

Set up approval path

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Grants and Projects > Tables > SSA Approval Path

Create and maintain the sequence or hierarchy of approvers for grant requests.

▲ Tables > SSA Approval Path			✓ Grants And
Save			
Grant Type: GRNT : Grant Type		Retr	ieve
Reminder Days: 0 **Note - If Reminder Days value is greater than zero, Approver has that many days in order to respond to Approval before reminder email is sent to Approver. Subsequent emails will be sent daily after initial email. ** Grant Type: GRNT : Grant Type			WARNING Changing the approval path will update all pending requests for the selected Workflow Grant Type when the Save button is clicked. Please inform all users to halt all workflow processing prior to save.
Approver	Email Opt-Ou	t	** DRAG-AND-DROP **
		:	Press and hold down the left mouse button on the desired row to "Grab" it. "Drag" the row to the desired location.
TAHIDA ZIMMERMAN		:	"Drop" the row by releasing the mouse button.
	⊕ <u>Ado</u>		

Field	Description			
Grant	Begin typing a grant type or description. As you type the data, a drop-down list of			
Туре	corresponding data is displayed. Select a grant type. If the grant type or description is not			
	known, click to select a grant type from the Grant Types lookup or press the Spacebar to view a list of grant types.			

□ Click **Retrieve**. If an approval workflow exists, the list of approvers is displayed and you can make changes as needed.

The drag-and-drop feature is available allowing you to change the order of the approval path.

Reminder Days	Type the number of days after which no action has been taken on an item and a reminder email should be forwarded to the originator and approver. This field has a maximum of three digits.
	By default, this field is set to zero indicating that no reminders will be sent.
	If the value is greater than zero, the Approver has that many days to respond to the approval before a reminder email is sent to the Approver. After the initial reminder email message is sent, email messages are sent on a daily basis until action is taken.

□ Click +Add to add an approver. The Approver Directory is displayed. Or, click [■] to open the directory and select an approver.

Approver	The selected approver name is displayed.
Email Opt-Out	Select to indicate that this approver is opted out of receiving approval workflow
	emails.

□ Click **Save**. Depending on the change, the appropriate application message is displayed indicating the action.



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