First Approver - DA4000

Table of Contents

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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**. **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. **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:

<table>
<tr><td>Duplicate From Existing</td><td>Click to duplicate the first approver data from one workflow type to another. The Duplicate pop-up window is displayed.<table><tr><td>From Workflow Type</td><td>Click to select the workflow type from which you want to duplicate first approver data.</td></tr><tr><td>To Workflow Type</td><td>The currently selected workflow type is displayed.</td></tr></table>Click OK. Otherwise, click Cancel to return to the First Approver page.</td></tr>
<tr><td>Print</td><td>Print the report.
Click to print the Approval Rules report for the selected workflow type.
Review the report.</td></tr>
<tr><td></td><td>Delete a row.
Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
Click Save. The row is deleted.</td></tr>
</table>


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Back Cover