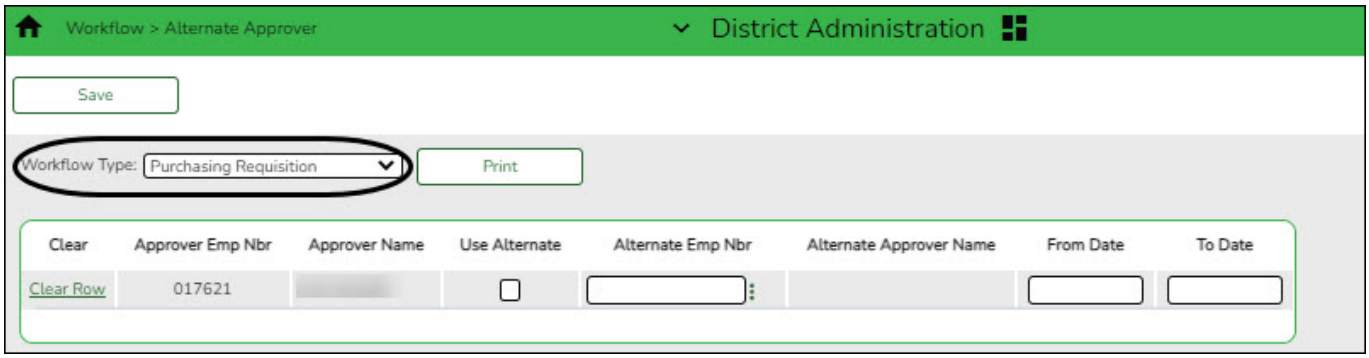
(If necessary) Add alternate approvers

Table of Contents

Add alternate approvers

District Administration > Workflow > Alternate Approver

This page is used to set up an alternate approver for a specified length of time when the original approver is not available. Alternate approvers must have an employee number in Security Administration.



Workflow Type	Click to select the Purchasing Requisition workflow.

A list of all available approvers is displayed.

Use Alternate	Select to create an alternative for the approver. If selected, and no date range is entered in the **From Date** and **To Date** fields, the alternate approver becomes the approver. If selected, and no date range is entered in the **From Date** and **To Date** fields, all pending requests are updated with the alternate approver for the selected original approver. If selected, and a date range is entered in the **From Date** and **To Date** fields, all pending requests are updated with the alternate approver for the selected original approver if today's date falls on or between the from and to dates. If selected, and a date range is entered in the **From Date** and **To Date** fields, and today's date is outside of the from and to date range, no updates occur for the selected original approver. If not selected, and/or a date range is entered in the **From Date** and **To Date** fields, no updates occur for the selected original approver. If selected, and then cleared, the alternate approver for all pending requests reverts to the original approver and an email message is sent to the original approver. This includes updating the workflow datetimestamp to today's date to reset the reminder days for the original approver.
Alternate Emp Nbr	Type an employee number or click to select one from the Approver Directory.
From Date	Select a date from the calendar on which the selected employee will begin serving as the alternate approver.
To Date	Select a date from the calendar on which the selected employee will end serving as the alternate approver.

❑ Click **Save**.

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Back Cover