

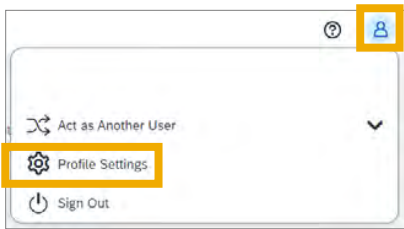
Setting Up a Default Approver

What is a Default Approver?

Default Approvers can be added to your profile if you or your department prefers. Default Approvers will become the first Approver in the report Workflow, before the Designated Department Approver and Business Office Approver. Default Approvers can be different in Request and Expense.

How to set up a Default Expense Approver

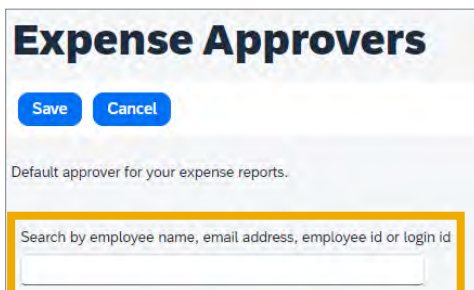
1. Click the **Profile** link.
2. Select the **Profile Settings** link.



3. Select **Expense Approvers** from the menu on the left.



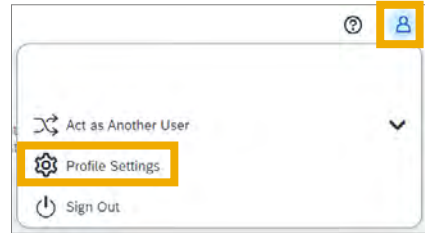
4. Search for and select the employee you wish to set as a Default Expense Approver.



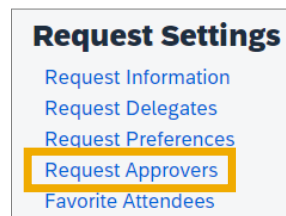
5. Click **Save** button.

How to set up a Default Request Approver

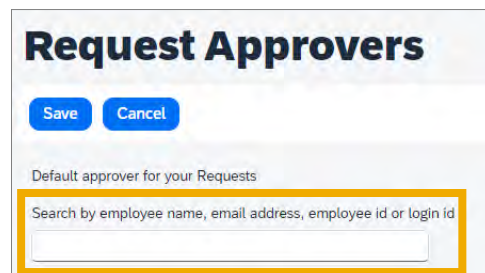
1. Click the **Profile** link.
2. Select the **Profile Settings** link.



3. Select **Request Approvers** from the menu on the left.



4. Search for and select the employee you wish to set as a Default Request Approver.



5. Click **Save** button.