
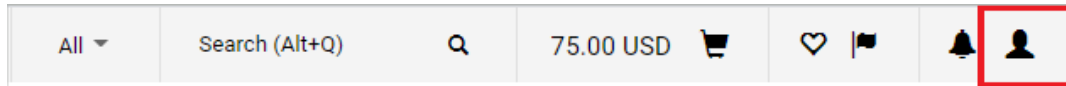


Assign a Substitute Approver

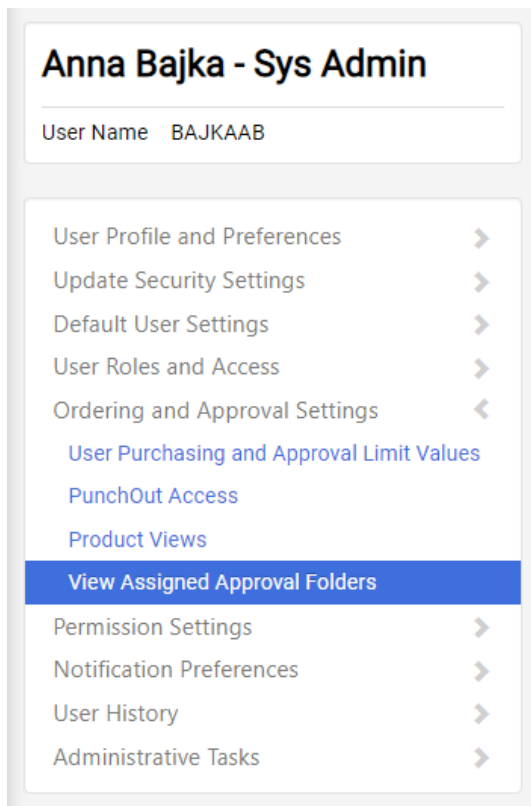
 Assigning a Substitute Approver is critical when traveling without access to YoMart. This will prevent the delay of workflows.

Step-by-step guide

1. In YoMart - Select the **Profile** icon located in the top-right of the page



2. Under **Ordering and Approval Settings** click **View Assigned Approval Folders**



3. Click the Folders you want to set a substitute approver and then click **GO**

Showing 1 - 9 of 9 Results

All Folder Results

Assign Substitute to Selected Folders

Results Per Page 20 Sort by: Folder name ascending Page 1 of 1

| Folder Name | Approver | Substitute | Actions | |
|---------------------------------|------------------------|------------|-----------------|-------------------------------------|
| Amazon Account Codes | Anna Bajka - Sys Admin | | Remove Approver | <input type="checkbox"/> |
| Amazon Orders | Anna Bajka - Sys Admin | | Remove Approver | <input checked="" type="checkbox"/> |
| Amazon Punchout Only | Anna Bajka - Sys Admin | | Remove Approver | <input type="checkbox"/> |
| CI Invoices Skip AP Review | Anna Bajka - Sys Admin | | Remove Approver | <input checked="" type="checkbox"/> |
| Financial Aid Skip AP Review | Anna Bajka - Sys Admin | | Remove Approver | <input type="checkbox"/> |
| Foreign Payments - Final Review | Anna Bajka - Sys Admin | | Remove Approver | <input type="checkbox"/> |
| Fund Org Catch | Anna Bajka - Sys Admin | | Remove Approver | <input type="checkbox"/> |
| Grant Catch All | Anna Bajka - Sys Admin | | Remove Approver | <input type="checkbox"/> |
| My PR Approvals | Anna Bajka - Sys Admin | | Remove Approver | <input type="checkbox"/> |

Results Per Page 20 Page 1 of 1

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

Assign Substitute

Include Date Range for Substitution

Substitute Name [★]

[★] Required

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 | | Assign |
| 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 | Remove |
| Standing Orders under 5000 | Anna Bajka - Sys Admin | | Assign |

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

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