



# firstapprover



# Table of Contents

<b>firstapprover</b> .....	i
<b>First Approver - DA4000</b> .....	1



# First Approver - DA4000


**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
<b>Workflow Type</b>	
<b>Employee Nbr</b>	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> . <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> .
<b>Campus/Department</b>	

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.