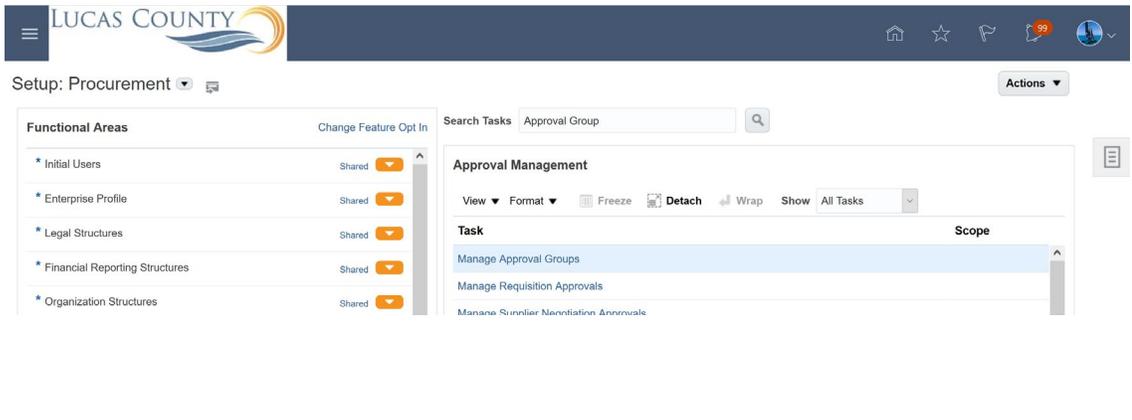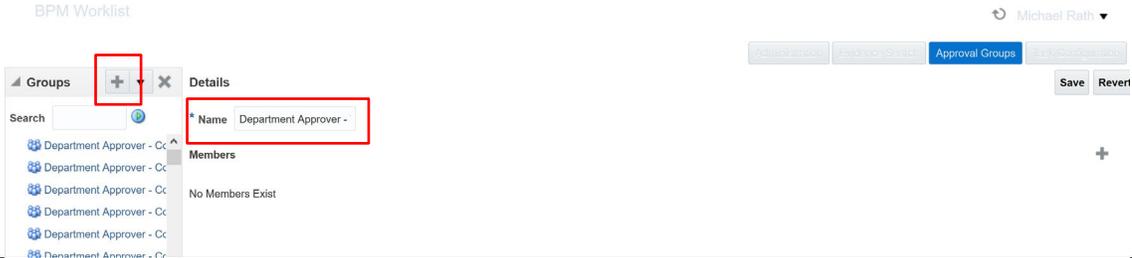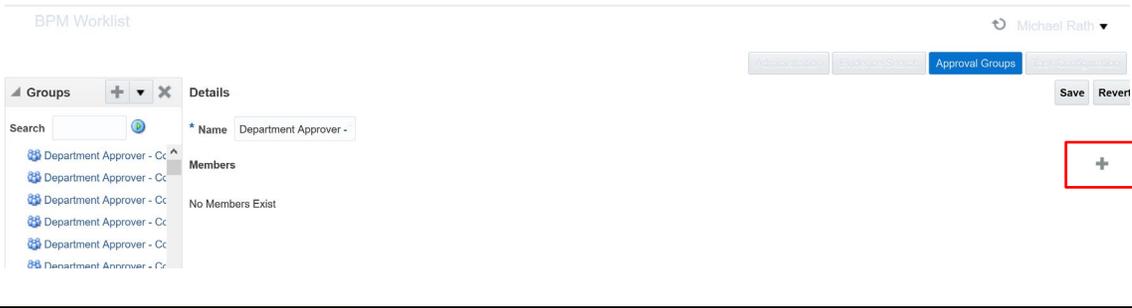# Create and/or Update Approval Groups

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	Log into Oracle. **Home Page > Setup > Procurement Offering > Manage Approval Groups**
2	To create a New Approval Group, click the **+ Icon** and enter **Approval Group Name**. To update an existing group, Search and Select from existing Groups.
3	In the **Members** area select the **+Icon** to Add Members to the Group.
4	**Search** and **Select Members** to add to the Group.
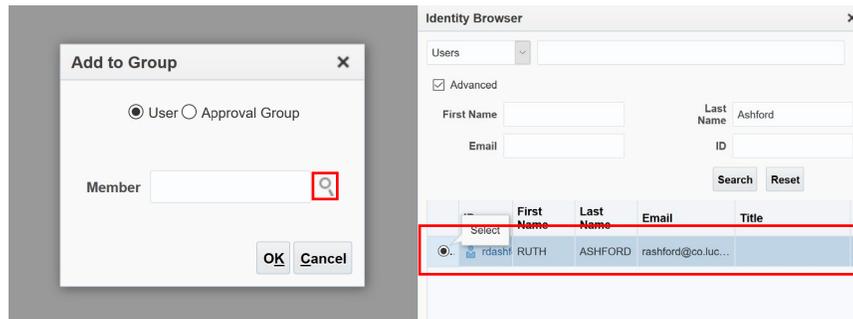
Select **OK**, add additional users as required.
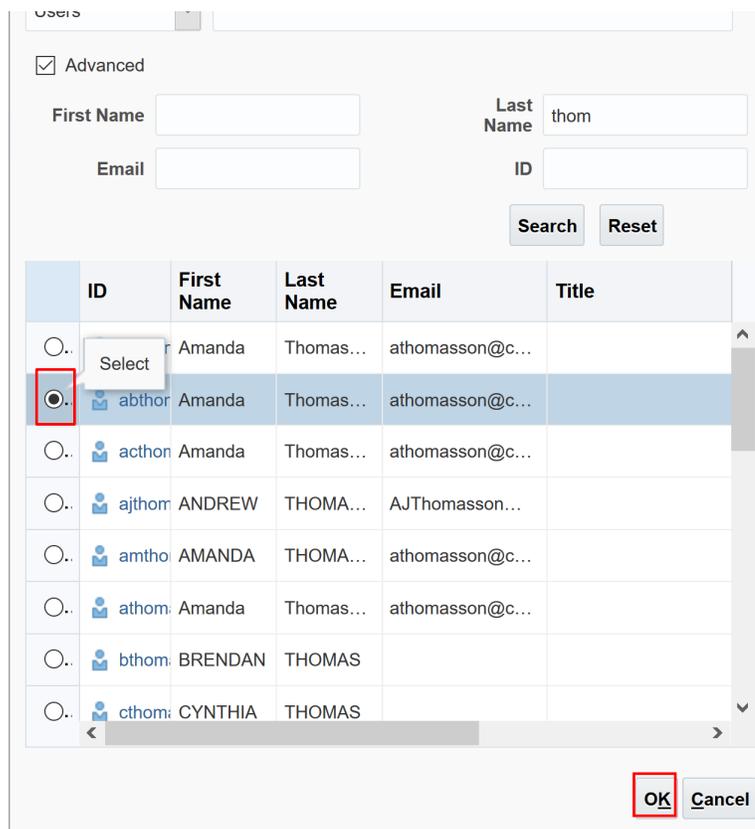
5	When complete, select **Save**.

Details

Save **Revert**

* **Name** Department Approver -

Members

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