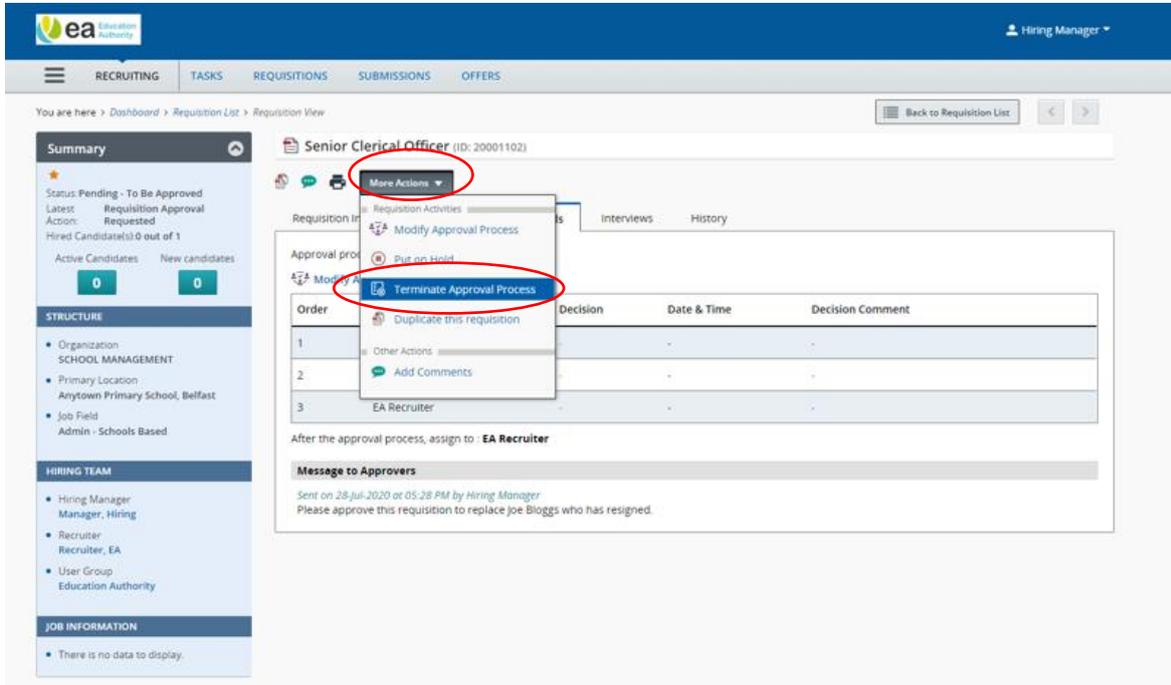


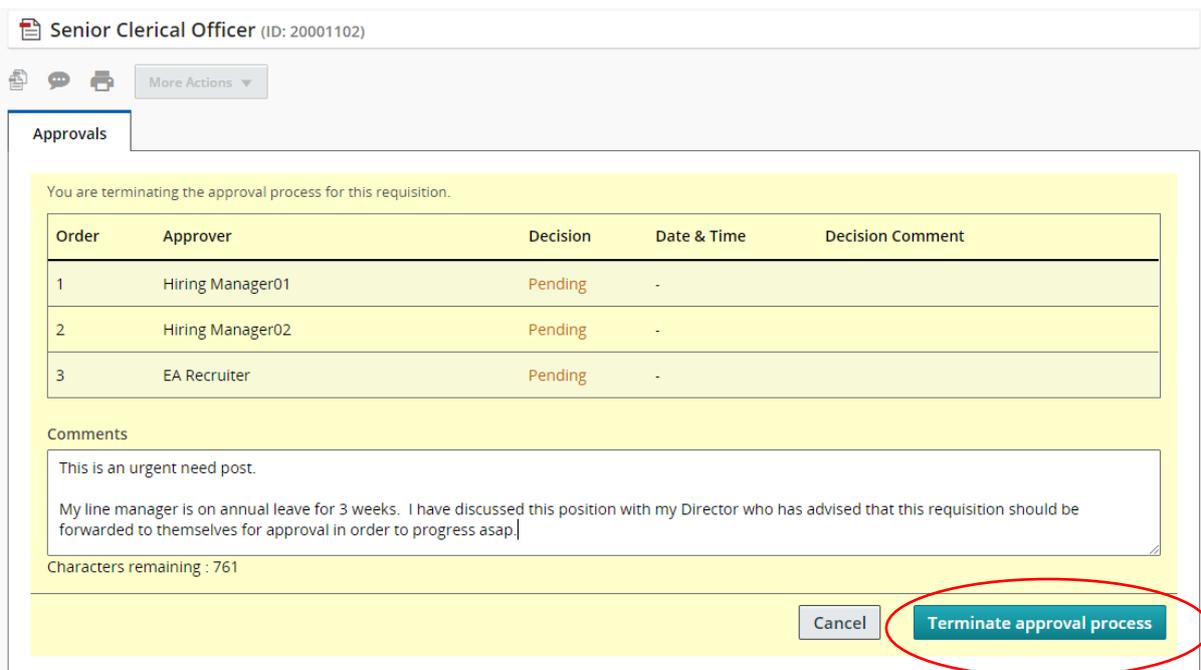
**Terminating and Amending  
Approval Paths and Sending  
Approval Reminders**

## Terminating an Approval Path

If you need to remove a previously selected approver from a requisition, you will need to terminate the full approval path and then resend the requisition for approval. To do this, click **More Actions** and select **Terminate Approval Process** as shown below:

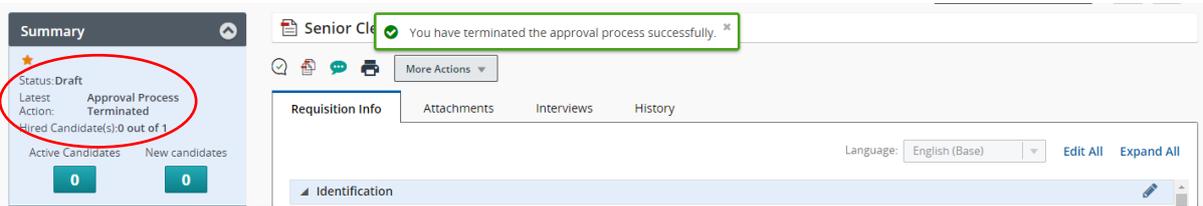


This pop up will display. It is best practice to add a comment with the reason you have terminated the approval pathway.

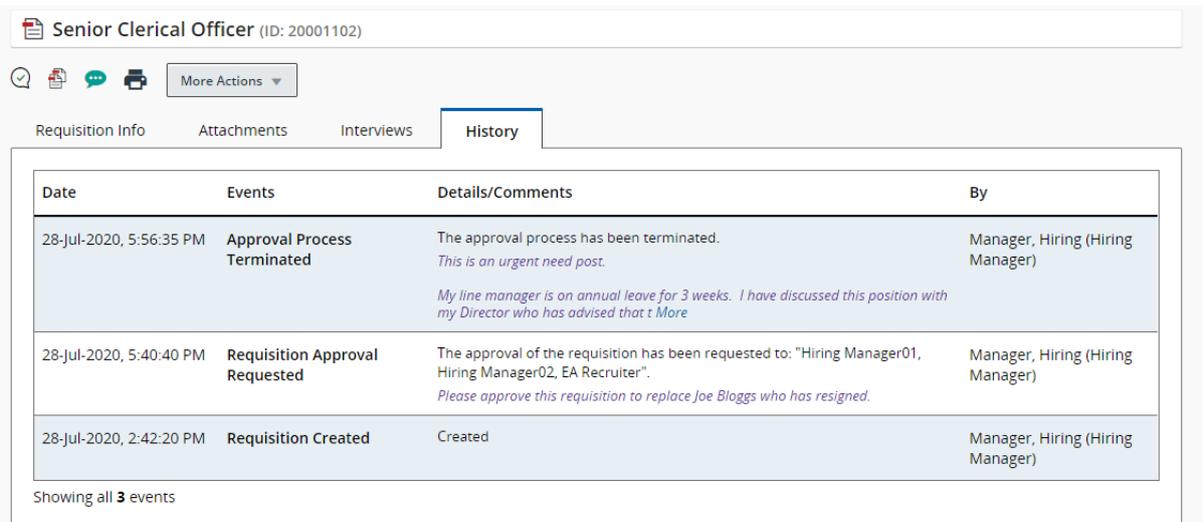


When you have done this, click **Terminate Approval Process**.

You will then be returned to the requisition where the status in the summary card will be updated to – **Approval process terminated.**



This action will be logged in the History tab.



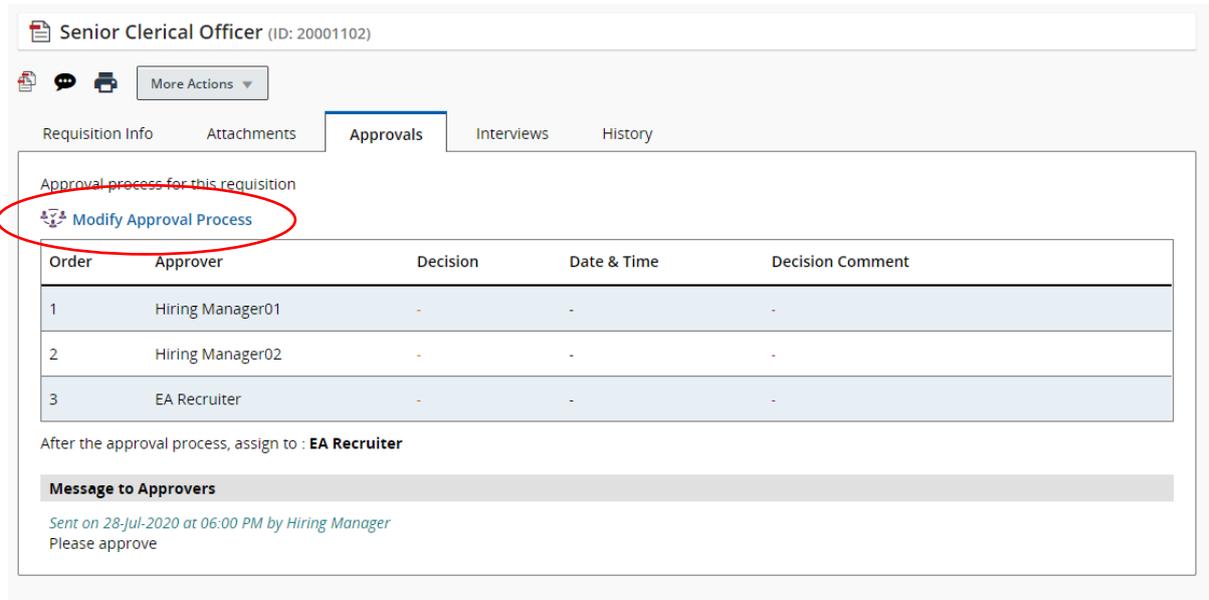
You can now re-send the requisition for approval.

## Modifying Approval Process

Should you wish to add additional approvers to a requisition that has already been sent for approval, there are 2 different ways to modify the approval process.

You can either:

- 1) Click the **Modify Approval Process** link



Senior Clerical Officer (ID: 20001102)

More Actions

Requisition Info Attachments **Approvals** Interviews History

Approval process for this requisition

**Modify Approval Process**

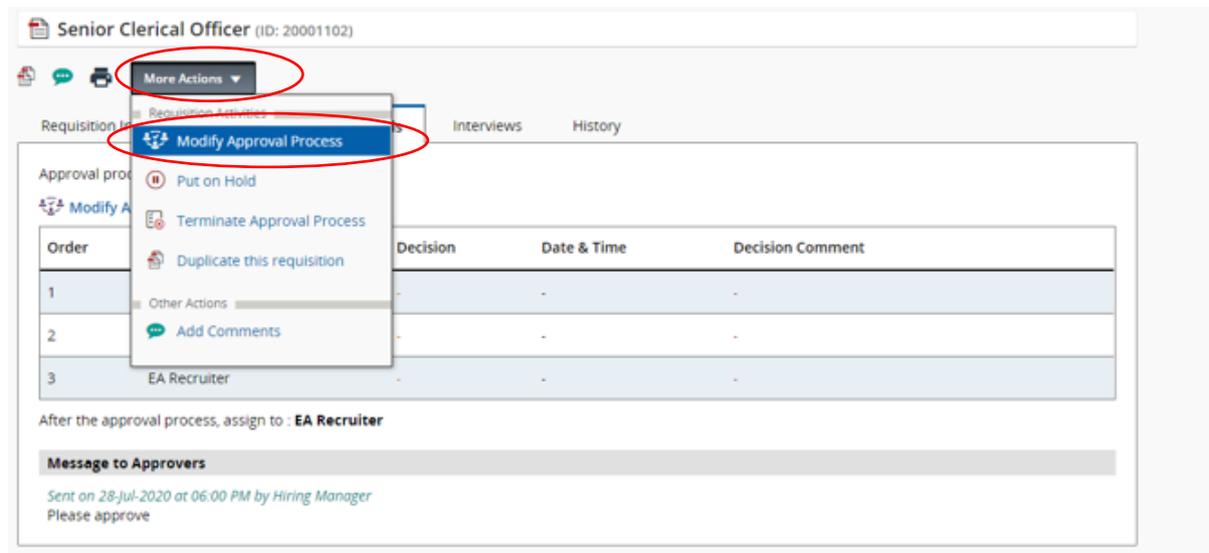
Order	Approver	Decision	Date & Time	Decision Comment
1	Hiring Manager01	-	-	-
2	Hiring Manager02	-	-	-
3	EA Recruiter	-	-	-

After the approval process, assign to : **EA Recruiter**

**Message to Approvers**

Sent on 28-Jul-2020 at 06:00 PM by Hiring Manager  
Please approve

- 2) From the More Actions menu and select **Modify Approval Process**.



Senior Clerical Officer (ID: 20001102)

More Actions

Requisition Info **Approvals** Interviews History

Approval process for this requisition

**Modify Approval Process**

Order	Approver	Decision	Date & Time	Decision Comment
1	Hiring Manager01	-	-	-
2	Hiring Manager02	-	-	-
3	EA Recruiter	-	-	-

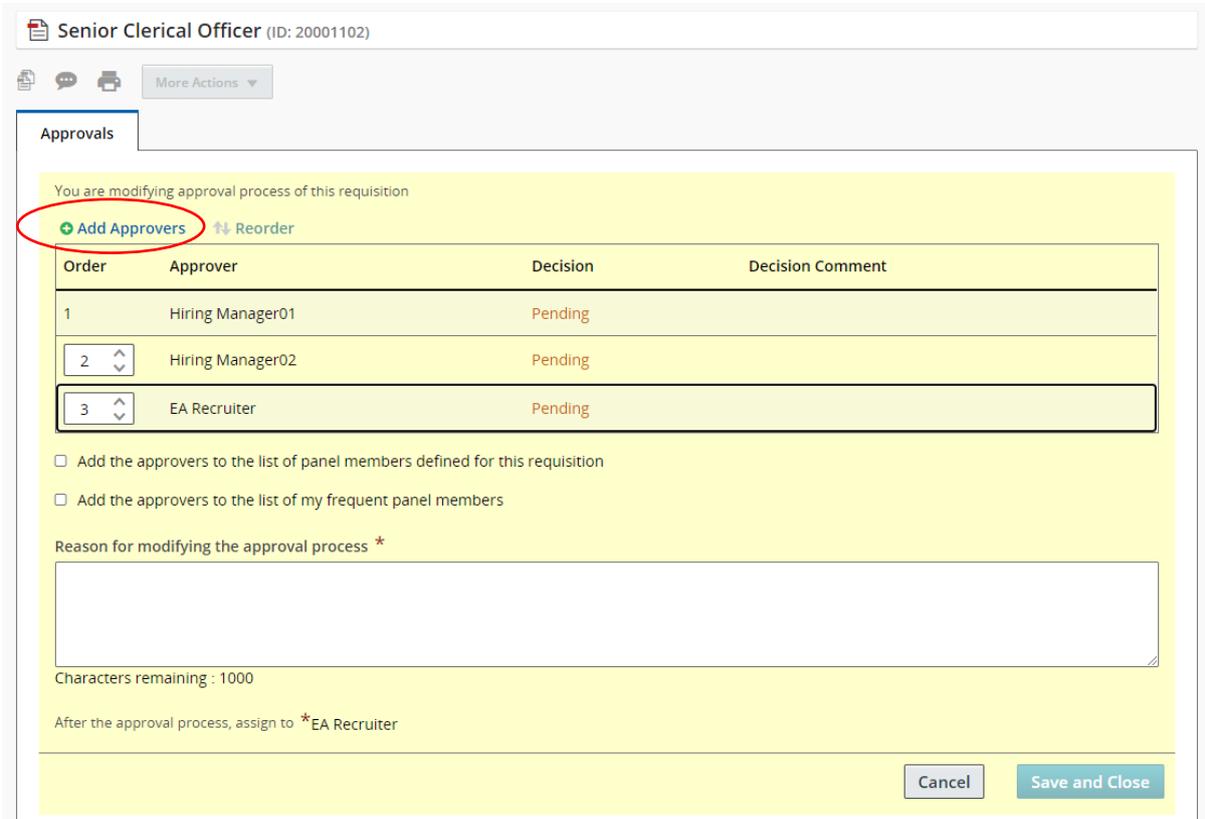
After the approval process, assign to : **EA Recruiter**

**Message to Approvers**

Sent on 28-Jul-2020 at 06:00 PM by Hiring Manager  
Please approve

The approvals page is displayed.

Click **Add Approvers** to display the approver list. Use the checkbox beside the relevant approver to add them to the approval list.



Senior Clerical Officer (ID: 20001102)

Approvals

You are modifying approval process of this requisition

**Add Approvers** Reorder

Order	Approver	Decision	Decision Comment
1	Hiring Manager01	Pending	
2	Hiring Manager02	Pending	
3	EA Recruiter	Pending	

Add the approvers to the list of panel members defined for this requisition

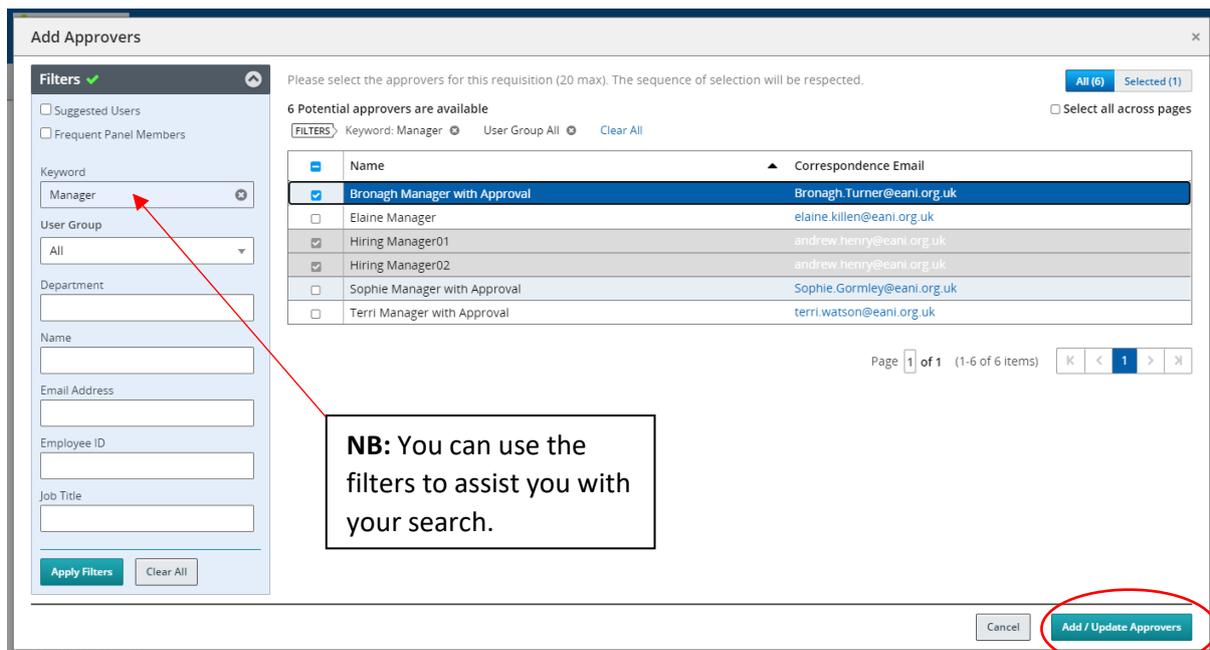
Add the approvers to the list of my frequent panel members

Reason for modifying the approval process \*

Characters remaining : 1000

After the approval process, assign to \*EA Recruiter

Cancel Save and Close



Add Approvers

Filters  Suggested Users  Frequent Panel Members

Keyword: Manager

User Group: All

Department:

Name:

Email Address:

Employee ID:

Job Title:

Apply Filters Clear All

Please select the approvers for this requisition (20 max). The sequence of selection will be respected.

All (6) Selected (1)

6 Potential approvers are available

FILTERS Keyword: Manager User Group All Clear All

Name	Correspondence Email
<input checked="" type="checkbox"/> Bronagh Manager with Approval	Bronagh.Turner@eani.org.uk
<input type="checkbox"/> Elaine Manager	elaine.killen@eani.org.uk
<input type="checkbox"/> Hiring Manager01	andrew.henry@eani.org.uk
<input checked="" type="checkbox"/> Hiring Manager02	andrew.henry@eani.org.uk
<input type="checkbox"/> Sophie Manager with Approval	Sophie.Gormley@eani.org.uk
<input type="checkbox"/> Terri Manager with Approval	terri.watson@eani.org.uk

Page 1 of 1 (1-6 of 6 items)

Cancel Add / Update Approvers

**NB:** You can use the filters to assist you with your search.

Click **Add/Update Approvers** button.

When you have added all the additional approvers, add a comment to the reason for modifying the approval process box and click **Save and Close**.

Senior Clerical Officer (ID: 20001102)

More Actions

Approvals

You are modifying approval process of this requisition

+ Add Approvers   ⇅ Reorder

Order	Approver	Decision	De
1	Hiring Manager01	Pending	
2	Hiring Manager02	Pending	
3	EA Recruiter	Pending	
4	Bronagh Manager with Approval	Pending	

Add the approvers to the list of panel members defined for this requisition

Add the approvers to the list of my frequent panel members

Reason for modifying the approval process \*

Characters remaining : 1000

After the approval process, assign to \*EA Recruiter

Cancel   **Save and Close**

**NB:** You will be unable to delete any approvers previously selected to approve a requisition. To do this, you will need to terminate the full approval pathway and restart the approval process.

When you have added additional approvers, you will return to the Approvals tab where the updated approver path will be listed.

Senior Clerical Officer (ID: 20001102)

More Actions

Requisition Info   Attachments   **Approvals**   Interviews   History

Approval process for this requisition

Modify Approval Process

Order	Approver	Decision	Date & Time	Decision Comment
1	Hiring Manager01	-	-	-
2	Hiring Manager02	-	-	-
3	EA Recruiter	-	-	-
4	Bronagh Manager with Approval	-	-	-

After the approval process, assign to : EA Recruiter

**Message to Approvers**

Sent on 28-Jul-2020 at 06:19 PM by Hiring Manager  
test

Sending an approval reminder

The system will automatically send approval reminders to selected approvers every 7 days until the approver either approves or rejects the requisition.