



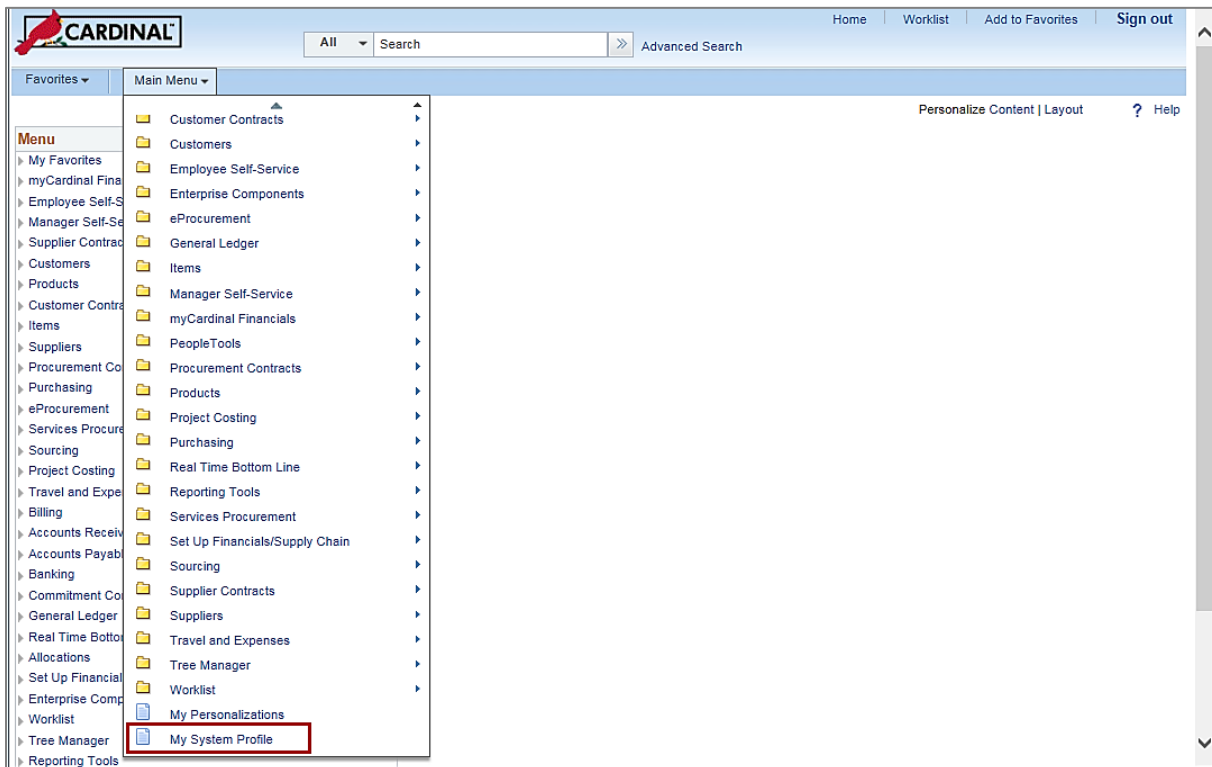
Assigning Alternate Approvers

The Cardinal Financials (FIN) application allows approvers to reassign their worklist items to another user. You can assign an alternate approver to work items for a specified period of time. This allows you to assign your approvals when you know you are going to be out of the office.

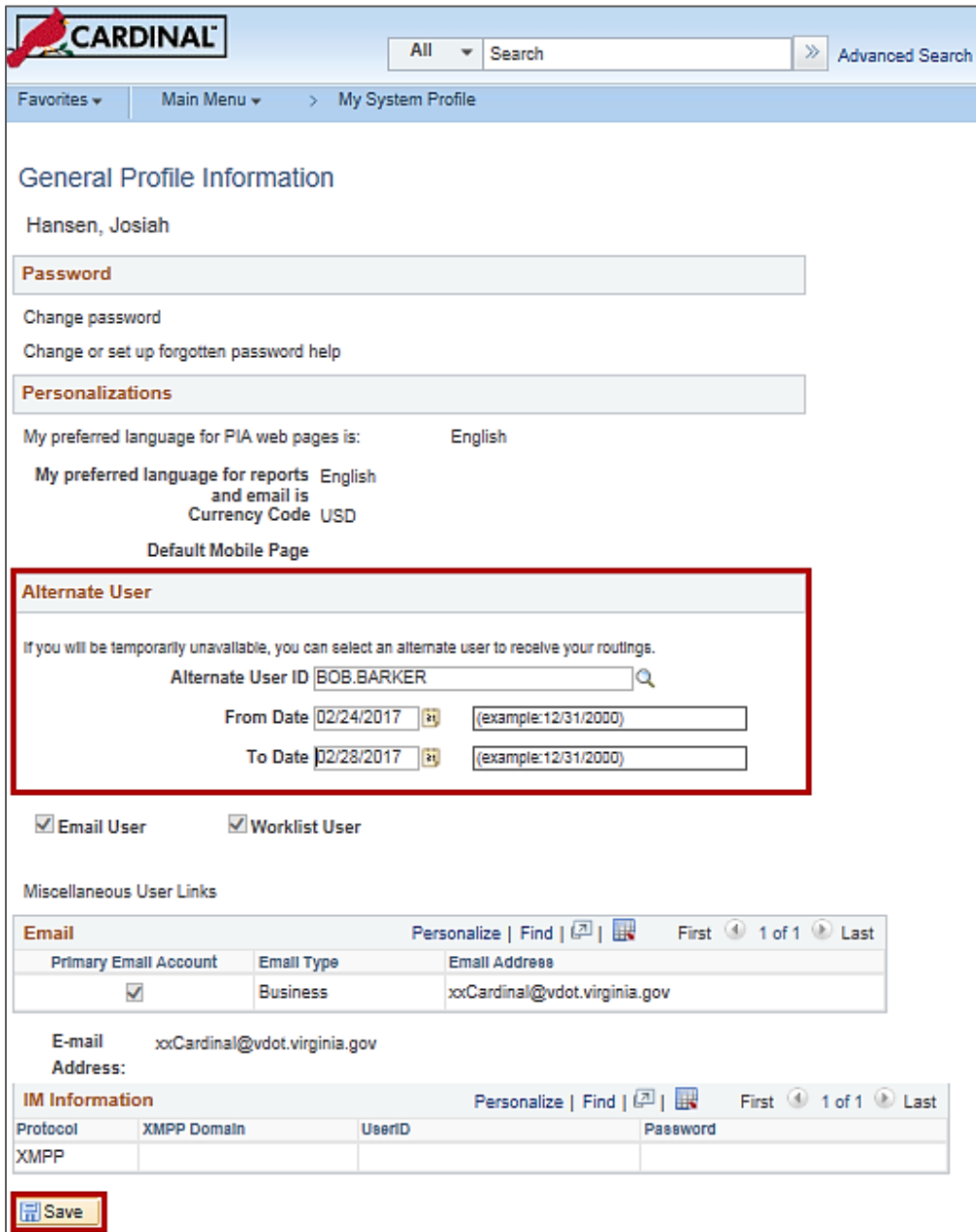
Only future items will route to the alternate approver you designate. You must work the existing items on your worklist, or have a workflow administrator reassign them to the alternate approver. Once items are routed to the alternate approver, they will not route back to you at the end of the reassignment period. The alternate approver must work all worklist items during the reassignment period or have a workflow administrator reassign them back to you.

- 1 Navigate to the **General Profile Page** using the following path:

Main Menu > My System Profile



SW NAV210 Assigning Alternate Approvers in Cardinal Financials



General Profile Information
 Hansen, Josiah
Password
 Change password
 Change or set up forgotten password help
Personalizations
 My preferred language for PIA web pages is: English
 My preferred language for reports and email is: English
 Currency Code: USD
 Default Mobile Page
Alternate User
 If you will be temporarily unavailable, you can select an alternate user to receive your routings.
 Alternate User ID: BOB.BARKER
 From Date: 02/24/2017
 To Date: 02/28/2017
 Email User Worklist User
Miscellaneous User Links
Email

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	xxCardinal@vdot.virginia.gov

 E-mail: xxCardinal@vdot.virginia.gov
 Address:
IM Information

Protocol	XMPP Domain	UserID	Password
XMPP			

 Save

- 2 The **General Profile Page** displays. In the **Alternate User** section of the page enter the following:
 - a. **Alternate User ID:** Enter the User ID of the alternate approver. Use the Lookup button if you do not know the alternate approver's User ID.
 - b. **From Date:** Specify the date you want items to start to be routed to your alternate approver.
 - c. **To Date:** Specify the date you want items to stop being routed to your alternate approver.
- 3 Click the **Save** button to make your changes.

NOTE: Always follow up with your alternate approver at the end of the reassignment period to determine the status of outstanding worklist items.