UPDATING ROUTING QUEUE

1) On the EPAF menu page, click on “EPAF Originator Summary”

2) Then click “Default Routing Queue”

3) Choose appropriate approval category (EPAF).
4) Click “GO” after choosing the “Approval Category” (EPAF)

4) Clicking go brings up the routing queue for the EPAF chosen:

To update, for example, user name GELLER to MAREK – delete GELLER and type MAREK and press the tab key on your keyboard. (please note that the “User Name” is the UCID of the approver and must be entered in capital letters)
Click “Save and Add New Rows” button to save the change.
Make sure you get the “Your change was saved successfully” message after clicking the “Save and Add New Rows” button.

Now when you create a new EPAF, the new approver (MAREK) will appear in the routing queue.