



# 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, the approver needs to be added to the table multiple times.
- Only a first approver is allowed to insert an approver after his/herself.

**Add a first approver:**



Field	Description
<b>Workflow Type</b>	Click  to select a specific workflow type. <ul style="list-style-type: none"> <li>• Warehouse Requisition</li> <li>• Restock Requisition</li> <li>• Budget Amendment Requests</li> <li>• Purchasing Requisition</li> <li>• Accounts Receivable</li> <li>• Travel Reimbursement</li> </ul>

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

Use the following fields to narrow your search:



<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> . <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. <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 **+Add** to add a row.

<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>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> .

Click **Save**.

**Other functions and features:**

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



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