



firstapprover

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District Administration > Workflow > First Approver

This page is used to create and maintain a list of first approves 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	<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 Approver Directory. The Employee Name field is populated based on the selected Employee Nbr.</p> <p>Note: To view the first approver for a specific campus/department, leave the Employee ID field blank, type a specific campus/department and click Retrieve.</p>

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.