Munis Approval Forwarding
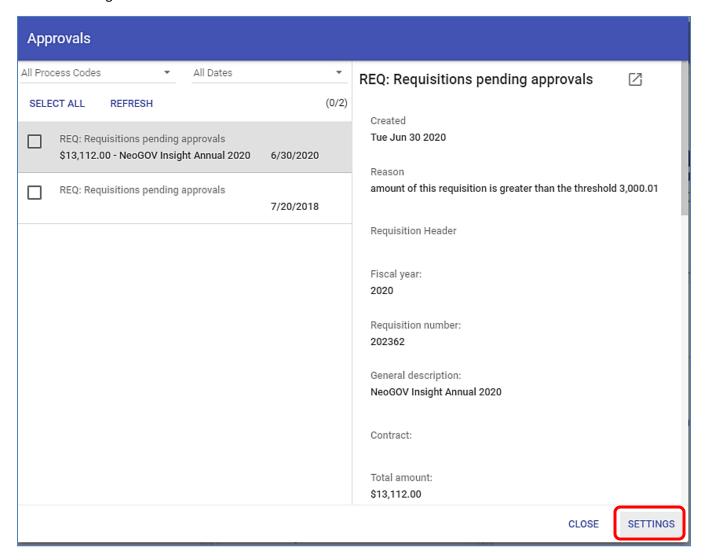
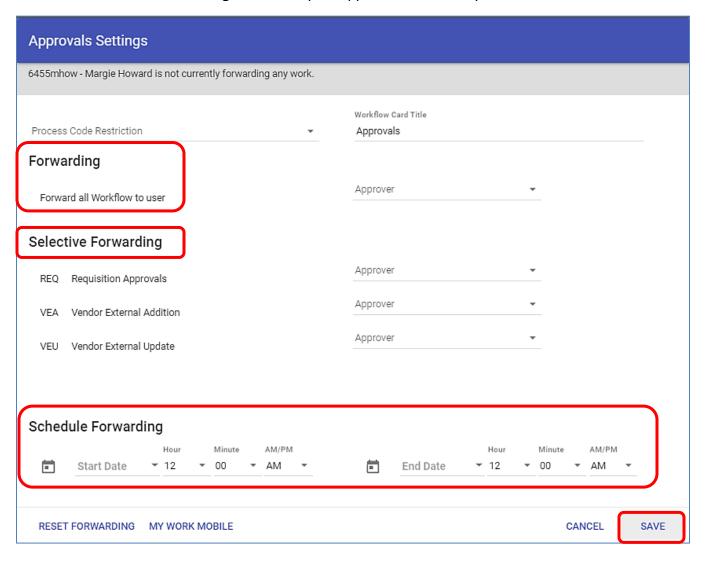1. From the Munis HUB, click on the Approvals tile.

2. Click Settings.

3. Approvals Settings box opens.

- Use **Forwarding** to enable forwarding for *all* your approvals to one Approver.

- Use **Selective Forwarding** to forward your approvals individually.

Approvals Settings

6455mhow - Margie Howard is not currently forwarding any work.

Process Code Restriction

Workflow Card Title
Approvals

Forwarding

Forward all Workflow to user

Approver

Selective Forwarding

REQ   Requisition Approvals

Approver

VEA   Vendor External Addition

Approver

VEU   Vendor External Update

Approver

Schedule Forwarding

	Hour	Minute	AM/PM			Hour	Minute	AM/PM
📅 Start Date	12	00	AM	📅 End Date		12	00	AM

RESET FORWARDING   MY WORK MOBILE   CANCEL   SAVE

- **Schedule Forwarding** to set the Start and Stop dates for forwarding your Approvals.

- Click Save.