TRAINING PRESENTATION
ASSIGNING A SUBSTITUTE APPROVER
Brief training presentation regarding assigning a substitute approver.

1. First step = Click on Orders & Documents
2. Click on Approvals

3. Click on Assign Substitute Approvers
4. Click on the Assign button
5. Type in substitute approvers name and select
6. Then click Assign
7. To add start & end date, click on the “Include Date Range for Substitution box
8. To assign multiple approvals all at once, click on the box(s) to the right.

9. Select “Assign Substitute to Selected Folders & hit go.”