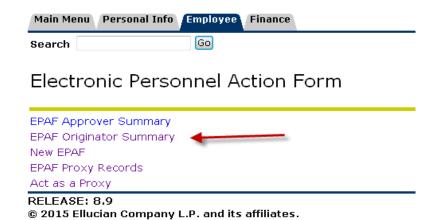# Default Routing Queue Tips

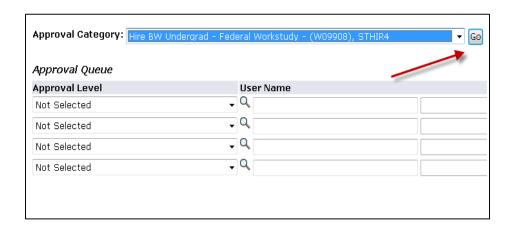- In Bannerweb select the EPAF Administrator link.
- Then go to EPAF Originator Summary and select Default Routing Queue

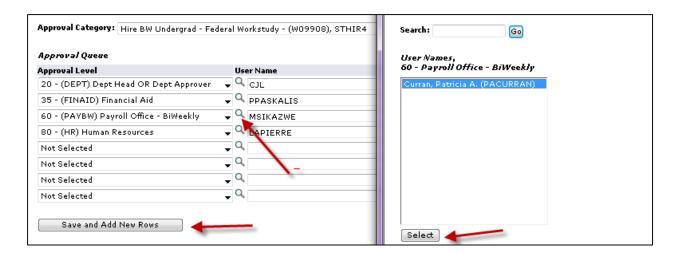

- Select Approval Category that needs to be changed in list and hit GO

- Now press magnifying glass to see selectable approvers
- Highlight name and press SELECT then
- Save and Add New Rows

Now you can update other Approval Categories as necessary