




Set up approval path

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Create and maintain the sequence or hierarchy of approvers for member grant budget revision requests and reimbursement requests.

Field	Description
Grant Type	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click  to select a grant type from the Grant Types lookup or press the Spacebar to view a list of grant types.

☐ Click **Retrieve**. If an approval workflow exists, the list of approvers is displayed and you can make changes as needed.

The [drag-and-drop feature](#) is available allowing you to change the order of the approval path.

Reminder Days	<p>Type the number of days after which no action has been taken on an item and a reminder email should be forwarded to the originator and approver. This field has a maximum of three digits.</p> <p>By default, this field is set to zero indicating that no reminders will be sent.</p> <p>If the value is greater than zero, the Approver has that many days to respond to the approval before a reminder email is sent to the Approver. After the initial reminder email message is sent, email messages are sent on a daily basis until action is taken.</p>
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☐ Click **+Add** to add an approver. The [Approver Directory](#) is displayed. Or, click  to open the directory and select an approver.

Approver	The selected approver name is displayed.
Email Opt-Out	Select to indicate that this approver is opted out of receiving approval workflow emails.

☐ Click **Save**. Depending on the change, the appropriate application message is displayed indicating the action.