# Workflow – Administrator Approval

1. Each agency should have an Administrator Approver and one or two back-up Administrator Approvers, typically management.
2. An Administrative Approver has the security to give a requisition full approval, in essence overriding all the regular approval steps.
3. When a requisition must be expedited, or a requisition is stuck in an absent approver's worklist, the Administrator Approver can approve for one step or all the way.
4. The Administrator Approver navigates to:

5. Complete the Search Criteria as shown and click 'Search'

6. This should produce a list of one or more requisitions on the above Approver's worklist.
Select the requisition you want to approve.

7. You can either do the approval (most likely), or you can reassign the requisition to someone else to approve.

8. When a step is approved by the Admin Approver it will display in the workflow path.

9. In order to approve this example requisition all the way through the requisition workflow, repeat the process for the last two approvers.
10. To see the workflow path for a requisition, go to Main Menu > eProcurement > Manage Requisitions
 
11. Search for the requisition.

12. Open the Request Lifespan and click the Approvals icon.

13. The approver's user numbers you need to approve will display as shown:
