



Learn how to set up a substitute approver. **Example:** When out of the office.

## Substitute an Approver

1. Navigate to **Orders > Approvals > Assign Substitute Approvers\***.  
\* Substitutes may be assigned for Requisitions, Purchase Orders, Vouchers and other folders separately.
2. Choose from the following options to assign approvers.
  - a. For a singular folder select the **Assign** button.
  - b. For multiple folders, select the checkbox next to the folders, and select **Assign Substitute to Selected Folders** from the Substitution Actions drop-down menu.
  - c. For all folders for the selected user, select the button **Assign Substitute To All Folders**.

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Folder Name	Approver	Substitute	Action
My PR Approvals	Janelle Gieseke		<b>Assign</b>

3. From the Assign Substitute modal window, type the name of the approver in the **Substitute Name** field to see a list of users. Select the user you wish to assign.
4. Check the box for **Include a Date Range for Substitution** to schedule the substitution for a future date. Enter the appropriate start and end dates.

**Assign Substitute**

☒ Include Date Range for Substitution

Substitute Name \*

Start Date \*

End Date \*

\* Required **Assign** Close

*Note: If you do not select a date range, the substitution will have no end date.*

5. Select the **Assign** button.
6. To end the substitution, complete the following steps:
  - For a singular folder select **Remove** from the Substitution Actions drop-down menu.
  - For multiple folders, select the checkbox next to the folders, and select **Remove Substitute for Selected Folders** from the Substitution Actions drop-down menu.
  - For all folders, select **End Substitute for All Requisition\* Folders**.