Shopping Cart:
Add an Approver to a Cart

Use this Job Aid to:

- Learn how add a new approver to a shopping cart.

BEFORE YOU BEGIN

You will need to know the name of the approver that you would like to add.

Add an Approver to a Shopping Cart

Use this procedure to add a new approver to a shopping cart.

1. **Create a Cart.** At the Shopping Home Page, click "**Create Shopping Cart**."

   Helpful Hint *You may want to close the "Detailed Navigation" panel on the left side of the screen to give you more room. Do that by clicking on the small ◀ in the top right corner of the panel.*
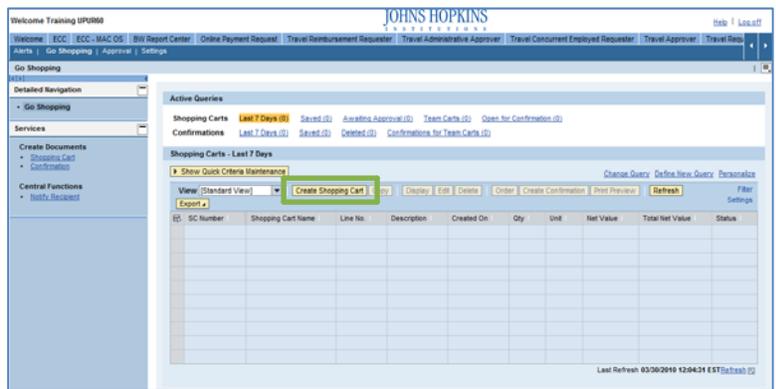

2. **Access the Approval Data.** Select "**Display / Edit Agents**" next to the label "**Approval Process**" in the General Data section of the Shopping Cart. The "Approval Process Overview" popup box will appear.
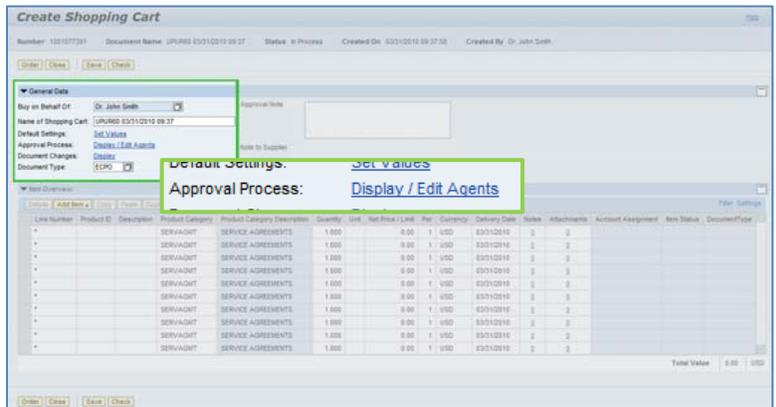
3. Add Approver. Click "**Add Approver**" under the "Header" tab. The "Add Approver" popup box will appear.
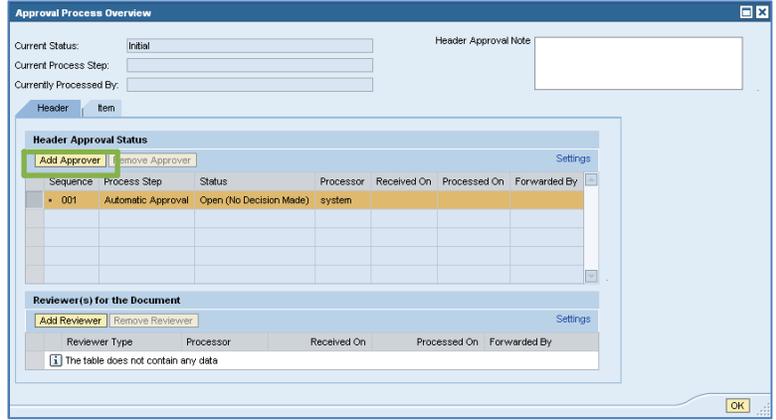
4. Add the Approver ID. To locate the ID for the approver you would like to add, select the file folder icon ⬚ in the Approver ID field to bring up the search window.
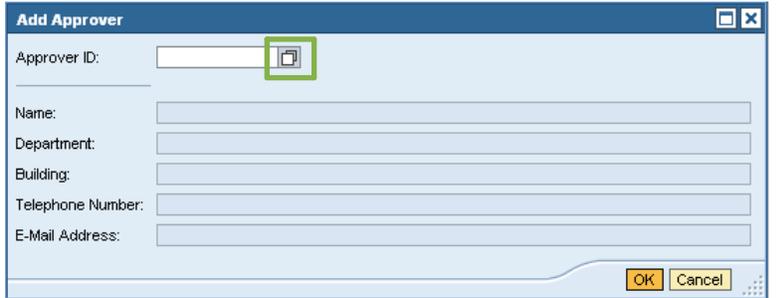
5. Search for the Approver. Enter the approver's last name, first name, or both, and then click "Start Search." A list of people will appear.

- Note that the people in the list do not necessarily have approver rights, so it is up to you to make sure that the person you select has the appropriate permissions to approve your shopping cart.
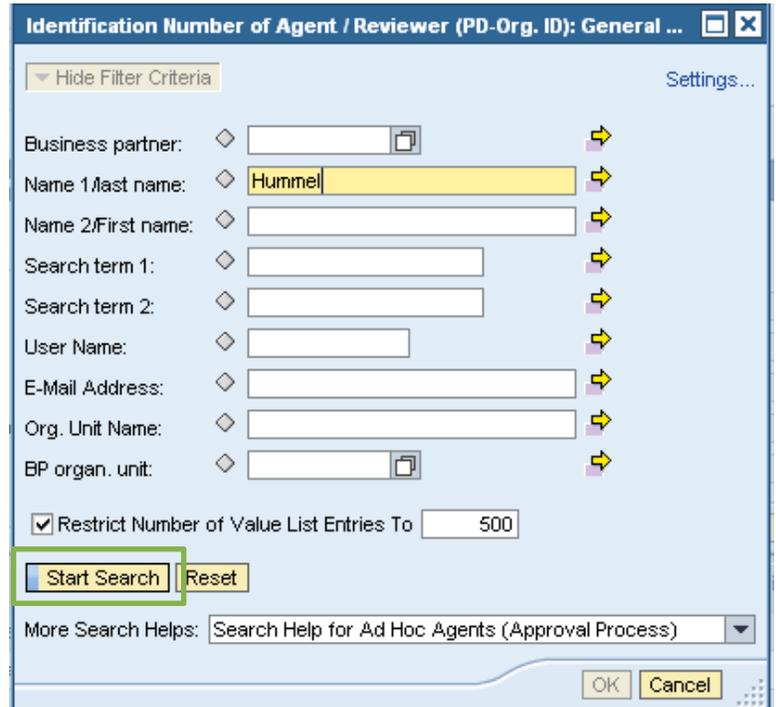
6. **Select the Approver.** When you have located the appropriate person in the list, clicking on the gray box to the left of the name and then click "OK."

- A dialog box showing the approver's ID will appear. Click the "OK" button to add the approver to your shopping cart.

7. **Confirm the New Approver.** When you return to the "Approval Process Overview" window, you will see the new approver in the "Header Approval Status" section. Click "OK" to confirm the new approver and return to the shopping cart.