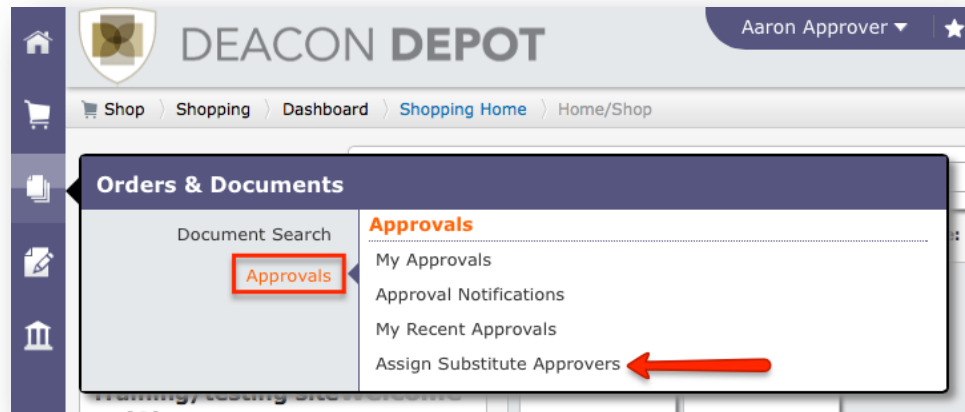




## Toolbox: Assigning a Substitute Approver

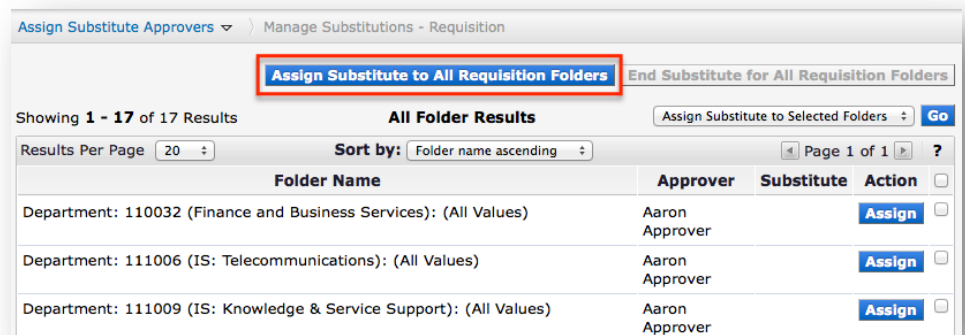


From the main screen, select the Orders & Documents menu (three papers icon). On the fly-out menu, Select the approvals heading and click 'Assign Substitute Approvers'.



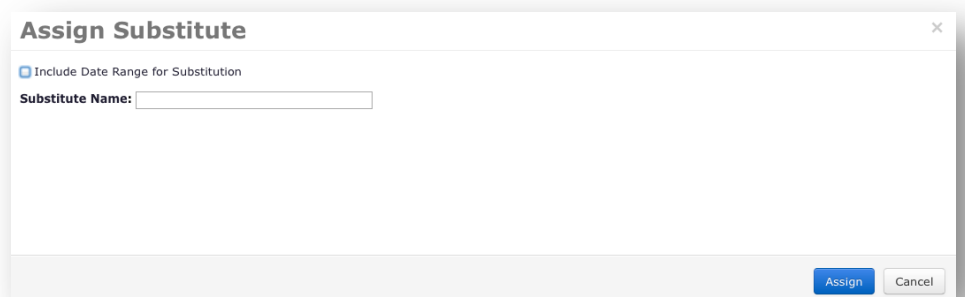
All of the approval “folders” to which you have access will display.

To assign the same substitute approver to all folders at once, click the ‘Assign Substitute to All Requisition Folders’ button at the top of the screen.



A pop-up box will display to enter the criteria for the substitute.

It is recommended to check the box to include a date range for the substitution, which will include both start and end dates and times. As you type, the names that match will populate.



As you type in the name of the substitute, matching names will populate. Once your desired substitute is listed in the Substitute Name field, click the Assign button in the bottom right corner of the pop-up box.

To assign the same substitute to certain folders, check the box beside the desired folders. Be sure that 'Assign Substitute to Selected Folders' is displayed in the drop-down at the top of the screen, and click 'Go'.

Folder Name	Approver	Substitute	Action
Department: 110032 (Finance and Business Services): (All Values)	Aaron Approver		Assign <input checked="" type="checkbox"/>
Department: 111006 (IS: Telecommunications): (All Values)	Aaron Approver		Assign <input checked="" type="checkbox"/>
Department: 111009 (IS: Knowledge & Service Support): (All Values)	Aaron Approver		Assign <input type="checkbox"/>
Department: 111017 (IS: High Performance Computing): (All Values)	Aaron Approver		Assign <input type="checkbox"/>
Department: 111018 (IS: Networking): (All Values)	Aaron Approver		Assign <input checked="" type="checkbox"/>

To assign a substitute to each folder individually, click the Assign button to the right of each folder name.

The pop-up search box described above will display to search for the desired user and to assign the date range and time.

**Ending a Substitution:**

If a date range has been entered, no further action is necessary.

To manually end a substitution, either click 'Remove' to the right of each individual folder, or click 'End Substitute for All Requisition Folders' at the top of the screen to end the substitution on all folders at once.

Folder Name	Approver	Substitute	Action
Department: 110032 (Finance and Business Services): (All Values)	Aaron Approver	Andy Approver Start Date: 10/24/2014 8:00 AM End Date: 10/28/2014 8:00 AM	Remove <input type="checkbox"/>
Department: 111006 (IS: Telecommunications): (All Values)	Aaron Approver		Assign <input type="checkbox"/>