Appendix - To add one level up approver in Purchase Requisition

(**To seek one level up approver to approve the requisition, perform below steps)

- 1. Click "Manage Approvals" button
- 2. Click the "Search" icon of "Approver" field in the pop-up window
- 3. Enter the search keyword and then click "Go" button
- 4. Click the "Quick Select" icon for the desired approver
- 5. Click the "Submit" button to confirm the selection

Details Description	Qua	ntity Unit	Price	Amount (HKD) N	leed By Date	C	Deliver-To Location	Special Info	Attachment	Update Line	Delete
Canon Printer BJ290	880	2 SET	1900 HKD	3,800.00	07-Sep-2017 00:00:00 👘		AAB 1001 Sector Content of the sector AAB 1001 Sector Content of the sector AAB 1001 Sector AA		Ûa + a	2	
			Total	3,800.00							
							Approvers		×		
r requisition will be sent to the foll	lowing list of appro	vers.					* Actions	Insert Approver			
provals							۲	Insert Viewer			- 💥
								Change Managerial /	Approver		
								Delete Approver/Viev		Manage App	provals
0	Ŭ (Reset Approval List			
9							0	Reset Approval List	× A 1		
ITO, Reviewer	O, Budget Control	er					0	Reset Approval List	2		
ITO, Reviewer	O, Budget Control	er					* Approver	Reset Approval List	2		
ITO, Reviewer			447/?_t=fredRC&en	c=UTF-8&_minWidth	n=750&_minHeight=550& •		* Approver	1	2		
ITO, Reviewer		pp.hkbu.edu.hk:4		ic=UTF-8&_minWidth	1=750&_minHeight=550&	– 🗆 🚺	* Approver * Add to Location Cancel Submit	1	2		
ITO, Reviewer	https://fisdeva	pp.hkbu.edu.hk:4		c=UTF-8&_minWidth			* Approver * Add to Location	1			
ITO, Reviewer	https://fisdeva Search and Search	pp.hkbu.edu.hk:4	ver				* Approver * Add to Location Cancel Submit	1			
ITO, Reviewer	https://fisdeva Search and Search To find your item,	pp.hkbu.edu.hk:4 Gelect: Appro	Wer the pulldown list and enter	er a value in the text field,	Can		* Approver * Add to Location Cancel Submit	1			
ITO, Reviewer	https://fisdevalue Search and search To find your item, Search By Name	pp.hkbu.edu.hk:4	Wer the pulldown list and enter		Can		* Approver * Add to Location Cancel Submit	1			
ITO, Reviewer	https://fisdeva Search and Search To find your item,	pp.hkbu.edu.hk:4 Gelect: Appro	Wer the pulldown list and enter	er a value in the text field,	Can		* Approver * Add to Location Cancel Submit	1			
ITO, Reviewer	Children and Search and Search To find your item, Search By Name Results Quick Sele	pp.hkbu.edu.hk:4 Gelect: Appro	the pulldown list and entr	er a value in the text field, 30 34 Name	Can then select the "Go" button.		* Approver * Add to Location Cancel Submit	1			
ITO, Reviewer	https://fisdeva Search and Search To find your item, Search By Name Results	select: Appro	the pulldown list and entr	er a value in the text field,	Can then select the "Go" button.	selec	* Approver * Add to Location Cancel Submit	1			
ITO, Reviewer	Children and Search and Search To find your item, Search By Name Results Quick Sele	select: Approversion of the select a filter item in	the pulldown list and entr	er a value in the text field, 30 34 Name	Can then select the "Go" button.	selec	* Approver * Add to Location Cancel Submit	1			
TO, Reviewer To	https://fisdeva Search and S Search To find your item, Search By Name Results Quick Sele	select: Approversion of the select a filter item in	the pulldown list and entre First Name Budget Controller	er a value in the text field, 30 3 Name ITO, Budget Controlle ITO, Preparer	then select the "Go" button. the select the "Go" button. the select the "Go" button. the select the sel	selec	* Approver * Add to Location Cancel Submit	1			