

Assign a Substitute Approver

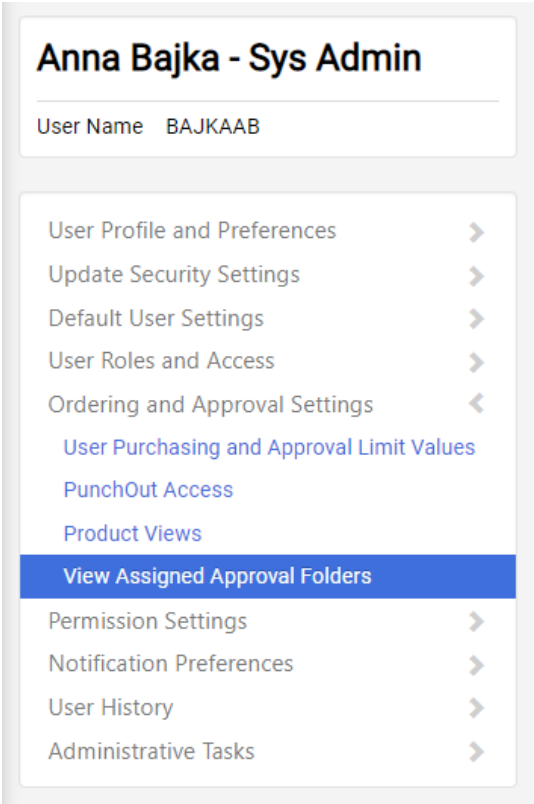
 Assigning a Substitute Approver is critical when traveling without access to YoMart. This will prevent the delay of workflows.

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 G

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	☐
Amazon Orders	Anna Bajka - Sys Admin		Remove Approver	☒
Amazon Punchout Only	Anna Bajka - Sys Admin		Remove Approver	☐
CI Invoices Skip AP Review	Anna Bajka - Sys Admin		Remove Approver	☒
Financial Aid Skip AP Review	Anna Bajka - Sys Admin		Remove Approver	☐
Foreign Payments - Final Review	Anna Bajka - Sys Admin		Remove Approver	☐
Fund Org Catch	Anna Bajka - Sys Admin		Remove Approver	☐
Grant Catch All	Anna Bajka - Sys Admin		Remove Approver	☐
My PR Approvals	Anna Bajka - Sys Admin			☐
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 *

Type to filter...



★ 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		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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