

## EPAF Originator Instructions For Creating Default Routing Queue

Use to create Default Routing Queues

Routing Queues must be defined for every EPAF entered into the system. Setting up a pre-defined Default Routing Queue will save time by automatically populating the Routing Queue fields.

From EPAF main menu, click **Default Routing Queue**.

### STEP 1: Select Approval Category

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Not Selected

**Approval Queue**

Approval Level	User Name	Required Action
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

- From the drop down menu, select an **APPROVAL CATEGORY**.
- Click **GO**.

### STEP 2: Enter Approvers

**Routing Queue**

Approval Level	User Name	Required Action
10 - (FINMGR) Financial Manager	<input type="text"/>	Approve
70 - (GRANTS) Grants Approval	<input type="text"/>	Approve
80 - (SFA) Student Financial Aid	<input type="text"/>	Approve
90 - (PAYR) Payroll and Superuser	<input type="text"/>	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

- Enter approver user names for each mandatory approval level.
- Click **SAVE AND ADD NEW ROWS**.

The default routing queues will automatically populate with the Approvers' individual user names each time you create an EPAF using that Approval Category. You may create Default Routing Queues for each Approval Category you regularly use.