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Tagetik for Approver: Exercise Sheet

| **Date** | **Name** | **Function** | **Version** | **Status** | **Description** |
| --- | --- | --- | --- | --- | --- |
| 03.05.2022 | Thorsten Schwickrath | Learning Consultant (ACN) | 0.01 | Exercise Sheet created | Document created |
| 17.05.2022 | Balaji Kasinathan | SME (ACN) | 0.02 | Functional Review by ACN SME | Document reviewed regarding functional content |
| 18.05.2022 | Agata Forys | Course Owner (METRO) | 1.00 | Signed-Off/Approved METRO CO | Signed-Off/Approved |
| 20.05.2022 | Thorsten Schwickrath | Learning Consultant (ACN) | 1.01 | Exercise Sheet updated | Document updated |
| 20.05.2022 | Agata Forys | Course Owner (METRO) | 1.02 | Signed-Off/Approved METRO CO | Updates Signed-Off/Approved |

METRO versioning rule: versioning updates must be conducted by updating the table above.

**Important:**   
For more information about METRO document history guidelines and examples, please review chapter [Document History Guidelines](#_For_Information:_METRO_1).

For more information about METRO document design guidelines and examples, please review chapter [Document Design Guidelines.](#_For_Information:_Document)

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**Table of Content**

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# Exercise: Approving a Tagetik Change Request

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| **Task** | **Description** | **Field data to be used specifically** |
| 1 | Login to the SAP system with your valid credentials. |  |
| 2 | Enter the T-Code **NWBC** in SAP command bar. |  |
| 3 | Enter your login credentials again. |  |
| 4 | Go to the **Search Consolidation Menu** on the Financial Governance homepage. |  |
| 5 | Process the **Change Request** assigned to the approver group. | Change Request |
| 6 | Verify the **CR status** and the **confirmation message**. |  |
| 7 | Follow-up action: Validate the Tagetik Account details in MGFS |  |

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| --- | --- | --- |
| **Related to task** | **Field data to be used specifically** | **Value (to be filled by trainer)** |
| 5 | Change Request |  |