

Assigning a Substitute Approver

1. From the Approver Dashboard click “Assign Substitute Approvers” under “Quick Links” (Figure 1).

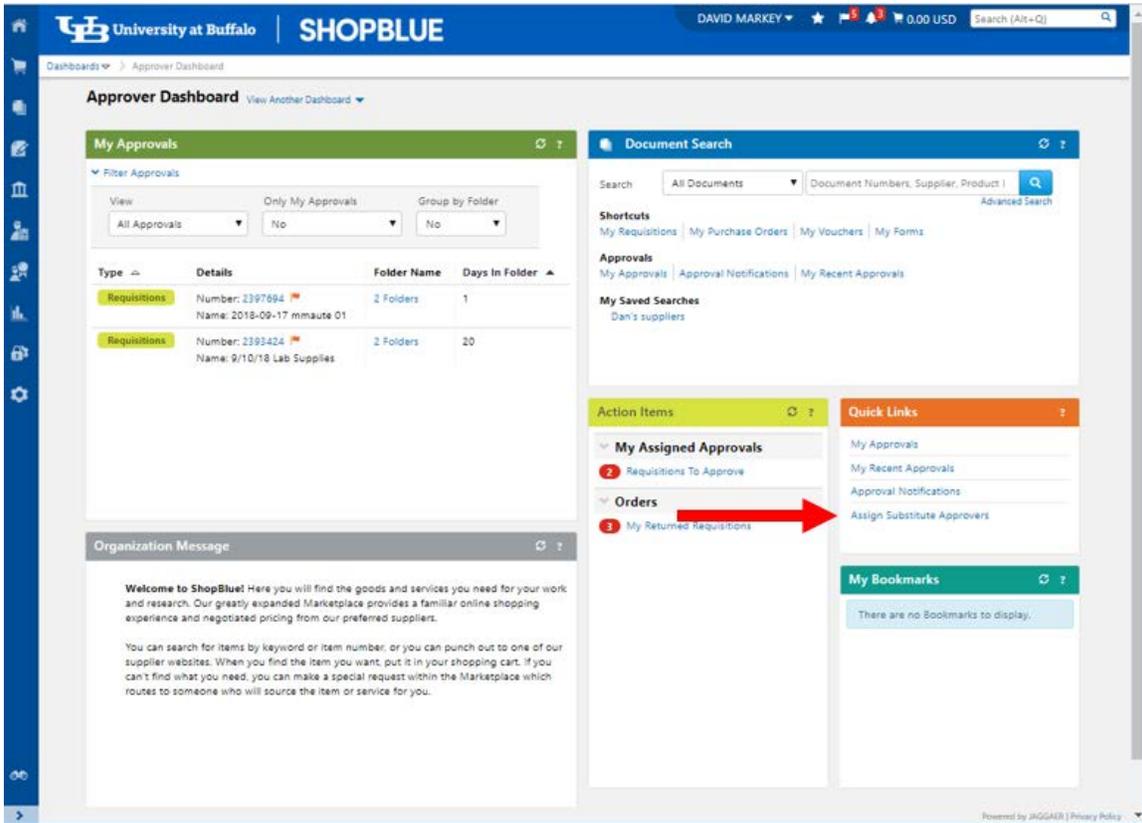


Figure 1

2. On the left hand side under “Type” click the drop down box and select “Requisition” (Figure 2). This will display several folders that you can either assign to an individual approver or multiple approvers.

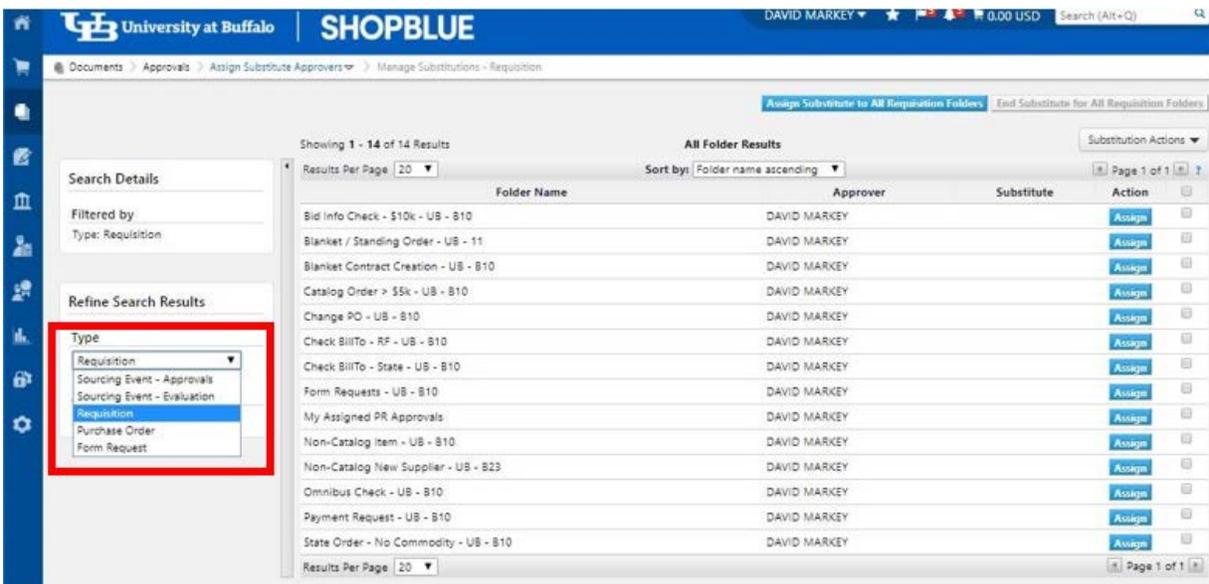


Figure 2

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- If you would like to assign all requisition folders to an individual approver click “Assign Substitute to All Requisition Folders” in the top right hand corner (Figure 3).

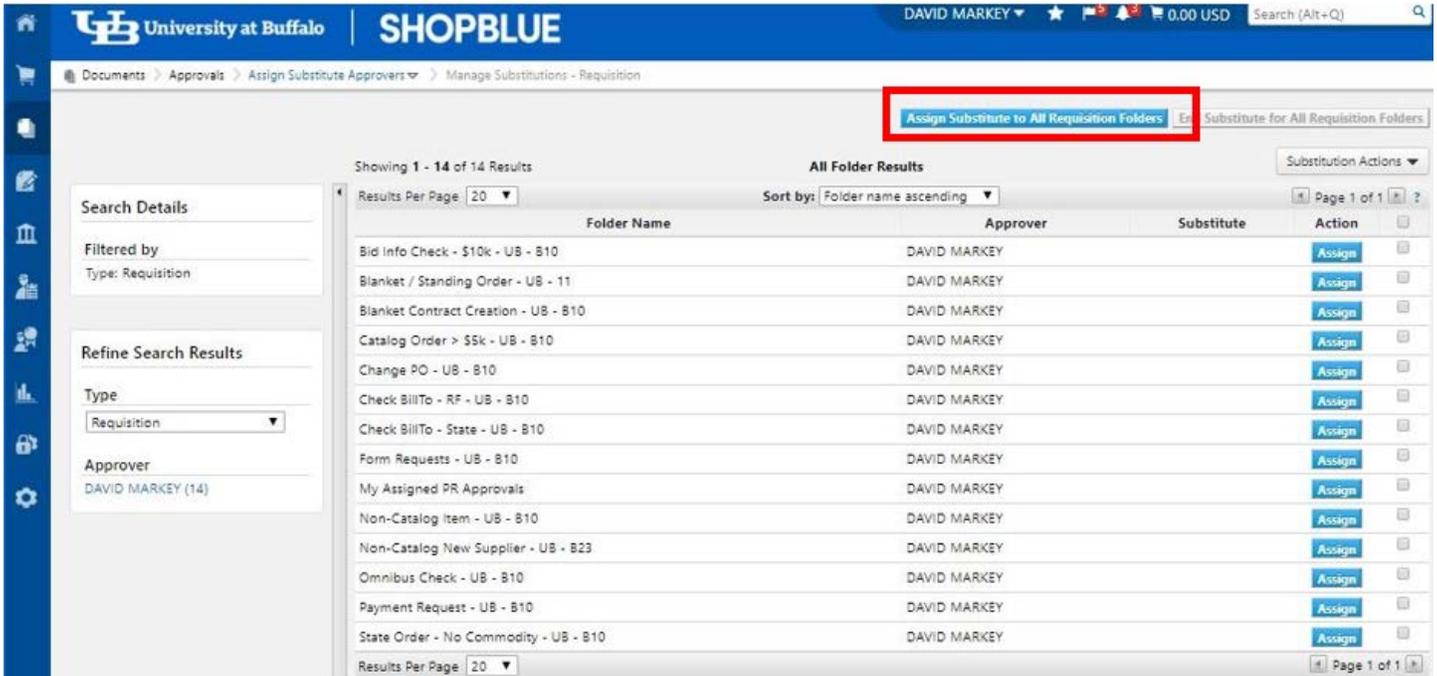


Figure 3

- If you would like to assign specific folders to an individual approver, start by checking the boxes next to the folders you would like to share. Then, click the arrow next to “Substitution Actions” and select “Assign Substitute to Selected Folders” (Figure 4). Alternatively, to assign all but a few of the folders, you can “Assign Substitute to All Requisition Folders” and then uncheck the folders that you don’t want to assign a substitute for.

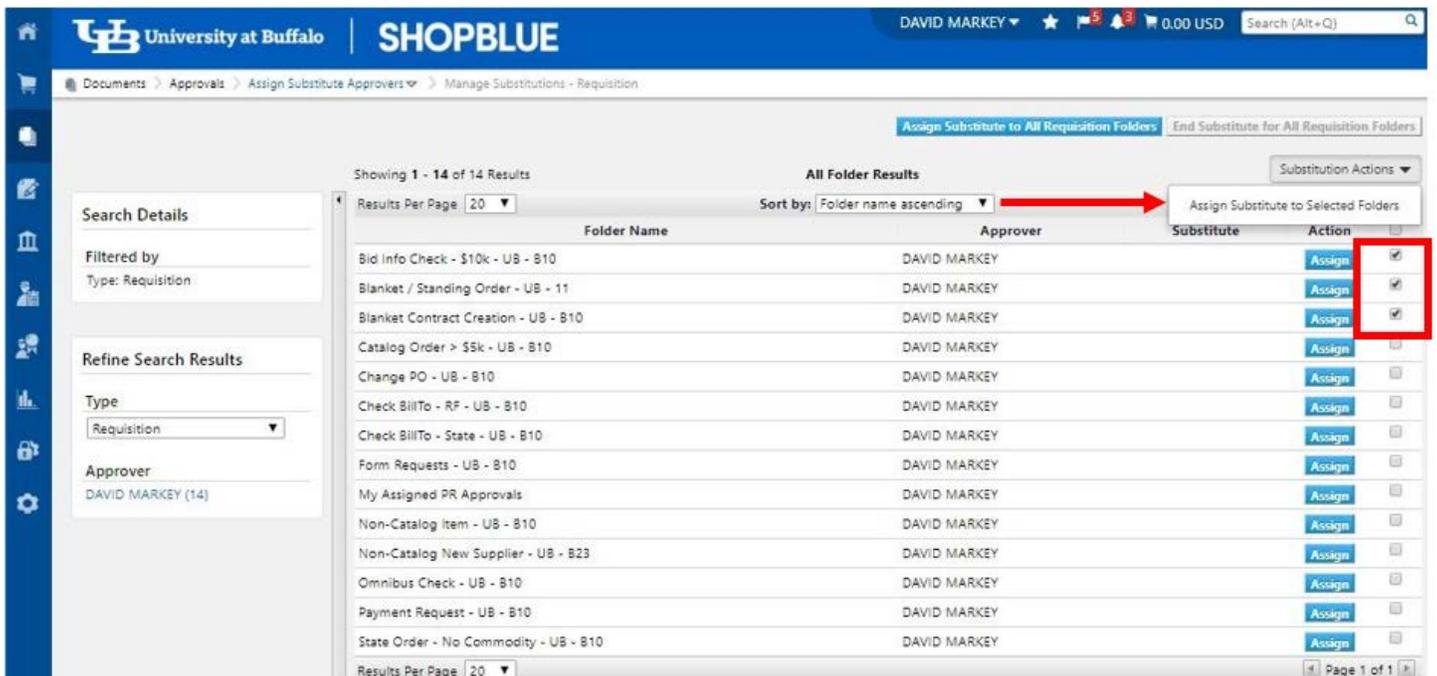


Figure 4

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5. Search for the last name of your substitute approver in the search bar and select their name from the dropdown (Figure 5).

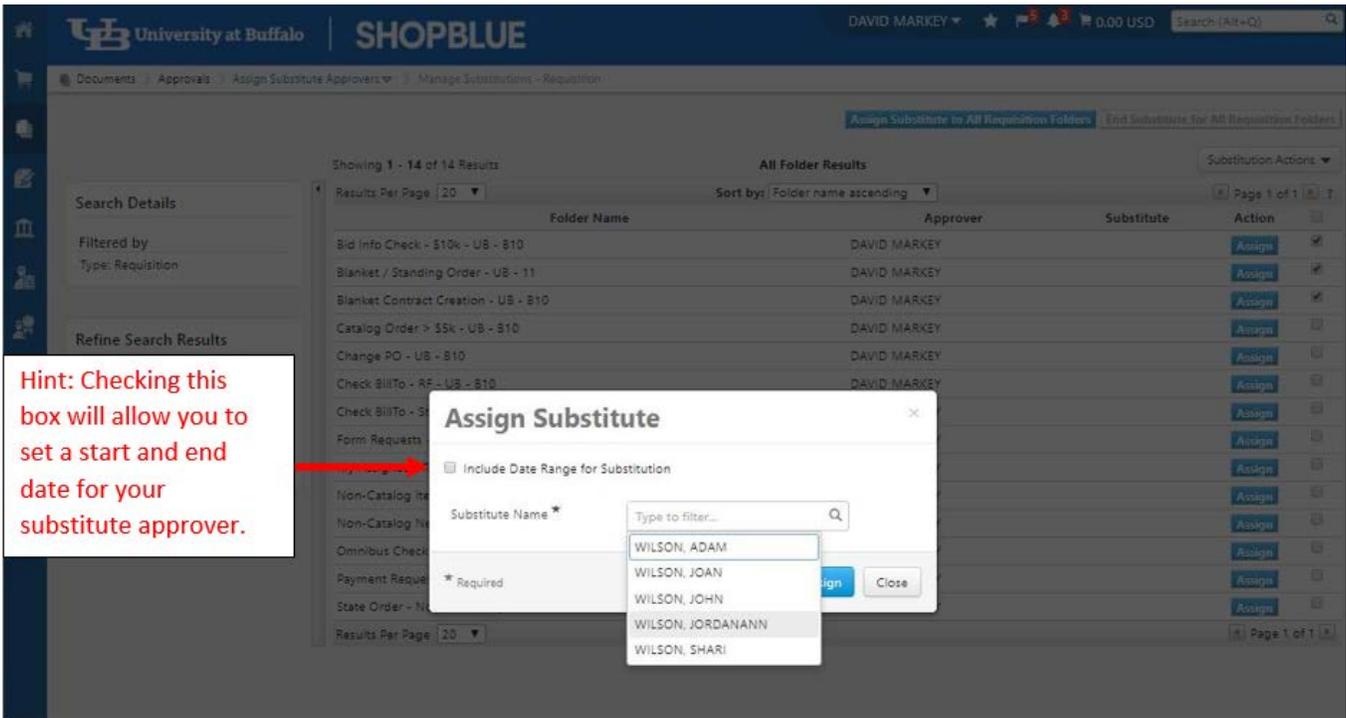


Figure 5

6. After your substitute approvers have successfully been assigned, requisitions will be routed accordingly until you remove the substitute approvers, unless a time frame was entered. To remove your substitute approvers, click “End Substitute for All Requisition Folders” in the top right corner or individually remove approvers by clicking “Remove” next to the right of each folder (Figure 6).

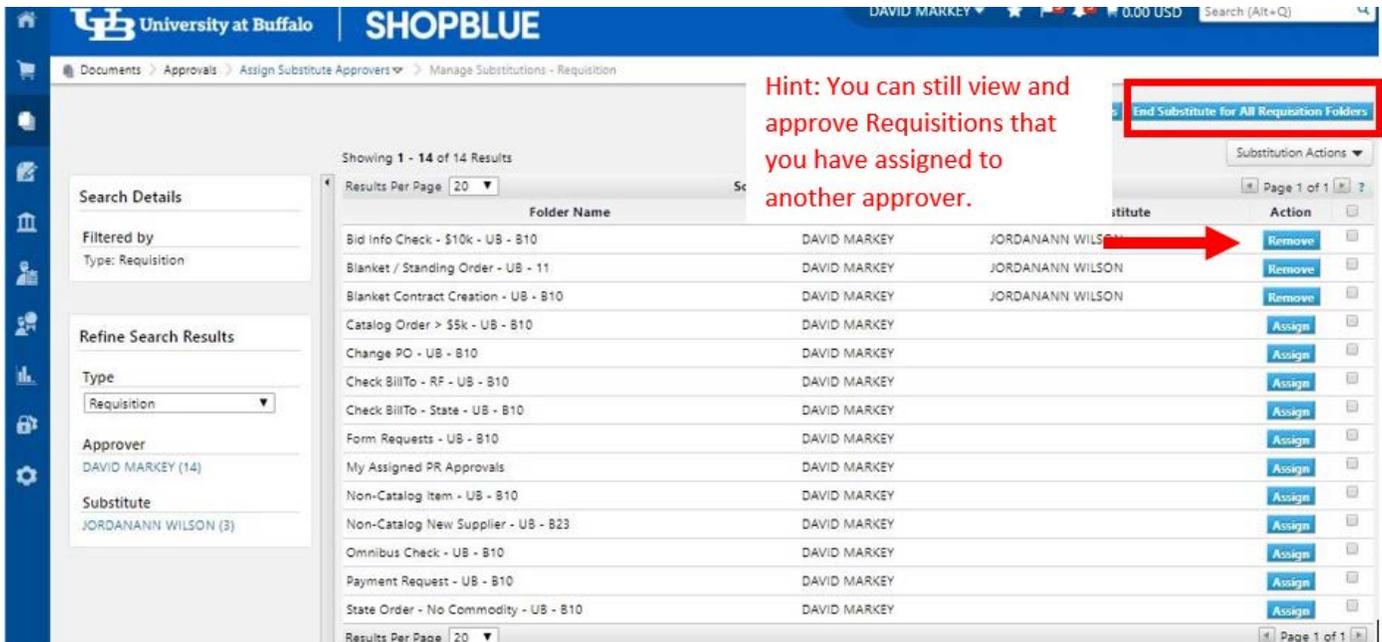


Figure 6