Adding an Ad-Hoc Approver / Reviewer

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Ad-Hoc Approvers and/or Reviewers can be added to the approval workflow from the **Purchase Order Approval** page. This can be done until approvals are complete. Approvers access the page from the worklist, buyers click the **View Approvals** link in the PO.

Ad-Hoc Approvers/Reviewers must have an Approver Role and proper security to access and perform the approval. Once the user has been inserted to the approval workflow, the PO displays on the worklist.

The **Ad-Hoc Approver** must complete their review and click an action before the approval can proceed.

The Reviewer is not required to complete their review for the PO approvals to complete.

Procedure

Navigation: Worklist

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Step	Action
1.	Approvers navigate to the Purchase Order Approval page from the worklist.
	A buyer clicks the View Approvals link on a PO after submitting it for approval.
	Click the scrollbar.

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Step	Action
2.	Insert an Ad-Hoc Approver/Reviewer into a path at any point where there is an Insert Approver button.
	The start New Fath options are not used.
3.	Click the Insert Approver button.

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Step	Action
4.	The Insert additional approver or reviewer page displays in a separate window. Only those with the Approver Role and correct security can be inserted as Approvers and Reviewers.
5.	Enter COREAndersonKa into the User ID field.

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Step	Action
6.	Accept the default Insert as Approver.
	Click the Insert button.

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Step	Action
7.	The user has been added to the workflow path as an Inserted Approver with a status of Not Routed .
	The Apply Approval Changes button displays. Clicking this option allows a user such as a buyer to apply the change without having to perform an approval action.
8.	Click the Apply Approval Changes button. Apply Approval Changes
9.	The button is no longer visible indicating the change has been applied. Click the Approve button. Approve

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Step	Action
10.	The first step is now Approved. The Ad-Hoc Approver displays Pending and the PO will display on their worklist.
11.	End of Procedure.