

Quick Reference Guide:

How a Requisitioner adds an Approver in Procurement

Purpose:

A requisitioner may add an ad hoc approver to the procurement workflow.

Step-by-Step:



Click on the Bell Icon.



Click on Show All.

Notifications

Show All

Click on the blue hyperlink to open

Click on Created by Me.

Assigned to Me (2)

Created by Me (18)

Click on the unapproved Requisition.

IN PROGRESS

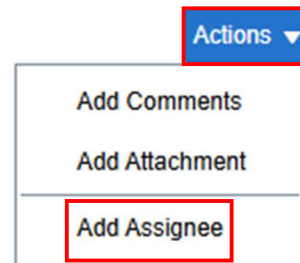
Approve Requisition PR100153

Assigned to multiple people

Click on the blue hyperlink to open

Click on the Down Arrow on the Actions Menu.

Click Add Assignee.



Highlight the step where the approver should be added.

2.1	Branch 2
2.1.1	Branch 2.1
2.1.1.1	CCC
2.1.1.1.1	Jai Shankar - CCC

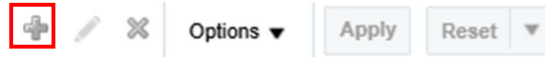
Only future steps may be chosen



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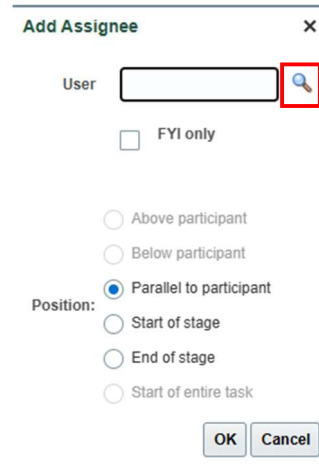
Click the Plus Sign.

Add Assignee




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

Search for the approver using the magnifying glass.



Add Assignee [X]

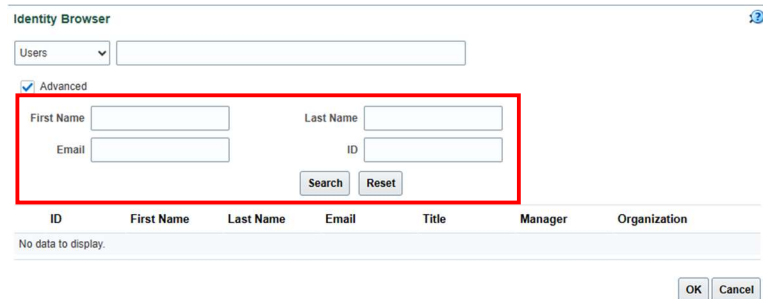
User 

FYI only

Position:

- Above participant
- Below participant
- Parallel to participant
- Start of stage
- End of stage
- Start of entire task

Search for the approver.



Identity Browser [?]

Users

Advanced

First Name Last Name

Email ID

ID	First Name	Last Name	Email	Title	Manager	Organization
No data to display.						

Choose the approver.



<input checked="" type="radio"/>	 jvitrano@tul Judy	Vitrano	jvitrano@tulane...	pjn@tulane.edu
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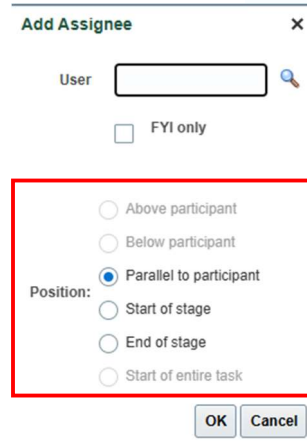
Click Ok.



<input checked="" type="radio"/>	 jvitrano@tul Judy	Vitrano	jvitrano@tulane...	pjn@tulane.edu
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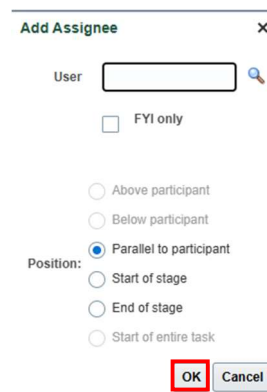
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Choose the stage to add the approver.



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

Click Ok.



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.

