

Quick Reference Guide:

How to add an Approver in Expenses as a Report Owner

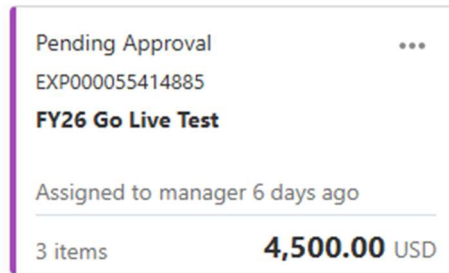
Purpose:

A report owner may add an ad hoc approver to the workflow.

Step-by-Step:



Click on the expense report that needs an additional approver.

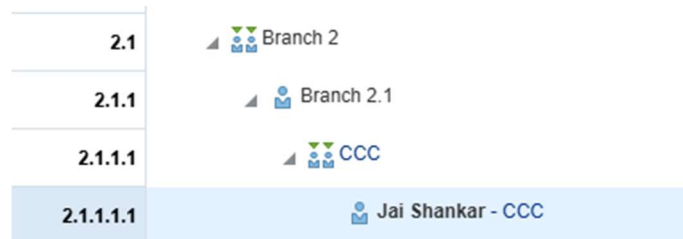


Click on the Pending Approval Link.

Status [Pending manager approval](#)

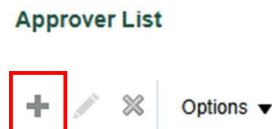
Click on the blue hyperlink to open

Highlight the step to add an approver before.



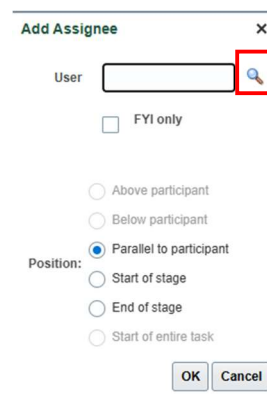
Only future steps may be chosen.

Click the Plus Sign.



The plus sign shade will change when a correct step is chosen

Search for the approver using the magnifying glass.



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Search for the approver.

Choose the approver.

Click Ok.

Choose the stage to add the approver.


- Parallel to participant will allow either approver in that stage to approve
- Start of stage will send to the added approver first
- End of stage will send to the added approver last

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Click Ok.

Add Assignee ✕

User 

FYI only

Above participant

Below participant

Parallel to participant







Position:

Start of stage

End of stage




Start of entire task

OK Cancel

2	▲  New.Stage652
	 Judy Vitrano - CCC
2.1	▲  Branch 2
2.1.1	▲  Branch 2.1
2.1.1.1	▲  CCC
2.1.1.1.1	 Jai Shankar - CCC

Click Apply.

Approver List

   Options ▼ **Apply** Reset ▼