



SSA Approval Path - GRT2130

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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	<p>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.</p> <p>By default, this field is set to zero indicating that no reminders will be sent.</p> <p>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.</p> <p>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.</p>
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☐ 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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