

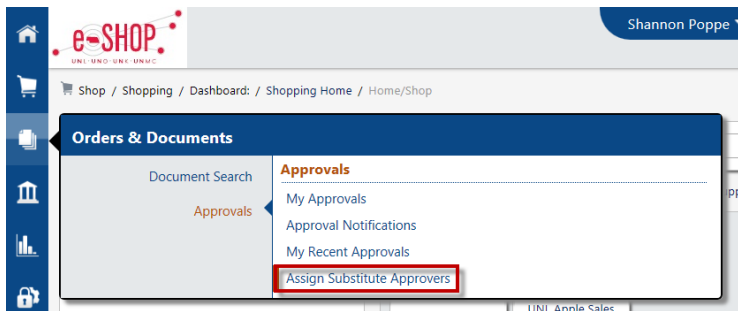


You should only assign substitute approvers that already have the Approver role assigned to them.

An Approver cannot approve a cart that they acted upon as a Shopper and/or Requestor.

Accessing My Approvals Area

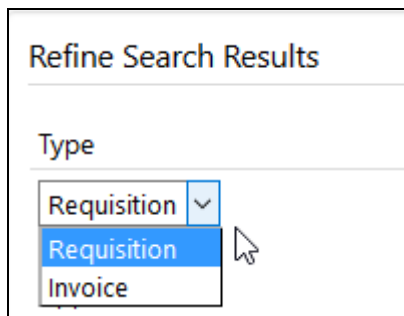
Within eSHOP, click the Orders & Documents icon, then Approvals, then select the Assign Substitute Approvers link.



You can choose to assign an approver for ALL folders you are assigned to, or pick and choose which substitute is assigned to which folder.

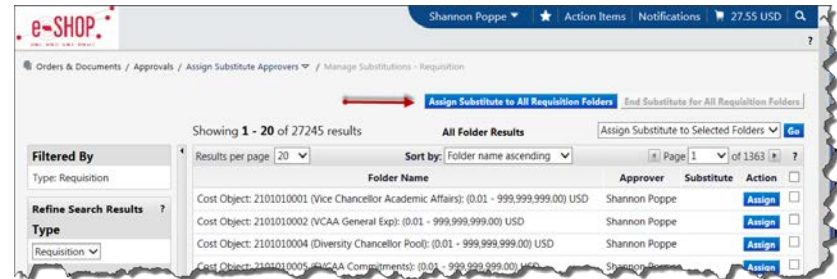
Refine Search Results

To refine search results, select either Invoice or Requisition from the left side dropdown menu. You will need to perform this step each time you execute a search.



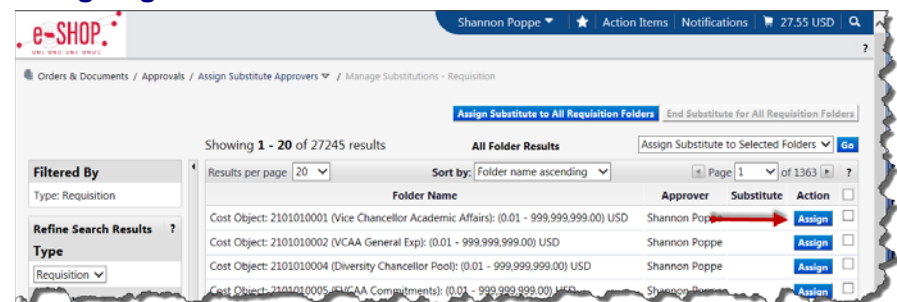
Approver – Assigning a Substitute

Assigning a Substitute for ALL Folders



1. Depending whether you searched for a Requisition or an Invoice, click either **Assign Substitute to All Requisition Folders** or **Assign Substitute to All Invoice Folders**.
2. Enter the Last Name of the person you wish to assign as your substitute. A dropdown of substitution options will appear. Select the name you wish to assign as your substitute.
3. Optional: click **Include Date Range for Substitution** and enter the appropriate Start Date and End Date.
4. Click **Assign**.

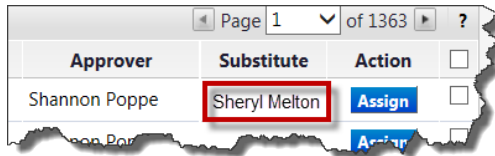
Assigning a Substitute for One Folder



1. Find the folder you wish to assign a substitute to.
2. Click **Assign**.
3. Enter the Last Name of the person you wish to assign as your substitute. A dropdown of substitution options will appear. Select the name you wish to assign as your substitute.

Approver – Assigning a Substitute

- Optional: click **Include Date Range for Substitution** and enter the appropriate Start Date and End Date.
- Click **Assign**.



Approver	Substitute	Action
Shannon Poppe	Sheryl Melton	Assign

The substitute's name will display beside each assigned folder.

Ending a Substitution

- If you did not select a date range when assigning a substitute approver, you will need to manually end the substitution.
- To end substitution for ALL folders, click **End Substitute for All Requisition Folders**.
- To end substitution for specific folder(s), click **Remove** beside each folder.