# How to Assign and Remove Substitute Approvers for Requisitions

Approvers are able to assign and remove a substitute approver for their requisition approval workflows. A date and time range can be selected for the approval substitution to be in effect.

Please note that only users with an approval role may be selected as a substitute approver.

1   Navigate to Jaggaer.

2   Hover on "Orders" and then "Approvals," and then click "Assign Substitute Approvers-Requisitions."
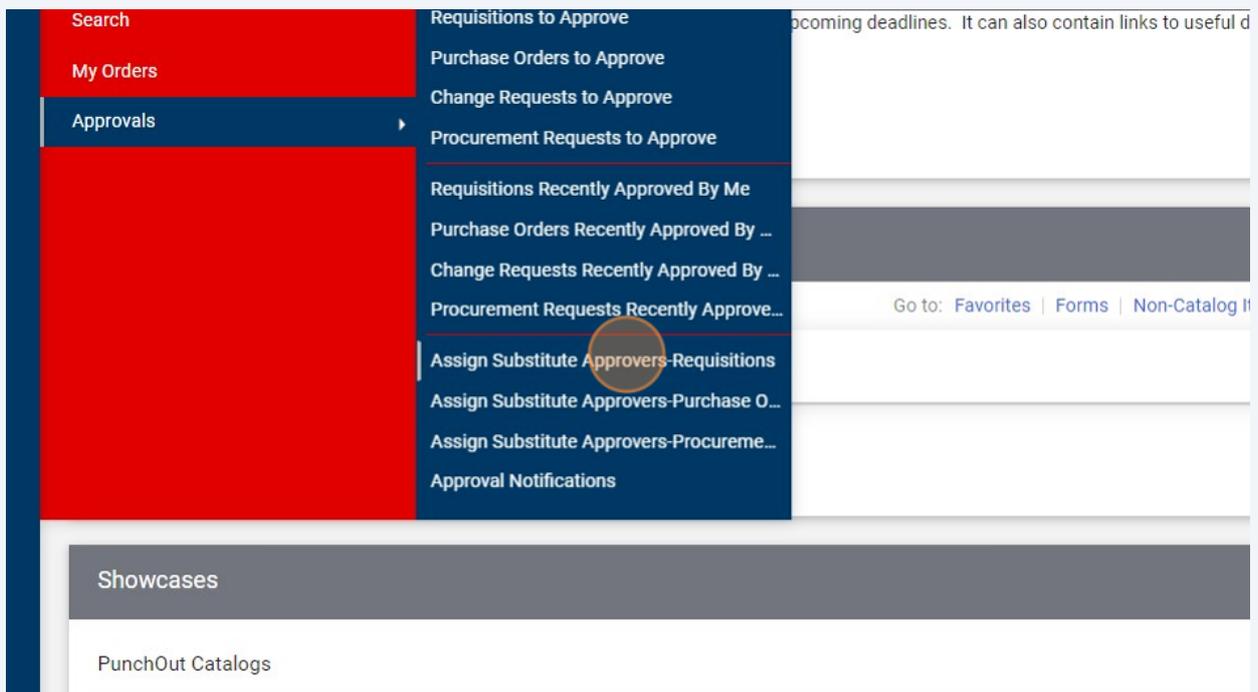
3   Click this checkbox to select all of your approval workflows.

| | | All ▾ | Search (Alt+Q) | 🔍 | 0.00 USD 🛒 | ♡ 🔖⁸ | 🔔²⁶ 👤 |

⊖ Logout

orah Kolstad (0248898) - Remove from View Approvals for List

| | Assign Substitute To All Requisitions Folders | End Substitute for All Requisitions Folders |

Showing **1 - 2** of 2 Results | **All Folder Results** | | Substitution Actions ▾

Results Per Page 20 ▾ | Sort by: Folder name ascending ▾ | ◂ Page 1 of 1 ▸ ?

Folder Name	Approver	Substitute	Action	☐
Level 1 - DQKOLSTAD	Deborah Kolstad		Assign	☐
My PR Approvals	Deborah Kolstad		Assign	☐

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4   Click "Assign Substitute to Selected Folders" from the drop-down.

| | | All ▾ | Search (Alt+Q) | 🔍 | 0.00 USD 🛒 | ♡ 🔖⁸ | 🔔²⁶ 👤 |

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| | Assign Substitute To All Requisitions Folders | End Substitute for All Requisitions Folders |

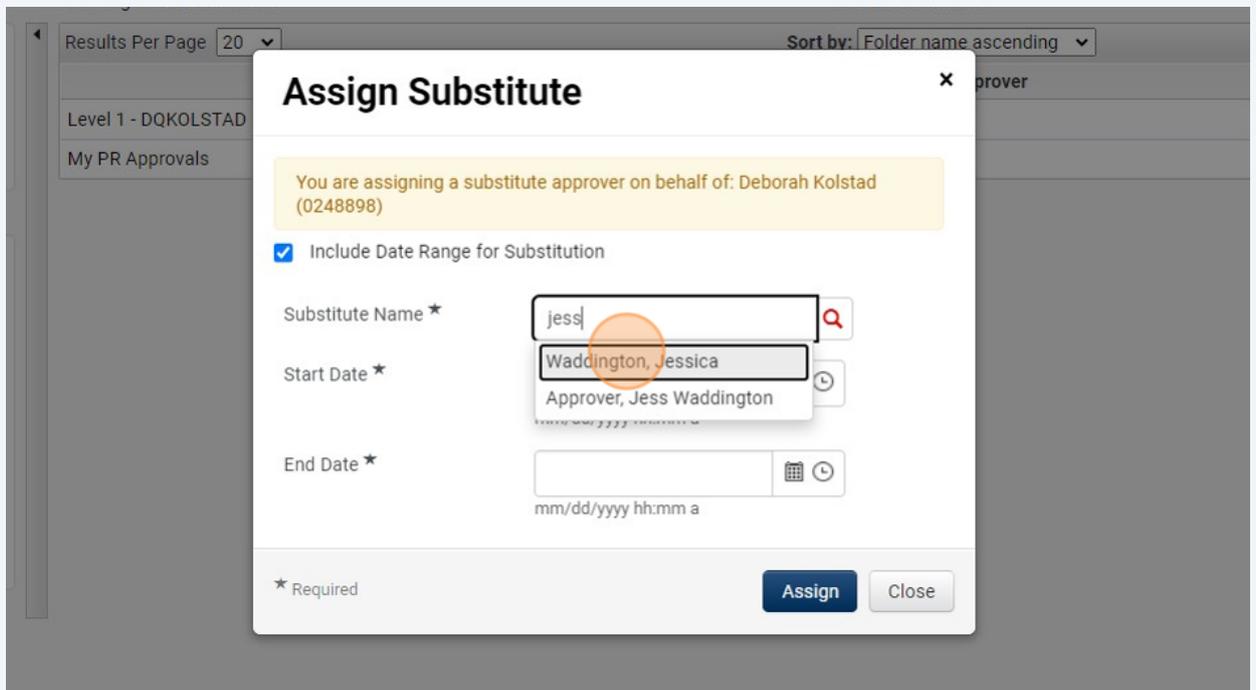**All Folder Results** | | | Substitution Actions ▾

Sort by: Folder name ascending ▾ | | **Assign Substitute to Selected Folders**

	Approver	Substitute	Action	☑
	Deborah Kolstad		Assign	☑
	Deborah Kolstad		Assign	☑

5 Click the "Include Date Range for Substitution" field.
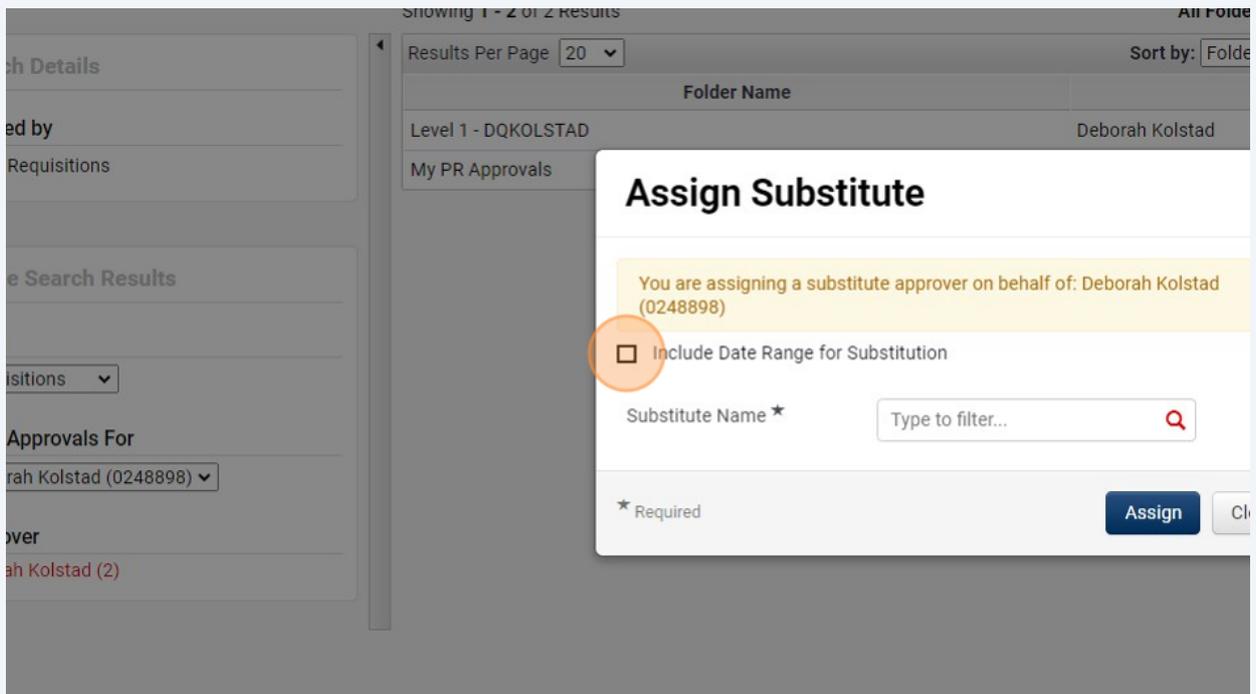
6 Search for and select the substitute name.

7 Select a start and end date. The substitution will automatically end at the end date/time.

Assign Substitute

You are assigning a substitute approver on behalf of: Deborah Kolstad (0248898)

☑ Include Date Range for Substitution

Substitute Name ★   Waddington, Jessica

Start Date ★
mm/dd/yyyy hh:mm a

End Date ★
mm/dd/yyyy hh:mm a

★ Required   Assign   Close

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8 Click "Assign."

☑ Include Date Range for Substitution

Substitute Name ★   Waddington, Jessica

Start Date ★   08/18/2023 12:00 AM
mm/dd/yyyy hh:mm a

End Date ★   08/19/2023 12:00 AM
mm/dd/yyyy hh:mm a

★ Required   Assign   Close

9 If you wish to remove the substution before the end date, check the box to select all of the affected workflows and click on the "Remove Substitute From Selected Folders" button from the drop-down. (Note: It is so easy to remove the substitute approver that it makes sense to originally set the date range for a few extra days.)

| All ▾ | Search (Alt+Q) | 🔍 | 0.00 USD 🛒 | ♡ 📋 8 | 🔔 26 👤 |

🔒 Logout

Assign Substitute To All Requisitions Folders | End Substitute For All Requisitions Folders

All Folder Results

Substitution Actions ▼

Sort by: Folder name ascending ▾

Assign Substitute to Selected Folders

Remove Substitute From Selected Folders

Approver	Substitute		
stad	Jessica Waddington Start Date: 08/18/2023 12:00 AM ➡ End Date: 08/19/2023 12:00 AM	Remove	☑
stad	Jessica Waddington Start Date: 08/18/2023 12:00 AM ➡ End Date: 08/19/2023 12:00 AM	Remove	☑