

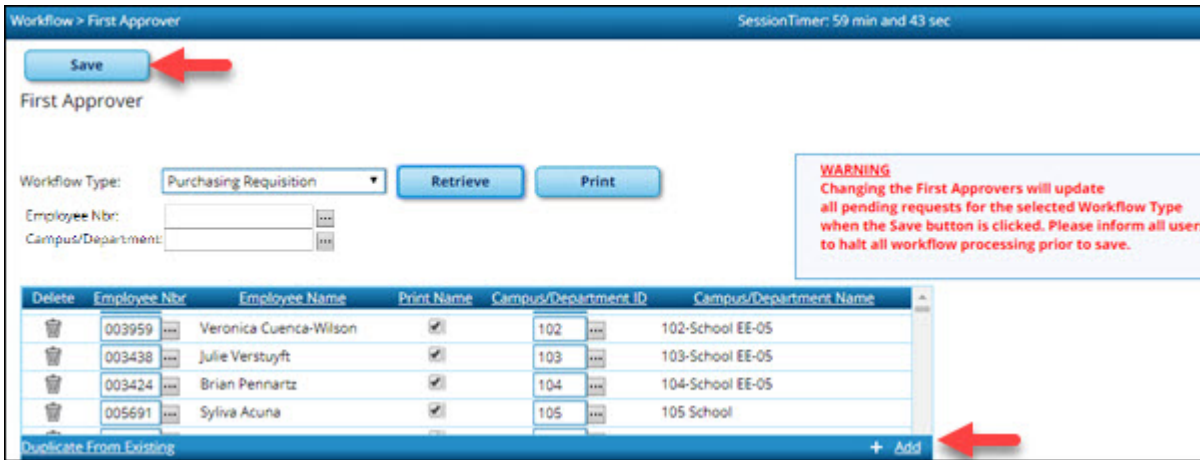


Add first approver(s)

Table of Contents

District Administration > Workflow > First Approver

Create and maintain a list of first approvers for requisitions at each campus/department. These individuals are the first people at their assigned campus/department to view the submitted requisitions.



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.

<p>Employee Nbr</p>	<p>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.</p>
<p>Campus/Department ID</p>	<p>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.</p>
<p>Print Name</p>	<p>Select to print the approver's signature on the purchase order.</p>

Click **Save**.

Notes:

- Only one first approver per campus/department is allowed.

- If an approver is the first approver for multiple departments, that approver needs to be added to the table multiple times.
- Only a first approver is allowed to insert another approver after their name.



Back Cover