

Activities
Enrollment Tools
Add/Edit Activities
Manage Activities
Regional Enrollment
Users
Add/Edit User Info
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Salary Admin
Reports
My Reports
Download
Act 48 Upload Errors
Surveys
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Configuration
Config Summary
MLP Academy
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Referral

Form Approval/Routing Rules		
Form Information		
Form Name: Travel/Conference/IU Workshop Request Form Form Description: Travel/Conference/IU Workshop Request Form		
Warnings		
Instructions		
<p>Add Prior Approvers (District Administrators that grant permission to enroll) and Final approvers (District Administrators that issue credit after an activity has been completed) below. The approval order specifies the order in which a request is processed. Approval Order 1 is the first approver, 2 is the second, and so on. If more than one approver has the same Approval Order then the request will be submitted for approval to all approvers with the same Approval Order Simultaneously otherwise, approvals will be processed sequentially based on Approval Order.</p>		
Prior Approvers		
Step #	Action	Approver
1	[Modify]	Always Add *Building Level 1 Approver
2	[Modify]	Always Add Rosati, Pat ()
3	[Modify]	Always Add McHale-Small, Monica (Superintendent) Upon Approval Send Email To : *Building Level 1 Approver, Tracie Raven (Accounts Payable) , Pat Rosa
Final Approvers		
Step #	Action	Approver
4	[Modify]	Always Add Rosati, Pat ()
5	[Modify]	Always Add McHale-Small, Monica (Superintendent) Upon Approval Send Email To : Tracie Raven (Accounts Payable) , Pat Rosati
Actions		
<input type="button" value="Reorder Steps"/> <input type="button" value="Add Prior Approver"/> <input type="button" value="Add Final Approver"/> <input type="button" value="Exit"/>		