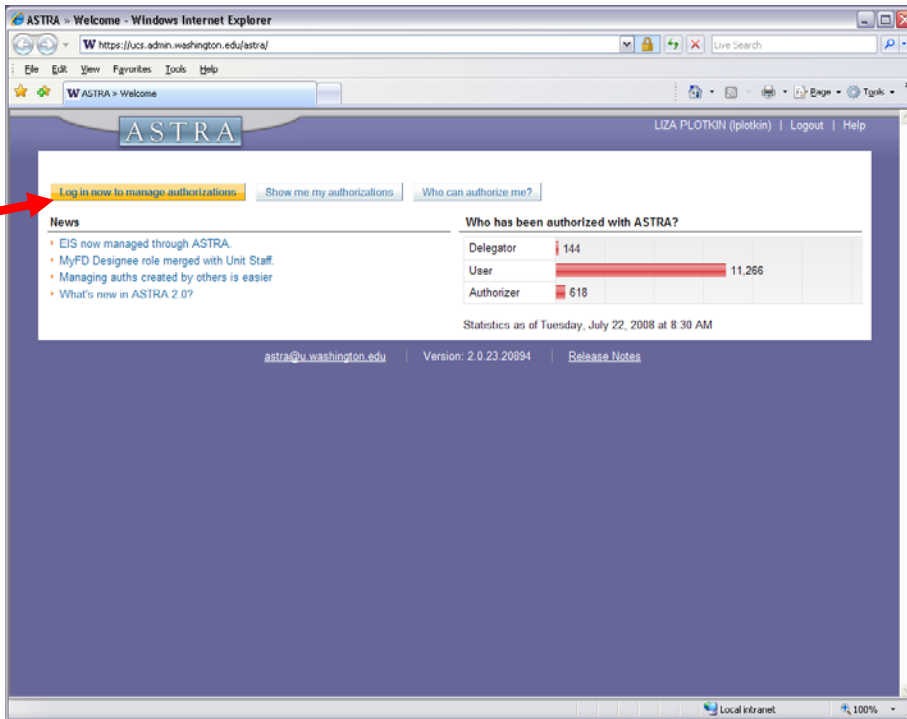
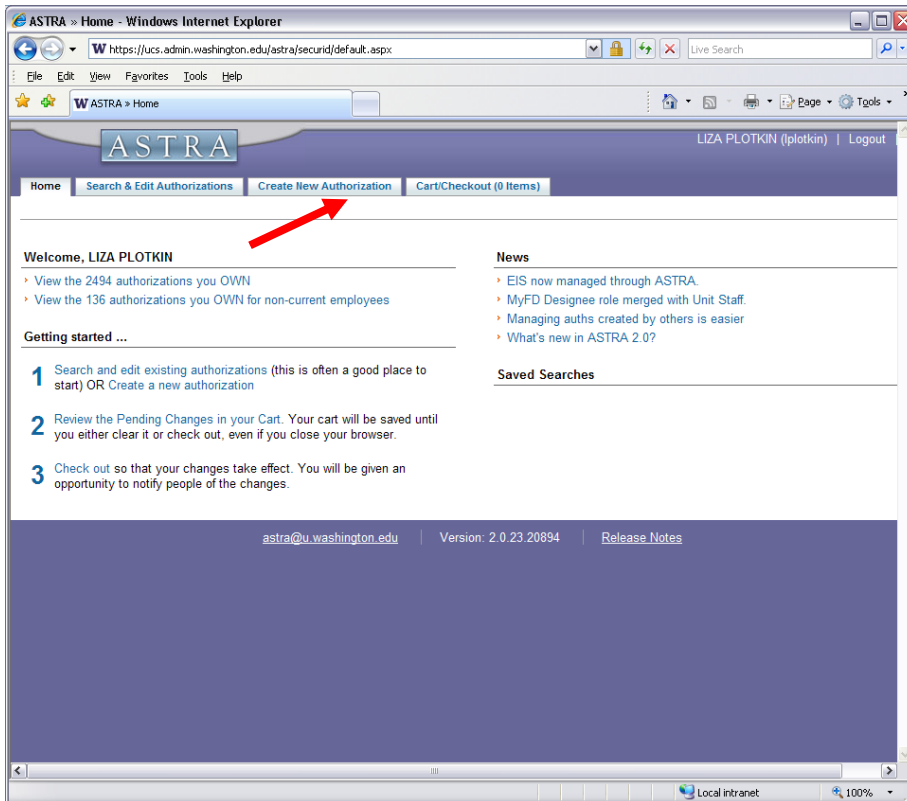


Instructions for Delegators on Setting Up Authorizers in ASTRA/eProcurement

**(step by step instructions on granting Authorizers three ASTRA/eProcurement roles of
Preapproved Preparer, Approver, Watcher to let them manage eProcurement access for
users in their units)**

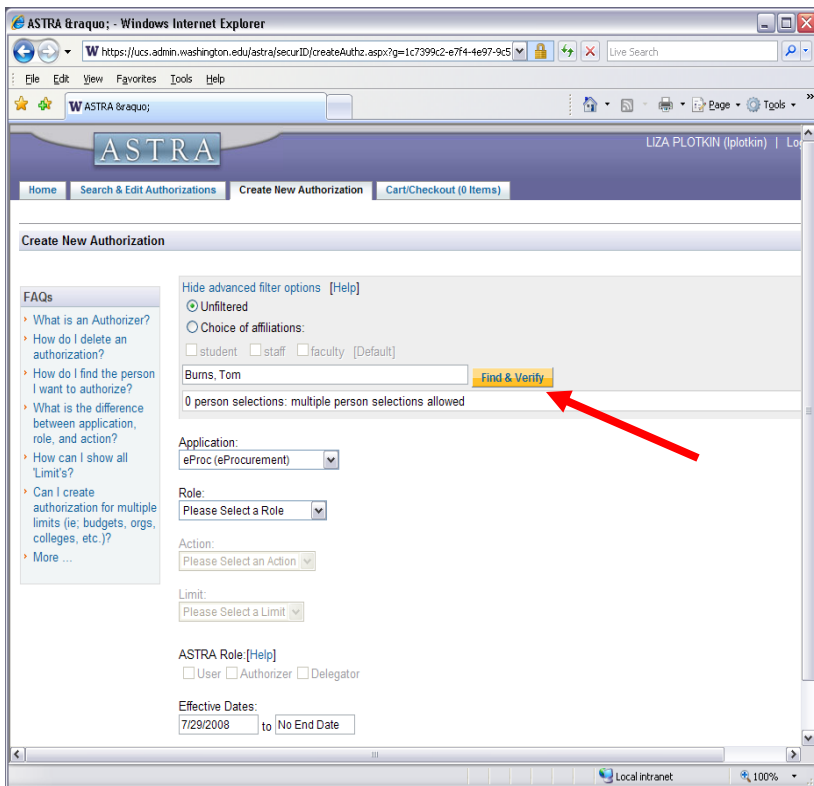


Access ASTRA and click on **Login Now To Manage Authorizations**

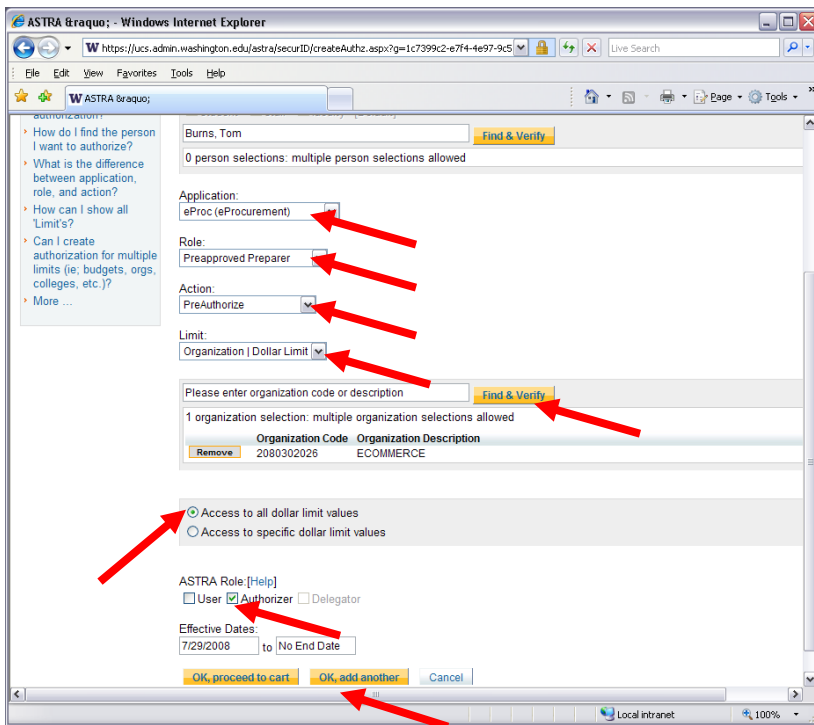


Click on **Create New Authorization**.

Authorizers should be set up for all **three** eProcurement roles, such as **PreApproved Preparer**, **Approver** and **Watcher** with the access to **all dollar limit values** (unlimited amount). That way they will have authority to grant the roles of PreApproved Preparers, Approvers and Watchers to the eProcurement users in their organizations.

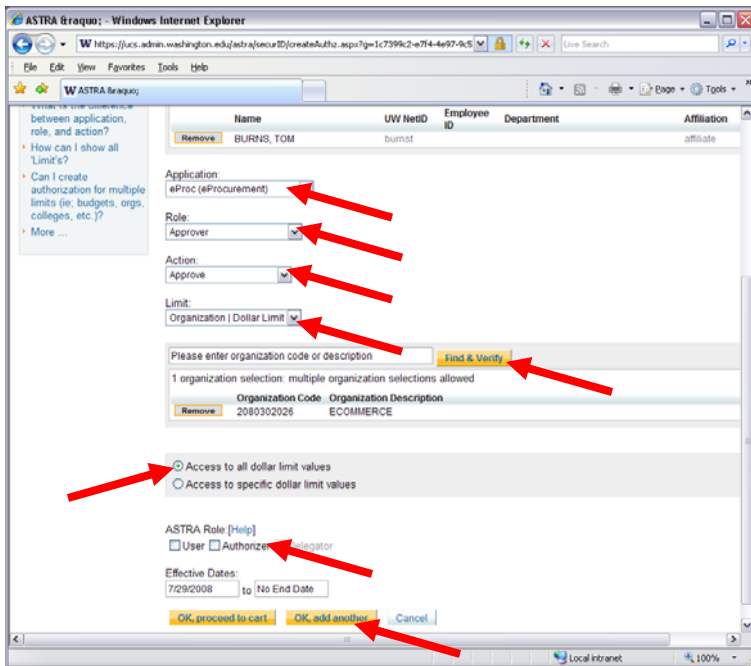


Identify Authorizer by Name, UWNetId or EID. Click on **Find & Verify**



Choose the following for the PreApproved Preparer role (roles can be chosen in any order):

Application – **eProcurement**; Role – **PreApproved Preparer**; Action – **PreAuthorize**; Limit – **Organization**. Type the **Org Code**, click on **Find & Verify**. Click on **Access to all dollar limit values**. Under ASTRA Roles choose **Authorizer**. Click on **OK add another**. **One** item will be **added** to the **Cart**. **Repeat** the same procedure for **each organizational code** within the same role (for example, department can have the main organizational code and the summer quarter org. code).



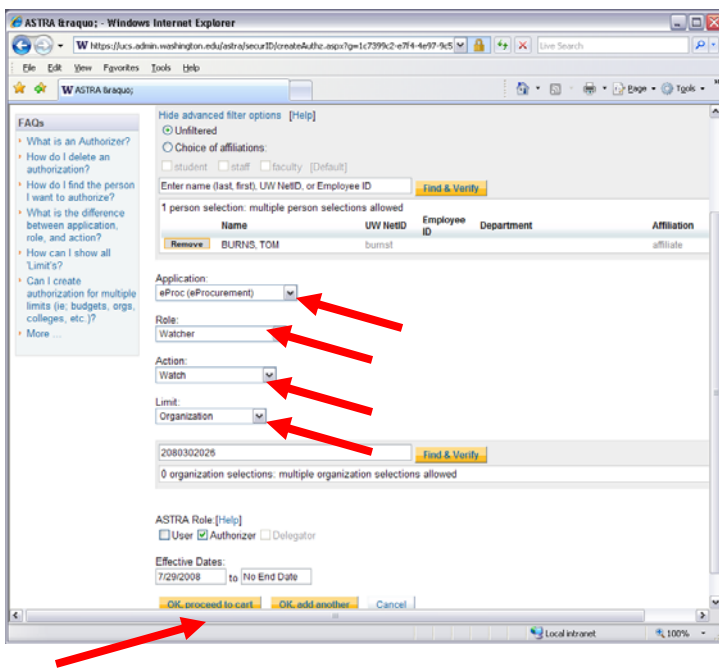
Choose the following for the Approver role:

Application – **eProcurement**; Role – **Approver**; Action – **Approve**; Limit – **Organization**.

Type the **Org Code**, click on **Find & Verify**. Click on **Access to all dollar limit values**.

Under **ASTRA Roles** choose **Authorizer**. Click on **OK add another**. **One** Item will be **added** to the **Cart**.

Repeat the same procedure for **each organizational code** within the same role (for example, department can have the main organizational code and the summer quarter org. code).



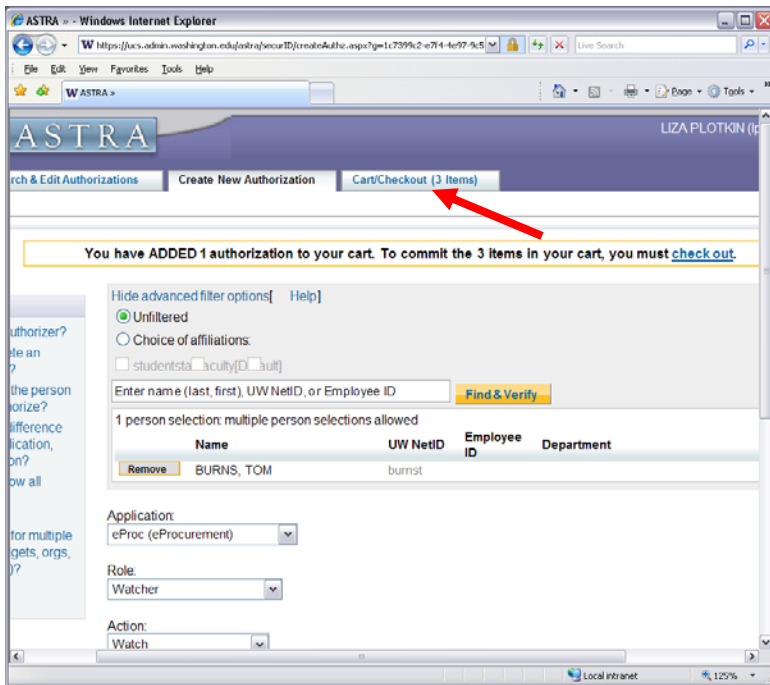
Choose the following for the Watcher role:

Application – **eProcurement**; Role – **Watcher**; Action – **Watch**; Limit – **Organization**.

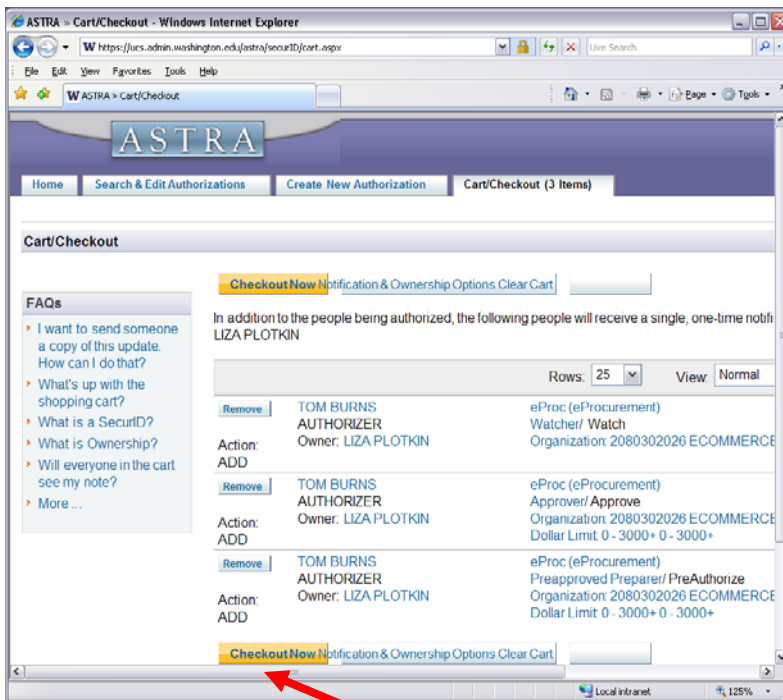
Type the **Org Code**, click on **Find & Verify**. Under **ASTRA Roles** choose **Authorizer**.

Click on **OK to proceed to cart**. **One** more item will be **added** to the **Cart**.

Repeat the same procedure for **each organizational code** within the same role.



You have created all three Authorizer's roles.
Click on **Cart/Checkout** (3 items).



To commit the 3 items in your cart, you must checkout.
Click on **Checkout Now**.