


# Assign a Substitute Approver

 Assigning a Substitute Approver is critical when traveling without access to YoMart. This will prevent the delay of workflows.

## Step-by-step guide

1. On the YoMart Shopping-Home Page select **Orders Approvals Assign Substitute Approver-Requisitions**
2. Click **Assign Substitute to All Requisitions Folder** to assign one approver to all folders

**Assign Substitute to All Requisitions Folders**

3. To add approvers to individual folders, click the **Assign** button

Folder Name	Approver	Substitute	Action
My PR Approvals	Anna Bajka - Sys Admin		<a href="#">Assign</a>
Organization: 415400 (Business Systems): (All Values)	Anna Bajka - Sys Admin		<a href="#">Assign</a>
Standing Orders under 5000	Anna Bajka - Sys Admin		<a href="#">Assign</a>

4. Enter an approver's **Name** in the **Substitute Name** field

### Assign Substitute ×

Include Date Range for Substitution

Substitute Name <sup>★</sup>

<sup>★</sup> Required [Assign](#) [Close](#)

5. You can also include a **Date Range** to which this approver will have access to this folder

6. Click **Assign**

7. The substitute approver for each folder will now be displayed

Folder Name	Approver	Substitute	Action
My PR Approvals	Anna Bajka - Sys Admin		<a href="#">Assign</a>
Organization: 415400 (Business Systems): (All Values)	Anna Bajka - Sys Admin	Kevin Patterson - Sys Adm Start Date: 09/04/2019 12:00 AM End Date: 09/05/2019 12:00 AM	<a href="#">Remove</a>
Standing Orders under 5000	Anna Bajka - Sys Admin		<a href="#">Assign</a>

8. To Manually Remove the Substitute Approver, click **Remove** for that folder

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