

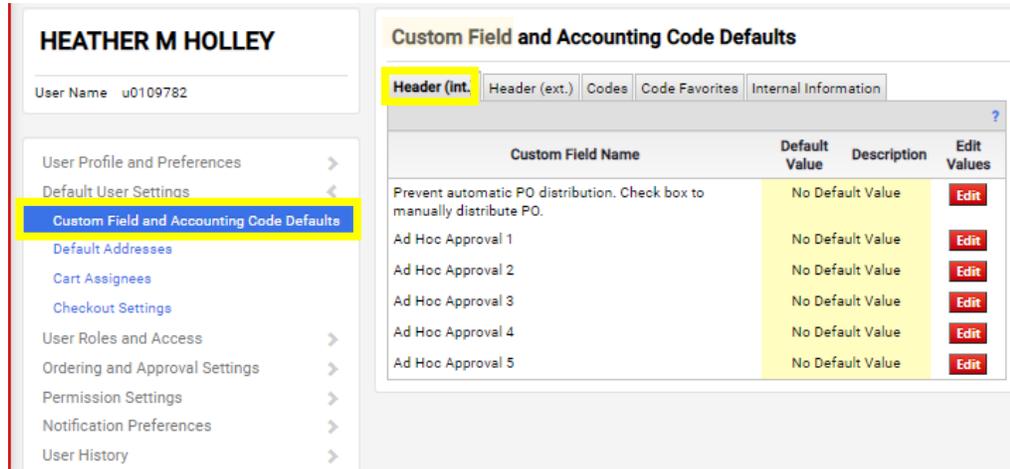
# How to set Default Additional Approvals

Follow these steps to set up to five default Additional Approvals for all orders you submit.

Doing this by default will eliminate your need to do this on individual orders.

Click:

- Person Icon 
- View My Profile
- Default User Settings
- Custom Field and Accounting Code Defaults
- Header (int.)



**HEATHER M HOLLEY**  
User Name u0109782

User Profile and Preferences >  
Default User Settings <  
**Custom Field and Accounting Code Defaults**  
Default Addresses  
Cart Assignees  
Checkout Settings  
User Roles and Access >  
Ordering and Approval Settings >  
Permission Settings >  
Notification Preferences >  
User History >

**Custom Field and Accounting Code Defaults**

Header (int.) | Header (ext.) | Codes | Code Favorites | Internal Information

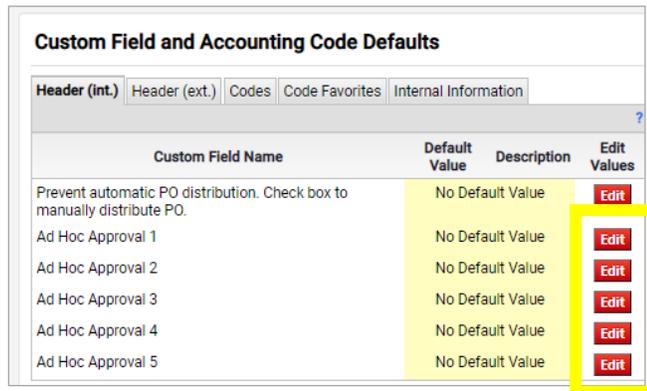
Custom Field Name	Default Value	Description	Edit Values
Prevent automatic PO distribution. Check box to manually distribute PO.	No Default Value		Edit
Ad Hoc Approval 1	No Default Value		Edit
Ad Hoc Approval 2	No Default Value		Edit
Ad Hoc Approval 3	No Default Value		Edit
Ad Hoc Approval 4	No Default Value		Edit
Ad Hoc Approval 5	No Default Value		Edit

## 1. To Create one or more Default Ad-Hoc Approvals:

There are 5 potential Ad-Hoc Approvers which can be selected as defaults. Once added as defaults they will apply to every requisition which is processed by this user.

### Ad-Hoc Approvals:

- A. Click *Edit* next to the Ad-Hoc number which you desire to add.

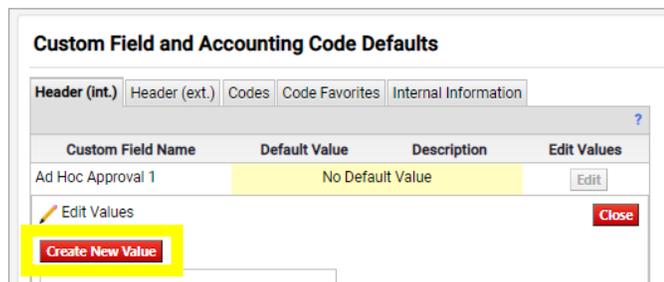


**Custom Field and Accounting Code Defaults**

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Ad Hoc Approval 3	No Default Value		Edit
Ad Hoc Approval 4	No Default Value		Edit
Ad Hoc Approval 5	No Default Value		Edit

- B. Click *Create New Value*



**Custom Field and Accounting Code Defaults**

Header (int.) | Header (ext.) | Codes | Code Favorites | Internal Information

Custom Field Name	Default Value	Description	Edit Values
Ad Hoc Approval 1	No Default Value		Edit

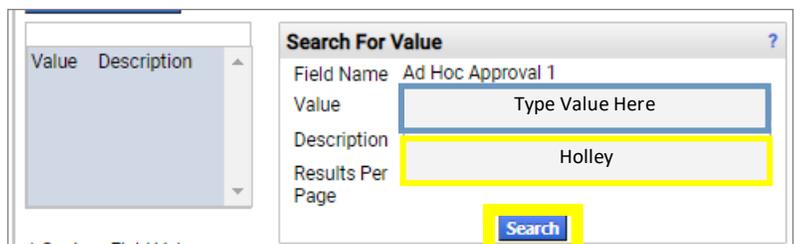
Edit Values Close

Create New Value

- C. In the Description field type in the Name of the person who will be the Ad-Hoc Approver

\* Value = 0+employee ID (no U)

- D. Click *Search*



**Search For Value**

Field Name Ad Hoc Approval 1

Value

Description

Results Per Page

Search

E. Click the *Check Box* to select the person

F. Click *Add Values* to “create” the value

Results Per Page: 5  
Values Found: 1  
Page 1 of 1

Select	Value	Description
<input type="checkbox"/>	00109782	HEATHER HOLLEY

**Add Values** **Back to Search**

G. Click the name to select the “value” which was just created.

**Custom Field and Accounting Code Defaults**

Header (int.) | Header (ext.) | Codes | Code Favorites | Internal Information

Custom Field Name	Default Value	Description	Edit Values
Ad Hoc Approval 1	No Default Value		<b>Edit</b>

**Edit Values** **Close**

**Create New Value**

Value	Description
00109782	HEATHER HOLLEY

**Search For Value**

Field Name: Ad Hoc Approval 1  
Value:   
Description: heather Holley  
Results Per Page: 5

**Search**

H. Click the *Check Box* next to the word default

I. Click *Save*

**Custom Field and Accounting Code Defaults**

Header (int.) | Header (ext.) | Codes | Code Favorites | Internal Information

Custom Field Name	Default Value	Description	Edit Values
Ad Hoc Approval 1	No Default Value		<b>Edit</b>

**Edit Values** **Close**

**Create New Value**

Value	Description
00109782	HEATHER HOLLEY

**Edit Existing Value**

Value: 00109782  
Description: HEATHER HOLLEY  
Default:   
Status: active

**Save** **Remove**

*Ad-Hoc Approval* now has the default Ad-Hoc assigned and all requisitions will require this persons approval prior to *Departmental Approval* until it is removed from here

Custom Field Name	Default Value	Description	Edit Values
Ad Hoc Approval 1	00109782	HEATHER HOLLEY	<b>Edit</b>