

# How to Assign and Remove Substitute Approvers for Requisitions

Approvers are able to assign and remove a substitute approver for their requisition approval workflows. A date and time range can be selected for the approval substitution to be in effect.

Please note that only users with an approval role may be selected as a substitute approver.

1 Navigate to Jaggaer.

2 Hover on "Orders" and then "Approvals," and then click "Assign Substitute Approvers-Requisitions."



3

Click this checkbox to select all of your approval workflows.

Deborah Kolstad (0248898) - Remove from View Approvals for List

Assign Substitute To All Requisitions Folders End Substitute for All Requisitions Folders

Showing 1 - 2 of 2 Results All Folder Results Substitution Actions

Results Per Page 20 Sort by: Folder name ascending Page 1 of 1

Folder Name	Approver	Substitute	Action
Level 1 - DQKOLSTAD	Deborah Kolstad		Assign <input checked="" type="checkbox"/>
My PR Approvals	Deborah Kolstad		Assign <input type="checkbox"/>

4

Click "Assign Substitute to Selected Folders" from the drop-down.

Deborah Kolstad (0248898) - Remove from View Approvals for List

Assign Substitute To All Requisitions Folders End Substitute for All Requisitions Folders

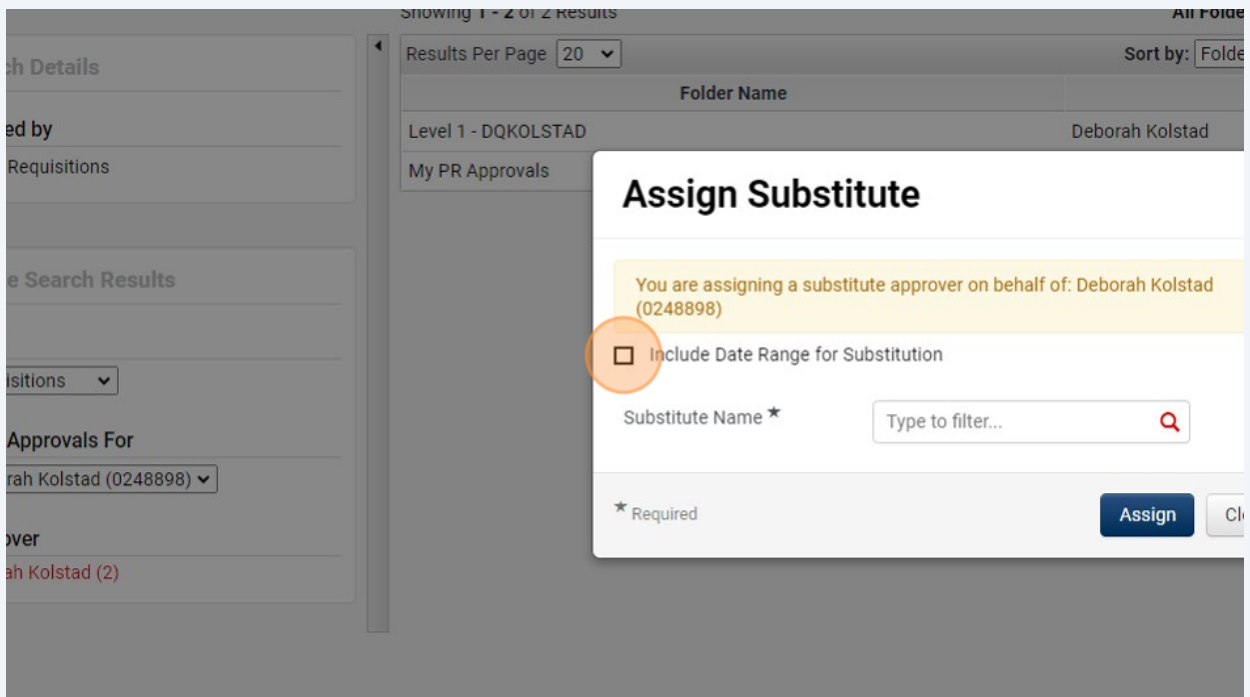
All Folder Results Substitution Actions

Sort by: Folder name ascending

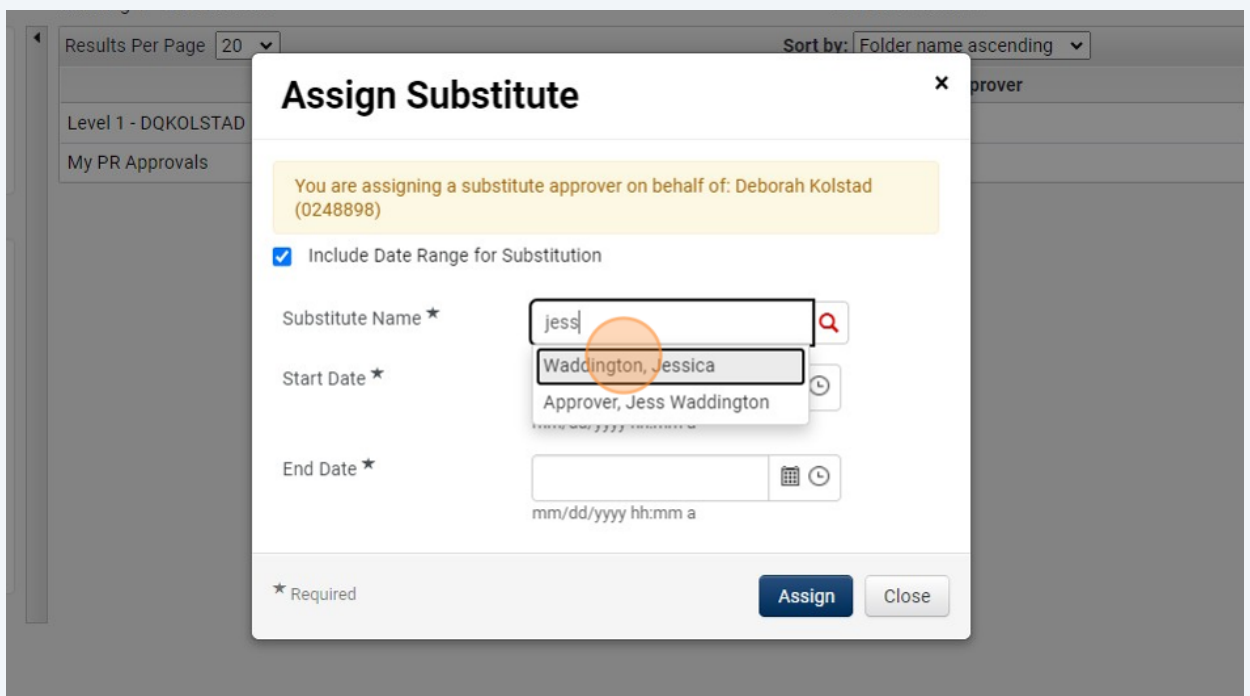
Approver	Substitute	Action
Deborah Kolstad		Assign <input checked="" type="checkbox"/>
Deborah Kolstad		Assign <input checked="" type="checkbox"/>

Assign Substitute to Selected Folders

5 Click the "Include Date Range for Substitution" field.



6 Search for and select the substitute name.



7

Select a start and end date. The substitution will automatically end at the end date/time.

Page 20 Sort by: Folder name ascending

### Assign Substitute

You are assigning a substitute approver on behalf of: Deborah Kolstad (0248898)

Include Date Range for Substitution

Substitute Name \* Waddington, Jessica

Start Date \* mm/dd/yyyy hh:mm a

End Date \* mm/dd/yyyy hh:mm a

\* Required

Assign Close

8

Click "Assign."

Include Date Range for Substitution

Substitute Name \* Waddington, Jessica

Start Date \* 08/18/2023 12:00 AM mm/dd/yyyy hh:mm a

End Date \* 08/19/2023 12:00 AM mm/dd/yyyy hh:mm a

\* Required

Assign Close

9

If you wish to remove the substitution before the end date, check the box to select all of the affected workflows and click on the "Remove Substitute From Selected Folders" button from the drop-down. (Note: It is so easy to remove the substitute approver that it makes sense to originally set the date range for a few extra days.)

The screenshot shows a web application interface. At the top, there is a navigation bar with a search bar, a currency indicator (0.00 USD), and a user profile icon with a notification bell showing 26 notifications. Below the navigation bar, there are two buttons: "Assign Substitute To All Requisitions Folders" and "End Substitute For All Requisitions Folders".

The main content area is titled "All Folder Results". It features a "Sort by:" dropdown menu set to "Folder name ascending". To the right, there is a "Substitution Actions" dropdown menu. This menu is open, showing two options: "Assign Substitute to Selected Folders" and "Remove Substitute From Selected Folders". The second option is highlighted with a blue background and a white checkmark, and is circled in orange.

Below the menu, there is a table with two columns: "Approver" and "Substitute". The table contains two rows of data:

Approver	Substitute
stad	Jessica Waddington Start Date: 08/18/2023 12:00 AM → End Date: 08/19/2023 12:00 AM
stad	Jessica Waddington Start Date: 08/18/2023 12:00 AM → End Date: 08/19/2023 12:00 AM

Each row in the table has a "Remove" button and a checked checkbox to its right.