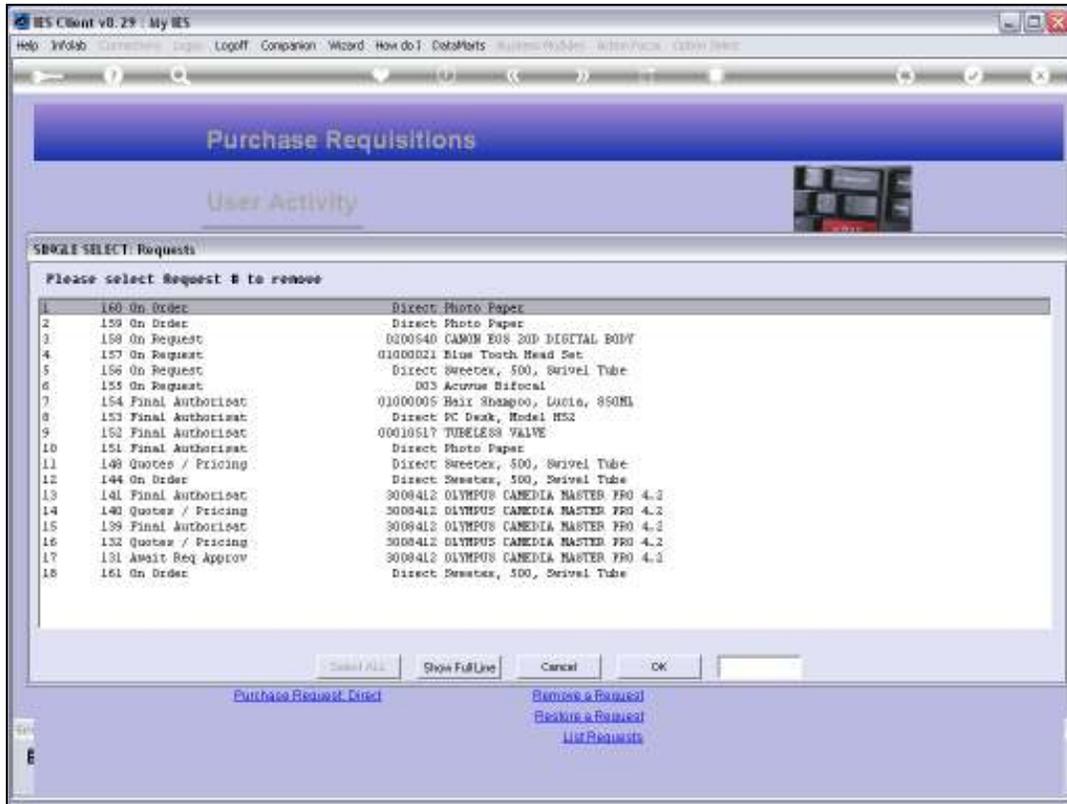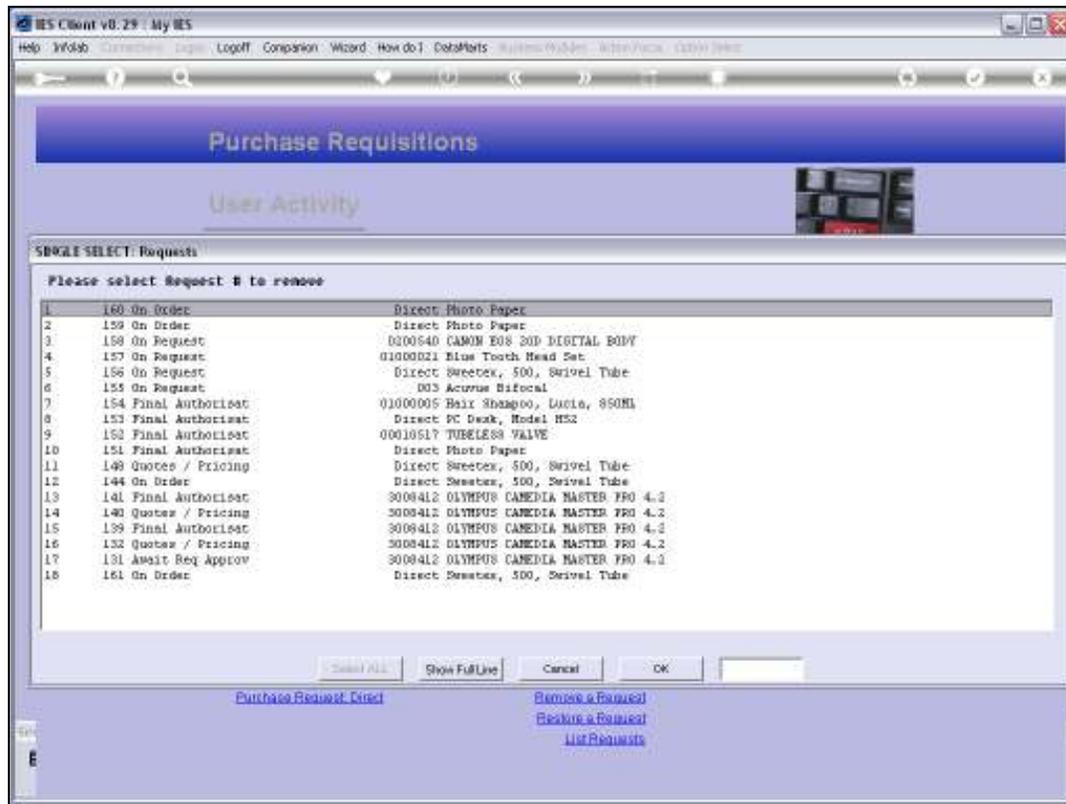Slide 1

Slide notes: The User Queue is a personal queue of Purchase Requests. We use it often in lookups, and we can list it. In fact, we have 'remove' and 'restore' options at the User Requisition menu so that we can manage this queue.
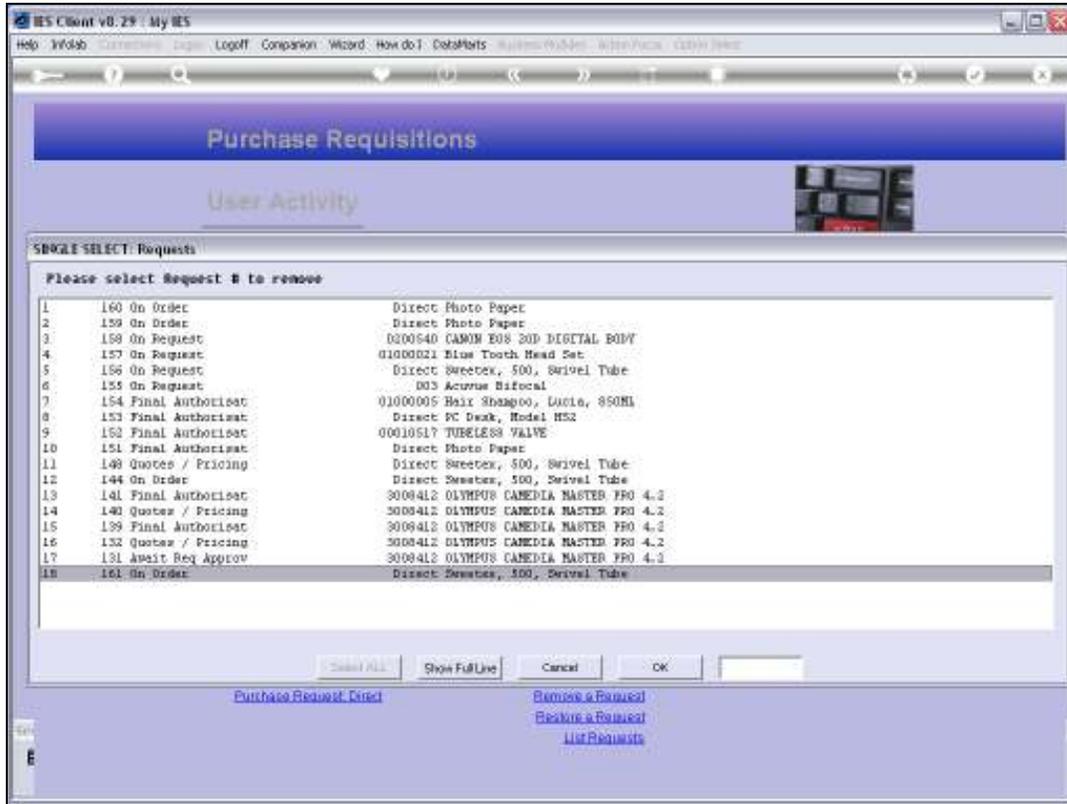
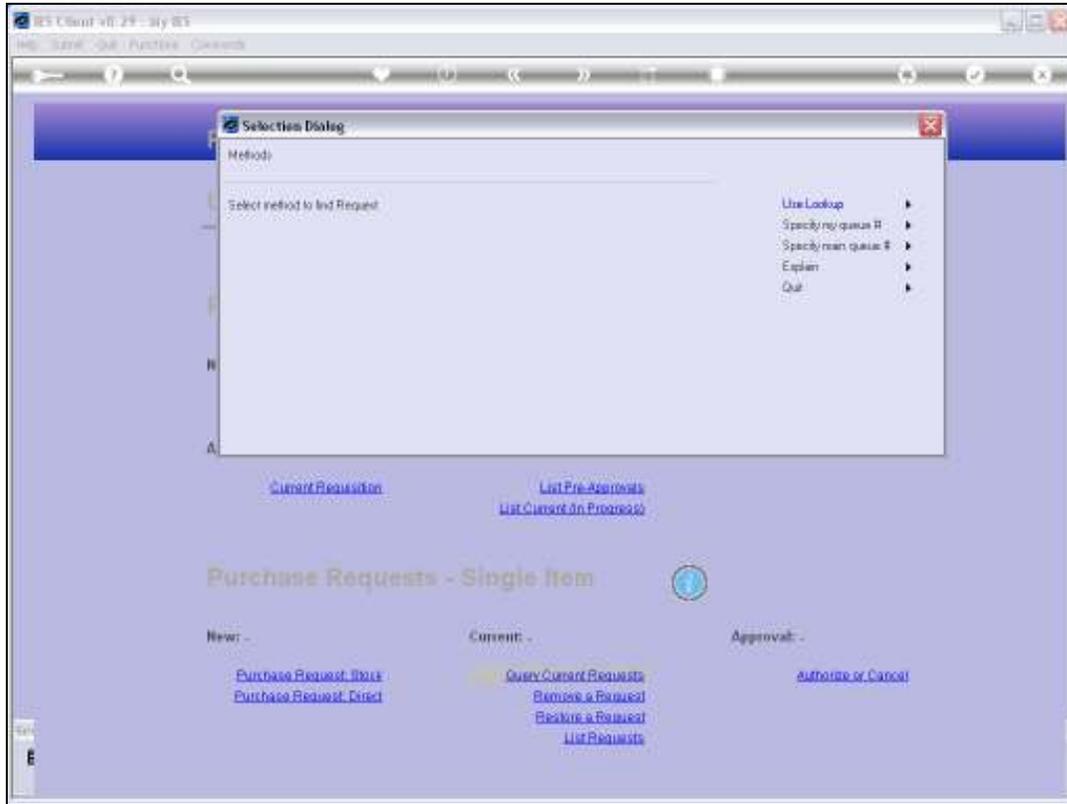Slide 2
Slide notes:

Slide 3
Slide notes:

Slide 4

Slide notes: The numbers listed on the left are User Queue numbers, as opposed to Main Queue numbers. So if we remove number 161, then we are simply removing Personal Queue entry 161. The Purchase Request is ONLY removed from the current User queue, and it's status is not affected in any other way. We are just saying we do not wish to see it on the list anymore, and the usual reason is that it has been ordered and received, or otherwise has achieved a final status and is no longer of interest.
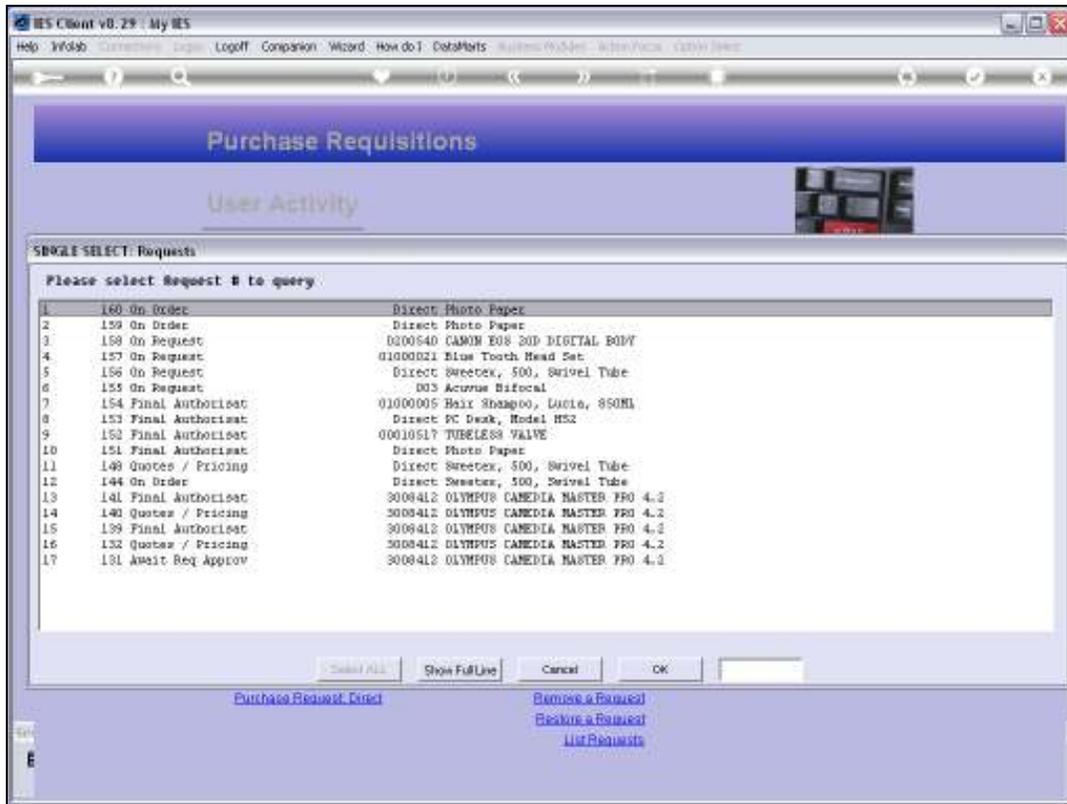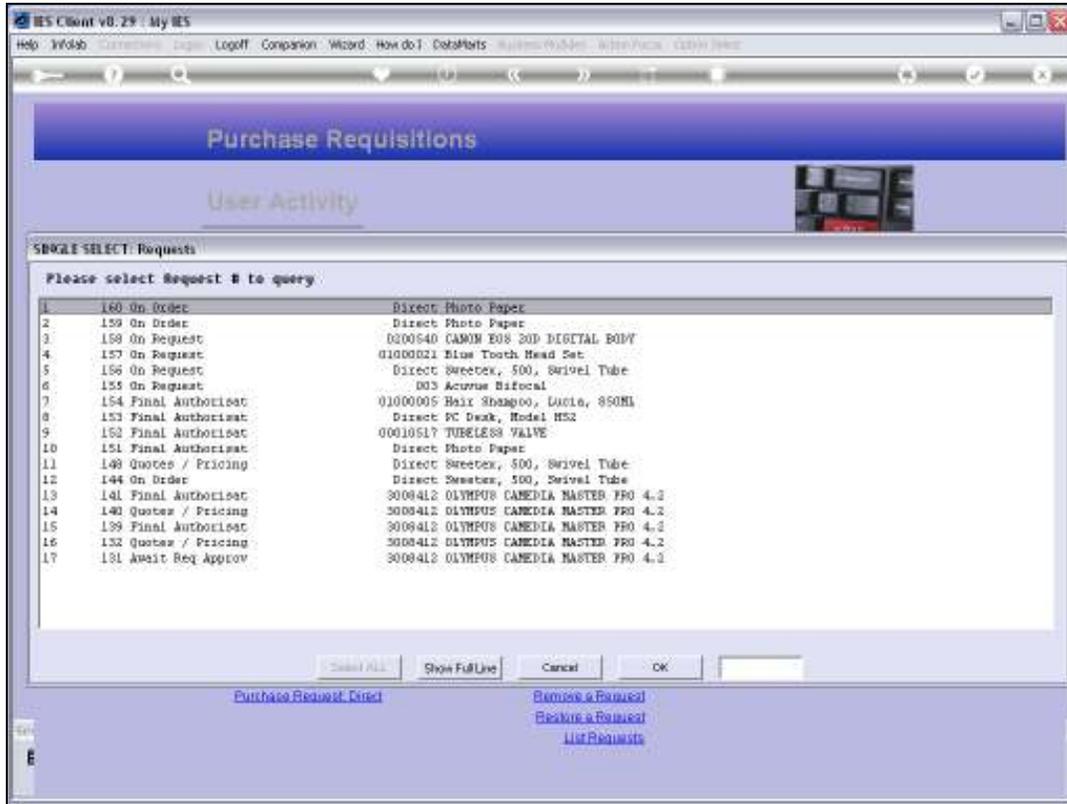
Slide 5
Slide notes:
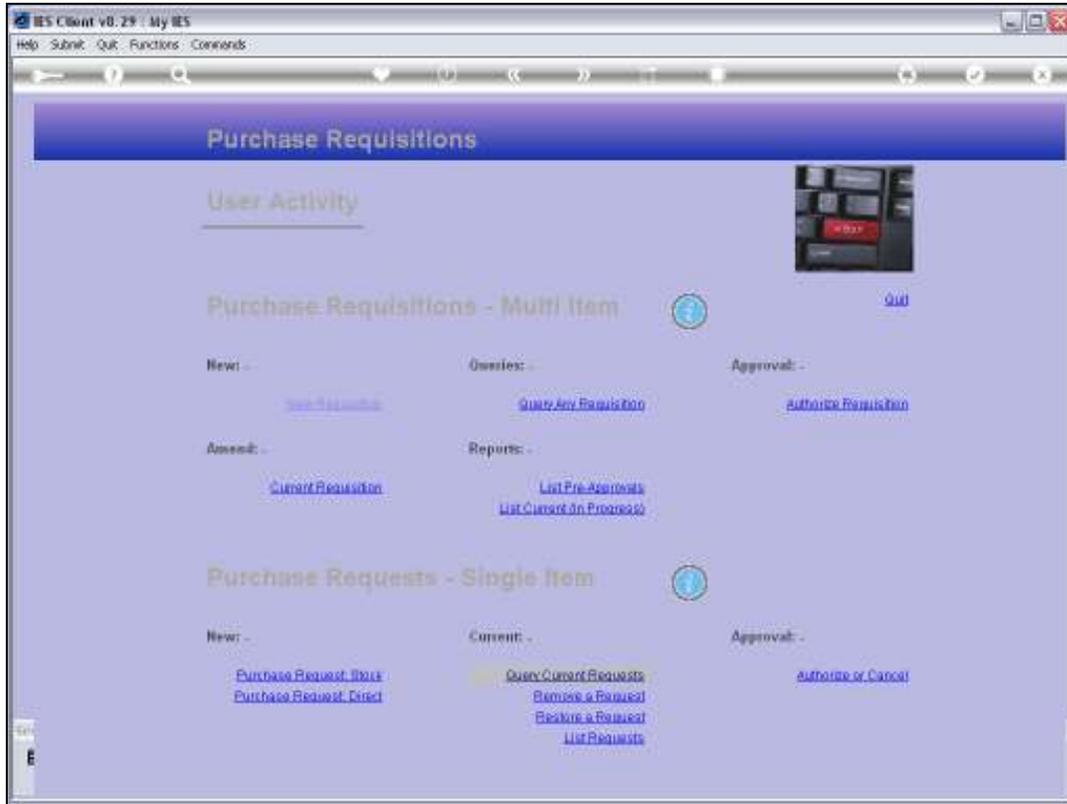
Slide 6
Slide notes:

Slide 7
Slide notes:

Slide 8

Slide notes: For example, if we query Requests from our User Lookup now, then that Item 161 is not on the list any longer.

Slide 9
Slide notes:

Slide 10

Slide notes: However, we also have an option to restore an Item to our queue, if we need to or want to. So let's put Item 161 back again.
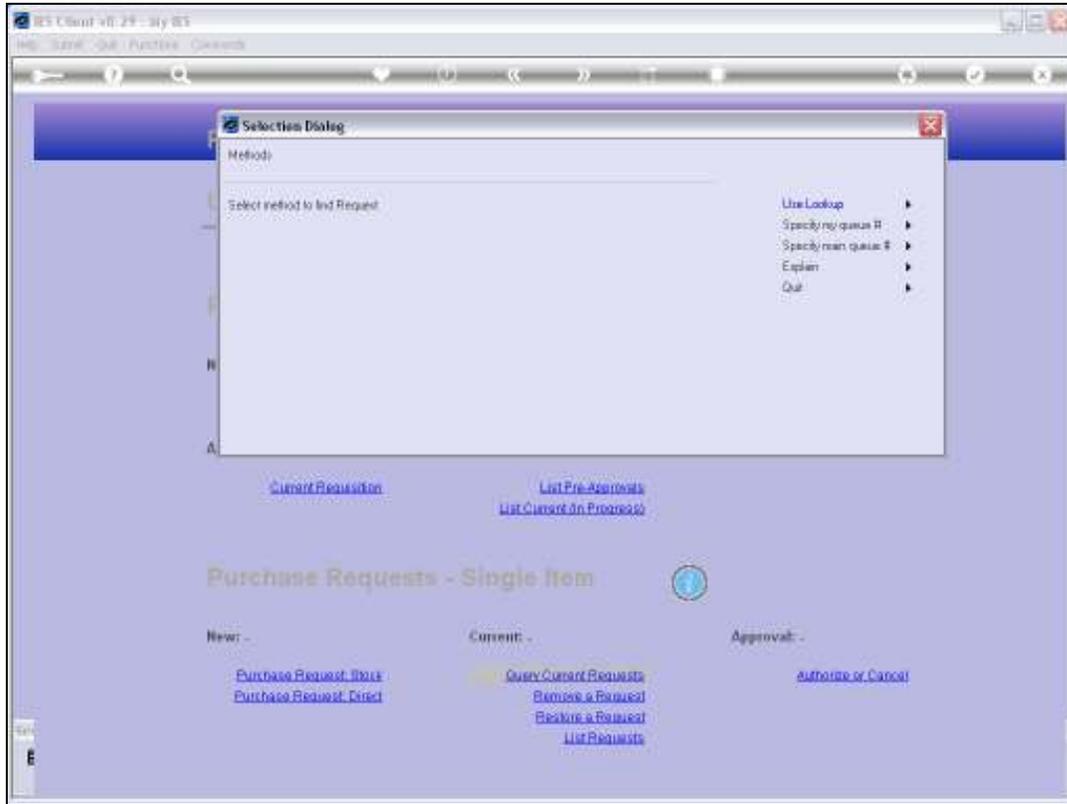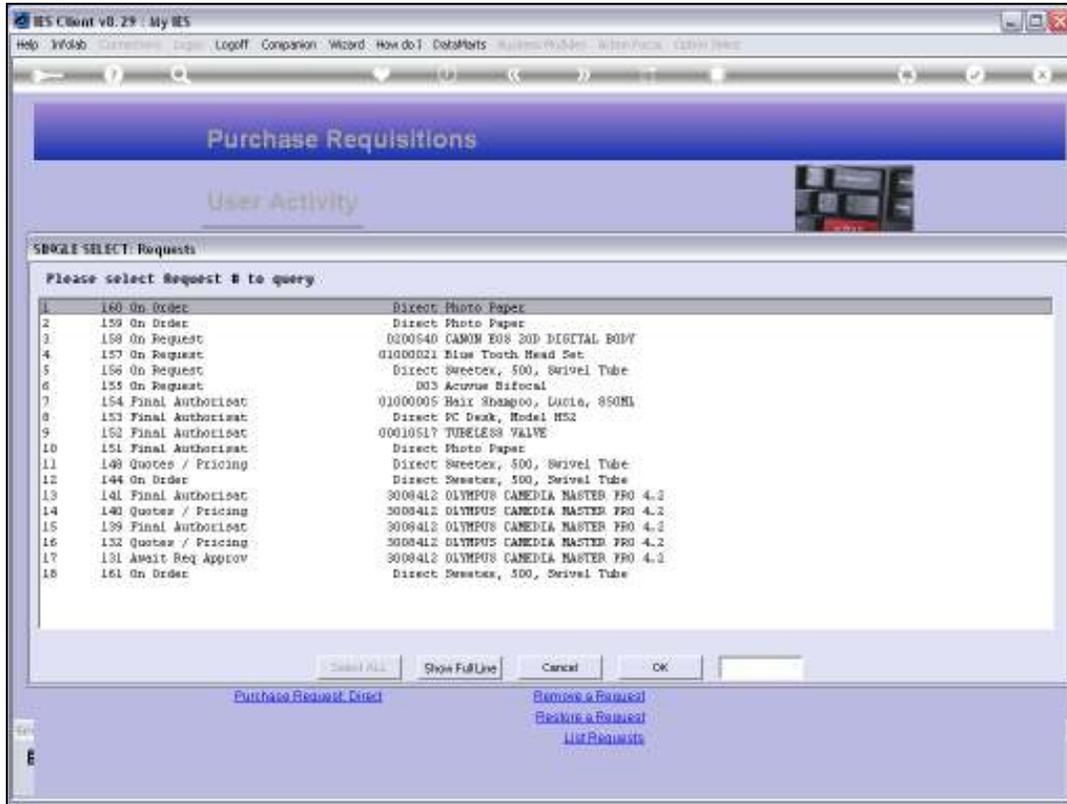
Slide 11

Slide notes:
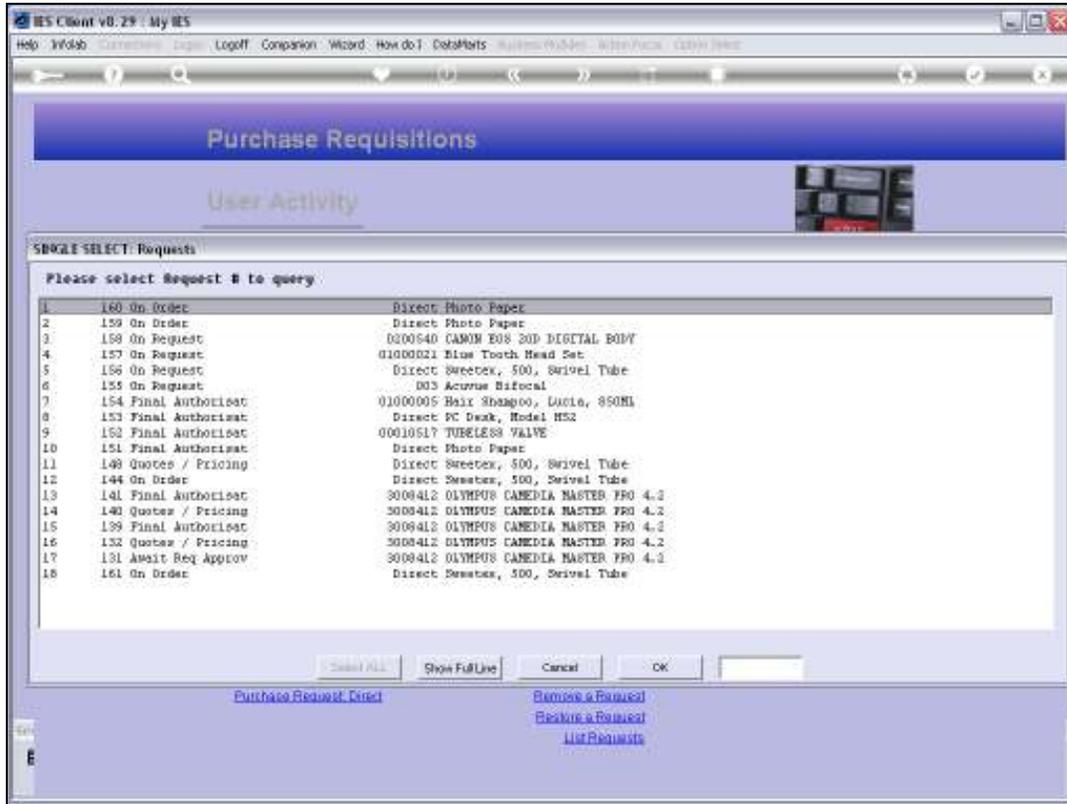
Slide 12
Slide notes:
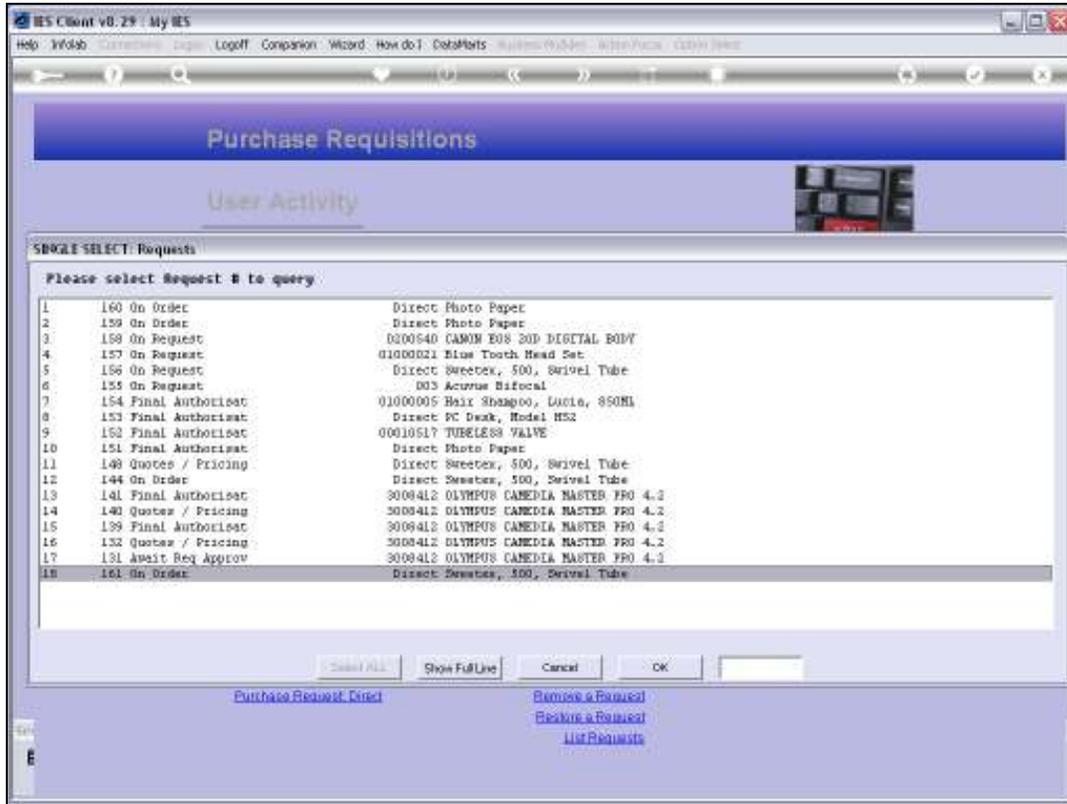
Slide 13
Slide notes:

Slide 14
Slide notes:

Slide 15
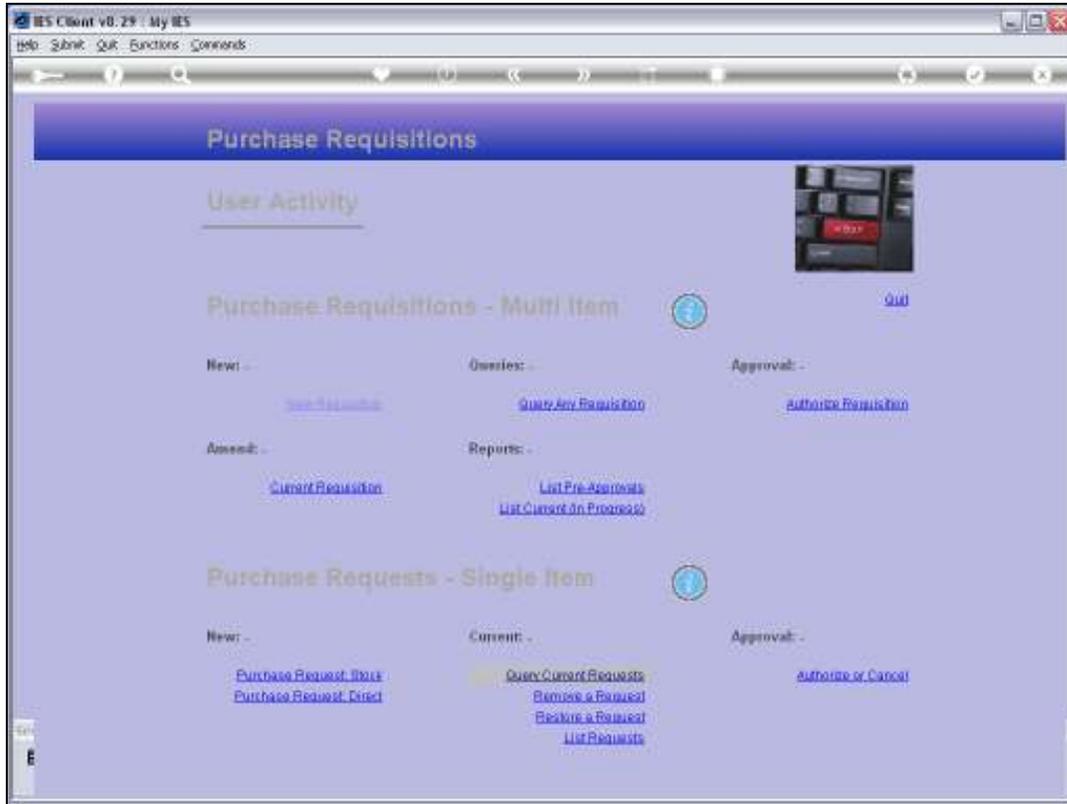Slide notes:

Slide 16
Slide notes:

Slide 17

Slide notes: And now, as we can see, it is back on the list.

Slide 18
Slide notes:

Slide 19
Slide notes: