

# Adding Approvers to a Request Workflow

1. Additional approvers can be added if necessary.
  - a. Look under more actions.
  - b. Click Edit Approval Flow

Recruiting \$444.86  
Submitted & Pending Approval | Request ID: WUDW

Request Details ▾ Print/Share ▾ Attachments 1 ▾

EXPECTED EXPENSES

Add Edit Delete Allocate

<input type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓	Approved ↑↓
<input type="checkbox"/>	Gasoline	Hotel for recruiting purposes.	04/25/2022	\$100.00	\$100.00	\$100.00

**More Actions** ▾ **Approve**

- Edit Approval Flow
- Approve & Forward
- Send Back to Employee

2. Click add step

### Edit Approval Flow

Cost Object Approval

CARTER-HORN, CYNTHIA

Request Administrator

[+ Add Step](#)

Cancel Save

3. You can search by last name, first name, e-mail, login ID, or Employee ID

**Edit Approval Flow** ✕

Cost Object Approval  
CARTER-HORN, CYNTHIA

Request Administrator

[+ Add Step](#)

User-Added Approver

▼ Search by Last Name Delete

- Last Name
- First Name
- Email Address
- Login ID
- Employee ID

Cancel Save

4. Once the approver populates, click on the name to add to the approval flow and then click save.

**Edit Approval Flow** ✕

Cost Object Approval  
CARTER-HORN, CYNTHIA

Request Administrator

[+ Add Step](#)

User-Added Approver

▼ 92600196 Delete

[+ Add St](#)

CASTILLO, BRITNEY M. (brosario@tamu.edu)  
\*TAM - Org Unit 2 - System Member: TEXAS A&M  
UNIVERSITY Employee ID: 926001964  
926001964@TAMUS.EDU

Cancel Save

5. If you need to delete an approver click delete.

**Edit Approval Flow** ✕

Cost Object Approval  
CARTER-HORN, CYNTHIA

Request Administrator ⊘

[+ Add Step](#)

User-Added Approver  
▼ CASTILLO, BRITNEY M. [Delete](#)

[+ Add Step](#)

[Cancel](#) [Save](#)

6. Once done, you can approve the request.

**Amazing Awards/ Houston, texas \$43.85** [More Actions](#) [Approve](#)

Submitted & Pending Approval | Request ID: XK6W

[Request Details](#) [Print/Share](#) [Attachments](#)

**EXPECTED EXPENSES**

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

Expense type [↑↓](#)      [Details](#) [↑↓](#)      [Date](#) [☰](#)      [Amount](#) [↑↓](#)      [Requested](#) [↑↓](#)      [Approved](#) [↑↓](#)