

1. Requisition Print (UQ111)

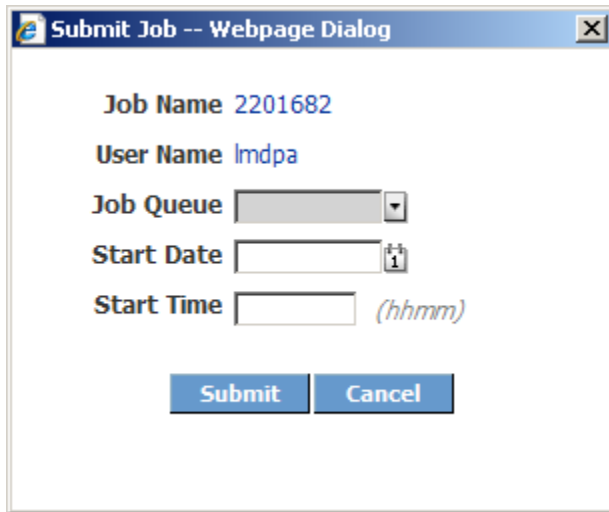
- a. Once completing entry and release of your Capital Equipment Request, print your requisition using UQ111. This will print the requisition with the necessary approval track for signatures.

Print Requisitions (UQ111)

The screenshot displays the Lawson portal interface for printing requisitions. The browser window title is "Lawson portal - Print Requisitions (UQ111) - Windows Internet Explorer". The address bar shows the URL "http://wvlawapp1.medctr.ucla.edu/lawson/portal/index.htm". The page header includes the Lawson logo and the title "Print Requisitions (UQ111)". A navigation bar contains buttons for "+ Add", "Change", "Delete", "Previous", "Inquire", "Next", and "Inquire". Below this are buttons for "Submit", "Reports", "Job Sched", and "Print Mgr". The form fields are: Job Name (2201682), Job Description (Print Requisitions), User Name (lmdpa, Don Parks), Data Area/ID (LIVE), Company (1, Westwood Hospital), Requesting Location, and Requisition (2201682). A "Parameters" section is also visible.

Steps:

1. Job Name: Use the Requisition# you are going to print
2. Company: Enter Company# appropriate to requisition
3. Requisition: Enter Requisition# you are going to print
4. Select the <ADD> button – Confirm the message ADD COMPLETE
5. Select the <SUBMIT> button. This opens a new box (see below)



Submit Job -- Webpage Dialog

Job Name 2201682

User Name lmdpa

Job Queue

Start Date

Start Time (hhmm)

Submit Cancel

1. Select the <SUBMIT> button again from the new box
2. The Submit Job – Webpage Dialog box will close
3. Select Print Mgr and a new window will open

Capital Equipment Request Process - Empac

The screenshot shows the Lawson Print Manager web application. The browser address bar displays the URL: <http://wvlawapp1.medctr.ucla.edu/lawson/portal/index.htm>. The page title is "Lawson portal - Print Manager - lmdpa". The user is logged in as "Don" and the current job is "UQ111".

The main content area features a table of print jobs. The table has the following columns: Job Owner, Job Name, Description, Parameters, File Name, and Created. The jobs listed include various print requisitions and flushing operations.

| Job Owner | Job Name | Description | Parameters | File Name | Created |
|-----------|------------|------------------------------|------------|------------|---------------------|
| lmdpa | 2201682 | Print Requisitions | UQ111 | UQ111.prt | 12/03/2010 07:59:29 |
| lmdpa | UQ111 | Print Requisitions | UQ111 | UQ111.prt | 11/30/2010 11:16:55 |
| lmdpa | KVM111 | REQ PRINT | RQ111 | RQ111.prt | 11/30/2010 11:14:08 |
| ediuser | GHX850X3PO | J AND J - 0003 NPH | PO120 | PO120.prt | 11/02/2010 11:16:42 |
| ediuser | GHX850X3PO | J AND J - 0002 SMH | PO120 | PO120.prt | 11/02/2010 11:16:40 |
| ediuser | GHX850X3PO | J AND J - 0003 NPH | PO120 | PO120.prt | 11/02/2010 11:16:37 |
| ediuser | GHX850X3PO | J AND J - 0001 RRH | PO120 | PO120.prt | 11/02/2010 11:16:33 |
| ediuser | GHX850X3PO | DEROYAL IND - Co 0003 NPH | PO120 | PO120.prt | 11/02/2010 11:16:33 |
| ediuser | GHX850X3PO | DEROYAL IND - Co 0002 SMH | PO120 | PO120.prt | 11/02/2010 11:16:31 |
| ediuser | GHX850X3PO | DEROYAL IND - Co 0001 RRH | PO120 | PO120.prt | 11/02/2010 11:16:27 |
| ediuser | GHX850X3PO | KIMBERLY-CLARK - Co 0003 NPH | PO120 | PO120.prt | 11/02/2010 11:16:24 |
| ediuser | GHX850X3PO | KIMBERLY-CLARK - Co 0002 SMH | PO120 | PO120.prt | 11/02/2010 11:16:21 |
| ediuser | GHX850X3PO | KIMBERLY-CLARK - Co 0001 RRH | PO120 | PO120.prt | 11/02/2010 11:16:18 |
| ediuser | GHX850X3PO | BRAUN MED - Co 0003 NPH | PO120 | PO120.prt | 11/02/2010 11:16:15 |
| ediuser | GHX850X3PO | BRAUN MED - Co 0002 SMH | PO120 | PO120.prt | 11/02/2010 11:16:12 |
| ediuser | GHX850X3PO | BRAUN MED - Co 0001 RRH | PO120 | PO120.prt | 11/02/2010 11:16:09 |
| ediuser | GHX850X3PO | COOK MED - Co 0003 NPH | PO120 | PO120.prt | 11/02/2010 11:16:07 |
| ediuser | GHX850X3PO | COOK MED - Co 0002 SMH | PO120 | PO120.prt | 11/02/2010 11:16:04 |
| ediuser | GHX850X3PO | COOK MED - Co 0001 RRH | PO120 | PO120.prt | 11/02/2010 11:16:01 |
| lmdpa | FLUSHING3 | Flushing C3 PO120 queue | PO120 | p-ed-copy2 | 10/19/2010 09:14:01 |
| lmdpa | FLUSHING3 | Flushing C3 PO120 queue | PO120 | p-form 1 | 10/19/2010 09:14:01 |
| lmdpa | FLUSHING3 | Flushing C3 PO120 queue | PO120 | PO120.prt | 10/19/2010 09:13:59 |
| lmdpa | FLUSHING2 | Flushing C2 PO120 queue | PO120 | p-ed-copy2 | 10/19/2010 09:13:12 |

Navigation links: Previous 25, Next 25

1. Click on the Job Name you submitted
2. Select the drop-down arrow on <Report Actions> and select <View>.

Capital Equipment Request Process - Empac

3. New window will open

The screenshot shows the Lawson Print Manager web application in a Windows Internet Explorer browser. The browser address bar shows the URL: <http://www.lawapp1.medctr.ucla.edu/lawson/portal/index.htm>. The application title is "LAWSON Print Manager - lmdpa". The user is logged in as "Don" with the user ID "UQ111".

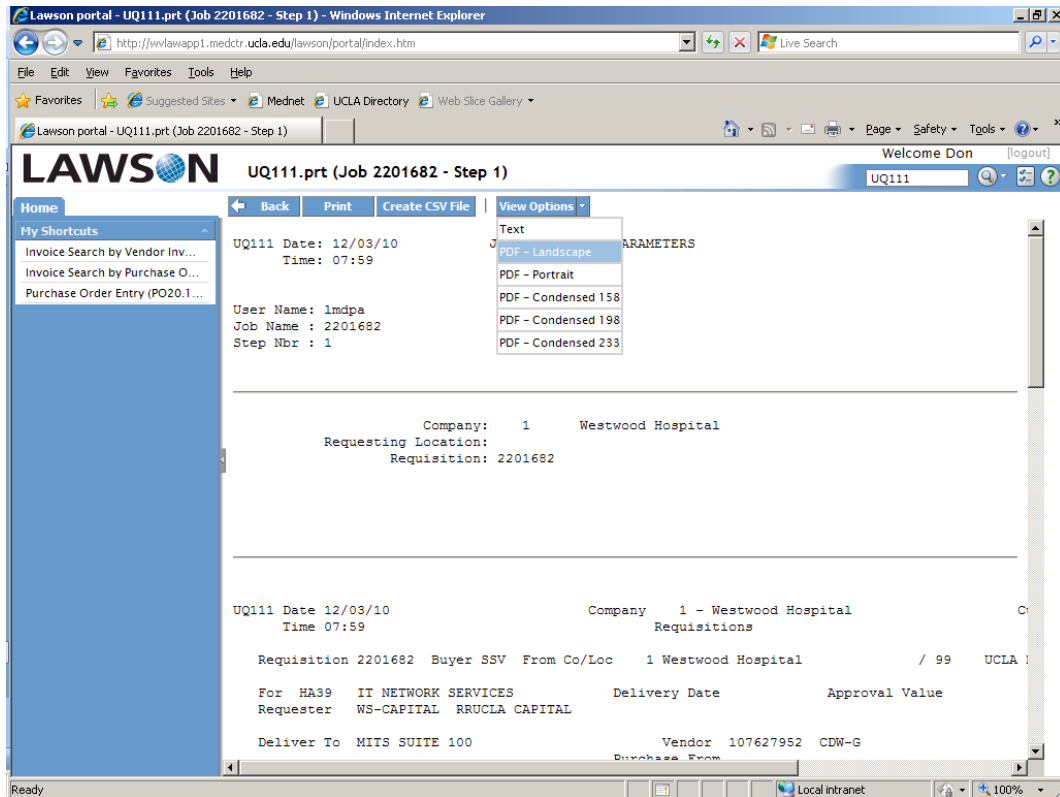
The main content area displays a table of print jobs. The table has the following columns: Job Owner, Job Name, Description, Parameters, File Name, and Created. The first job is selected with a checkmark in the first column.

| <input type="checkbox"/> | Job Owner | Job Name | Description | Parameters | File Name | Created |
|-------------------------------------|-----------|------------|------------------------------|------------|-------------|---------------------|
| <input checked="" type="checkbox"/> | lmdpa | 2201682 | Print Requisitions | UQ111 | UQ111 prt | 12/03/2010 07:59:29 |
| <input type="checkbox"/> | lmdpa | UQ111 | Print Requisitions | UQ111 | UQ111 prt | 11/30/2010 11:16:55 |
| <input type="checkbox"/> | lmdpa | KVM111 | REQ PRINT | RQ111 | RQ111 prt | 11/30/2010 11:14:08 |
| <input type="checkbox"/> | eduser | GHX850X3PO | J AND J - 0003 NPH | PO120 | PO120 prt | 11/02/2010 11:16:42 |
| <input type="checkbox"/> | eduser | GHX850X3PO | J AND J - 0002 SMH | PO120 | PO120 prt | 11/02/2010 11:16:40 |
| <input type="checkbox"/> | eduser | GHX850X3PO | J AND J - 0001 RRH | PO120 | PO120 prt | 11/02/2010 11:16:37 |
| <input type="checkbox"/> | eduser | GHX850X3PO | DEROYAL IND - Co 0003 NPH | PO120 | PO120 prt | 11/02/2010 11:16:33 |
| <input type="checkbox"/> | eduser | GHX850X3PO | DEROYAL IND - Co 0002 SMH | PO120 | PO120 prt | 11/02/2010 11:16:31 |
| <input type="checkbox"/> | eduser | GHX850X3PO | DEROYAL IND - Co 0001 RRH | PO120 | PO120 prt | 11/02/2010 11:16:27 |
| <input type="checkbox"/> | eduser | GHX850X3PO | KIMBERLY-CLARK - Co 0003 NPH | PO120 | PO120 prt | 11/02/2010 11:16:24 |
| <input type="checkbox"/> | eduser | GHX850X3PO | KIMBERLY-CLARK - Co 0002 SMH | PO120 | PO120 prt | 11/02/2010 11:16:21 |
| <input type="checkbox"/> | eduser | GHX850X3PO | KIMBERLY-CLARK - Co 0001 RRH | PO120 | PO120 prt | 11/02/2010 11:16:18 |
| <input type="checkbox"/> | eduser | GHX850X3PO | BRAUN MED - Co 0003 NPH | PO120 | PO120 prt | 11/02/2010 11:16:15 |
| <input type="checkbox"/> | eduser | GHX850X3PO | BRAUN MED - Co 0002 SMH | PO120 | PO120 prt | 11/02/2010 11:16:12 |
| <input type="checkbox"/> | eduser | GHX850X3PO | BRAUN MED - Co 0001 RRH | PO120 | PO120 prt | 11/02/2010 11:16:09 |
| <input type="checkbox"/> | eduser | GHX850X3PO | COOK MED - Co 0003 NPH | PO120 | PO120 prt | 11/02/2010 11:16:07 |
| <input type="checkbox"/> | eduser | GHX850X3PO | COOK MED - Co 0002 SMH | PO120 | PO120 prt | 11/02/2010 11:16:04 |
| <input type="checkbox"/> | eduser | GHX850X3PO | COOK MED - Co 0001 RRH | PO120 | PO120 prt | 11/02/2010 11:16:01 |
| <input type="checkbox"/> | lmdpa | FLUSHING3 | Flushing C3 PO120 queue | PO120 | p-edi-copy2 | 10/19/2010 09:14:01 |
| <input type="checkbox"/> | lmdpa | FLUSHING3 | Flushing C3 PO120 queue | PO120 | p-form1 | 10/19/2010 09:14:01 |
| <input type="checkbox"/> | lmdpa | FLUSHING3 | Flushing C3 PO120 queue | PO120 | PO120 prt | 10/19/2010 09:13:59 |
| <input type="checkbox"/> | lmdpa | FLUSHING2 | Flushing C2 PO120 queue | PO120 | p-edi-copy2 | 10/19/2010 09:13:12 |

Navigation controls at the bottom of the table include "Previous 25" and "Next 25".

Capital Equipment Request Process - Empac

1. From new window select the drop-down arrow on <View Options> and select <PDF-Landscape>



Capital Equipment Request Process - Empac

1. Print or Save copy as necessary

