

Approval Delegation
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Approval Delegation

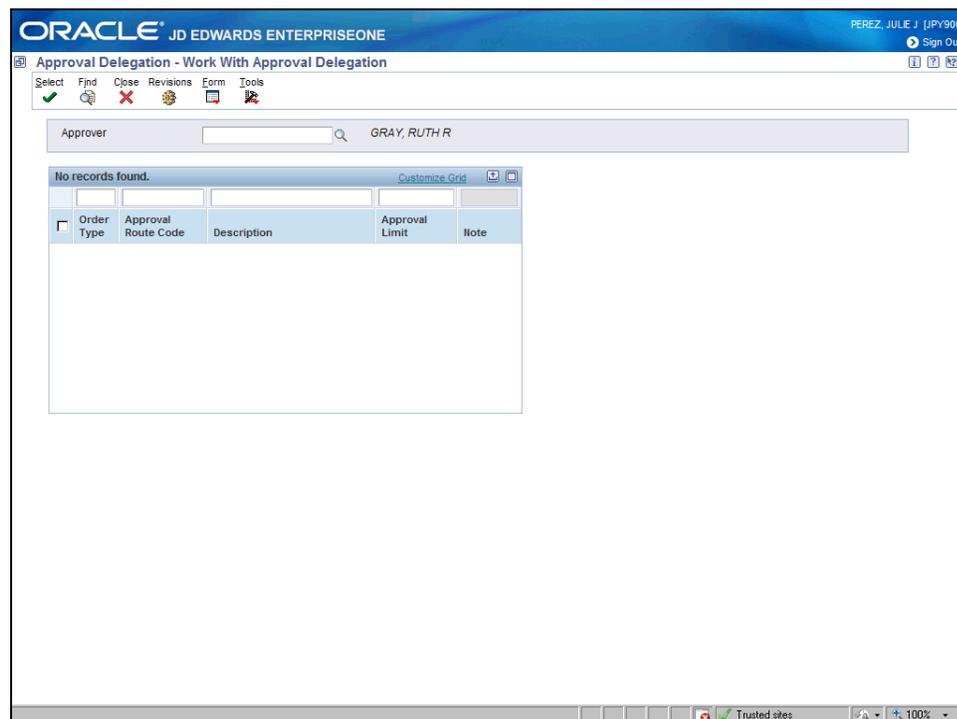
Approval Delegation Overview

Approvers within Approval Routes can be changed. This can be done for specific Approval Routes or all Approval Routes with the Approver.

Approval Delegation Lesson

Procedure

Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Approval Route Management link. Approval Route Management
4.	Click the Approval Delegation link. Approval Delegation

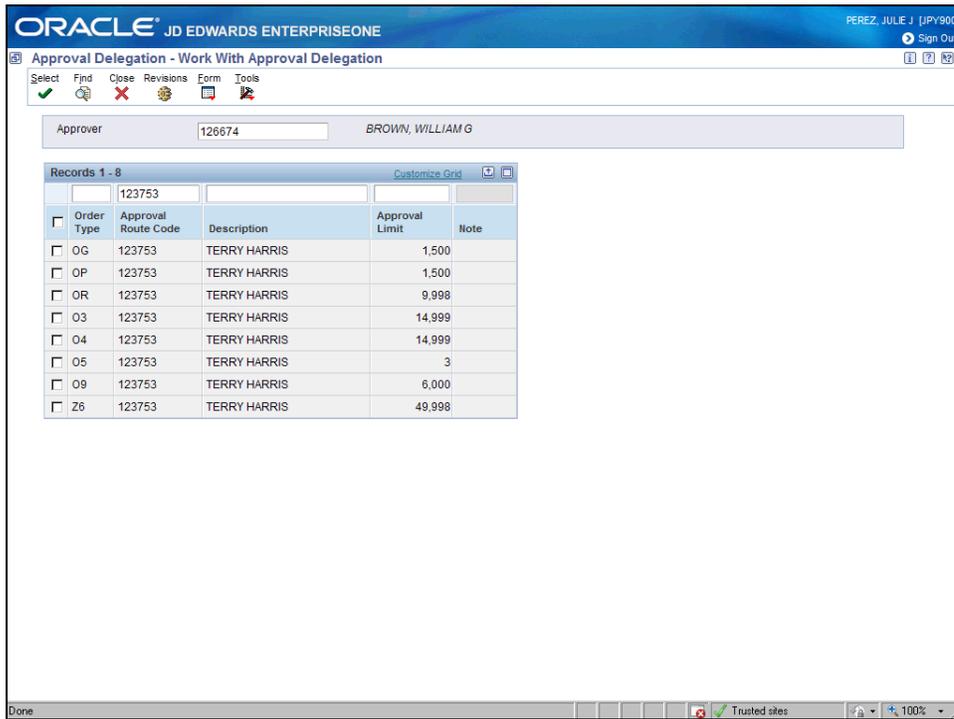


Training Guide

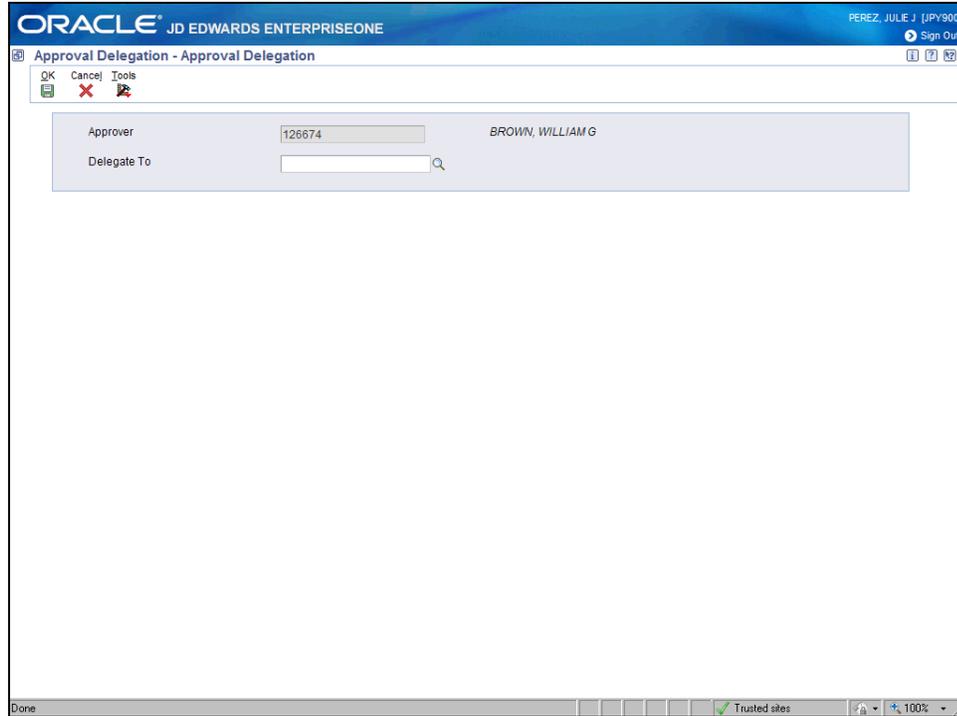
Approval Delegation



Step	Action
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. <input type="text"/>
8.	Narrow the search for Approval Routes using the Query by Example Approval Route Code field.
9.	Click the Find button. 



Step	Action
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. 



Step	Action
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.