# ssaapprovalpath_body

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| 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.<br><br>By default, this field is set to zero indicating that no reminders will be sent.<br><br>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.<br><br>The number of reminder days also applies to first approvers. If all approvers in the approval path are removed, the field is reset to zero. |
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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. |
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| **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.