

Step 1: log in to your staff portal and click on the **Pending Approval** section located on the left menu of the portal.

🛕 PUEA Staff Portal 🛛 🗙 🕇		ν - θ ×
← → C ▲ Not secure students.	puea.ac.ke1881/Dashboard/Dashboard	ie 🛧 🛛 🕖 i
<u> </u>		2
HOME Dissibilition HAMAGEMENT HOD/DEAN Section ACADEMICS Unit Allocations	Biolog Hodel Ficture	
REQUISITIONS Leave Requisition Purchase Requisition	↑ Internol Memos	
Store Requisition Imprest Requisition Imprest Summer	L KTCHEN AUTONOMYpdf 2. Colender of events.pdf	
Staff Claim Requisition	3. Teaching and learning timetable September-December 2022.pdf 4. School of Health Sciences-Department of Nursing September-December 2022.pdf	
Poysilp P9 APPROVALS	CLUTIES AND FEISIONAL FINDER UNIT, AND DOP SET-DEC 2022 pdf CLUTIES AND FEISIONAL FINDER UNIT AND DOP SET-DEC 2022 pdf CLUTIES AND FEISIONAL FINDER EXTERNAL TO THE AND DOP SET-DEC 2022 pdf	
Pending Approval Approved Documents Descented Documents	A REDSTRATION DEULER FOR TAX PRO UNE FORMS SET "DEL SOZULAT B. RITERIAL ADVERT REDSTRAR POSITION SETTEMBER 2022 pdf UNETERIAL POSITION SETTEMBER 2022 pdf UNETER 2022 pdf UNETER 2022 pdf UNETER 2022 pdf UNETER 2022 pdf UNETER 2022 pdf UNETER 2022 pdf	
kejected bocuments settinos change password	E-RUS FEB SHORMEDERET AND YORK STUDY JAN 10. FIRST YEARS PASSPORT TAKING MEMO FOR SEPTEMBER 2022 pdf	
	II. MARKE BHRY IN THE SYSTEM FOR MAX-AUGUST 2022 SEMESTER EXAMS pdf IZ. UPDATED NURSING FINAL EXAM TIMETABLE AS AT AUGUST 2022 pdf IZ. NURSING INVIGUATORS SCHEDULE MAX-AUGUST 2022 pdf IX. NURSING INVIGUATORS SCHEDULE MAX-AUGUST 2022 pdf	
E $\mathcal P$ Type here to search	A C R R R O A O O C R R R O A O A O A O A O A O A O A O A O	26°C Cloudy ^ 현 및 4× 16:05 및

Step 2: On the page that opens, Click on **Special Exams** which is located under **"Open Student Requisition Approval List"** (This section displays the type and number of pending approvals)

🚊 PUEA Staff Portal 🛛 🗙	+	~ - θ ×
← → C ▲ Not secure stu	dents.puea.ac.ke:1881/DocumentApproval/DocumentForApprovalSummery?rn=Open	ල් 🖈 🗖 🌔 :
Â	=	9
	Open Documents Approval List You have no requisitions availing your approval Open Student Requisition Approval List Special Exams (())	
change password	2022 6 FUEA.	Design & Developed by 201. Systems
E P Type here to search	1 0 H 🖻 💌 💽 🍁 🥥 🖓 🖬 🖬 🖉 🖉 🖉	📤 26°C Cloudy - 슈 恴 틷 다. 1605 다.



Step 3: On the page that opens, Click on **View document** button which is under **"Open Special Exams List".** (Each line represents requests from individual students)

👲 PUEA Staff Portal 🛛 🗙	+					~ — Ө ×
← → C ▲ Not secure stu	idents.puea.ac.ke:1881/DocumentApprova	l/GetDocumentForApprovalList?TbID	=701348948:Status=Open8:Title=5	Special%20Exams&DocType=Special%20Exams		ie 🖈 🛛 🕞 🗄
à	E					
	<	merv				
	Open Special Exams List					*
						Search with Reg No
						Sadici Mili Kag. No
	Action	Doc No. 11 Regi	No. †1	Student Name	Requisition Type	Date Sent for Approval
	View Document	REQ-00146 P33/	GV/ /2021	Milling Nethold A pope	Special Exams	17/10/2022
	Showing I to Lof Leptries					Provious 1 Next
	anowing the for features					
🗟 Pending Approval						
change password						
	2022 © PUEA.					Design & Developed by DSL Systems
F Type here to search	10 H	🔜 PS 💽 Lic 🌔	🗉 🧿 🖸 📼	💷 🚺 📉 🙆 💌		▲ 26*C Cloudy ^ 훈 믿 석 ^{16:06} 및

Step 4: On the page that opens, find the **Assign Lecturer** button and click on it. (This section assigns the specific unit to a lecturer who will mark and enter the exam marks.)

🛕 PUEA Staff Portal 🛛 🗙	+			~ - 8 ×
← → C ▲ Not secure stu	dents.puea.ac.ke:1881/l	DocumentApproval/GetDocumentForApprovalList?TbID=70134894&Status=Open8	%Title=Special%20Exams&DocType=Special%20Exams#	🖻 🖈 🔲 📵 🗄
Â	=	Special Exams(REQ-00146)	x	
HOME	<-< Back to Docur	Approve Document Reject Document		
Dashboard	Open Specie	Document No	Student No	*
MANAGEMENT		REQ-00148	P33/GV/****/2021	
⊖ HOD/DEAN Section ×		Student Name	Requisition Type	Search with Reg. No
Hotterstration 1		····· ··· ··· ··· ·	Special Exams	
ACADEMICS	Action	Status	Date Applied	Date Sent for Approval
Unit Allocations	View Docum	Pending Approval	17/10/2022	17/10/2022
REQUISITIONS		Programme	Special Exams	
Leave Reguisition	Showing I to I o	P33(BACHELOR OF ARTS IN JOURNALISM & COMMUNICATION)	P33-BACHELOR OF ARTS IN JOURNALISM & COMMUNICATION	Privicus 1 Next
Purchase Requisition		Semester		
Cinya Damietikan		SEM 3-2022		
10 Exercise Providence		Course Lines		
es impress requisition		Unit Unit Name Lec	turer Section Exam Missed On Approve Action	
imprest suffender				
Staff Claim Requisition		COM 110 INTRODUCTION TO PUBLIC RELATIONS	SEM 1-2022 Assign Lecturer	
REPORTS			×	
🗇 Paysip		Attachments		
<i>₫</i> 19		Name File Extention	Document Type Action	
APPROVALS		No Files Found		
Fending Approval				
III Approved Documents		Previous Approval Trail		
Rejected Documents		Sequence	Approved By	
RETTINGS		Document not approved by any yet!		
change password			×.	
			Close	
	2022 G PUEA.			Dasign & Developed by DSL Systems
				1608
1 P Type here to search	1.00	он 🗖 🖉 🚾 🚾 🚺 🙆 🥥 🚱 1	<u> </u>	● 27°C Sunny へ ⊙ 면 띧 ↔ 17/10/2022 니



Step 5: On the pop-up window that appears, Use the search bar to search for the Lecturer's name that you want to assign the specific unit

🛕 PUEA Staff Portal 🛛 🗙	+				∨ – Ø ×
← → C ▲ Not secure stud	dents.puea.ac.ke:1881/	DocumentApproval/GetDocumentForApprovalList?Tb	ID=70134894&Status=Open&Title=Sp	ecial%20Exams&DocType=Special%20Exams#	🖻 🖈 🗖 🕑 🗄
		Special Exams(REQ-00146)		×	
	<<< Back to Docur	Approve Document			
		Document No		Student No	
		REQ-00146		P33/GV/ 2021	
		Student Name		Requisition Type	Search with Reg. No
	Action	M°°°° RE, N°°° NOSLE		Special Exams	Date Cast for Approval
	Action	Status		Date Applied	Date sent for Approval
		Pending Approval		17/10/2022	17/10/2022
		Programme		Special Exams	
		P33(BACHELOR OF ARTS IN JOURNALISM & CON	MUNICATION)	P33-BACHELOR OF ARTS IN JOURNALISM & COMMUNICATION	Previous 1 Noxt
		SEM 3-2022		×	
			Lashuar		
		Course Lines	select Lecturer		
		Unit Unit Name		Approve Action	
		COM 110 INTRODUCTION TO PUBLIC REL		Assign Lecturer	
			select Lecturer	A	
		Attachments	Ge		
		Name File Extention	lnigo	Action	
		No Elles Found	Jr		
			Wenn Edited and Total		
		Previous Approval Trail	D. marmana T'. Ibi		
		Sequence	Appro	ved By	
		Document not approved by any vet			
		bocument not approved by only year			
				Close	
					Design & Developed by DSL Systems
H D Type here to search	<u>.</u>	O 🖽 🧮 🖪 💽 🗷 🌔	• • • • •	a 🚺 📉 🔯 👟 🧖 🗾 📶	🥚 27℃ Sunny ヘ 弶 🖫 🕸 1608 🖓

Step 6: Once the name of the specific lecturer appears, click on the **"Assign Lecturer"** button.

<complex-block></complex-block>	👲 PUEA Staff Portal 🛛 🗙	+						~ - a ×
Process constraints of the constraint of the constraints of th	← → C ▲ Not secure stu	udents.puea.ac.ke:1881/l	DocumentApproval/GetDocumentForApprovalList?TbID=	70134894&Status=Open&Title=Sp	ecial%20Exams&DocType=Special%20I	Exams#		🖻 🖈 🗖 🚺 🗄
Special Karry (kfc - Okis) Special Karry (kfc - Ok	Ä							
A Construction of a co			Special Exams(REQ-00146)				*	
4 Protect to section	HOME	<< Back to Docur	Approve Document Reject Document					
 A control of the control of	🐵 Dashboard		Document No		Student No			
 Alexand and a set of a set of	MANAGEMENT		REQ-00146		P33/GV/ 2021			
 A state of the state o	B HOD/DEAN Section		Student Name		Requisition Type			
Alexand Ale					Special Exams			
Very Auschansen	ACADEMICS	Action	Status		Date Applied		Date S	ent for Approval
Programme productions	■ Unit Allocations		Pending Approval		17/10/2022		17/10/2	
Process into a factor of ARTS NA JOURNALISM & COMMUNICATION) Process lives Factor of a factor of	REQUISITIONS		Programme		Special Exams			
I vertice ideoperations	E Leave Regulsition		P33(BACHELOR OF ARTS IN JOURNALISM & COMMU	JNICATION)	P33-BACHELOR OF ARTS IN JOURN	ALISM & COMMUNICATION		Previous 1 Next
 Start Account of the spectral spectra	k Purchase Requisition		Semester	lssign Lecturer	×			
Services and a service of the ser	Store Demisition		5EM 3-2022					
 In part of the second of the se	(i) Inscret Requisition		Course Lines	ecturer				
Constructions and a construction of the con	B Immed Commenter		Unit Unit Name		Ÿ	n Approve	Action	
How and the provide th	B an Aloud - Aloud - March			Assign	Lecture			
How and a second secon	Start Claim Requisition		COM 110 INTRODUCTION TO PUBLIC RELAT			Assign	Lecturer	
Attochments Attoch	REPORTS						× .	
None ile Steerion Approved Decurrent No Files Found Approved Decurrents Sequence Approved Decurrents Sequence Approved Decurrents Decurrent not approved Dry Close Close	😑 Payslip		Attachments		Citose			
A spread of the sound of the	. И. рө		Name File Extention	0	ocument rype	Action		
 i rendra Approval Document Approval Document Approval Document Approval Document Approval Document Contract Approval Document Contract Contract<th>APPROVALS</th><td></td><td>No Files Found</td><td></td><td></td><td></td><td></td><td></td>	APPROVALS		No Files Found					
Approved Documents Approved Documents Approved Documents Approved Documents Approved Documents Approved Document net approved roll Document net approved roll Close Concer	🛱 - Pendina Approval							
How Provide By Approved By Approved By Approved By Decument not approved by any yet: Conserved to any proved by an	Approved Decuments		Previous Approval Trail					
Close Cl	Delevered Decoments		Sequence	Appro	ved By		<u>^</u>	
Et angel a boundet net approved by any yet Classe Cl	© Rejected Documents							
Construction of the search	SETTINGS		Document not approved by any yet!					
Close Close 2022 C. NULL Complex Lowelpoint by -1 # P. Type here to search <u>1010</u> # P. Type here to search <u>1010</u>	Change password						×	
Close Close 2002 & NULL Design & Developed by Total Action of the State of the St								
2002 & R.M. Design &							Close	
# 🔎 Type here to search 🏾 🏂 👔 🕐 🕐 🚾 🚾 🌒 📀 💿 🔤 🗃 🔃 🦉 🙆 😒 🥏 🗾 🔹 🖉 🖉 🖉 🖉 🖉 🖉 🖉								
	F D Type here to search	<u>`@</u> `	O 🛱 🧮 Ps 💽 🚾 🌔	🖕 🧿 🛜 📼	i 🚺 📉 🙆 📐	2 🛃 🗾		<mark>●</mark> 27℃ Sunny ∧ @ 및 4× 1610 17/10/2022 및



Step 7: A Pop-up notification window will appear displaying **"Lecturer Assigned Successfully".** Click "OK"

🛕 PUEA Staff Portal 🛛 🗙 🗙	+				~ - 8 ×
← → C ▲ Not secure stu	idents.puea.ac.ke:1881;	/DocumentApproval/GetDocumentForApprovalList?TbID=7	70134894&Status=Open&Title=Special%20Exams&DocType=Special	1%20Exams#	🖻 🖈 🗖 🌔 E
<u>á</u>	=	Special Exams(REQ-00146)		×	.
номе	<<< Back to Docu	Approve Document Palest Desument			
🗄 Dashboard		Document No	Student No		
MANAGEMENT		REQ-00146			
		Student Name	Requisition Type		Search with Rog. No
- moorpeneronenon -			Special Exams		
ACADEMICS	Action	Status	Date Applied		Date Sent for Approval
Unit Allocations		Pending Approval	17/10/2022		17/10/2022
REQUISITIONS			special Exams		
Leave Requisition		Semester			
le Purchase Requisition		SEM 3-2022			
🗟 Store Requisition		Course lines			
00 Imprest Requisition					
6 Imprest Surrender		Unit Unit Name	SUCCESS	n Approve Action	
6 Staff Claim Requisition		COM 110 INTRODUCTION TO PUBLIC REL	5000003	Assign Lecturer	
REPORTS			Lecturer Assigned successfully		
😑 Poyslip		Attachments	OK		
Ø P9		Name File Extention	OK .	Action	
APPROVAIS		No Elles Found			
Reading Approval					
Annormal Decuments		Previous Approval Trail			
Rejected Documents		Sequence	Approved By	·	
		Comment and an annual in an until			
a constant a		bocument not approved by any year			
🤍 change password					
				Close	
					Design & Developed by DBL Systems
H P Type here to search	* <u>Ø</u>)	O # 📃 🛚 💽 🗷 🚺	😆 🧿 🔽 📑 📑 🚺 🔼 🔕	🤊 ⊾ 🖌	🥚 27℃ Sunny ∧ ତ 🗊 🗘 1609 17/10/2022 🖓

Step 8: Now that you have assigned all the units to a specific lecturer, click the **"Approve Document"** button which is located at the top left side of the page.

👲 PUEA Staff Portal 🛛 🗙	+			~ - 8 ×
← → C ▲ Not secure stu	udents.puea.ac.ke:1881/l	DocumentApproval/GetDocumentForApprovalList?TbID=70134894&Status=Open&Title=S	ipecial%20Exams&DocType=Special%20Exams#	🖻 🖈 🗖 🏮 i
Ä	=	Special Exams(REQ-00146)	x	
HOME	< Back to Docur	Approve Document Reject Document		
Dashboard	Open Specie	Document No	Student No	
MANAGEMENT		REQ-00146	P33/GV/ 2021	
R HOD/DEAN Section H		Student Name	Requisition Type	Search with Reg. No
= noopbene ascion +		1101010510011-0005	Special Exams	
ACADEMICS	Action	Status	Date Applied	Date Sent for Approval
Unit Allocations	View Docum	Pending Approval	17/10/2022	17/10/2022
REQUISITIONS		Programme	Special Exams	
🖹 Leave Requisition	Showing 1 to 1 c	P33(BACHELOR OF ARTS IN JOURNALISM & COMMUNICATION)	P33-BACHELOR OF ARTS IN JOURNALISM & COMMUNICATION	Previous 1 Next
E Purchase Requisition		Semester	1	
R Store Requisition		0000 0 2022		
D Imprest Requisition		Course Lines		
5 Imprest Surrender		Unit Unit Name Lecturer	Section Exam Missed On Approve Action	
Staff Claim Requisition			SEM 1-2022	
REPORTS				
C. Annula		Attachments		
Paysiip		Name File Extention	Document Type Action	
Ø P9				
APPROVALS		No Files Found		
🗟 Pending Approval				
Approved Documents		Previous Approval Trail		
Rejected Documents		Sequence Appr	roved By	
SETTINGS		Document not approved by any yet!		
change password				
			Close	
	2022 © PUEA.			
P Type here to search	- Cetulocumenti or Approva		😐 🙋 🔼 🔊 🖉 🗾 🗾	🥚 27℃ Sunny ヘ 良 🖫 体 1611 🖵



Step 9: A confirmatory Pop-up window will appear asking if you wish to approve the document. Click on **"Yes, Approve it!"**



Step 10: A success pop-up window will appear notifying that that the request has been approved successfully. Click **"OK"**

🛕 PUEA Staff Portal 🛛 🗙	+	~ - 8 ×
← → ♂ ▲ Not secure stu	dents.puea.ac.ke:1881/DocumentApproval/GetDocumentForApprovalList?TbID=701348948/Status=Open8/Title=Special%20Exams&DocType=Special%20Exams#	🖻 🖈 🗖 🚺 :
à	=	@
	KKK Back to Document Approval Summery	
	Open Special Exams List	^
		Search with Reg. No
	Action 1 Doc No. 1 Reg No. 1 Student Name 1 Requisition Type 1 Date Sent for	Approval
	No data available in tabio	
	Showing 0 to 0 of 0 entries	
	Success	
	Request approved Successfully	
	ок	
	2022 © PUEA	
🗄 🔎 Type here to search	1 <u>111</u> 0 H 💻 M 💽 K 🖉 🕸 🖉 🐨 💷 🗷 🖉 🔽 🗾	— 27℃ Sunny へ () () (16:12 17/10/2022)



Step 11: To view all the approved documents (approved special exams requests), click on the **"Approved Documents"** section which is located on the left menu of the portal.

🚊 PUEA Staff Portal 🛛 🗙	+	~ − 8 ×
← → C ▲ Not secure stu	dents.puea.ac.ke:1881/DocumentApproval/DocumentForApprovalSummery?rn=Approved	년 🖈 🛛 🕼 i
à		9
номе		*
🗄 Dashboard	Approved Documents Approval List	
MANAGEMENT		
⊟ HOD/DEAN Section ✓	You have no requisitions awaiting your approval	
ACADEMICS		~
Unit Allocations		
REQUISITIONS	Approved Student Requisition Approval List	
Leave Requisition		
Purchase Requisition	Special Exams ()	
Store Requisition		~
Imprest Requisition Imprest Surrender		
Staff Claim Requisition		
REPORTS		
🖴 Payslip		
Ø P9		
APPROVALS		
🗟 Pending Approval		
Approved Documents		
Rejected Documents		
SETTINGS		
change password		
	2022 © FUIA.	Design & Developed by DSL Systems
H 🔎 Type here to search	1 · · · · · · · · · · · · · · · · · · ·	🥚 27℃ Sunny ∧ 현 🖾 다 16:13 🖓

Step 12: On the page that opens, click on the Special Exams button which is located under "Open Student Requisition Approval List"

🚊 PUEA Staff Portal 🛛 🗙	+	~ — Ø ×
← → C ▲ Not secure stu	dentspues.ac.ke:1881/DocumentApproval/DocumentForApprovalSummery/m=Open	🖻 🖈 🔲 😰 i
à	=	🧶 🔤 🗸
HOME		
Daebboard	Open Documents Approval List	<u> </u>
MANAGEMENT		
	You have no requisitions availing your approval	
ACADENIOS		*
= Lielt Allegations		
	Open Student Requisition Approval List	*
C Leave Requisition		
Purchase Requisition		
Store Requisition	Special Exams (0)	
Imprest Requisition		
6 Imprest Surrender		
5 Staff Claim Requisition		
REPORTS		
🖹 Payslip		
<i>₽</i> ₽9		
APPROVALS		
🗟 Pending Approval		
Approved Documents		
Rejected Documents		
SETTINGS		
change password		
	2022 © PUEA	Design & Developed by DSL Systems
🗄 🔎 Type here to search	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	▶ 26°C Cloudy へ 遼 🔛 中 1605 💭



Step 13: On the page that opens, a list of all approved special exam requests will appear. Click on the **"View document"** button under each line to view the details of each request.

👲 PUEA Staff Portal 🛛 🗙	+					ν – θ ×
← → C ▲ Not secure stu	dents.puea.ac.ke:1881/Documer	ntApproval/GetDocumentForAppr	ovalList?TbID=70134894&Status=Ap	proved&Title=Special%20Exams&DocType=	Special%20Exams	ie 🖈 🛛 🕑 :
Â	=					(2)
	<<< Back to Document Ap	proval Summery				
	Approved Special E	Exams List				*
						Search with Reg. No
	Action	↑↓ Doc No.	†↓ Reg No.	11 Student Name	Requisition Type	Date Sent for Approval
	View Document	REQ-00146	P33/GV/2021		Special Exams	17/10/2022
	Showing I to I of I entrie	es				Provious 1 Noxt
Imprest surrender Staff Claim Requisition						
	2022 © PUEA.					
🕂 🔎 Type here to search	• 🚺	FI 📃 🖪 💽	🗷 🜔 🐸 🧿 💀	📼 📑 🚺 📉 🙋 🎙	S 🤌 🛃 🧭	————————————————————————————————————

Step 14: The details of each request will appear as displayed below.

Å RUEA Seef Rontal x +					
🗲 🔶 🗸 🔥 Not secure students.pues.ac.ke:1881/DocumentApproval/GetDocumentForApprovalList?TbiD=701348548Status=Approved&Citile=Special%20Exams#				🖻 🖈 🗖 🏮 🗄	
à	=	Special Exams(REQ-00146)	×		
номе	<	Document No	Student No		
© Dashboard	Approved St	REQ-00146	P33/GV/10021	·	
MANAGEMENT		Student Name	Requisition Type		
HOD/DEAN Section			Special Exams	Search with Reg. No	
	Action	Status	Date Applied	Data Sant for Approval	
AGADEMIGS	Action	Approved	17/10/2022		
Unit Allocations	View Docum	Programme	P33-RACHELOR OF APTS IN JOURNALISM & COMMUNICATION	17/10/2022	
REQUISITIONS	Ober free Mar 1	Semester		Transformer 1 Month	
Leave Requisition	showing i to i c	SEM 3-2022		PICHIOA	
B Purchase Requisition		Course Lines			
🗟 Store Requisition					
© Imprest Requisition		Unit Unit Name Lecturer	Section Exam Missed On Approve Action		
6 Imprest Surrender		COM 110 INTRODUCTION TO PUBLIC RELATIONS	SEM 1-2022 Assign Lecturer		
5 Staff Claim Requisition			· · ·		
REPORTS		Attachments			
😑 Payslip		Name File Extention Doo	cument Type Action		
Ø - P9		No Files Found			
APPROVALS					
Pending Approval		Previous Approval Trail			
Approved Documents		Sequence Approved By			
C Rejected Documents		Document not approved by any yet!			
SETTINGS					
change password					
			Close		
	2022 O DUSA			Darian & Davida and the	
	2022 @ POEA				
E 🔎 Type here to search	* <u>@</u> \$	O FI 📰 📧 💽 🚾 🌖 🌍 🛜 🔤 📑	🚺 📉 🙆 🚫 🧶 🛃 🗾	— 27℃ Sunny ∧ ⊕ 型 ⊄× 1614 17/10/2022	