



ARIBA: Archiving Documents from the “To Do” List

You can remove approval requests from “To Do” list by archiving them. Once they are archived, you can search for them in the Search page. You may want to archive approval requests that were already approved or denied by another member in the approval group, or those for which you are a watcher. Note, however, that you can also archive active approval requests waiting for your approval , so you must be careful when archiving so as not to inadvertently archive a request waiting on your approval.

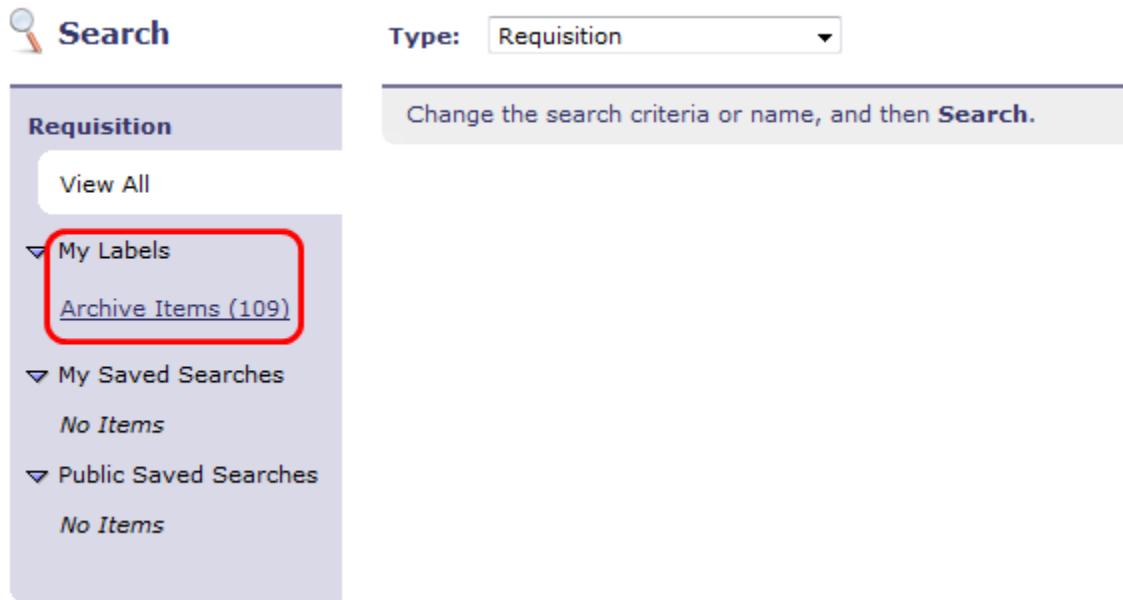
To remove “Watcher” documents from the To Do list:

1. Click on “View Lists” in the lower right corner of the To Do list
2. Select “Watch”
3. Select the items you wish to remove from the To Do list
4. Click on “Archive To Label” in the lower left corner
5. Select the appropriate label
6. The items will be moved out of To Do

The screenshot shows the ARIBA Spend Management 'To Do' list interface. The main window displays a list of approval requests with columns for Date, Status, and Title. A context menu is open in the top right corner, showing options for 'View List ... (52)', 'Approve (2)', and 'Watch (50)'. A red box highlights the 'Watch (50)' option. In the bottom left, a sub-menu for 'Archive To Label' is open, showing 'Archive Items' and 'New Label', with a red box highlighting the entire menu.

To view an item after it has been archived:

1. Search per document type
2. Click on the assigned label from the My Labels menu



Search

Type: Requisition

Requisition

Change the search criteria or name, and then **Search**.

View All

My Labels

Archive Items (109)

My Saved Searches

No Items

Public Saved Searches

No Items

Please contact aribahelp@nova.edu if you have any questions or need assistance with this feature.