ARIZONA
P R O C U R E M E N T   P O R T A L

QUICK REFERENCE GUIDE

Updating Approval Rules - Part 2

This document is a quick reference guide for users using the Refresh Approval Rules button. Ensure you follow the Update Approval Rules Part 1 QRG before 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 7 a.m. to 5 p.m. MST.

Refresh Approval Rules

1. Log into APP as an Agency Administrator. Navigate to Manage **Approval Rules** from the Procurement header tab.
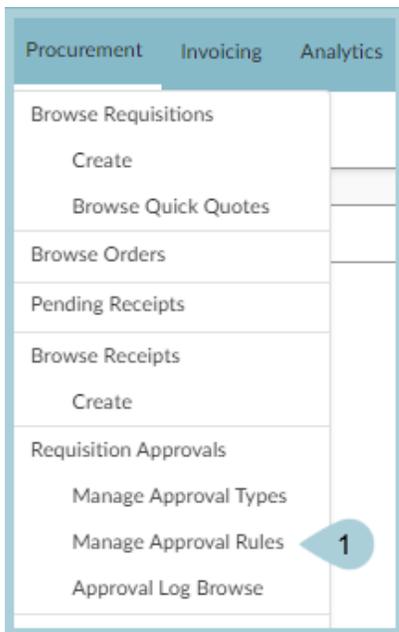
2. Click the **Refresh Approval Rules** button.
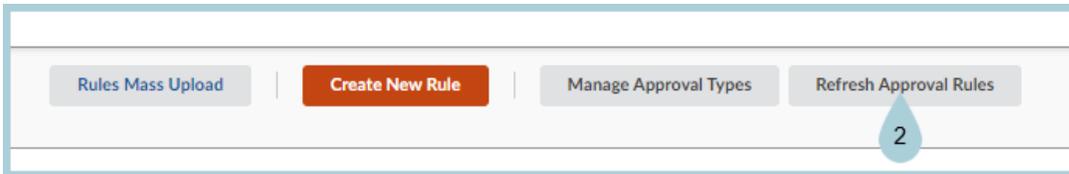
3. Right-click on the approval rule header and click **Download in Excel Format**. This will download your agency's current active approval rules in APP.
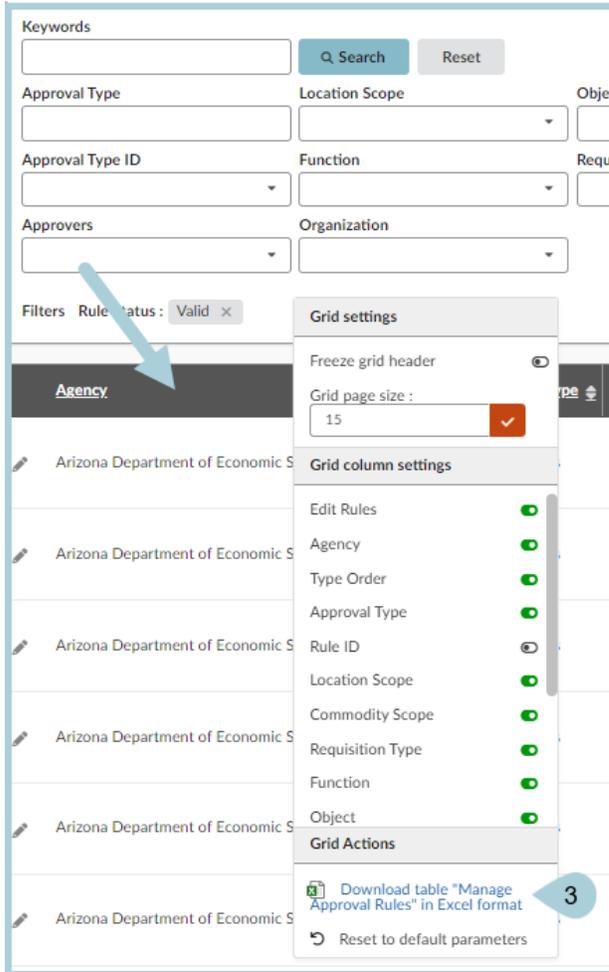
4. Compare the spreadsheet with the one downloaded in Part 1 and verify you have no active approval rules that have no active approvers. Create a filter on your spreadsheet by clicking on Sort&Filter>Filter.

5. Under Column N (Approvers), click the down arrow and type "Blanks" in the search box. If there are no matches, then all approval rules are verified and the approvers are active with the appropriate role assigned. If blank approval rules display when you perform the filter search, click on OK to filter vy blank approvers on the active approval rules.
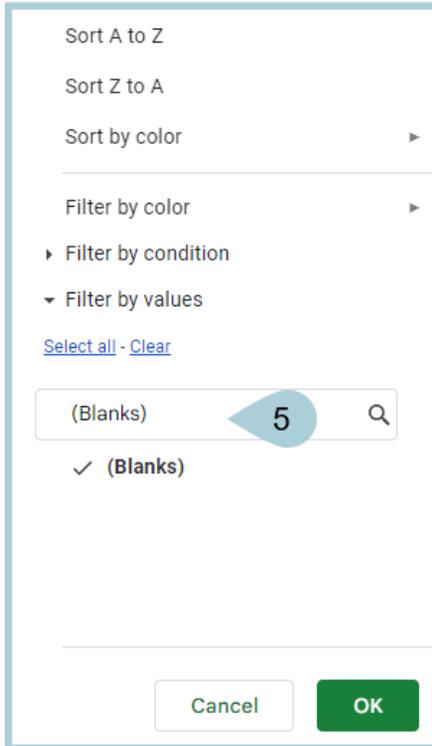
6. Use **Column D** (Rules ID) to do a keyword search on the Manage Approval Rules page to locate the specific rule. Once the rule populates, click the **Pencil** icon next to the approval rule to update the rule's approvers or delete the approval rule all together.

7. Click **Save**.

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