Set up approval path

Table of Contents

Set up approval path

Grants and Projects > Tables > SSA Approval Path

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	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.
	By default, this field is set to zero indicating that no reminders will be sent.
	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.

❏ 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.