



ASCENDER GUIDES



**firstapprover**



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# First Approver - DA4000

## District Administration > Workflow > First Approver

This page is used to create and maintain a list of first approves for requisitions or change request for each campus/department.

### 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.

### Add a first approver:

| Field                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Workflow Type</b>     | Click ▼ to select a specific workflow type (i.e., Budget Amendment Request, Warehouse, etc.).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Employee Nbr</b>      | Begin typing an employee number or name. As you type the data, a drop-down list of corresponding data is displayed. Select the desired employee, or click ⓘ to select an employee from the <a href="#">Approver Directory</a> . The <b>Employee Name</b> field is populated based on the selected <b>Employee Nbr</b> .<br><b>Note:</b> To view the first approver for a specific campus/department, leave the <b>Employee ID</b> field blank, type a specific campus/department and click <b>Retrieve</b> .                                                                                                                              |
| <b>Campus/Department</b> | Type a campus ID or click ⓘ to select a one from the <a href="#">Department Directory</a> . A list of all available campus IDs is displayed. The <b>Campus/Department Name</b> field is populated based on the selected <b>Campus/Department ID</b> . The Department Directory is populated from the campus/departments that are established on the <a href="#">Tables &gt; District Information &gt; Campus Name/Address</a> page.<br><b>Note:</b> To view all of the campuses/departments for a specific approver, leave the <b>Campus/Department</b> field blank, type a specific employee ID number, and then click <b>Retrieve</b> . |

Click **Retrieve**. The data that matches the selected workflow type, employee ID, and campus ID is displayed.

|                             |                                                                                                                                                                                                                                                     |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employee Nbr</b>         | Type an employee number or click ⓘ to select one from the <a href="#">Approver Directory</a> . The <b>Employee Name</b> field is populated based on the selected <b>Employee Nbr</b> .                                                              |
| <b>Employee Name</b>        | The name of the selected employee ID is displayed.                                                                                                                                                                                                  |
| <b>Print Name</b>           | Select to print the signature of the approver on the request or purchase order.                                                                                                                                                                     |
| <b>Campus/Department ID</b> | Type a campus ID or click ⓘ to select one from the <a href="#">Department Directory</a> . A list of all available campus IDs is displayed. The <b>Campus/Department Name</b> field is populated based on the selected <b>Campus/Department ID</b> . |

|                               |                                                             |
|-------------------------------|-------------------------------------------------------------|
| <b>Campus/Department Name</b> | The name of the selected campus/department ID is displayed. |
|-------------------------------|-------------------------------------------------------------|

Click **Save**.

### Other functions and features:

|             |                                 |
|-------------|---------------------------------|
| <b>+Add</b> | Click to add a row to the grid. |
|-------------|---------------------------------|



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