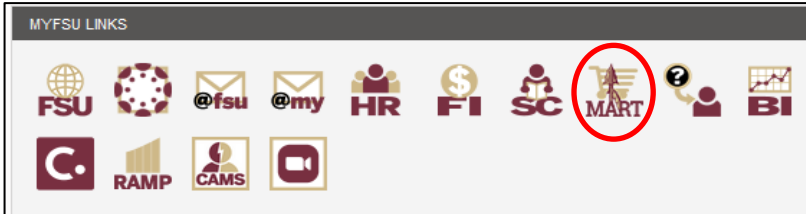


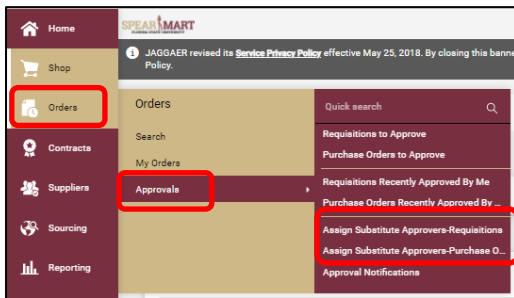
**Overview**

This Job Aid will show how Approvers can assign and unassign a substitute Approver while they are out of the office for a period of time.

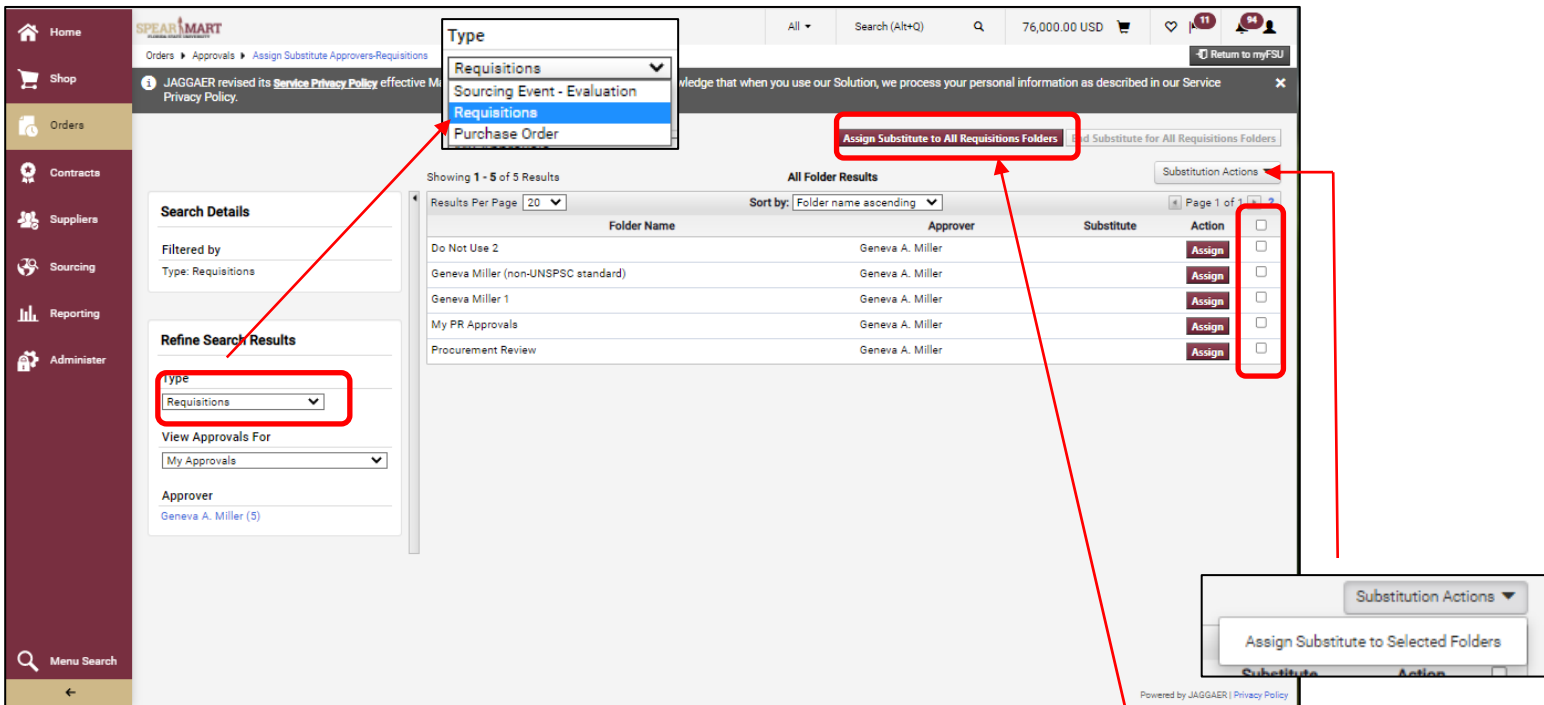
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



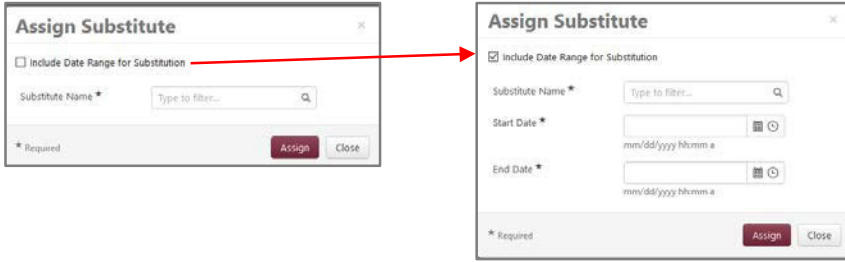
**Assign**



Make sure you are assigning a substitute to the correct area (Requisition or Purchase Order). The system defaults to Requisition, as this is the most common for Approvers.



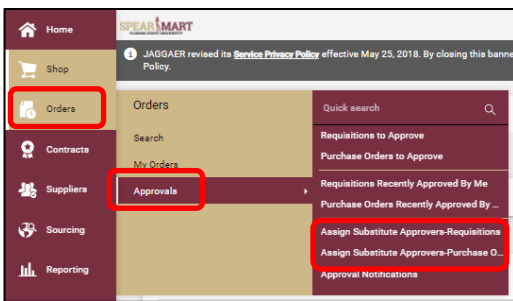
You can assign a Substitute to all of the folders at once by clicking on the **Assign Substitute to All...** Button or you can check the box to the right of the **Assign** button for specific folders and assign on a Substitute to those selections only by clicking the **Substitution Actions** dropdown and then **Assign Substitute to Selected Folders**.



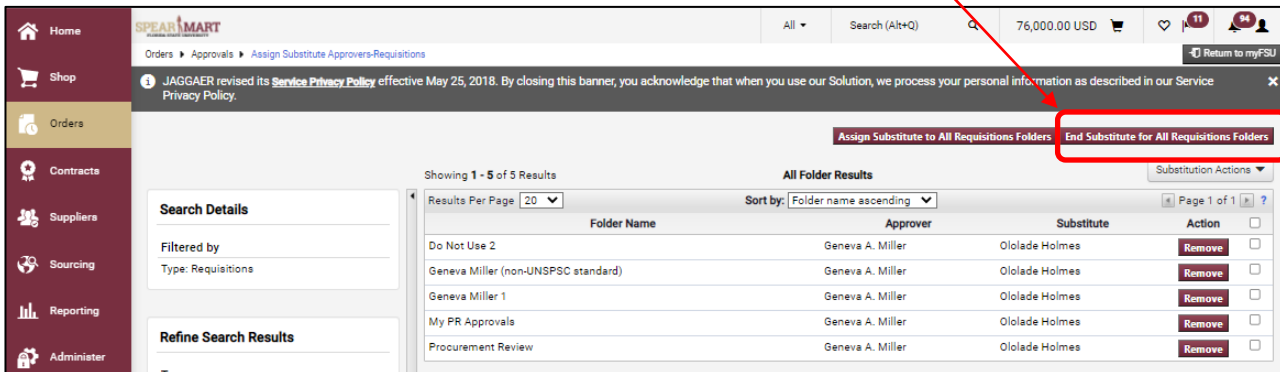
You can provide a date range for automatic assigning and unassigning of Approver Substitution if you know the specific time period you will be unavailable to approve.

Enter the name of the person you wish to assign as your Substitute. Only persons who have the Approver Role can be Substitute Approvers. Click the **Assign** button when complete.

### Unassign Substitute



To unassign everything all at once, simply click on the **End Substitute for All Requisition Folders**.



To unassign by only specific approval folders, check the box to the right of the **Assign** button and either click the **Remove** button for each one or the **Remove Substitute From Selected Folders** from the **Substitution Actions** dropdown menu.

