

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 requisitions or change requests 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 a first approver:

Field	Description
Workflow Type	Click to select a specific workflow type (i.e., Budget Amendment Request, Warehouse, etc.).

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

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**.
Employee Name	The name of the selected employee ID is displayed.
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**.
Campus/Department Name	The name of the selected campus/department ID is displayed.

Click **Save**.

Other functions and features:

+Add	Click to add a row to the grid.