Add first approver(s)

Table of Contents

 Add first approver(s)

iv

Add First Approver(s)

District Administration > Workflow > First Approver

Create and maintain a list of first approvers for requisitions or change requests for each campus/department.

Workflow Type	Click ⌄ and select the Purchasing Requisition workflow.

Click **Retrieve**. If any first approvers exist, a list of first approvers for the various campuses/departments is displayed.

Click **+Add** to add a first approver.

Employee Nbr	Begin typing an employee number or name. As you type the data, a drop-down list of corresponding data is displayed. Select an 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 ID	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 District Administration > 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**.
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	
Campus/Department Name	The name of the selected campus/department ID is displayed.

Click **Save**.

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.

Back Cover