## **Assigning Substitute Approvers**

If you will be out of the office and wish to have someone else approve transactions, you can designate another approver as your substitute. To designate another approver as your substitute, use the menu on the left and go to **Orders -> Approvals -> Assign Substitute Approvers**. This designation may be provided to different individuals if you approve multiple departments.

| 🏠 Home              | © UMBC<br>TEST SITE |  |
|---------------------|---------------------|--|
| E Shop              | Shop • Shopping     | ]  |
| Orders              | Orders              | Quick search Q   |
| 👷 Contrac           | cts<br>My Orders    | Requisitions to Approve<br>Purchase Orders to Approve                        |
| Accoun<br>Payable   | e Approvals         | Change Requests to Approve<br>Procurement Requests to Approve                |
| Supplie             | ers                 | Requisitions Recently Approved By Me<br>Purchase Orders Recently Approved By |
| <b>Jil</b> Reportin | ng                  | Change Requests Recently Approved By<br>Procurement Requests Recently Approv |
| Adminis             | ster                | Assign Substitute Approvers-Requisitions                                     |
| Setup Setup         |                     | Assign Substitute Approvers-Procureme  |
|                     |                     | Approval Notifications   |
|                     | 🕑 Log an RT Ticket  |  |

If you are an approver for multiple types of documents (i.e., Requisitions, Payment Requests, Invoices, Contracts), use the dropdown on the left to filter which folders you want to assign a substitute. (You must repeat these steps **if** you are setting up a substitute approver for each of approval listed under **Type**).



Click the **Assign** button next to the folder and in the pop up window, type in/search for the user you wish to be your substitute. You can also select the checkbox at the top to enter a date range that will apply to this specific substitution. Click the **Assign** button to confirm your selection. The above steps must be completed **prior** to entering any transaction in Paw in which a substitute approver is needed.

| est and the second s |   | Assi                             | ign Substitute to All Requisitions Folders End Substitute for A | UI Requisitions Folders |
|---|---|----------------------------------|---|-------------------------|
|   | Showing 1 - 20 of 438 Results             | All Folder Results               |   | Substitution Actions 🔻  |
| Search Details  | <ul> <li>Results Per Page 20 V</li> </ul> | Sort by: Folder name ascending 🗸 | 💌 Pa  | ge 1 🗸 of 22 🕨 ?        |
|   | Folder Nan                                | ne Anorover                      | Substitute  | <b>n</b>                |
| Filtered by   | Buyer Review 0100000-0199999              | Rafael Espinoza                  | Assig   |                         |
| Type: Requisitions  | B0/6L K6/16M 0200000-0239383              | Kataer Espinoza                  | Assig   |                         |
|   | Buyer Review 0300000-0399999              | Rafael Espinoza                  | Assig   | <b>n</b> 0              |
| Refine Search Results   | Buyer Review 0400000-0499999              | Rafael Espinoza                  | Assig   |                         |
|   | Buyer Review 0500000-0599999              | Rafael Espinoza                  | Assig   |                         |
| Type<br>Requiritions  | Buyer Review 0600000-0699999              | Rafael Espinoza                  | Assig   | jn 🗌                    |
|   | Buyer Review 0700000-0799999              | Rafael Espinoza                  | Assig   |                         |
| View Approvals For  | Buyer Review 0800000-0899999              | Rafael Espinoza                  | Assig   | <mark>m</mark> 🗆        |
| My Approvals 🗸  | Buyer Review 0900000-0999999              | Rafael Espinoza                  | Assig   | jn 🗌                    |
| Approver  | Buyer Review 1000000-1099999              | Rafael Espinoza                  | Assig   |                         |
| Rafael Espinoza (438)   | Buyer Review 1100000-1199999              | Rafael Espinoza                  | Assig   |                         |
|   |   |                                  |   |                         |

| Assign Substi             | tute           |        | ×     |
|---------------------------|----------------|--------|-------|
| Include Date Range for Su | ubstitution    |        |       |
| Substitute Name *         | Type to filter | ٩      |       |
| * Required                |                | Assign | Close |

| Assign Substitute             |                 |     |      | ×     |
|-------------------------------|-----------------|-----|------|-------|
| □ Include Date Range for Subs | stitution       |     |      |       |
| Substitute Name *             | Moss, Elizabeth | ×   | ۹    |       |
| * Required                    | $\rightarrow$   | Ass | sign | Close |

| TUMBC   |                               |                                  | All - Search (Alt+Q) Q 0.00 USD                                  | v 🔎 🚺                    |
|---|-------------------------------|----------------------------------|--|--------------------------|
| Orders + Approvals + Assign Substitute Approvers-Requis | sitions                       |                                  |  | -D Logour                |
|   |                               |                                  |  |                          |
|   |                               |                                  | Assign Substitute to All Requisitions Folders End Substitute for | All Requisitions Folders |
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| Search Details  | Results Per Page 20           | Sort by: Folder name ascending 🗸 | a Pi   | 'age 1 🗸 of 22 🕨 ?       |
|   | Folder Name                   | Approver                         | Substitute Act   | tion                     |
| Filtered by   | Buyer Review 0100000-0199999  | Rafael Espinoza                  | Elizabeth Moss Rem   | nove                     |
| Type: Requisitions                                      | Buyer Review 0200000-0299999  | Rafael Espinoza                  | Asi  | align 🗌                  |
|   | Buyer Review 0300000-0399999  | Rafael Espinoza                  | Asi  | asign 🗌                  |
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| Approver  | Buyer Review 1000000-1099999  | Rafael Espinoza                  | As   | asign 🗌                  |
| Rafael Espinoza (438)                                   | Buyer Review 1100000-1199999  | Rafael Espinoza                  | As   | sign 🗌                   |
| Substitute  | Buyer Review 1200000-1299999  | Rafael Espinoza                  | As   | sian 🗌                   |
| Elizabeth Moss (1)                                      | Buyer Review 1300000-1399999  | Rafael Espinoza                  | Ast  | sign 🗌                   |
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|   | Buyer Review 1500000-1599999  | Rafael Espinoza                  | Ast  | isign 🗌                  |
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|   | Buyer Review 1800000-1899999  | Rafael Espinoza                  | As   | asign 🗌                  |
|   | Buyer Review 1900000-1999999  | Rafael Espinoza                  | As   | isign 🗌                  |
|   | Buyer Review 2100000-2199999  | Rafael Espinoza                  | As   | sign 🗌                   |
|   | Results Per Page 20 V         |                                  |  | Page 1 v of 22 🕨         |