How to set up an Alternate Approver

Users with the Change Manager or Change Coordinator functional role can approve changes on behalf of another Change Manager if they are defined as alternate approver. Sometimes an approver might be unavailable because of a scheduled vacation or business event. For that period of time, the approver should designate an alternate approver because change requests still require approval.

1. From the default Change Console screen click the My Profile link

2. Your profile opens. Select the Alternate Approvers tab and then click the Update Alternate Approvers button at the bottom
3. Add your Alternate Approver and the date range. This person will inherit your ability to approve changes during this time.