

How to Add Approver Groups

1. On user's menu panel, go to **Common Info** folder then click **Approver Groups** menu
 - a. If there are existing records, **Search Approver Group** screen will open
 - b. If there are no existing record, the new **Approver Group** screen will open
2. From search screen click **New** toolbar button

Approver Group -

New Save Search Delete Undo Close

Details Audit Log

Approver Group Name *

+ Insert X Remove Export View Filter (F3)

Approver	Email Request
<input type="checkbox"/>	<input type="checkbox"/>

? 0.21s Ready 1 of 1 Refresh

3. Enter the **Approver Group Name**
4. Select **Approvers** and check **Email Request** if necessary
 - a. **Approver** - User entity set in a Vendor to approve vouchers
 - b. **Email Request** - When a transaction is set for approval, approver/s will receive an email notification that he/she has Vouchers to approve

Approver Group - iRely Group

New Save Search Delete Undo Close

Details Audit Log

Approver Group Name * iRely Group

+ Insert X Remove Export View Filter (F3)

Approver	Email Request
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IRELY ADMIN	<input checked="" type="checkbox"/>
<input type="checkbox"/> iRely User-1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

? 0.21s Ready 1 of 1 Refresh

5. Click **Save** toolbar button to save the setup

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Approver Group -

New Save Search Delete Undo Close

Details Audit Log (0)

Approver Group Name *

+ Insert X Remove ▲ Move Up ▼ Move Down View Filter (F3)

Approver*	Email Request
<input type="checkbox"/>	<input type="checkbox"/>

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Approver Group - iRely Approver

New Save Search Delete Undo Close

Details Audit Log (0)

Approver Group Name * iRely Approver

+ Insert X Remove ▲ Move Up ▼ Move Down View Filter (F3)

Approver*	Email Request
<input type="checkbox"/> iRely User-1	<input checked="" type="checkbox"/>
<input type="checkbox"/> IRELY ADMIN	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

6. Click **Save** toolbar button to save the setup