



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.

Tables > SSA Approval Path

Save

Grant Type: GRNT : Grant Type Retrieve

Reminder Days: 0

WARNING
Changing the approval path will update all pending requests for the selected Workflow Grant Type when the Save button is clicked. Please inform all users to halt all workflow processing prior to save.

Grant Type: GRNT : Grant Type

| Approver | Email Opt-Out |
|------------------------------------|--------------------------|
| LIZ MORENO SUPERINTENDENT | <input type="checkbox"/> |
| YAHIDA ZIMMERMAN STUDENT WORKER | <input type="checkbox"/> |

+ Add

**** DRAG-AND-DROP ****
Press and hold down the left mouse button on the desired row to "Grab" it.
"Drag" the row to the desired location.
"Drop" the row by releasing the mouse button.

| 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> |
|----------------------|---|

☐ 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.