



Navigating FARM

Approver Setup

Search Organizations EXPAND ALL COLLAPSE ALL Show Previous Fiscal Approvers

| Org | Description | | Name | Approval Level | Start Date | End Date |
|---------------------------------|---------------------------|---|------------|--|-----------------|----------|
| ▼ A10000 | PROVOST - ACADEMIC | + | | | | |
| ▼ B10000 | ATHENS COLLEGES & SCHOOLS | + | | | | |
| <input type="checkbox"/> C13000 | EDUCATION | + | Beth Lydic | Approvals for Travel/PCARD expense reports | July 11th, 2017 | |
| | | | Beth Lydic | Req. Approval 50000.01-5000000.00 | July 7th, 2017 | |

| Item | Definition |
|------|--|
| 1. | Search bar. This dynamic search will populate a list as you type in the field. |
| 2. | To expand all of the levels under each header in the search results shown on the page, select this option. |
| 3. | To collapse all of the levels open under each header in your search results shown on the page, select this option. |
| 4. | To see inactive Fiscal Approvers, select the check box. |
| 5. | Use the carrot to expand or collapse information under a specific header. |
| 6. | The + symbol denotes "add". |
| 7. | The pencil icon denotes that the field is editable. |