# Workflow – How To Set Up A Proxy Approver

1. If you plan to be out of the office you can set up a proxy approver to approve requisitions or purchase orders for you.
2. The proxy approver must already have the security necessary to approve.
For example, if you approve requisitions for **Dept. A** and John approves reqs for **Dept. B**, you can assign John as your proxy approver. Your requisitions for **Dept. A** will then route to John's worklist/email until the proxy assignment expires.
3. Navigate to My System Profile.

4. In the 'Alternate User' section, choose your proxy approver.
You can click the Search button (magnifying glass) to search by name or userid.

5. You must enter a date range that the proxy will be active.

6. Click 'Save' at the bottom of the page.

7. During the date range specified, requisitions or POs that you would normally approve will flow to your proxy and not to you.
8. When you return to the office, you can get a quick look at which new requisitions were entered and/or approved by going to the Manage Requisitions page.
For step by step instructions on using Manage Requisitions, see the document "MANAGE REQUISITIONS – Search Requisitions".