

How to Clear Multiple FYIs at Once

Step 1: Connect to UA VPN (if off-campus)

If you're working off-campus, you must first connect to the UA VPN:

UA VPN Access: <https://vpn.arizona.edu>

Step 2: Log in to UAccess Financials

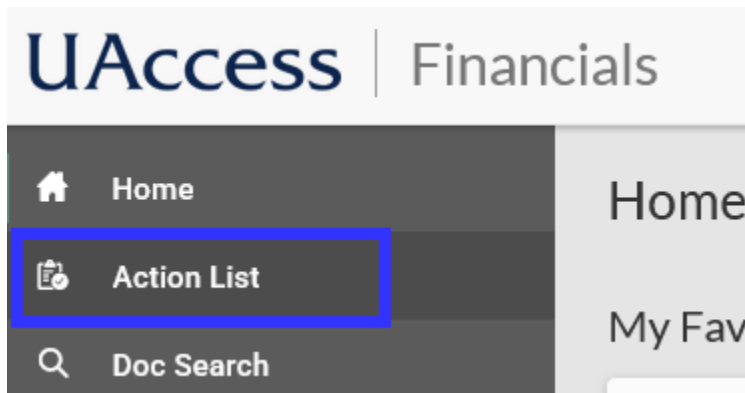
Go to the UAccess Financials login page: <https://financials.uaccess.arizona.edu/kfs/>

Log in using your NetID and password.

Step 3: Access Your Action List

Once logged in:

- Click on "Action List" (second item from the top on the left toolbar).

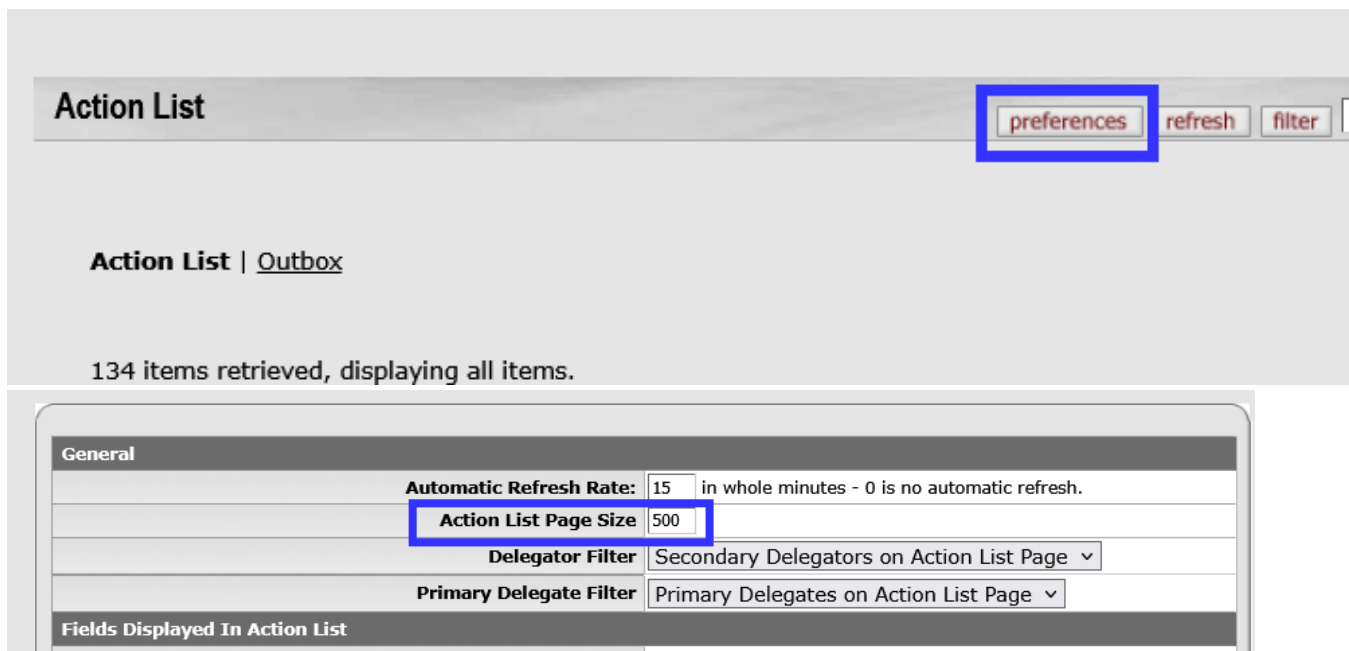


Step 3a: Open Preferences to Increase Action List Page Size

This will reduce the number of pages and the number of items to FYI at once.

In your Action List:

- Click on "Preferences" (in the top right corner).
- Increase Action List Page Size to 500
- Click "Save" at the bottom.



Step 4: Set Screen action

On the top right corner of the screen, you will see a drop-down box that says NONE. Click on the box and select FYI. Click on "Apply Default" to the right of the drop box.

The screenshot shows a web application interface. At the top, there are buttons for 'preferences', 'refresh', 'filter', 'clear filter', and 'help desk action list login'. A search bar is also present. In the top right corner, a dropdown menu is open, showing 'NONE' and 'FYI' options, with an 'apply default' button next to it. Below this is a table with the following columns: Route Status, Action Requested, Initiator, Delegator, Date Created, Last Approved Date, Group Request, Actions, and Log. The table contains four rows of data. The first three rows have 'FINAL' as the Route Status and 'FYI' as the Action Requested. The fourth row has 'ENROUTE' as the Route Status and 'FYI' as the Action Requested. The Actions column for all rows currently shows 'NONE'. A large grey box is overlaid on the Initiator and Delegator columns, and a blue box highlights the dropdown menu and 'apply default' button.

Route Status	Action Requested	Initiator	Delegator	Date Created	Last Approved Date	Group Request	Actions	Log
FINAL	FYI						NONE	
FINAL	FYI						NONE	
FINAL	FYI						NONE	
ENROUTE	FYI						NONE	

This changes the Actions Column for the lines that need FYI from NONE to FYI.



FYI

<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Last Approved Date</u>	<u>Group Requested</u>	<u>Actions</u>
FINAL	FYI						FYI <input type="button" value="▼"/>
FINAL	FYI						FYI <input type="button" value="▼"/>
FINAL	FYI						FYI <input type="button" value="▼"/>
ENROUTE	FYI						FYI <input type="button" value="▼"/>

Step 5: Take action

Select "take action" button on the bottom of the page and the system will FYI those items.

