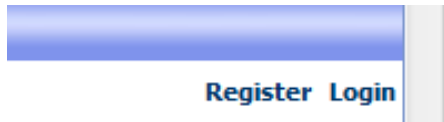


## Using Infinite Visions Online Requisition Program

**Logging In:** Go to web page - <https://ivisions.tylertech.com/cubaivisions/>

Click on Login.



Enter your user name and password.

**User Name:**

**Password:**

Remember Login

[Register](#)  
[Forgot Password ?](#)

On the menu bar click on My Workflow.



Make sure the correct (current school year) Connection Group Name is selected and click on OK.

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a tyler erp solution

USER INFORMATION	CONNECTION GROUP
User ID: <input type="text" value="DMoney"/>	Name: <input type="text" value="MLTrain01"/>
Password: <input type="password"/>	Fiscal Year: <input type="text" value="2014"/>
<input type="checkbox"/> Remember Me	Description: <input type="text" value="MLTrain01"/>
<input type="button" value="Login"/>	

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switch to this mode      close

## Overview:

**My Workflow:** This will show you any items that need your approval. If you have items to approve, the My Workflow will be bold as will the menu item requiring completion, for example Purchase Requisition.

**Purchasing and Payables:** Requisitions will be created and approved here. Any Requisition/PO that has been created in the current fiscal year for your location will be available for view.

## Approving a Requisition:

Go to **My Workflow | Purchase Requisitions.**

Process	Req. No.	Req. Date	Vendor Name	DAC	Requester	Approver	Total Amount	Status	Project	Internal Notes	Award Number	Reference
<input type="checkbox"/>	128	05/28/2014	ABC SCHOOL SUPPLIES	Capital City Elementary School	Barb Wire	Org	\$1,080.93	Open	None			

The requisition can be double clicked on to view/edit the information. If the requisition is acceptable, check mark the Process box and go to **Actions | Approve Requisition.**

If the requisition needs further information or will not be approved, go to **Actions | Return to Originator** or **Actions | Return to Prior Approver.**