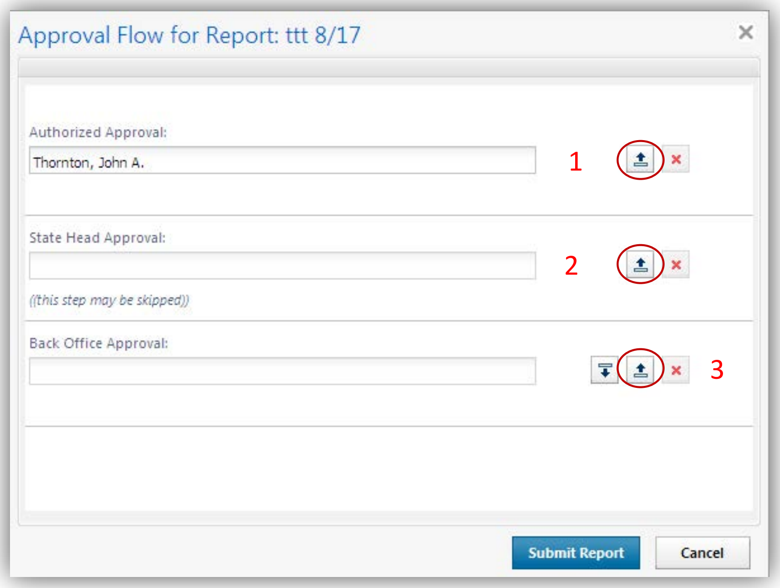
How to Add an Additional Approver To the Workflow

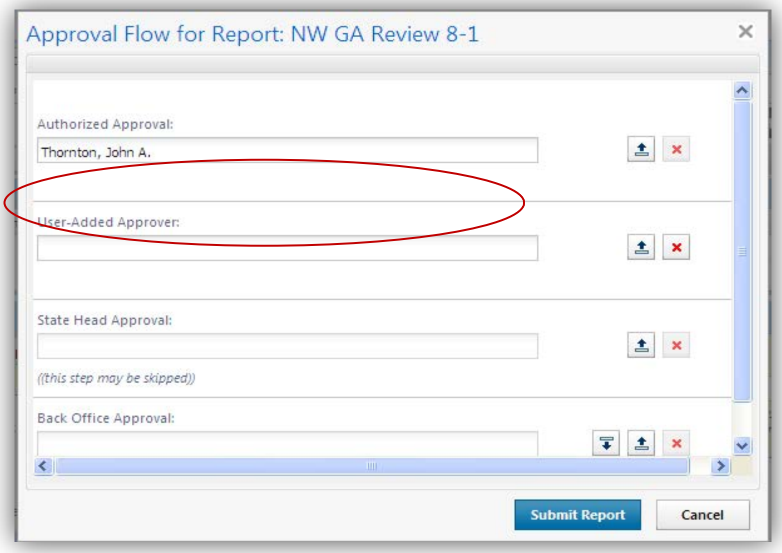
After you click **Submit Report** an **Accept & Submit** a screen similar to the following will appear showing the default Authorized Approver.

✓ **Note:** Your Approval form may appear different depending on the configuration for your Agency.



- Note the directional blue arrows available for each level of approval.
  - Clicking an up arrow will insert an additional approver <u>before</u> that level of approval.
  - Clicking a down arrow will insert an additional approver <u>after</u> that level of approval.
  - Examples:
    - **#1** Click on the blue up arrow in #1 to add an approver *before* #1.
    - **#2** Click on the blue up arrow in #2 to add an approver *after* #1 but *before* #2.
      - ❖ In our example we have clicked on the up arrow in #2
    - **#3** Click on the blue up arrow in #3 to add an approver *after* #2 but *before* #3.
    - .

- Once you select an arrow a new section called **User-Added Approver** appears.



  - If you know the approver's name: Type in the last name of the approver you want to send the report to.
    - Select that approver from the list that appears and click **Submit Report**.
  - If you don't know the approver's name: Type in an *. A list of ALL the approvers in your agency will appear.
    - Select the correct person from the list
    - Click **Submit Report**.