Assigning Substitute Approvers
Overview

SmartBuy Plus provides the option to assign a substitute approver while you are on vacation or out of the office. You can schedule the timeframe for the substitution to be in effect. Please note that the person you are assigning must already be configured as an Approver within SmartBuy Plus.

The first step is to log into SmartBuyPlus.clarku.edu using your Clark credentials.

*Please note that these slides were made using the SmartBuy Plus test site.*

*The primary colors in the actual site will be red instead of blue.*
Step 1 - View your profile

Click on your name, which is displayed towards the top right hand side of the screen and then select “View My Profile”.

![Image showing the option to view profile]
Step 2

Click “Show All” under the “User Access and Security” section.
Step 3

Select “View Assigned Approval Folders”
Bookmark Tip

You may want to bookmark this page so you can skip the previous steps in the future. To do so, click on the star that appears next to your name and then click on “Bookmark this page”. In the future, you can then click on the star and then select “View Assigned Approval Folders” from your list of Bookmarks.
Step 4

At this screen, you may see one or more “Folder Names” listed. Select the checkbox to the right of “Actions” to select all your folders. Be sure “Assign Substitute to Selected Folders” appears in the dropdown box and then click the blue “Go” button.
Step 5

Click on the checkbox to the left of “Include Date Range for Substitution”. Start typing the name of the substitute in the “Substitute Name” box and his/her name should appear. Enter the dates and times in the appropriate box and click “Assign”.

![Assign Substitute dialog box](image)
Removing Substitutes

To un-assign substitutes, complete the first 4 steps above (also see Bookmark Tip slide), then select “Remove Substitute From Selected Folders” and click the blue “Go” button.
Please contact pwykes@clarku.edu if you have any questions.