Accounts and Access

- Alternate Approvers
- NURamp Assistants

Alternate Approvers

About Alternate Approvers

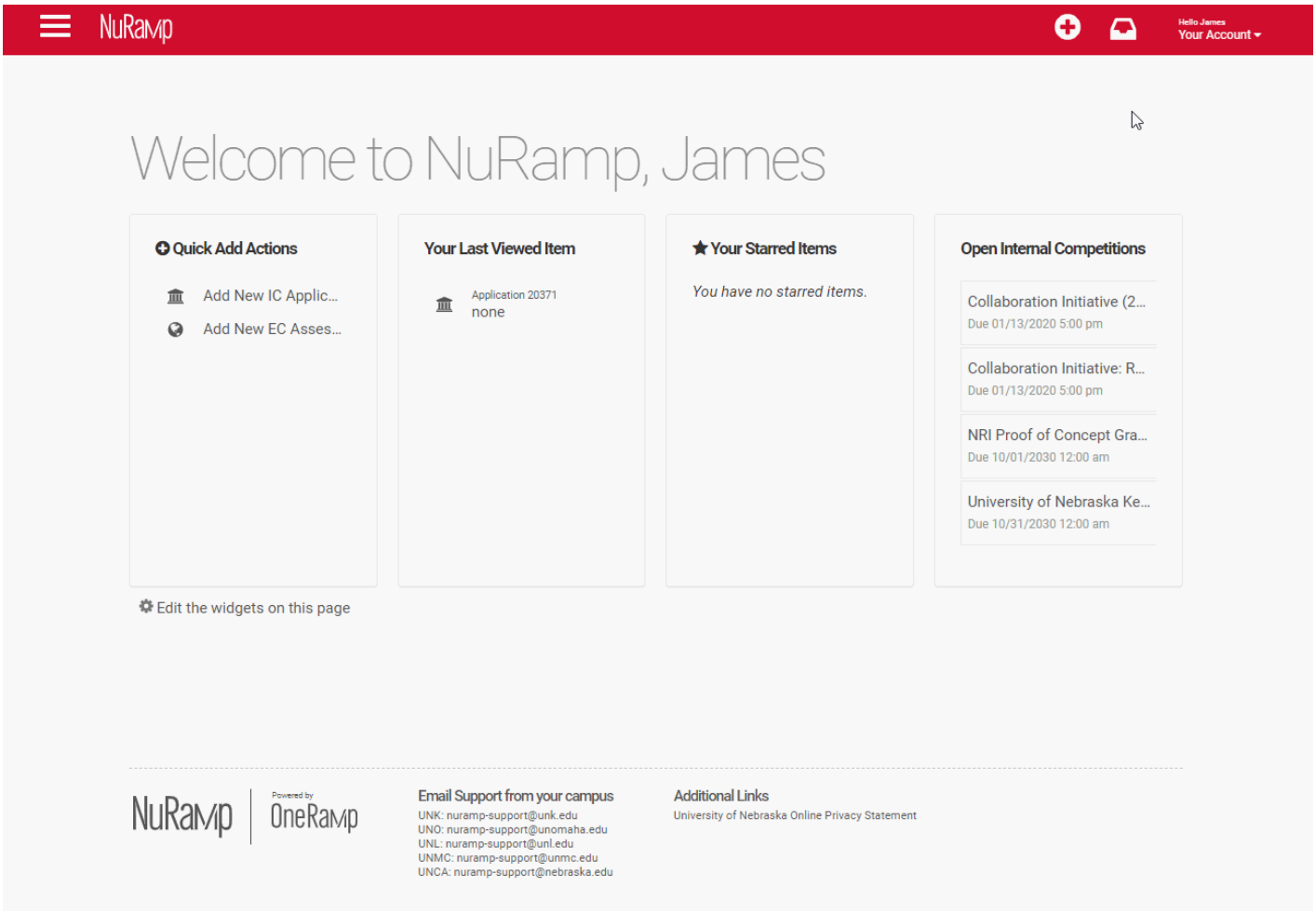
NURamp allows users to delegate other users as their signatory in the form routing process. If you will need another person to electronically sign forms in NURamp on your behalf, add them as an alternate approver.

If you will need another person to create and submit from in NURamp on your behalf, see NURamp Assistants.

Add Approver

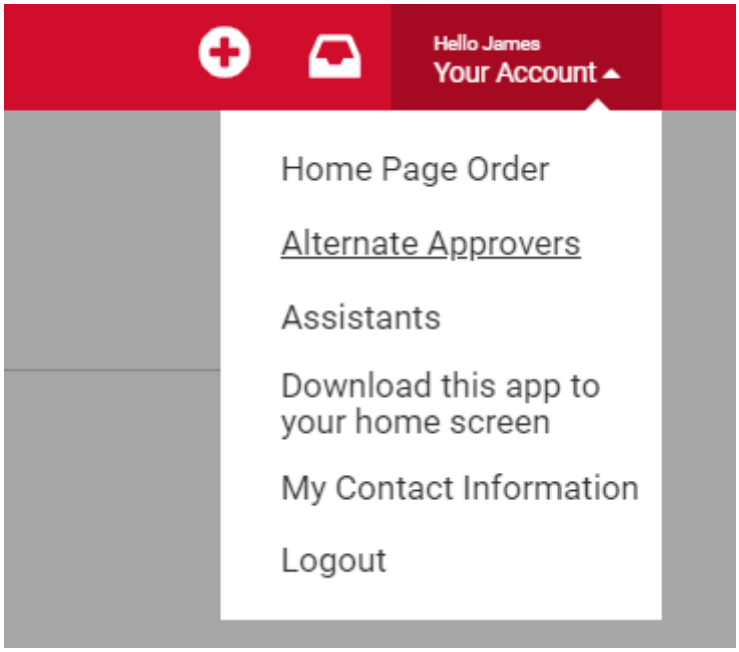
To add another user as an alternate approver, navigate to the Alternate Approvers preferences page and enter that user's information into the form.

A temporary alternate approver is time bound by the dates you specify, while a permanent alternate approver will remain valid until you revoke their permissions.

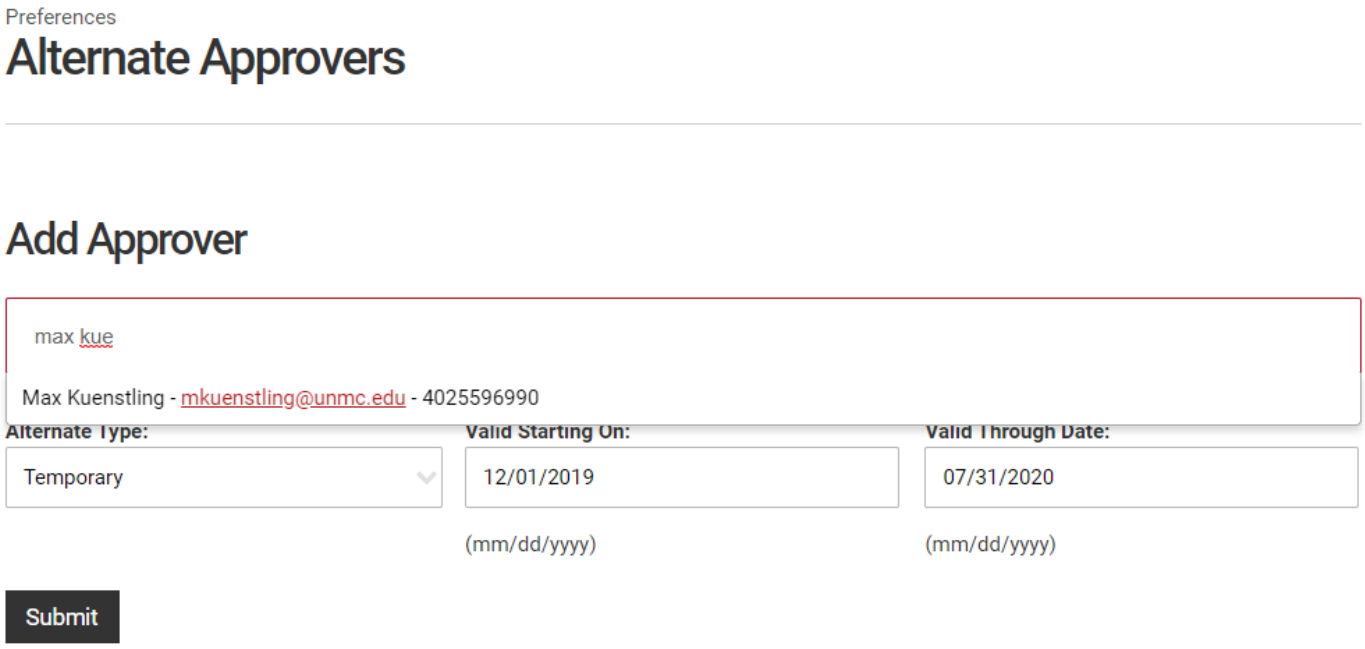


Step by Step

Click the "Your Account" dropdown and select "Alternate Approvers".



In the "Add Approver" form, enter the first few letters of the person's name who you want to add as an alternate approver.

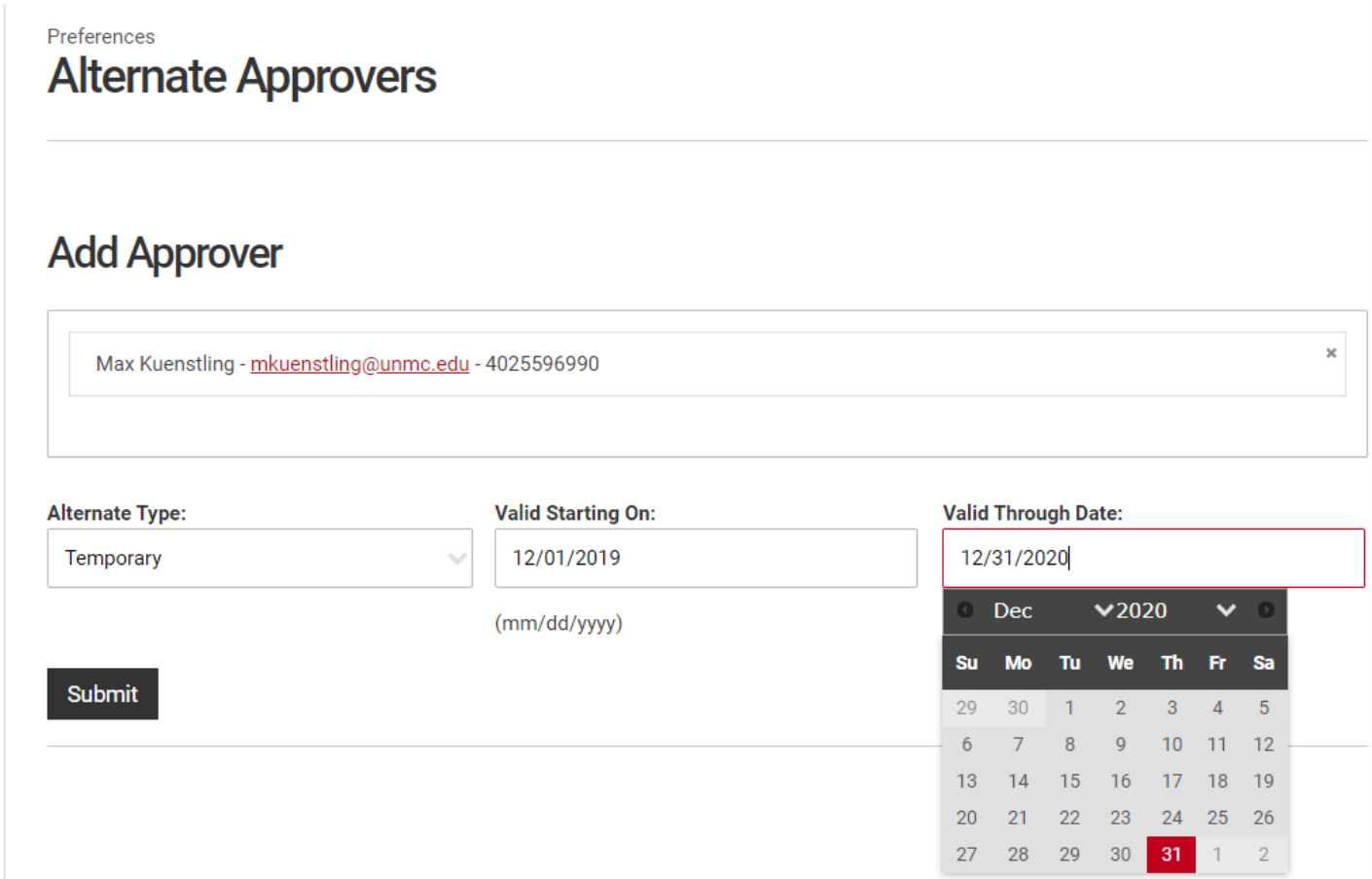


NURamp will search all available users and will display users with their email address and phone number. Select the user from the dropdown menu to populate their information into the form.

You may add multiple alternate approvers at the same time.

Select the type of alternate approver that the user(s) entered into the form will be:

- If the user will be a **temporary** alternate approver, also enter the dates their alternate approver status will be valid. Use the calendar inputs, or manually type in a date.
- If the user will be a **permanent** alternate approver, you may leave the date fields blank.

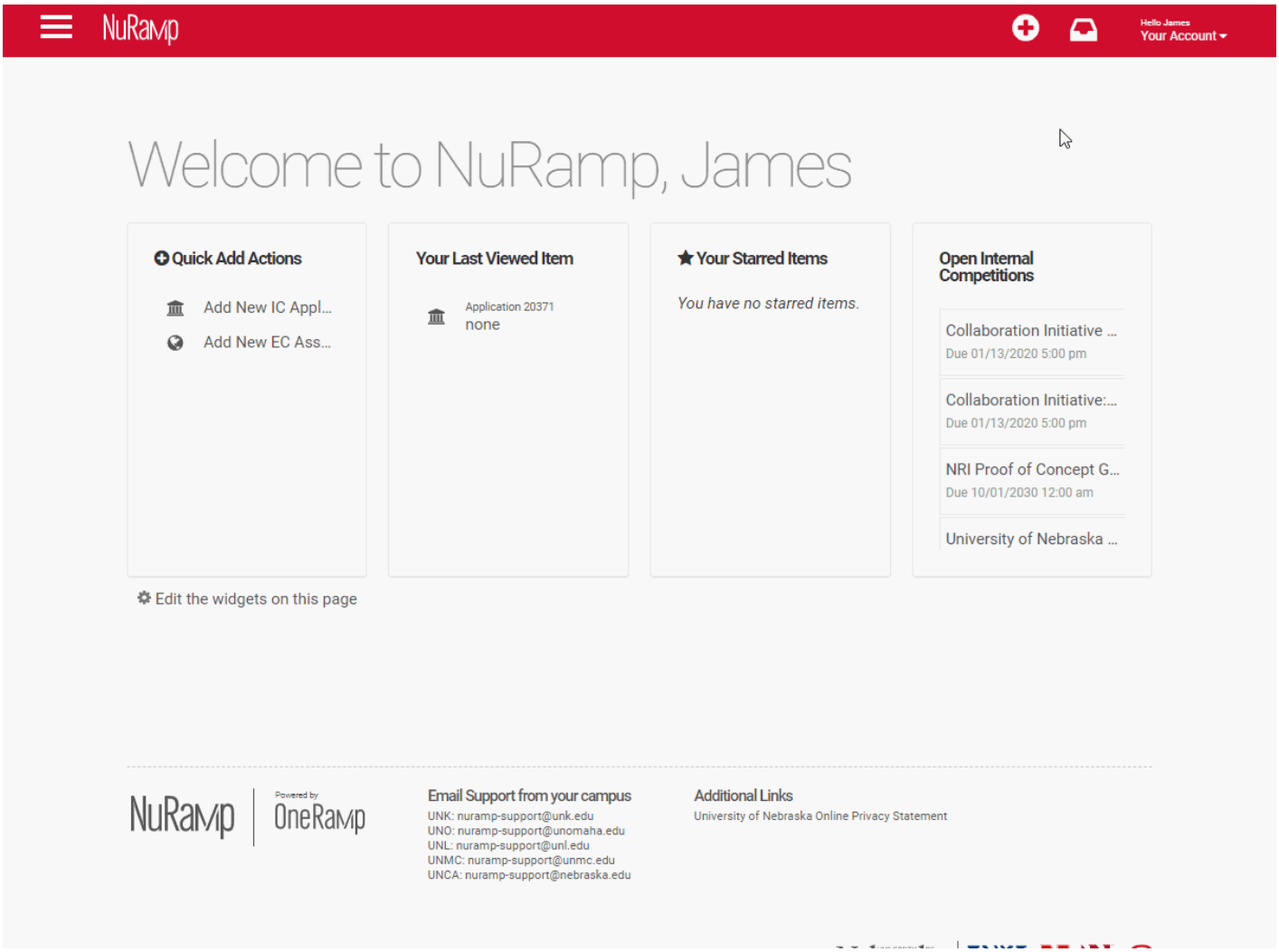


When finished, click "Submit".

You will receive a notification on the same page that your alternate approver was added successfully. If NURamp was unable to save your alternate approver, you will receive an error notification with additional details.

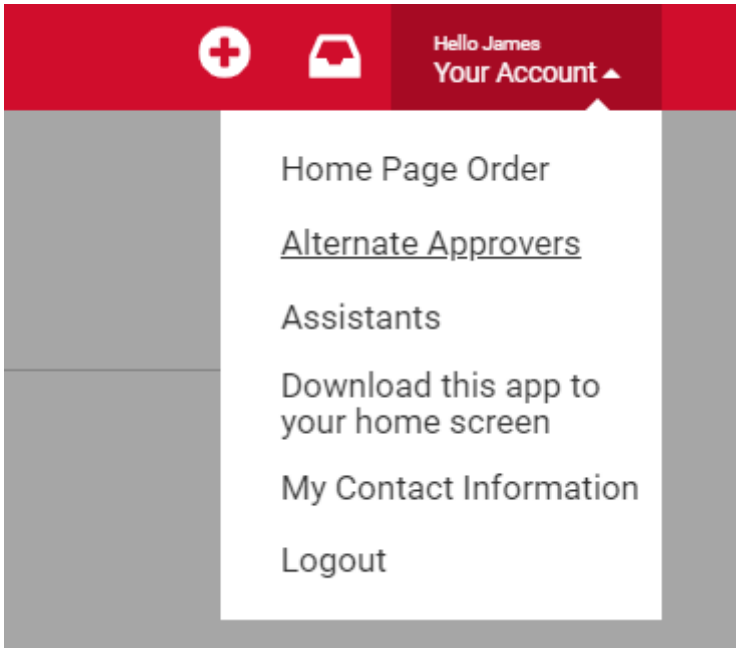
Remove Approver

To remove a user from their alternate approver role, navigate to the Alternate Approvers preferences page, select their name in the Existing Alternate Assignments table, and click "Delete Selected."

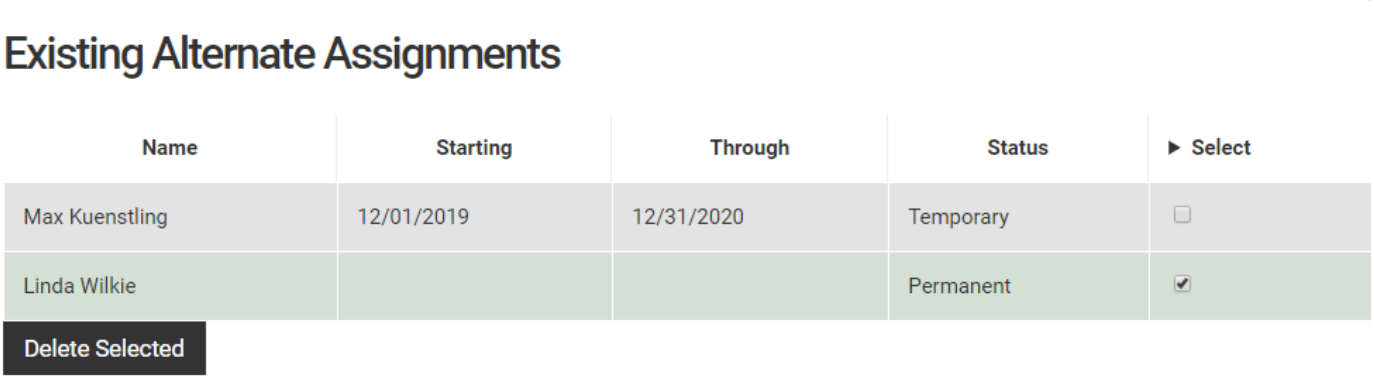


Step by Step

Click the "Your Account" dropdown and select "Alternate Approvers".



In the Existing Alternate Assignments table, select the user(s) you need to remove as alternate approver(s).



When finished, click "Delete Selected".

You will receive a notification on the same page that the selected user was successfully removed from your alternate approvers. If NURamp was unable to delete the selected alternate approver(s), you will receive an error notification with additional details.

NURamp Assistants

About NURamp Assistants

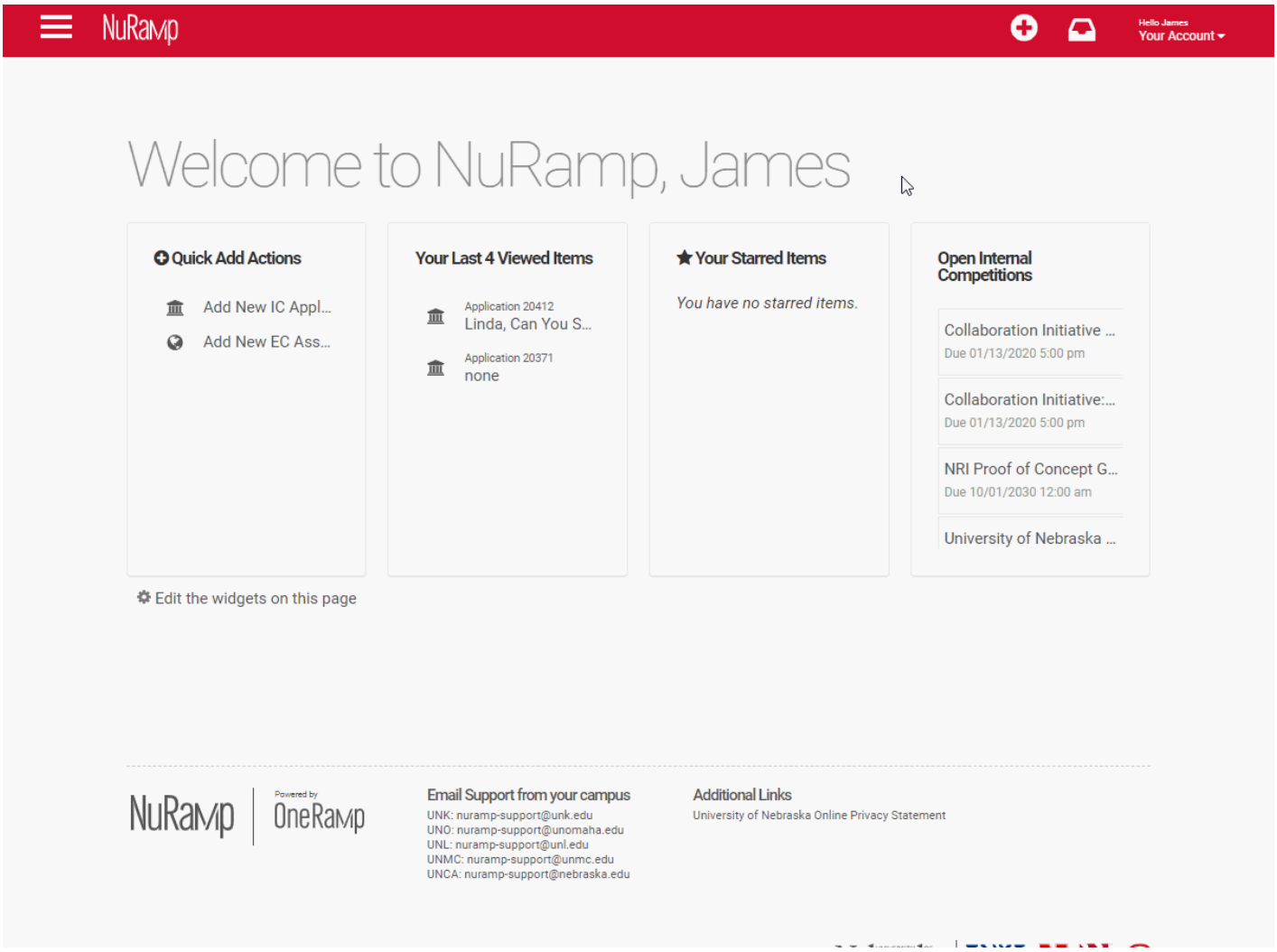
NURamp allows you to designate other users as "assistants" who will have access to your forms. Access can be granted on a per-module basis, or you can grant an assistant access to all modules.

> **NURamp Assistants have full access to the modules they are granted.** Assistants are able to perform sensitive operations, including deleting forms and applications.

Add New Assistant

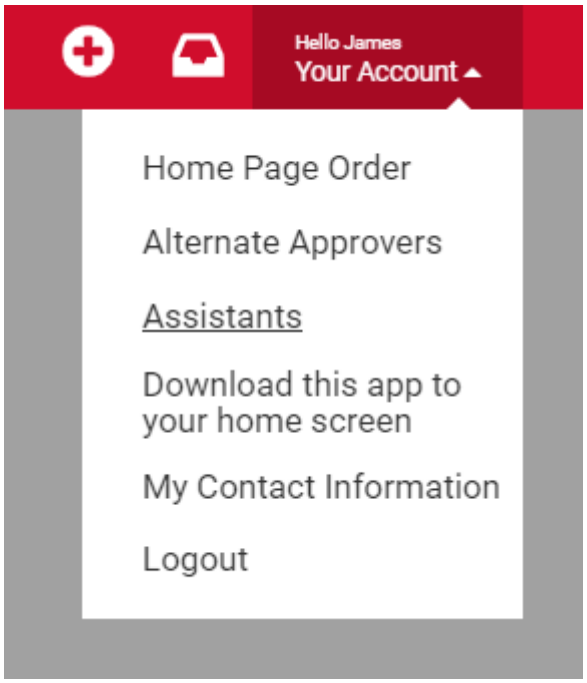
To add another user as an assistant, navigate to the Assistants preferences page and enter that user's information into the form.

Assistants will remain valid until you revoke their permissions.



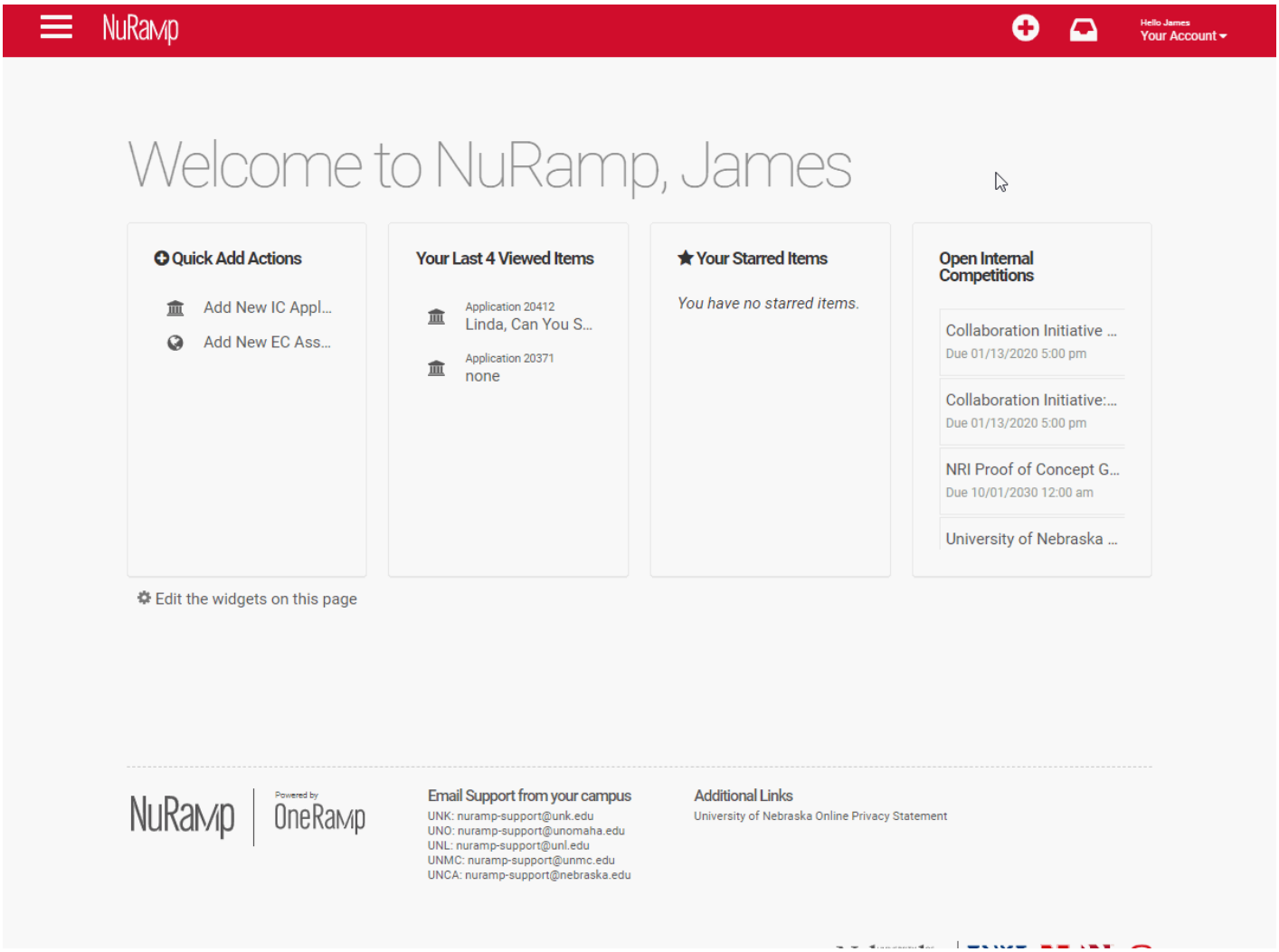
Step by Step

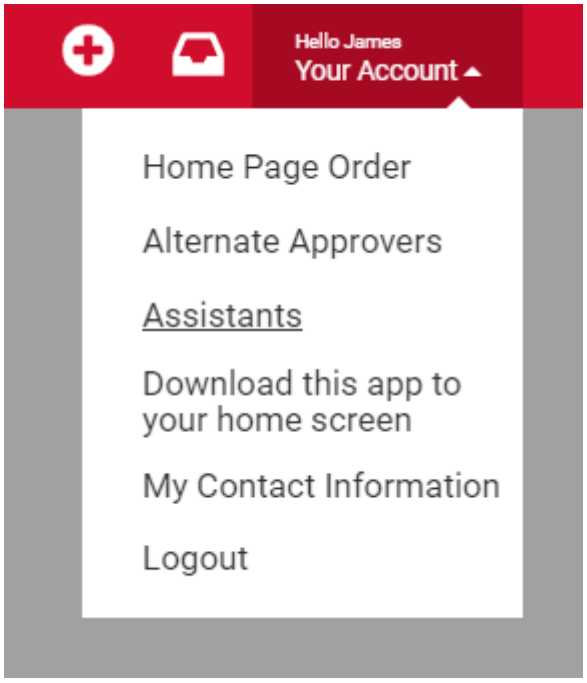
Click the "Your Account" dropdown and select "Assistants."



Remove Assistant

To remove a user from their assistant role, navigate to the Assistants preferences page, select their name in the Current Assistants table, and click "Delete Selected."



Step by Step

Click the "Your Account" dropdown and select "Assistants."