



firstapprover

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District Administration > Workflow > First Approver

This page is used to create and maintain a list of first approvers for requisitions or change request for each campus/department.

Notes:

- Only one approver per campus/department is allowed.
- If an approver is the first approver for multiple departments, he needs to be added to the table multiple times.
- Only a first approver is allowed to insert an approver after himself, if desired.


Add first approvers:

Field	Description
Workflow Type	
Employee Nbr	

Click **Save**.

****NOTE:**

Other functions and features:

 **Delete a row.**
 Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.
 Click **Save**. A message is displayed confirming that you want to delete the row.

- Click **OK** to delete the row.
- Click **Cancel** not to delete the row.