



Unrestricted Accounting

Date: 07/01/2011

**Labor Redistribution
Adding Approver On The Fly
FSJA-088**

To add an approver to the approval queue or notify someone to review the labor redistribution:

1. On the left hand side select Routing Queue.
2. Click on Add Member.
3. Name
 - Enter the approver's or FYI (Four Your Information) name **OR**
 - Click on (C1) to obtain a list of approvers.
4. Sequence
 - A. Review the sequence numbers in the routing queue.
 - B. Enter a sequence number lower than the numbers listed in the routing queue.
5. Action
 - If the person needs to approve the labor redistribution, select Approve (E) **OR**
 - If the person only needs to review the labor redistribution, select FYI.
6. Click on Save.
7. Routing-
 - A. The labor redistribution will route to this person before the other approvers.
 - B. This person is listed as 'On the Fly Member' in the approval queue.
 - C. Both the person adding the 'On the Fly' approver and the 'On the Fly' approver will receive system generated e-mails.
8. Close redistribution.

END