

SSA Approval Path - GRT2130

Table of Contents

SSA Approval Path 1

SSA Approval Path

Grants and Projects > Tables > SSA Approval Path

Include the short page introduction here.

View a record:

Field	Description
Grant Type	Begin typing a grant type or description. As you type the data, a drop-down list of 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. 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. The number of reminder days also applies to first approvers. If all approvers in the approval path are removed, the field is reset to zero.

❑ Click **+Add** to add an approver. The Approver Directory is displayed. Or, click to open the directory and select a different approver.

Approver	The approver name is displayed.
Email Opt-Out	Select to indicate that this approver will not receive approval workflow emails.

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

Other functions and features:

	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.


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Back Cover