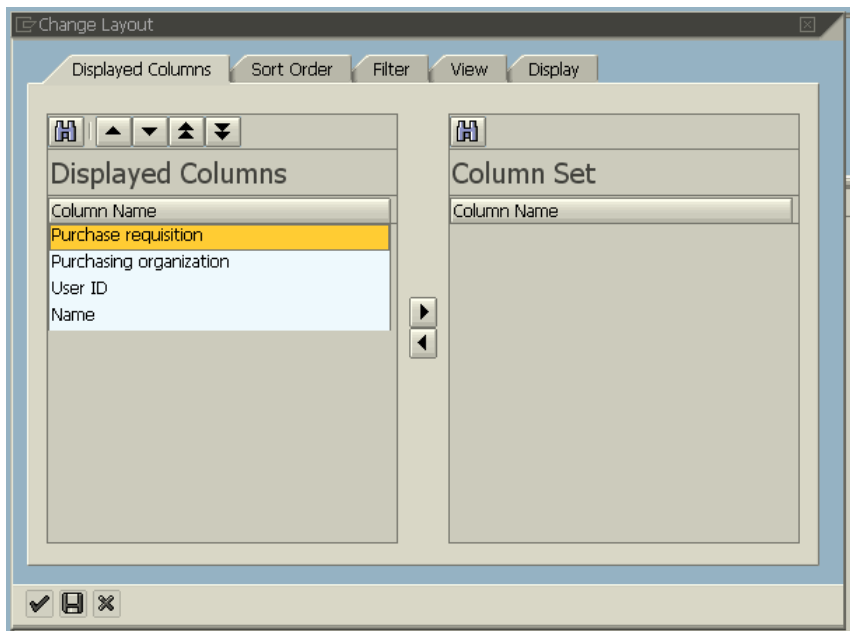


New layout selections proposed



Highlight each new selection and move to "Displayed columns box.

Save layout with "Save" then name your layout and green check



New report selections appear which include POrg, user id and name

## Purchase requisition approver selections

Arkansas Administrative Statewide Information System

**Program:** ZZ\_WF\_SELECT\_PR\_APPROVERS

**System:** ECD

**Date:** 08/12/2013

**Client:** 100

**Time:** 14:23:26

	Purchase requisition	Purchasing organizati...	User ID	Name
	1000439883	0610	AWMCLEOD	AWMCLEOD (ISSUE 3136)
	1000439883	0610	JMROBERTS	JMROBERTS (ISSUE 3136)
	1000439883	0610	PRROGERS	PRROGERS (ISSUE 3136)
	1000439883	0610	TEST-PROCUR1	TEST-PROCUR1
	1000439883	0610	TEST-SP-041	TEST-SP-041
	1000439883	0610	TEST-WF-005	TEST-WF-005
	1000439883	0610	TEST-WF-006	TEST-WF-006
	1000439883	0610	TEST-WF-007	TEST-WF-007
	1000439883	0610	TEST-WF-009	TEST-WF-009
	1000439883	0610	TEST-WF-010	TEST-WF-010
	1000439883	0610	TEST-WF-011	TEST-WF-011
	1000439883	0610	WCRAINS	WCRAINS (ISSUE 3136)