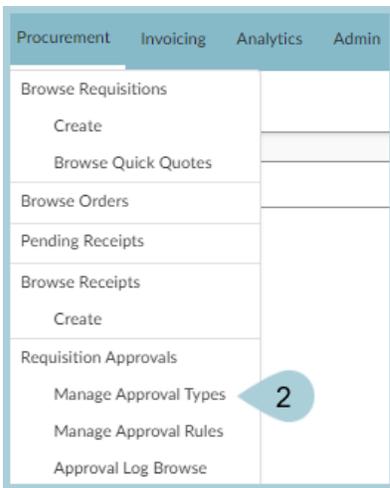


Creating Approval Types

This document is a quick reference guide for Agency Administrators to create new approval types in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Creating Approval Types

1. Log into APP as an **Agency Administrator**.
2. Navigate to **Manage Approval Types** from the **Procurement** tab.



3. Click the **Plus Sign (+)** to create a new approval type.



- Complete the **appropriate approval type information**, including all mandatory fields identified by a **red asterisk (*)**.

The screenshot shows the 'Manage Approval Types' interface. At the top right, there are 'Save' and 'Browse Approval Rules' buttons. A callout '10' points to the 'Save' button. On the left, there are input fields for 'Keywords' (with a search button), 'Agency', 'Approval Type', and 'Status' (set to 'Valid'). A callout '5' points to a '+' button below the form. Below the form is a table with the following columns: 'Agency*', 'Approval Type*', 'Type Order*', 'Status*', and 'Approval Type ID'. Callouts '6', '7', '8', and '9' point to the first four columns respectively. The first row of the table has empty input fields for each column, with the 'Status' field set to 'Valid'.

- Agency** - Determines the agency for the approval type.
 - Approval Type** - Identifies what type of approval rule is used within the agency, i.e. Procurement, Finance, Division, Authority Level, etc.
 - Type Order** - Determines the type order triggered, i.e. trigger type order 10 for Procurement, trigger type order 20 for Senior Procurement, etc.
 - Status** - Used to toggle Approval Rules On/Off. Note: Use cautiously, this will NOT automatically update for requisitions already in progress.
 - Approval Type ID** - Only populates once you click Save.
- Once all required fields are complete, click **Save**.
 - Click **OK** to confirm a New Approval Type to be added.

Resources

Click the link below for more information on **Agency Admin** processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/app-agency-admin-qrgs-176>