


# Alternate Approver - DA4000

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# Alternate Approver - DA4000

***District Administration > Workflow > Alternate Approver***

This page is used to set up an alternate approver if the original approver is not available. Alternate approvers must be set up with an employee number in Security Administration.

## Add an alternate approver:

| Field | Description |
|---|---|
| **Workflow Type** | Click to select a specific workflow type (i.e., Budget Amendment Request, Warehouse, etc.). The existing list of approvers from the First Approver page and their existing alternate approvers for the specified workflow is displayed. |
| **Approver Emp Nbr** | The employee number of the approver is displayed. |
| **Approver Name** | The name of the approver is displayed. |
| **Use Alternate** | Select to create an alternate for the approver.<br><br>If selected, and no date range is entered in the **From Date** and **To Date** fields, the alternate approver becomes the approver.<br><br>If selected, and no date range is entered in the **From Date** and **To Date** fields, all pending requests are updated with the alternate approver for the selected original approver.<br><br>If selected, and a date range is entered in the **From Date** and **To Date** fields, all pending requests are updated with the alternate approver for the selected original approver if today's date falls on or between the from and to dates.<br><br>If selected, and a date range is entered in the **From Date** and **To Date** fields, and today's date is outside the range of the from and to dates, no updates occur for the selected original approver.<br><br>If not selected, and/or a date range is entered in the **From Date** and **To Date** fields, no updates occur for the selected original approver.<br><br>If selected, and then cleared, the alternate approver for all pending requests reverts to the original approver and an email message is sent to the original approver. This includes updating the workflow datetimestamp to today's date to reset the reminder days for the original approver. |
| **Alternate Emp Nbr** | Type an employee number or click to select one from the Approver Directory. |
| **Alternate Approver Name** | The selected alternate approver name is displayed based on the **Alternate Emp Nbr** field. |
| **From Date** | Type the beginning date from which the alternate approver will serve as the approver. Use the MM-DD-YYYY format. Or, select a date from the calendar. |
| **To Date** | Type the ending date on which the alternate approver will end serving as the approver. Use the MM-DD-YYYY format. Or, select a date from the calendar. |

❑ Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Clear Row** | Click to delete an alternate approver and click **Save**. |
| **Print** | Click to print the Alternate Approver report for the selected workflow type. Review the report. |


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