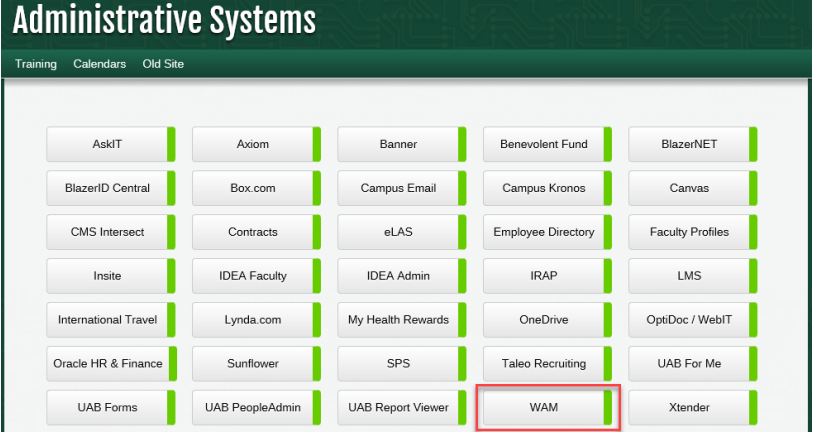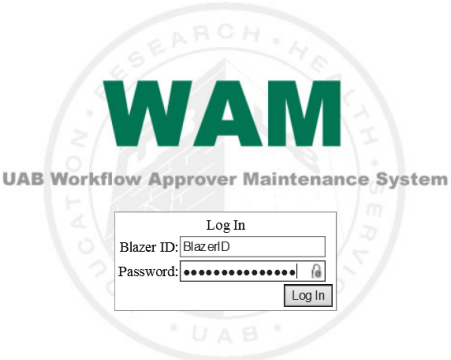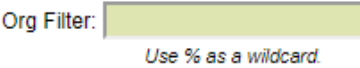# Locating P-Card Authorizers and Approvers in WAM

P-Card transaction approvers are maintained using the Workflow Approval Maintenance (WAM) form. The WAM paths are established and maintained by the Workflow Officer (WFO) for each organization.

To access WAM (UAB Workflow Approver Maintenance System), you can use the UAB Adminsystems Webpage: www.uab.edu/adminsys Select the "WAM" system button	**Administrative Systems** Training Calendars Old Site AskIT · Axiom · Banner · Benevolent Fund · BlazerNET BlazerID Central · Box.com · Campus Email · Campus Kronos · Canvas CMS Intersect · Contracts · eLAS · Employee Directory · Faculty Profiles Insite · IDEA Faculty · IDEA Admin · IRAP · LMS International Travel · Lynda.com · My Health Rewards · OneDrive · OptiDoc / WebIT Oracle HR & Finance · Sunflower · SPS · Taleo Recruiting · UAB For Me UAB Forms · UAB PeopleAdmin · UAB Report Viewer · **WAM** · Xtender
Sign-In with BlazerID on the WAM log-in page	**WAM** UAB Workflow Approver Maintenance System Log In Blazer ID: BlazerID Password: ●●●●●●●●●●●●●● Log In Notice: By accessing WAM you are agreeing to comply with the UAB Policy to not disclose your password to anyone and to update data only as officially authorized.
In the "Org Filter" field box, enter your Oracle organization number. If you are unsure of your Oracle organization's number, you can use the "%" as a wildcard. Once you have located the appropriate organization #, **Select**	Org Filter: *Use % as a wildcard.*

the check box next to the organization.
 	
Move to the box below to select the appropriate "Document Type" options.
 	
Select the System check box to expand your options.
 	
Select one or both of the following options:
• PCARD – AUTHORIZE: Indicates the person(s) with the authority to approve a P-Card Application.
• PCARD – INTERSECT: Indicates the person(s) designated as P-Card Transaction approvers.
	Org Filter: 3%
	Use % as a wildcard.
	
	UAB Organizations [Clear]
	☐ 310000000 School of Medicine Dean's Office
	☐ 310002000 Medical Alumni Office
	☐ 310002100 SOM Minority Enhanc (Org Ret)
	☐ 310002200 Medical Education Information Services
	☐ 310002300 Medical Student Health Services
	☐ 310002400 Medical Educ (Org Ret)
	☐ 310002440 Medical Student Svcs (Org Ret)
	☐ 310002450 Continuing Medical Educ (Org Ret)
	☐ 310002500 Telehealth Medicine
	☐ 310002600 MD/PHD Program (Org Ret)
	
	☐ Document Types Central Path
	⊞ ☐ FN
	⊞ ☐ HR
	⊟ ☐ System
	    ☐ PCARD-AUTHORIZE
	    ☐ PCARD-INTERSECT

Select the "Search" button The search will populate the names of people who have been classified for either classification.	Search | Organization	Document Type	Approver Name	BlazerID	Lvl	Grp	Amt From	Amt To
---	---	---	---	---	---	---	---
310000000	PCARD-AUTHORIZE			1			
310000000	PCARD-AUTHORIZE			1			
310000000	PCARD-INTERSECT			1			
310000000	PCARD-INTERSECT			1			
310000000	PCARD-INTERSECT			1				