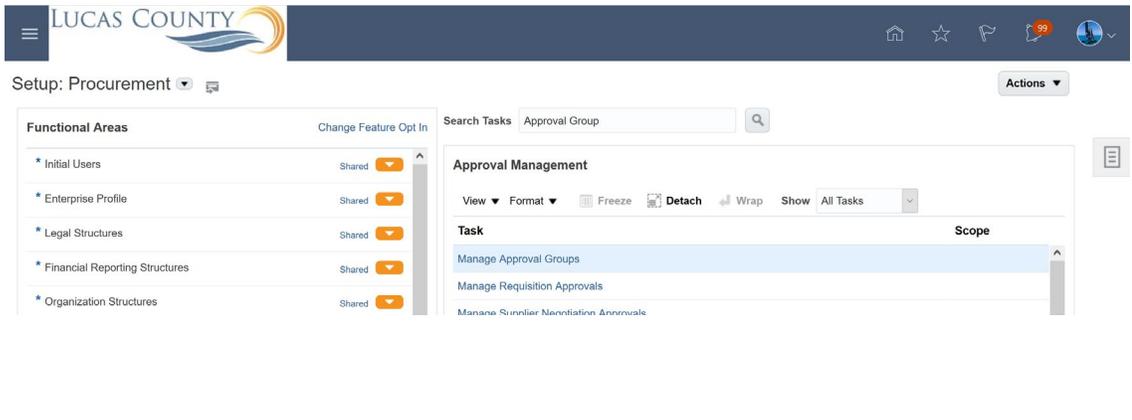
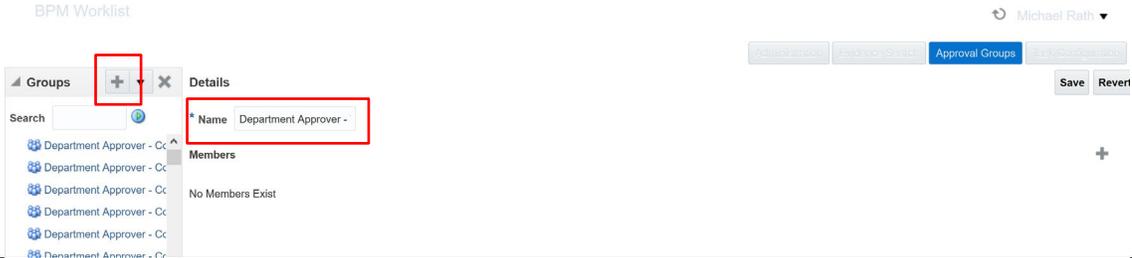
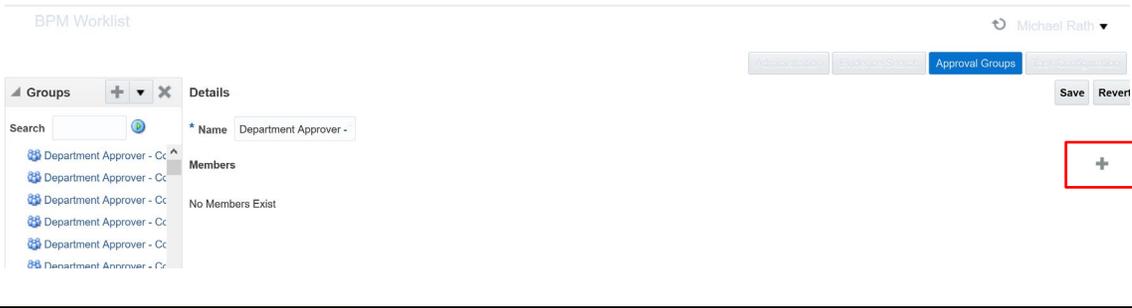
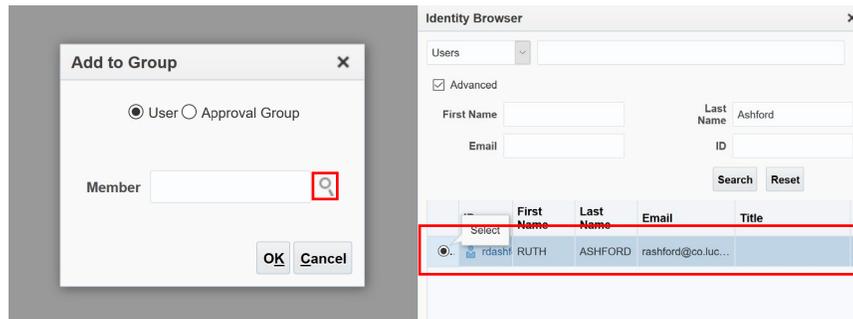


Create and/or Update Approval Groups

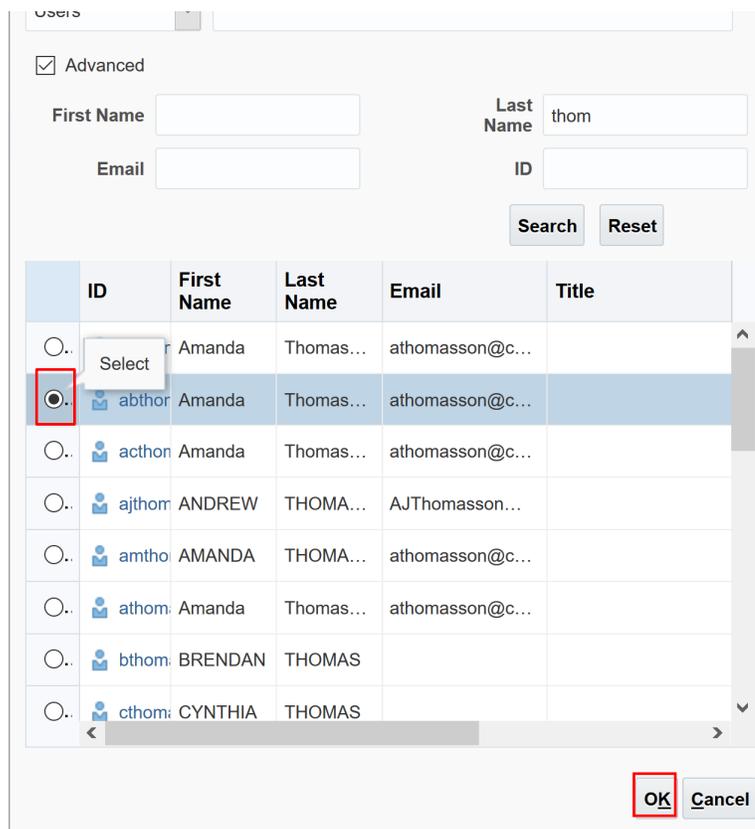
Audience: Workflow Administrator

Purpose: Each approval group includes a set of users that you configure to act on tasks in a certain pattern. Tasks can be defined to get routed to an approval group instead of an individual user. This job aid will assist with creating and/or updating an approval group.

Step	Action
1	<p>Log into Oracle. Home Page > Setup > Procurement Offering > Manage Approval Groups</p> 
2	<p>To create a New Approval Group, click the + Icon and enter Approval Group Name.</p> <p>To update an existing group, Search and Select from existing Groups.</p> 
3	<p>In the Members area select the +Icon to Add Members to the Group.</p> 
4	<p>Search and Select Members to add to the Group.</p>



Select **OK**, add additional users as required.



5 When complete, select **Save**.

Details

* Name Department Approver -

Members

Save Revert

+ / x ^ v

```
graph TD; A[Clipboard] --> B[rdashfo]; B --> C[abthomasson]; C --> D[Clipboard]
```

The screenshot shows a software interface for managing a 'Department Approver'. The 'Name' field is set to 'Department Approver -'. Below it, the 'Members' section contains an organizational chart. The chart starts with a clipboard icon at the top, followed by a box for 'rdashfo', then a box for 'abthomasson', and ends with another clipboard icon at the bottom. Arrows indicate a downward flow from the top clipboard to 'rdashfo', from 'rdashfo' to 'abthomasson', and from 'abthomasson' to the bottom clipboard. On the right side of the interface, there are 'Save' and 'Revert' buttons, with 'Save' highlighted by a red box. Below these buttons are icons for adding (+), editing (/), deleting (x), and expanding/collapsing (^, v).