

ProcureAz Alert

Date: October 29, 2016
To: State Agencies
From: ProcureAZ Help Desk
Re: "Stuck" Documents Unlocked Friday 10-28-16

The list of specific documents unlocked on Saturday, October 22nd, is attached with comments on the state of each one. The following agencies have documents that may now be processed:

Agency	Nbr of Reqs	Nbr of POs	Nbr of Inv
ADCS			1
ADOC		1	
ADVS	1		
PARKS	3		
Grand Total	4	1	1

The next **scheduled** evening to unlock documents is Friday, November 4th. If significant system performance issues occur prior to that date the process will be run sooner.

- If you have the same documents showing up as locked for multiple weeks, it is likely caused by a known defect when list & approve is used by a proxy user instead of approving documents on the Summary tab individually.

If you have any questions or concerns, please contact the Help Desk at 602-542-7600, option 3, or email procure@azdoa.gov.

Thank you!

PROCUREAZ HELP DESK
602-542-7600
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