



# firstapprover



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# First Approver - DA4000


## 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
<b>Workflow Type</b>	
<b>Employee Nbr</b>	<p>Begin typing an employee number or name. As you type the data, a drop-down list of corresponding data is displayed. Select the desired employee, or click  to select an employee from the <a href="#">Approver Directory</a>. The <b>Employee Name</b> field is populated based on the selected <b>Employee Nbr</b>.</p> <p><b>Note:</b> To view the first approver for a specific campus/department, leave the <b>Employee ID</b> field blank, type a specific campus/department and click <b>Retrieve</b>.</p>

Click **Save**.

\*\*NOTE:

### Other functions and features:

✖	<p><b>Delete a row.</b></p> <p>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>. A message is displayed confirming that you want to delete the row.</p> <ul style="list-style-type: none"> <li>• Click <b>OK</b> to delete the row.</li> <li>• Click <b>Cancel</b> not to delete the row.</li> </ul>
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