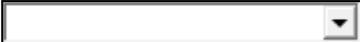
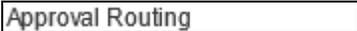
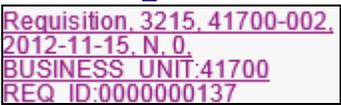


Inserting an ad hoc approver

Step	Action
1.	Click the Worklist link. 
2.	To filter the items on the worklist, click the Work List Filters drop down list. Click the Work List Filters list. 
3.	Click the Approval Routing list item. 
4.	Click on the link for Requisition ID# 0000000137 . Click the link: Requisition, 3215, 41700-002, 2012-11-15, N, 0, BUSINESS_UNIT:417 link. 
5.	To expand the Review / Edit Approvers section, click the Expand section button. 
6.	To access the list of potential ad hoc approvers, click the Insert Approver button. Click the Insert Approver button. 
7.	Click the Look up button. 
8.	Click the RJhones link. 
9.	Click the Insert button. 
10.	Notice the new approver is now Rena Jhones
11.	You have successfully added an ad hoc approver to a requisition. End of Procedure.