Assign a Substitute Approver

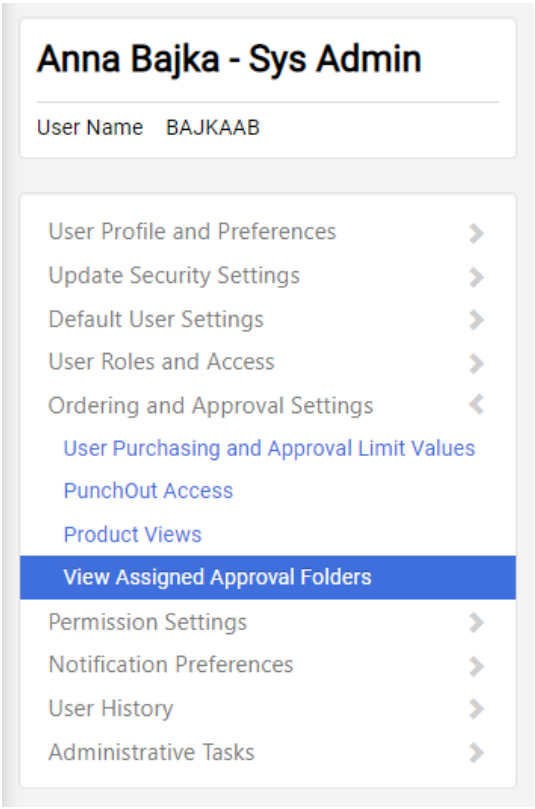
Assigning a Substitute Approver is critical when traveling without access to YoMart. This will prevent the delay of workflows.

Step-by-step guide

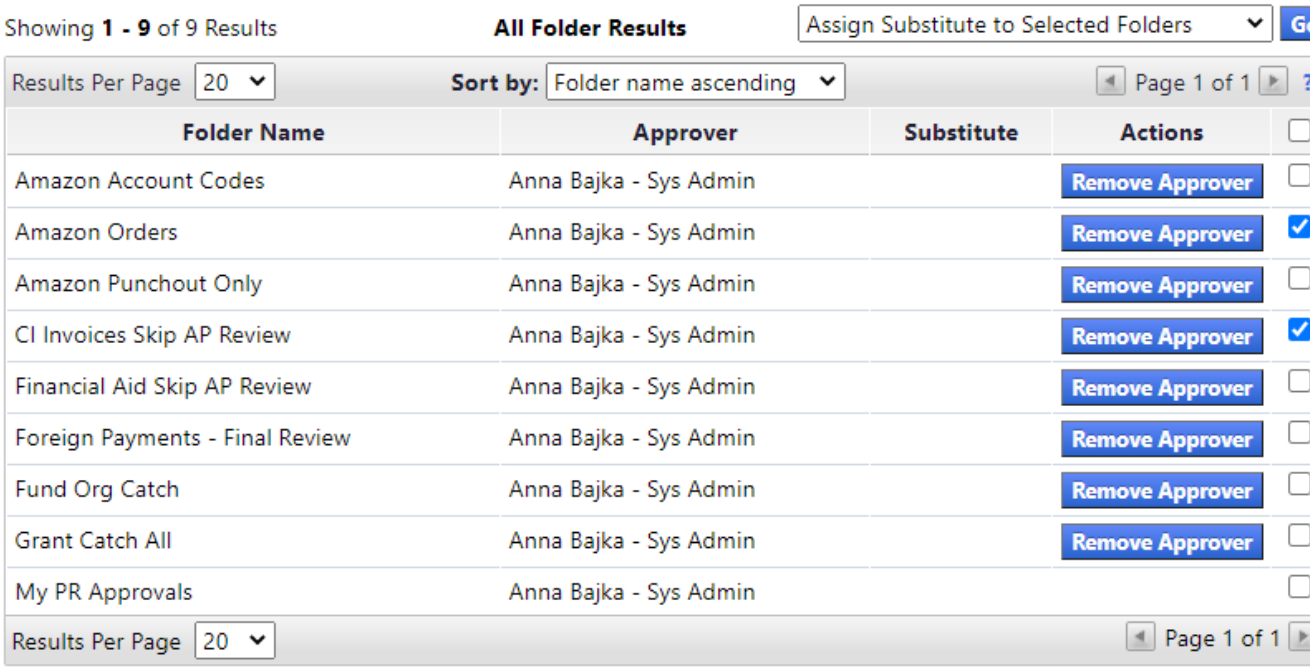
1. In YoMart - Select the **Profile** icon located in the top-right of the page



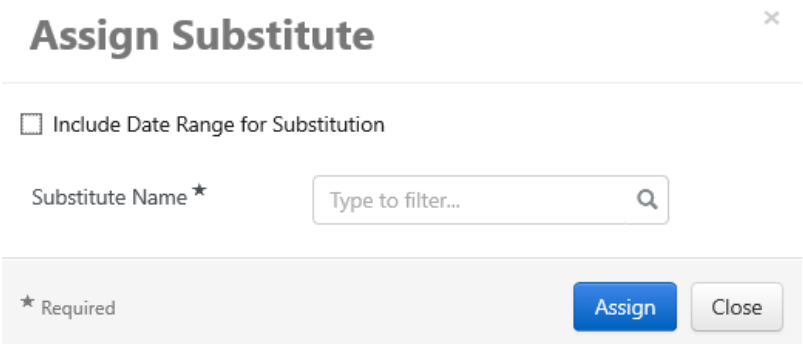
2. **Under Ordering and Approval Settings** click **View Assigned Approval Folders**



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



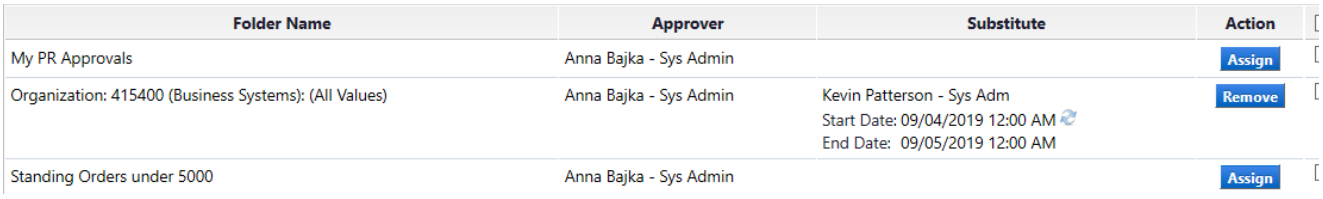
4. Enter an approver's **Name** in the **Substitute Name** field



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



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

- Approve Requisitions
- Approve Requisitions via Email

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