



First Approver - DA4000

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District Administration > Workflow > First Approver

This page is used to create and maintain a list of first approvers for various requests for each campus/department.

Notes:



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

Add a first approver:



Field	Description
Workflow Type	Click  to select a specific workflow type. <ul style="list-style-type: none"> • Warehouse Requisition • Restock Requisition • Budget Amendment Requests • Purchasing Requisition • Accounts Receivable • Travel Reimbursement

☐ Click **Retrieve**. A list of first approvers for the various campuses/departments is displayed.

☐ Use the following fields to narrow your search:



Employee Nbr	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 . 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 .
Campus/Department	Type a campus ID or click  to select a one from the Department Directory . A list of all available campus IDs is displayed. The Campus/Department Name field is populated based on the selected Campus/Department ID . The Department Directory is populated from the campus/departments that are established on the Tables > District Information > Campus Name/Address page. Note: To view all of the campuses/departments for a specific approver, leave the Campus/Department field blank, type a specific employee ID number, and then click Retrieve .

☐ Click **+Add** to add a row.

Employee Nbr	Type an employee number or click  to select one from the Approver Directory . The Employee Name field is populated based on the selected Employee Nbr .
Print Name	Select to print the signature of the approver on the request or purchase order.
Campus/Department ID	Type a campus ID or click  to select one from the Department Directory . A list of all available campus IDs is displayed. The Campus/Department Name field is populated based on the selected Campus/Department ID .

☐ Click **Save**.

Other functions and features:

Duplicate From Existing	Click to duplicate the first approver data from one workflow type to another. The Duplicate pop-up window is displayed.	
	From Workflow Type	Click  to select the workflow type from which you want to duplicate first approver data.
	To Workflow Type	The currently selected workflow type is displayed.
	Click OK . Otherwise, click Cancel to return to the First Approver page.	
Print	Click to print the First Approver report for the selected workflow type. Review the report .	
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save . The row is deleted.	