

## Assign Substitute Approvers

In MagnusMart go to "Documents"- "Approvals"- "Assign Substitute Approvers"

Below your name on the top of the page click on "Assign Substitute for all Requisition Folders"

"Assign Substitute" box opens

Check the box to include "Date Range for Substitution"

Fill in substitute's name

Fill in the start date

Fill in the end date

Click on "Assign"