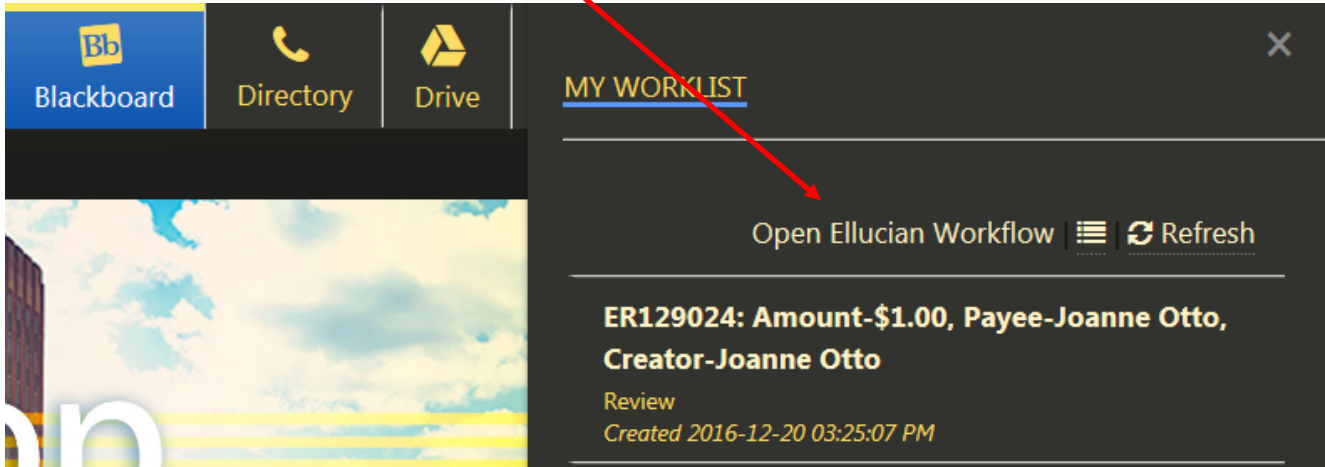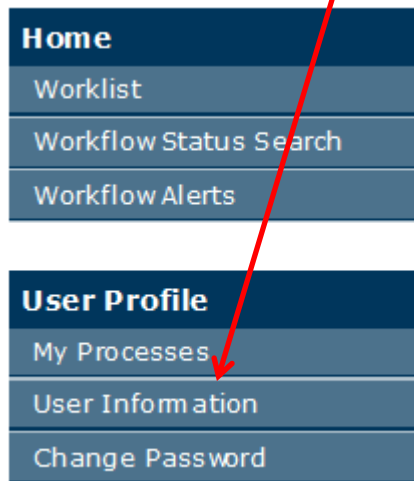**Expense Reimbursement Workflow**
How To Set Up A Proxy Approver

1. Login to Flashline and click on My Lists at the top of the page..
2. In the My Worklist box, click on Open Ellucian Workflow.

3. A new tab will open and on that screen, click on User Information under the User Profile section.

4. On the User Information screen, scroll down to the My Roles box and locate the line that says Fin_All_Users in the Role Name column. Click on the Add Proxy link at the end of that row.

Organization	Role Name	Effective From	Effective To	Type	Proxy Assignment
Root	Admin-FRS0001 Expense Reim	05-Jun-2012 02:28:51 PM		Primary	Add Proxy
Root	All_Users	09-Mar-2007 12:34:30 PM		Primary	Add Proxy
Root	FIN_All_Users	29-May-2007 11:46:59 AM		Primary	Add Proxy
Root	Owner-FIN0001 Expense Reim	05-Jun-2012 03:40:45 PM		Primary	Add Proxy

5. On the Proxy Details screen, click the User box's down arrow and choose the username of the person who you want to be a proxy. Note that the list is alphabetical according to username, not by last name.
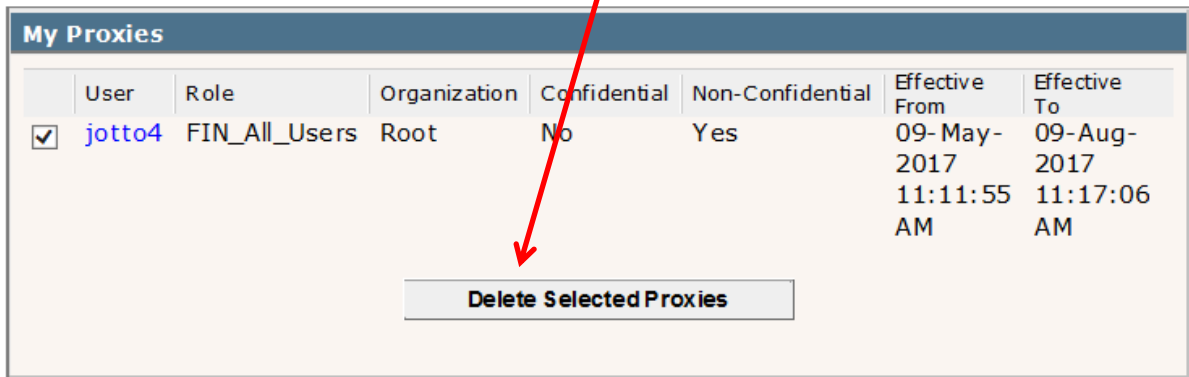

6. Enter the Effective From and To dates. The To date is required. If you do not have a specific date in mind, you can use 12/31/2049. You are able to go back into the system later and change the date and remove a proxy.

7. Click the Non-Confidential box so that it has a checkmark in it and then click on Save.

8. Your new proxy will now show up under My Proxies. If you ever want to delete the proxy, you can put a checkmark next to the username and then click on the Delete Selected Proxies. If you want to revise the proxy (e.g., change the end date) you click on the username and then make revisions on the Proxy Details screen.

	User	Role	Organization	Confidential	Non-Confidential	Effective From	Effective To
☑	jotto4	FIN_All_Users	Root	No	Yes	09-May-2017 11:11:55 AM	09-Aug-2017 11:17:06 AM

My Proxies

Delete Selected Proxies