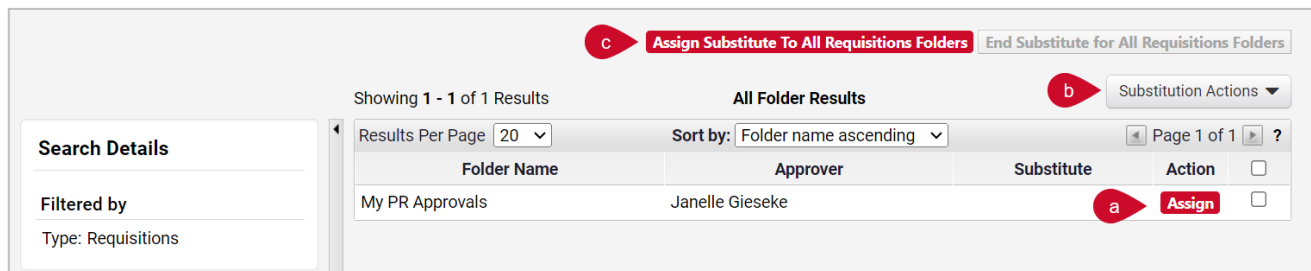


Assign a Substitute Approver

Learn how to send an order to an additional approver.

SUBSTITUTE AN APPROVER

1. Navigate to **Orders > Approvals > Assign Substitute Approvers**.
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**.



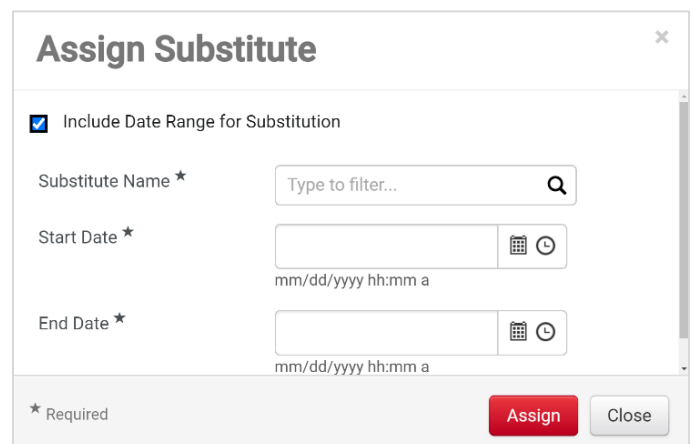
Showing 1 - 1 of 1 Results

All Folder Results

Results Per Page: 20 | Sort by: Folder name ascending | Page 1 of 1

Folder Name	Approver	Substitute	Action
My PR Approvals	Janelle Gieseke		<input type="checkbox"/> Assign

3. From the Assign Substitute module 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. Optionally, 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

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 Vouchers Folders**.