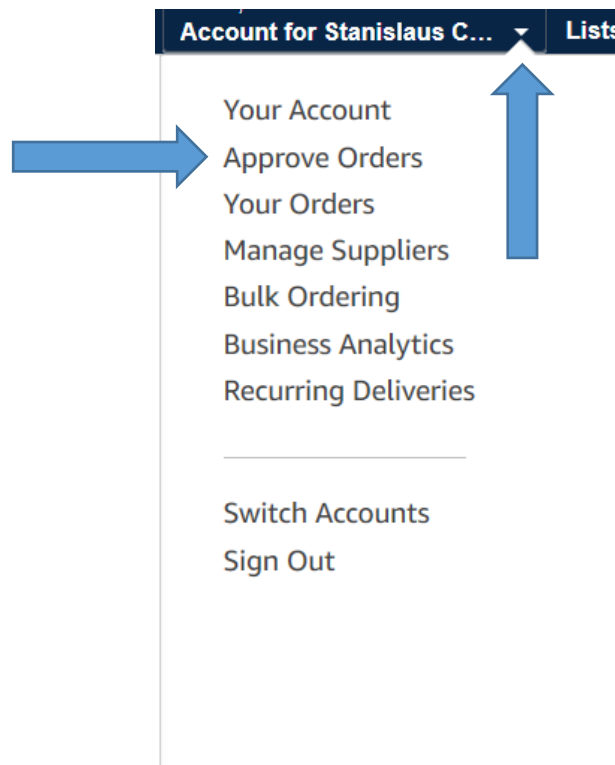


SCOE AMAZON TEMPORARY CHANGE OF APPROVER

1. You may change your approval status in the event you are on vacation or during an illness.
2. Log in using your SCOE assigned Amazon business user ID. Click on the little down arrow next to “Account for Stanislaus County Office of Education”. You will then choose “Approve Orders”.




3. Once you have chosen “Approve Orders” you will see the below screen. You will then click “Assign a temporary delegate”, this must be someone else in your group that has access to Amazon Oding and can enter requisitions in QCC.

Purchase requests

There are no purchases pending your approval.

Approval delegation

Assign a temporary delegate




- The next screen will show you as the approver and you will enter the email of the person who will need temporary approval access into the “delegate” section. If they are an approved Amazon orderer their name will pop up once you start typing it. You will then put in the start and end dates for their temporary approval. Click on “Save” when you are done.


Approval delegation ×


Temporarily route all approval requests for this individual to a delegate. This applies to all groups and policies.

Approver

@stancoe.org 

Delegate

Enter email 

Start date 11/04/2019 **End date** 

- There is no need to turn this off when you return from being gone. The system will know to only use this alternate during the dates entered.