

## Defining Default EPAF Routings

<b>TASK 1: Accessing Electronic Approval Routing Rule Form [NTRROUT]</b>	
STEP 1: Access NTRROUT	User ID and Name will automatically default and cannot be overwritten
STEP 2: In the Approval Category field, TYPE in the desired category or DOUBLE-CLICK for a list of values	The first character of the Approval Category code generally reflects the campus. (C,K,P,U & Y)
STEP 3: NEXT BLOCK	Mandatory levels of approval as defined on the EPAF Category Rule Form (NTRACAT) will default here and cannot be altered.

<b>TASK 2: Assigning a Default Approver</b>	
STEP 1: CLICK the Approval Level to be updated.	
STEP 2: CLICK the User ID flashlight	
STEP 3: SELECT the appropriate user from the list	Only individuals appearing in the list can be used for the selected approval level
STEP 4: SAVE	Changes will be in effect for the next use of the Approval Category

<b>TASK 3: Adding a New Approval Level and Approver</b>	
STEP 1: INSERT a record	
STEP 2: CLICK the Level Code flashlight	
STEP 3: SELECT the Approval Level to be added	The level # defaults automatically
STEP 4: CLICK the User ID flashlight	
STEP 5: SELECT the appropriate user from the list	Only individuals appearing in the list can be used for the selected approval level
STEP 6: CLICK the Required Action drop down list	
STEP 7: SELECT a Required Action	Required Actions include: <b>Approval</b> - the individual must take action on the EPAF <b>FYI</b> - the user can only review the EPAF for content <b>Apply</b> - the user must apply the EPAF to update the tables
STEP 8: SAVE	Changes will be in effect for the next use of the Approval Category