Creating Basic Approval Groups and Routes in Web Travel for FRED / Route Administrators.

When a travel document is submitted for approval, the system routes it to the funding department for approval. If the funding department hasn’t created a route that has a group tied to it, the document will not be able to be submitted for approval.

Signing In

1. Sign in to the ConnectCarolina portal using your ONYEN and password.

2. Under Finance, click on the Web Travel link on the left hand side of the page.

Create a New Group

Create a group that lists the approvers. Do not add people who will only be creating but not approving.

1. Click Groups Create on the left menu.

2. Enter a Group Name, which must be unique.

3. Select the Department number from the drop down menu. This is the department that will own the group. Your department number is selected by default, but you can create groups and routes for other departments that you have FRED administrator access to.

4. Click Create button.
Result: The system displays the Group details page.

5. Under Add New Subsystems, click **Web Travel (as User)**.

6. Click the Modify button.

7. In the Add New Member box, select the name of a person you want to list as a primary approver.
8. If you do not see the person listed, select another department that they might be listed in from the dropdown menu, and click the person’s name.

9. If the person will be a primary approver, leave the role as **Primary**, if they will be a backup approver, select **Backup** from the dropdown menu.

   **Note:** Each group must have at least one primary approver.

   **Result:** After you have selected the Web Travel Subsystem and added at least one primary approver, the system changes the status to **Valid**.
10. Click the **Modify** button

   Note: To add another approver, repeat steps 7-10.

**Create a New Route**

11. Click **Routes Create** on the left menu.

   12. Complete the fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route Name</td>
<td>Enter a <strong>unique route name</strong></td>
</tr>
<tr>
<td>Department</td>
<td>From the drop down list, select the <strong>department</strong> that you are creating the route for. You must create a different route for all of your departments that uses travel, even if it is a sub department that rolls up to another department.</td>
</tr>
<tr>
<td>Select Subsystem</td>
<td>Choose <strong>Web Travel (as User)</strong></td>
</tr>
<tr>
<td>Select Route Type</td>
<td>Choose <strong>Normal</strong></td>
</tr>
<tr>
<td>Select Sharing Options</td>
<td>Choose <strong>Share</strong></td>
</tr>
</tbody>
</table>
13. Click the **Create** button.

Result: The system displays the Route Details page.

14. Click the drop down arrow next to the **Select Group: Select a Station Here** box.

15. From the drop down list, select the group that you created earlier. See steps 1-10 for information about creating a group.
16. Click the **Add** button.

Result: The system displays the group as an Existing Station, near the top of the page.

17. Click the **Modify** button.