

Approval Path - DA4000

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District Administration > Workflow > Approval Path

This page is used to create and maintain the sequence or hierarchy of the approvers for the approval process. The order in which the approvers are listed indicates the approval sequence. You can add to or edit the approval path as needed. If a change is made to the approval path, the change will apply to all requisitions or requests that have yet to reach that specific approver.

For the approval process, approvers must exist in Security Administration, have an employee number associated with them, and exist with a current year payroll record.

Create an approval path:

Field	Description
Workflow Type	Click to select a specific workflow type (i.e., Budget Amendment Request, Warehouse, etc.).

Click **Retrieve Workflow**. The selected workflow type data is displayed. If an approval path 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 this field is set to a value greater than zero, the approver has that number of days to respond to the approval before a reminder email message is forwarded. After the initial reminder email message is sent, email messages are sent 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 or click to edit the approver. The Approver Directory is displayed. To search for a specific employee, type data in the desired search fields and click **Retrieve**. A list of employees that match the search criteria is displayed.

Select an employee number from the list. Otherwise, click **Cancel** to return to the Approval Path page.

Employee Name	The name of the selected employee ID is displayed.
Print Name	Select to print the signature of the approver on the request or purchase order.

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

Other functions and features:

+Add	Click to add an approver.
	Click to delete a row. A message is displayed asking if you want to delete the row. Click **Yes** to delete the row. Otherwise, click **No**.
	Click to display the Approval Rules page and make the necessary updates.


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