

[Temporary Substitution for Approvers]

Use this instruction guide to assign a substitute approver to approve requisitions for your assigned folders while you are out of the office. When you return, you may unassign your substitute and resume approving requisitions. This instruction guide is for those with the role **UF_N_MKT_Financial Approver**. Approvers must select someone who is NOT a requestor as a substitute. If a long term substitution needs to take place (more than two weeks) then a new Approver should be established by your Department Security Administrator, rather than by using substitution.

To access myUF Market as an approver,

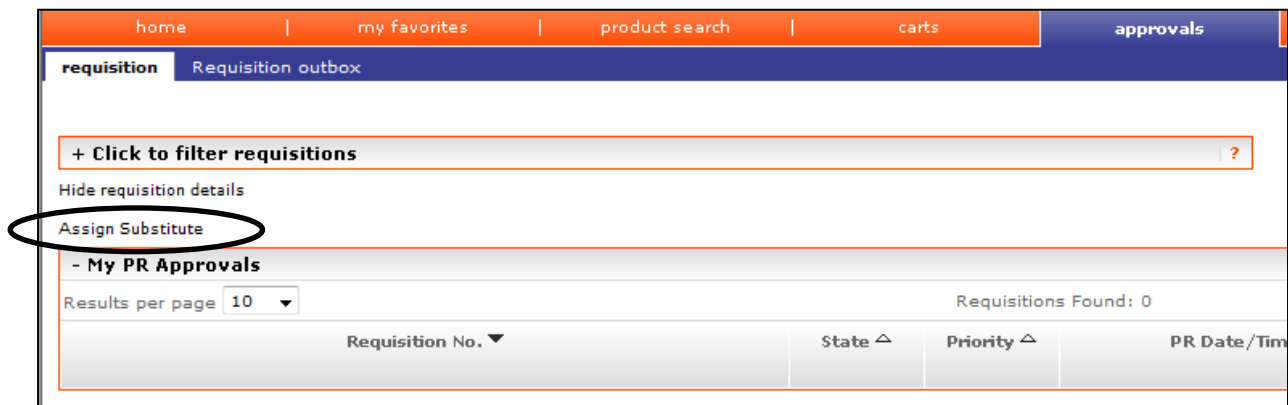
- ▶ Log on to **http://my.ufl.edu** using your Gator Link username and password
- ▶ Navigate to **eProcurement > myUF Market**

Navigate to the Approvals folders

- ▶ Click the **My PR Approvals** link on the **Review Pane** or “Dashboard” on the left-hand side of the Home Page, or
- ▶ Click **Approvals** on the top menu

Use the Assign Substitute Feature

- ▶ Above the My PR Approvals folder, click the **“Assign Substitute”** link if you would like to assign this folder



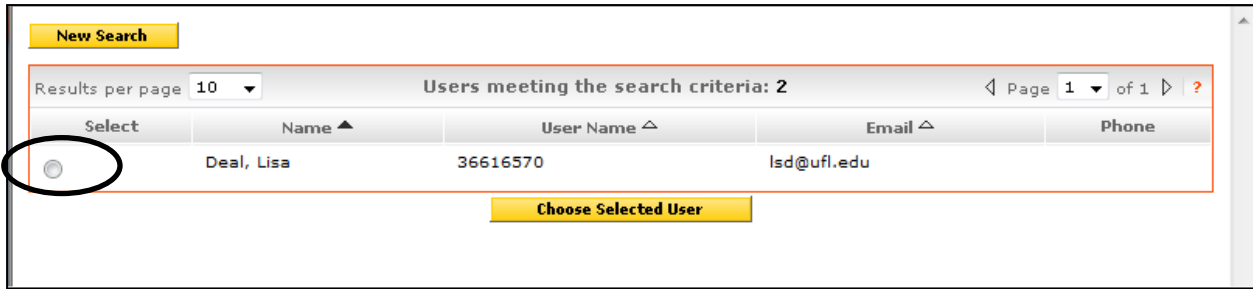
- ▶ The **User Search** page will display
 - Enter the last name of the approver you would like to have function as your substitute in your absence
 - At the results, click the **option button** by the name of the preferred requestor
 - Click the **Choose Selected User** button



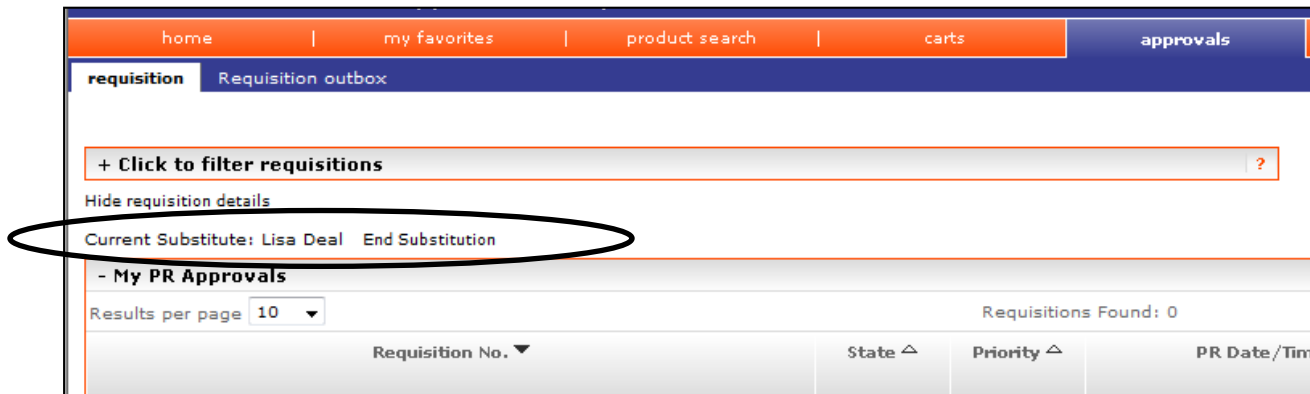
June 3, 2009

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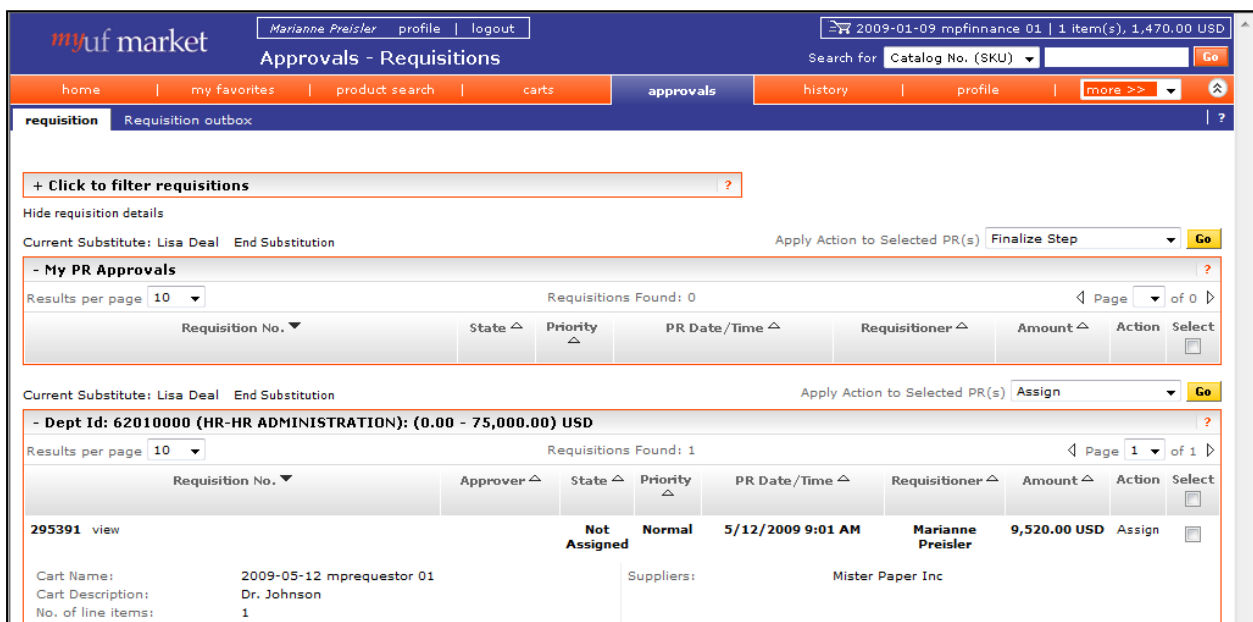
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- ▶ The Assign Substitute link will be replaced with the name of the substitute and a link, "End Substitution" for when you return to the office



- ▶ The substitute approver will have the My PR Approvals folder to assign requisitions to this folder for approval at a later time
- ▶ You still need to assign **each separate DEPT ID folder** to the substitute as well
- ▶ NOTE: Folders will only display when there are requisitions waiting for approval.



For more help, e-mail myufmarket@ufl.edu or contact Purchasing Services at 392-1331