

Adding an Ad-Hoc Approver / Reviewer



Ad-Hoc Approvers and/or **Reviewers** can be added to the approval workflow from the **Purchase Order Approval** page. This can be done until approvals are complete. Approvers access the page from the worklist, buyers click the **View Approvals** link in the PO.

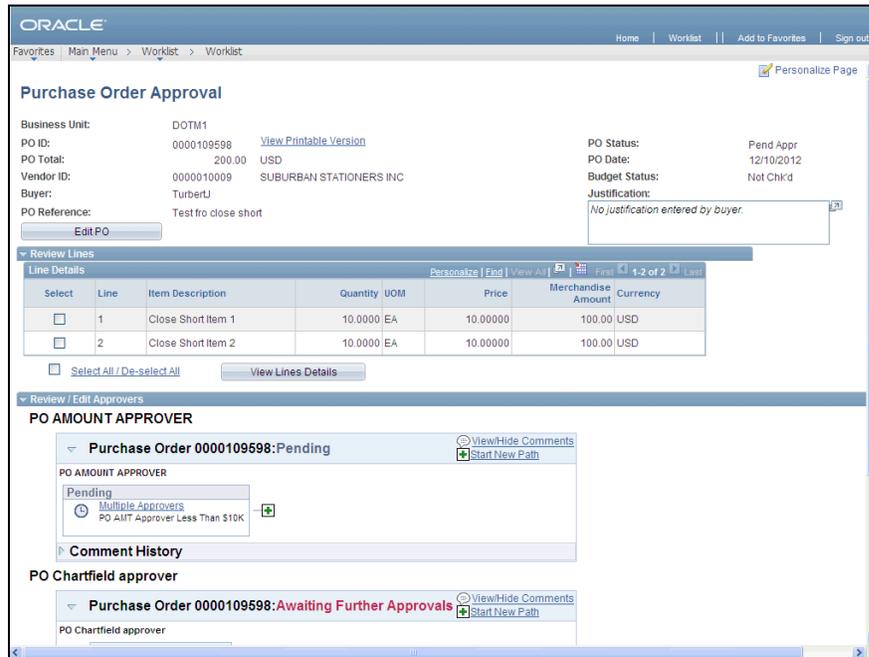
Ad-Hoc Approvers/Reviewers must have an **Approver Role** and proper security to access and perform the approval. Once the user has been inserted to the approval workflow, the PO displays on the worklist.

The **Ad-Hoc Approver** must complete their review and click an action before the approval can proceed.

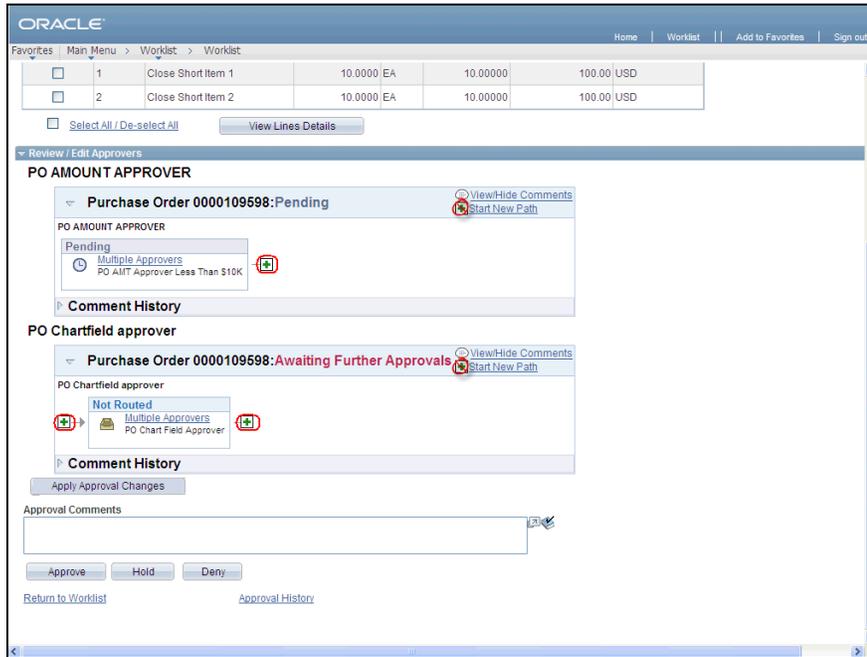
The **Reviewer** is not required to complete their review for the PO approvals to complete.

Procedure

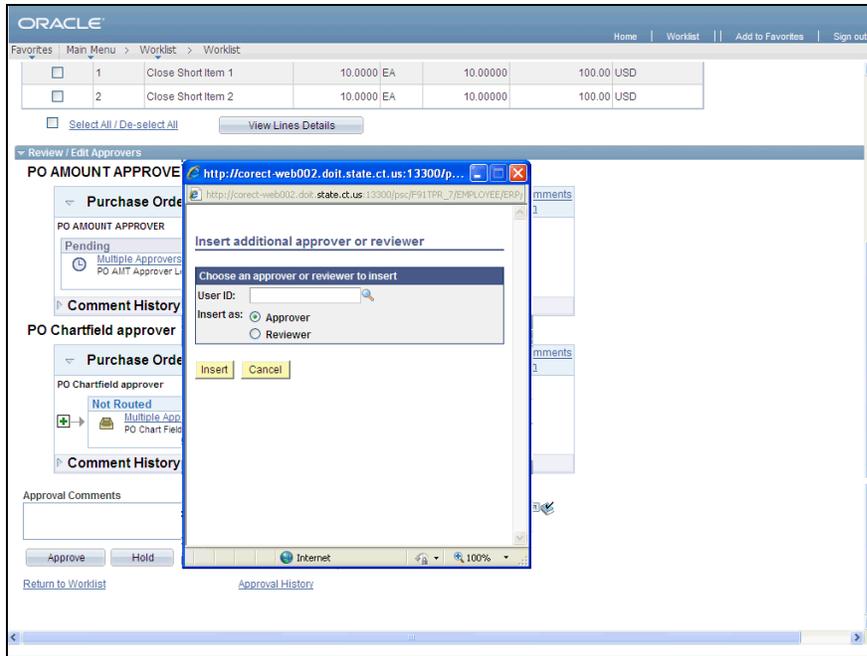
Navigation: Worklist



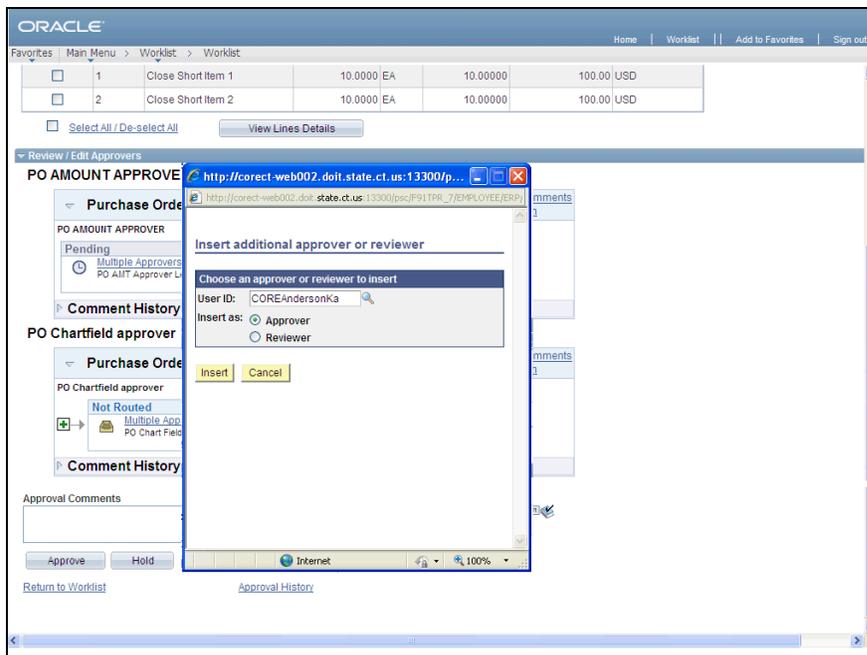
Step	Action
1.	<p>Approvers navigate to the Purchase Order Approval page from the worklist.</p> <p>A buyer clicks the View Approvals link on a PO after submitting it for approval.</p> <p>Click the scrollbar.</p>



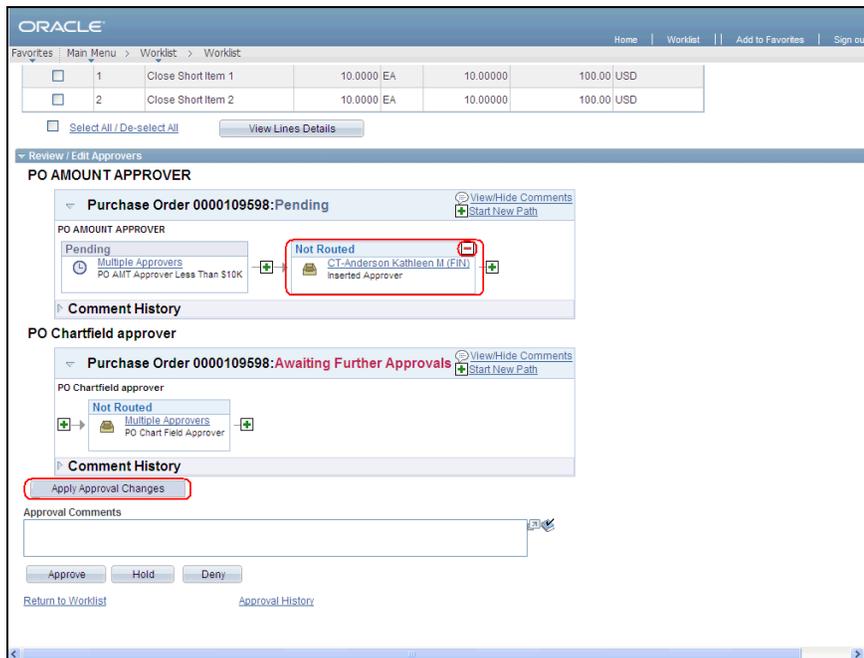
Step	Action
2.	<p>Insert an Ad-Hoc Approver/Reviewer into a path at any point where there is an Insert Approver button.</p> <p>The Start New Path options are not used.</p>
3.	<p>Click the Insert Approver button.</p> 

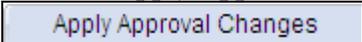
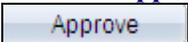


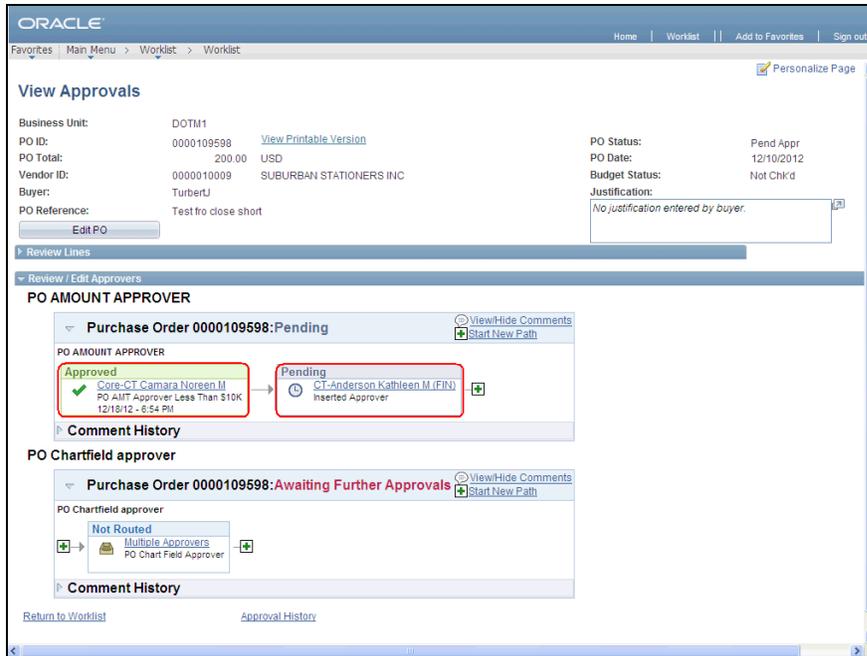
Step	Action
4.	The Insert additional approver or reviewer page displays in a separate window. Only those with the Approver Role and correct security can be inserted as Approvers and Reviewers.
5.	Enter COREAndersonKa into the User ID field.



Step	Action
6.	<p>Accept the default Insert as Approver.</p> <p>Click the Insert button.</p> 



Step	Action
7.	<p>The user has been added to the workflow path as an Inserted Approver with a status of Not Routed.</p> <p>The Apply Approval Changes button displays. Clicking this option allows a user such as a buyer to apply the change without having to perform an approval action.</p>
8.	<p>Click the Apply Approval Changes button.</p> 
9.	<p>The button is no longer visible indicating the change has been applied.</p> <p>Click the Approve button.</p> 



Step	Action
10.	The first step is now Approved . The Ad-Hoc Approver displays Pending and the PO will display on their worklist.
11.	End of Procedure.