


# First Approver - DA4000

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***District Administration > Workflow > First Approver***

This page is used to create and maintain a list of first approvers for requisitions or change requests 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 |
|---|---|
| **Workflow Type** | Click to select a specific workflow type (i.e., Budget Amendment Request, Warehouse, etc.). |

Click **Retrieve**. A list of first approvers for the various campuses/departments is displayed.

Use the following fields to narrow your search:

| | |
|---|---|
| **Employee Nbr** | 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 Approver Directory. The **Employee Name** field is populated based on the selected **Employee Nbr**.<br>**Note**: To view the first approver for a specific campus/department, leave the **Employee ID** field blank, type a specific campus/department and click **Retrieve**. |
| **Campus/Department** | Type a campus ID or click to select a one from the Department Directory. A list of all available campus IDs is displayed. The **Campus/Department Name** field is populated based on the selected **Campus/Department ID**. The Department Directory is populated from the campus/departments that are established on the Tables > District Information > Campus Name/Address page.<br>**Note**: To view all of the campuses/departments for a specific approver, leave the **Campus/Department** field blank, type a specific employee ID number, and then click **Retrieve**. |

Click **+Add** to add a row to the grid.

In the grid:

| | |
|---|---|
| **Employee Nbr** | Type an employee number or click to select one from the Approver Directory. The **Employee Name** field is populated based on the selected **Employee Nbr**. |

| | |
|---|---|
| **Print Name** | Select to print the signature of the approver on the request or purchase order. |
| **Campus/Department ID** | Type a campus ID or click to select one from the Department Directory. A list of all available campus IDs is displayed. The **Campus/Department Name** field is populated based on the selected **Campus/Department ID**. |

Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Print** | Click to print the First Approvers report. |
| **Duplicate From Existing** | |


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