

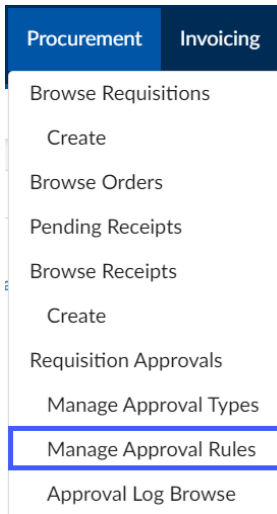
Update Approval Rules Part 2 - Refresh Approval Rules

The purpose of this document is to provide instructions for using the Refresh Approval Rules button. **Ensure you follow the Update Approval Rules Part 1 QRG** prior to using the Refresh Approval Rules button, including downloading a copy of your agency's approval rules. If you have any questions, please contact the APP Help Desk at app@azdoa.gov or by phone at 602-542-7600. The APP help desk is open Monday – Friday from 7am to 5pm MST.

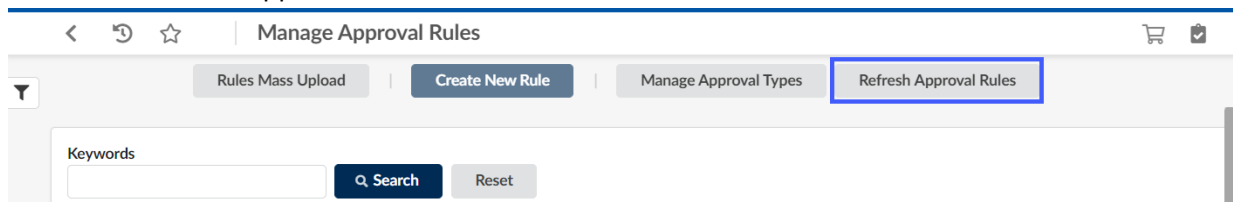
Refresh Approval Rules

Ensure you complete the steps in the Update Approval Rules Part 1 QRG prior to starting step 1.

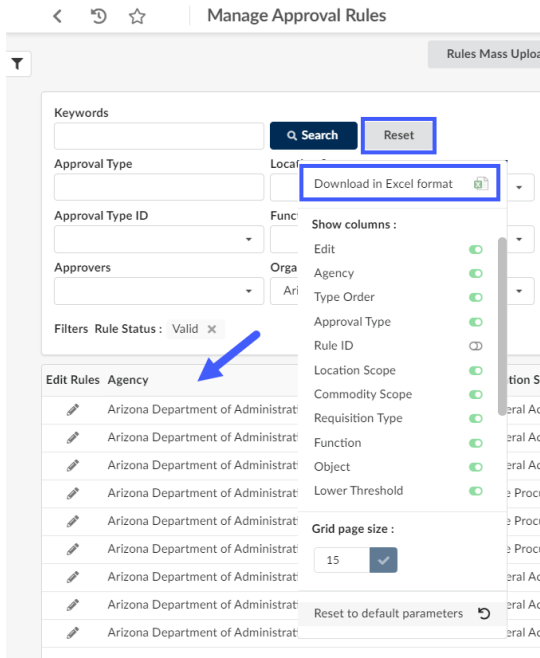
1. Go to Procurement > Manage Approval Rules:



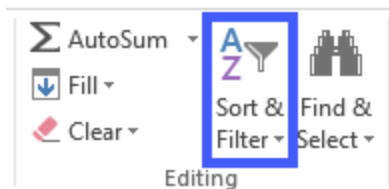
2. Click on the Refresh Approval Rules button:



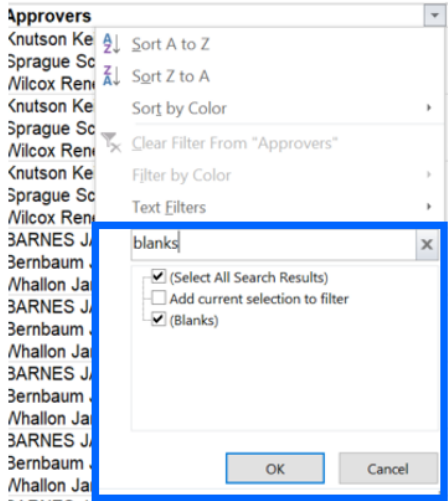
- Right-click on the approval rule header and click Download in Excel Format. This will download your agency's current active approval rules in APP:



- Compare this Spreadsheets with the one downloaded in Part 1 and verify you have no active approval rules that have no active approvers. Create a filter on your spreadsheet by clicking on Sort & Filter > Filter:



- Under Column N (Approvers), click the down-arrow and in the search box, type in Blanks. If there are no matches, then all approval rules are verified and the approvers are active with the appropriate role assigned.
- If you do come across blank approval rules when you do filter search, click on Ok to filter by blank approvers on active approval rules:



- You can use column D (Rules ID) to do a keyword search on the Manage Approval Rules page to locate the specific rule. Once the rule populates, click on the Pencil icon next to the approval rule to update the rule's approvers or delete the approval rule all together then click Save to save the changes:

