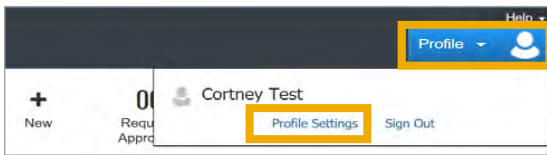


What is a Default Approver?

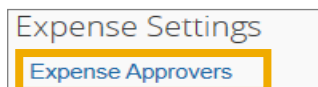
Default Approvers can be added to your profile if you or your department prefers. Default Approvers will become the first Approver in the report Workflow, before the Designated Department Approver and Business Office Approver. Default Approvers can be different in Request and Expense.

How to set up a Default Expense Approver

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

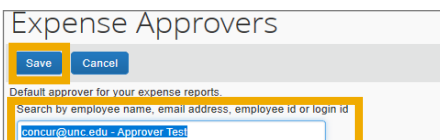


3. In Profile Options, under Expense Settings, select **Expense Approvers** link



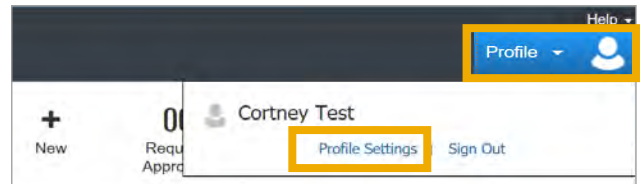
In the Expense Approver Tab:

4. In the search bar, search for the employee you wish to set as a Default Approver. This can be done by entering the employee's name, email address, employee ID or login Id.
5. Once employee is found, select the employee and click **Save** button.

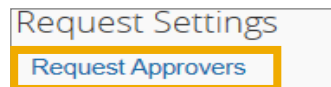


How to set up a Default Request Approver

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



3. In Profile Options, under Request Settings, select **Request Approvers** link.



In the Request Approver Tab:

4. In the search bar, search for the employee you wish to set as a Default Approver. This can be done by entering the employee's name, email address, employee ID or login Id.
5. Once employee is found, select the employee and click **Save** button.

