



TRACKING TRANSACTIONS & USING THE BPM WORKLIST

Greetings,

We are excited to announce the release of a new Quick Reference Guide (QRG), *"Tracking Transactions and Using the BPM Worklist"*. This guide will assist you in:

- Viewing the status of transactions you have submitted, for both finance and HCM.
- Seeing where transactions you submitted or approved are in workflow (i.e. the approvals process).
- Customizing your view of the BPM Worklist.

[Tracking Transactions and Using the BPM Worklist](#) can be found on the Knowledge Base under WyoCloud. If you would like to learn more about the BPM Worklist, this will be touched on at the upcoming WyoCloud Update: HCM, Recruitment, on Monday, May 13th. More information regarding this deep dive will be coming soon.

Remember the [Approvals Process](#) Quick Reference Guide is also available to assist those in the approval chain in reviewing and taking action on transactions.

As always, if you have any HCM questions, please contact the Help Desk at 307-766-4357, Option 1 or userhelp@uwyo.edu.

Best,
The WyoCloud Team

Contact Information

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Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
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