

## Quick Reference Guide:

### How an Approver adds another Approver in Expenses



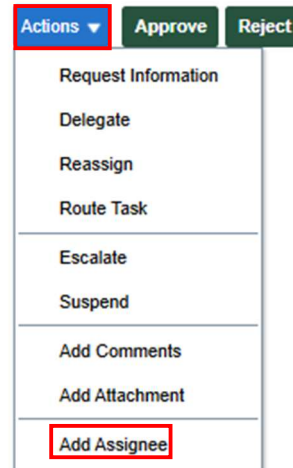
#### Purpose:

An approver may add ad hoc approver to the workflow.

#### Step-by-Step:

From the Approval,  
Click on the Actions  
down arrow.

Click Assignee.



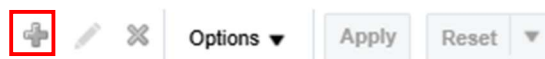
Highlight the step  
where the approver  
should be added.



Only future steps may be chosen

Click the Plus Sign.

#### Add Assignee



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


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Search for the approver using the magnifying glass.

**Add Assignee** [X]

User  

FYI only

Above participant

Below participant

Parallel to participant

Position:

Start of stage

End of stage

Start of entire task

Search for the approver.

**Identity Browser** [Help]

Users

Advanced

First Name  Last Name

Email  ID

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

Choose the approver.

	 jvitrano@tul Judy	Vitrano	jvitrano@tulane...	pjh@tulane.edu
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Click Ok.

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

**Add Assignee** [X]

User:  [Search]

FYI only

Above participant

Below participant

**Position:**

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

[OK] [Cancel]

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.

**Add Assignee** [X]

User:  [Search]

FYI only

Above participant

Below participant

**Position:**

- Parallel to participant
- 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 ▼]

