How to Add an Additional Approver to a Document.

For an Expense Report:

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

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

Note the + signs available for each level of approval.

    a. To add an approver BEFORE your default approver, click on the first + sign (see red arrow).

    b. To add an approver AFTER your default approver, click on the second plus sign on the next approver line (see green arrow).

    c. If your agency is configured with multiple levels of approval and the second approval line IS NOT Back Office Approval and you wish to add an approver before that approver, click on the first plus sign (see blue arrow).

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

    a. The location of the User Added Approver depends on the + sign you selected.

Click in **User-Added Approver** and select the additional Approver.

    a. *If you know the name of the approver*: Type in the last name of the approver you want to send the report to and select from the list that appears.

    b. *If you do not know the name of the approver*: Type in an *. A list of ALL the approvers in your agency will appear. Select the correct person from the list.

    Note: The list defaults to search by last name, click on the drop down in the User-Added Approver field to select a different search criteria.

Click on **Submit Report** to send the report to the default and the additional Approver.

For a Request:

After you click **Submit Request** and **Accept & Submit**, a screen similar to the following will appear showing your default Authorized Approver.

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

Click on the first + sign (see red arrow) to add an additional approver after your default approver or click on the second + sign (see the blue arrow) to add the approver before your default approver.
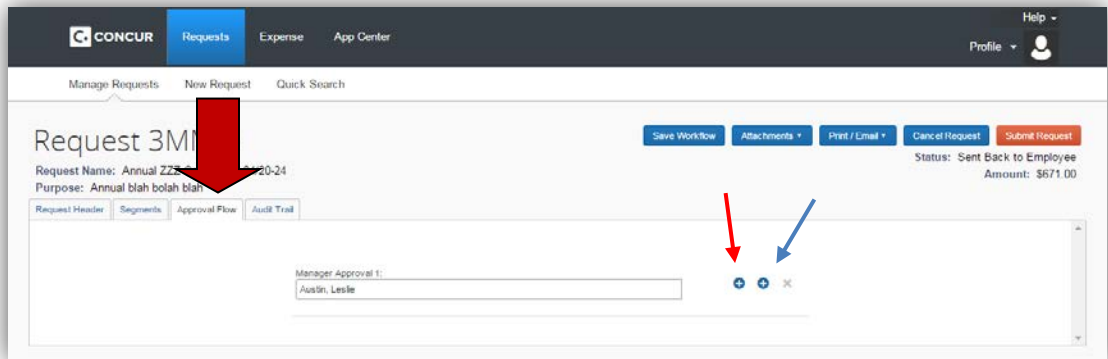
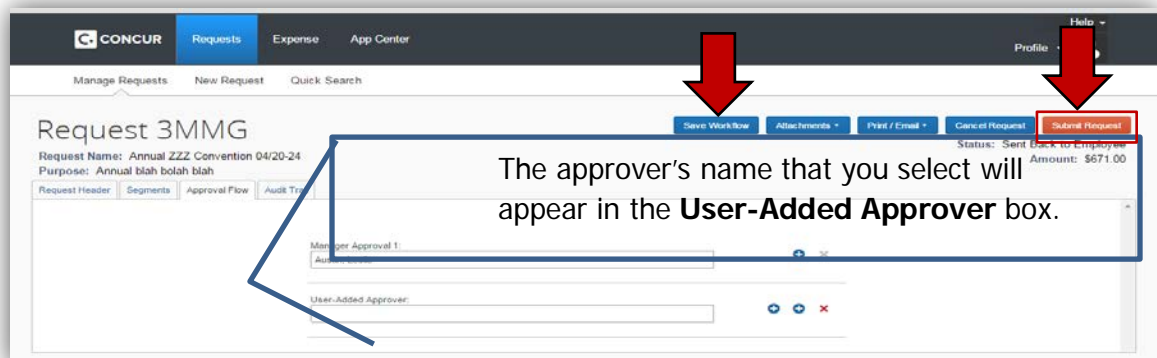Once you select an arrow a new section called **User-Added Approver** appears.

Click in **User-Added Approver** and select the additional Approver:

    a. *If you know the name of the approver*: Type in the last name of the approver you want to send the report to. Select the desired approver from the list that appears.

    b. *If you do not know the name of the approver*: Type in an *. A list of ALL the approvers in your agency will appear and select the approver from the list that appears.
> **Note:** The list defaults to search by last name, click on the drop down in the User-Added Approver field to select a different search criteria.

Optional: If you want to save the workflow, click on **Save Workflow**.

Click **Submit Request** to send the Request to both approvers.

The approver's name that you select will appear in the **User-Added Approver** box.

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Video

There is a short video available on the SAO website in Training Videos and Simulations at the following link: Add Additional Approver.