

## ProcureAz Alert

**Date:** April 29, 2016

**To:** State Agencies

**From:** ProcureAZ Help Desk

**Re:** Issue using List & Approve as Proxy Approver

The ProcureAZ Help Desk has identified an issue that occurs when using List & Approve as a Proxy Approver.

Proxy Approvers should not use the List & Approve function when approving documents in ProcureAZ as this will lock those documents and not allow them to move forward. Locked documents are unlocked once per week after hours.

If your profile is enabled to approve documents for someone not available (out sick, on vacation, etc.), **DO NOT** use List & Approve.

If approving documents as a PROXY, to prevent documents from being locked approve each one individually on the Summary tab.

We apologize for the inconvenience this causes.

If you have any questions please contact the Help Desk at 602-542-7600, option 3, or email [procure@azdoa.gov](mailto:procure@azdoa.gov).

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**PROCUREAZ HELP DESK**  
602-542-7600  
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