

APPROVALS – ASSIGN SUBSTITUTES FOR ALL FOLDERS

Last Updated on: 11/7/2011

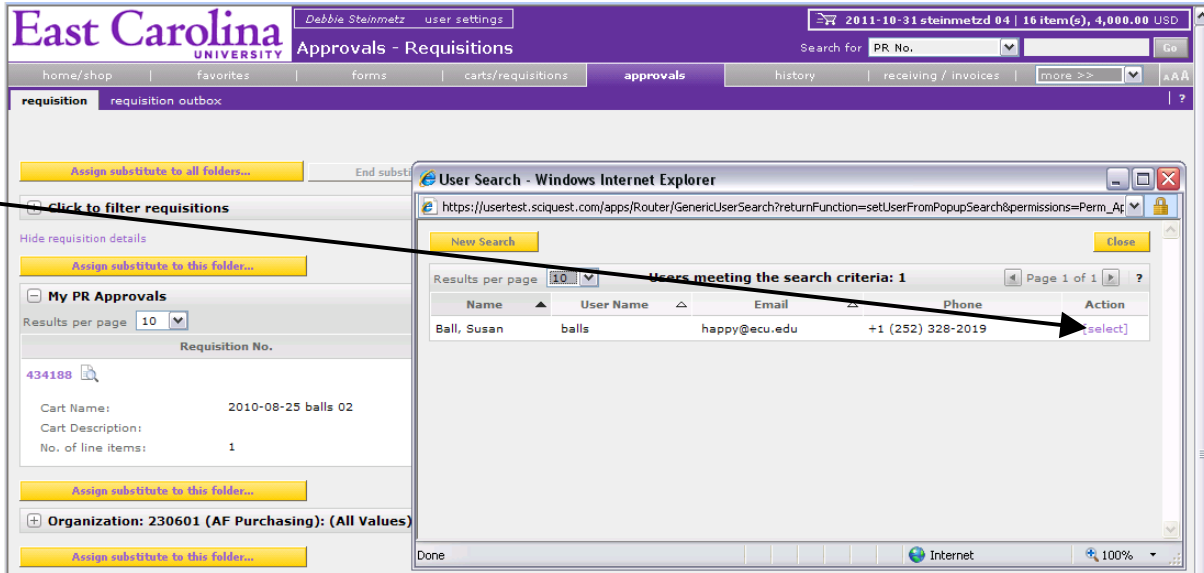
1. Click on the **Assign substitute to all folders...** button. **Note:** The same steps can be taken for individual approval folders depending upon circumstances.

2. Enter the active PORT approver's **Last Name** in the text box.

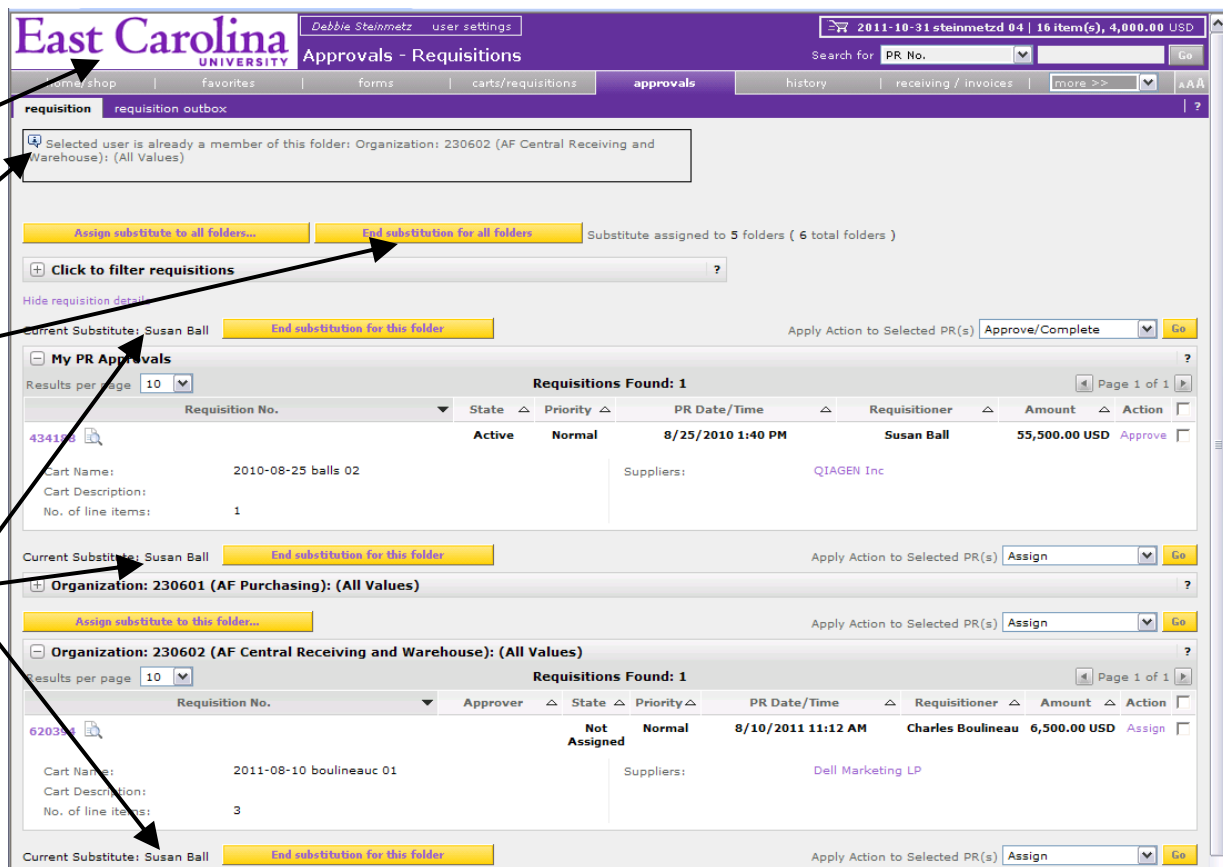
3. Click on the **Search** button.

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4. Click on the **select** link.



5. If your substitute is already an approver for any of your folders, you will see the appropriate message.
6. The **Current Substitute** will be listed at the top of each approval folder.
7. When you are ready to end the substitution for all approval folders, click on the **End substitution for all folders** button.
8. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.