

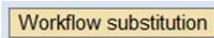
## Establish a Substitute Approver

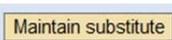
1) Click on **My Work**. 

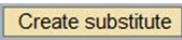
2) Click **Tools**. 

3) Click **Inbox**. 

4) Click the **Workflow folder**. 

5) Click the **Workflow Substitution** button. 

6) Click the **Maintain Substitute** button. 

7) Click **Create Substitute**. 

8) **Enter dates** in the Start On and End On fields for substitution

Start on:  End on:

9) Enter the personnel number of the alternate approver in the Substitute field and click the Find button

Substitute

*\*Note: Do NOT enter a name due to possibility of duplicate names.*

10) Verify that approver's name is correct and then click the Save button. 

11) To end a substitution, or if the entry is incorrect, click the Delete Substitution link to remove the workflow substitution.

**Agency CPTP Training Coordinator can override supervisor approval by enrolling learner if supervisor is out of the office and unable to approve or establish a substitute approver.**