HOW TO ADD AN APPROVER AND REVIEWER TO A REQUISITION IN RIAS

Approver and Reviewer

1. The Approver list displays your default Approver. Determine whether additional Approvers and/or Reviewers are necessary. A Preparer would select the “Change First Approver” button if the defaulted Approver needs to be changed.
   A Preparer would add additional Approvers if:
   - The requisition is charged to another organization’s account
   - A level 2 Approver is preparing the requisition
   A Preparer would select the change Approver if:
   - The default Approver is away, if known.

2. Enter last name of the approver with the % sign. Select “Flashlight”

3. Click “Quick Select” icon to the left of the approver’s name
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4. Select "Next" to review the requisition information before submitting.

A Preparer would add additional Reviewers if:
- In special circumstances, departmental guidelines recommend additional review.

5. Select "Add Approver" button
6. Enter last name of the reviewer with the % sign and then select “Flashlight”
7. Select the “Before” option from the drop down box.

8. Click “Quick Select” icon to the left of the reviewer’s name
9. OR Click “Radio” button and then “Select” button
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10. Select "Next" to review the requisition information before submitting.