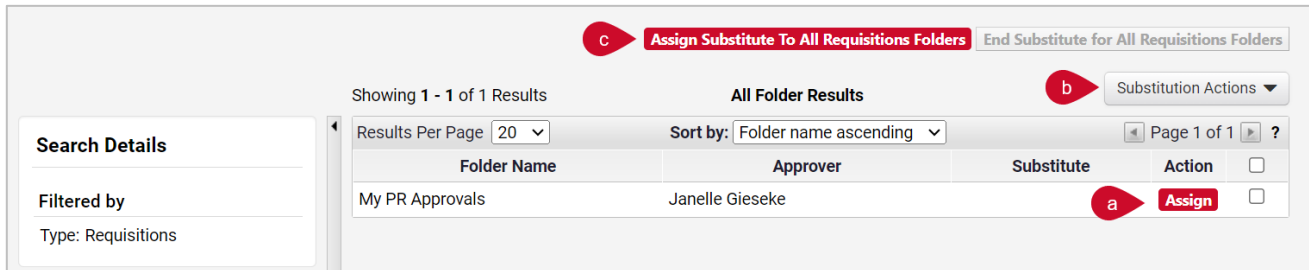


Assign a Substitute Approver

Learn how to send an order to an additional approver.

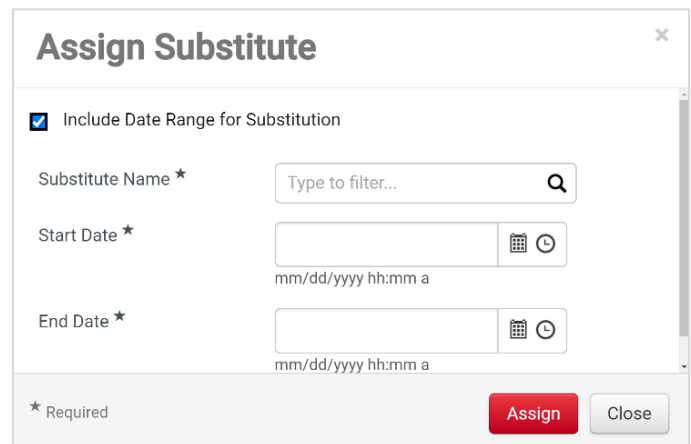
SUBSTITUTE AN APPROVER

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**.



The screenshot shows a search results page for requisitions. At the top, there are two buttons: "Assign Substitute To All Requisitions Folders" (highlighted with a red circle 'c') and "End Substitute for All Requisitions Folders". Below these, a search bar shows "Showing 1 - 1 of 1 Results" and "All Folder Results". A dropdown menu for "Substitution Actions" is open, with "Assign" highlighted (red circle 'a'). The table below has columns for "Folder Name", "Approver", "Substitute", and "Action". One row is visible with "My PR Approvals" as the folder name and "Janelle Gieseke" as the approver. A red circle 'b' points to the "Substitution Actions" dropdown.

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. 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.



The screenshot shows the "Assign Substitute" modal window. It has a title bar with a close button. A checkbox labeled "Include Date Range for Substitution" is checked. Below this, there are three input fields: "Substitute Name" with a search icon, "Start Date" with a calendar icon, and "End Date" with a calendar icon. All three fields have a placeholder "mm/dd/yyyy hh:mm a". At the bottom, there is a "Required" label, an "Assign" button, and a "Close" button.

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**.