

## Quick Reference Guide:

How an Approver adds another Approver in Procurement

### 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  [magnifying glass icon]

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 icon]

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....	pjh@tulane.edu
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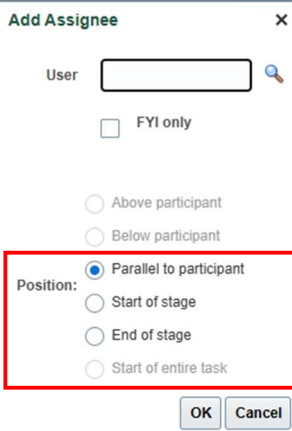
Click Ok.

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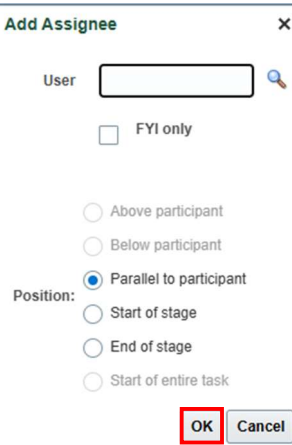
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Choose the stage to add the approver.



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		👤	Jai Shankar - CCC

Click Apply.

