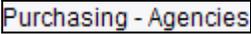


Approval Delegation Lesson

| Step | Action |
|------|---|
| 1. | Click the State of Nebraska link.  |
| 2. | Click the Purchasing - Agencies link.  |
| 3. | Click the Approval Route Management link.  |
| 4. | Click the Approval Delegation link.  |
| 5. | Enter the Address Book number of the Approver to be changed into the Approver field. |
| 6. | Click the Find button.  |
| 7. | Click in the Approval Route Code field.  |
| 8. | Narrow the search for Approval Routes using the Query by Example Approval Route Code field. |
| 9. | Click the Find button.  |
| 10. | To change all Approval Routes for an Approver, click the Select all fetched records option or click in the boxes on the rows to update.  |
| 11. | Click the Select button.  |
| 12. | Enter the New Approver's Address Book number into the Delegate To field. |
| 13. | Click the OK button.  |
| 14. | Click the Close button.  |
| 15. | End of Procedure. |