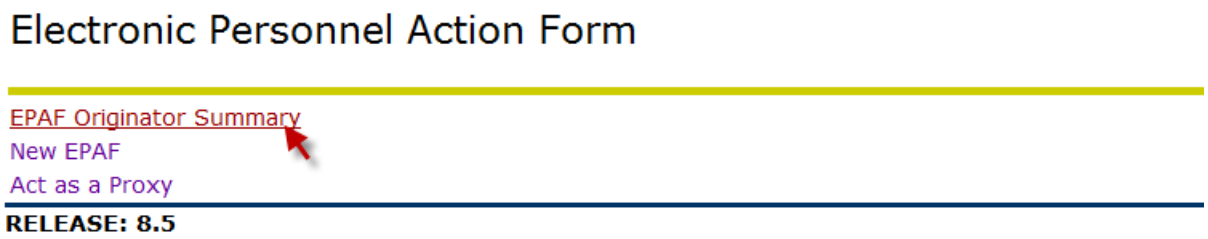
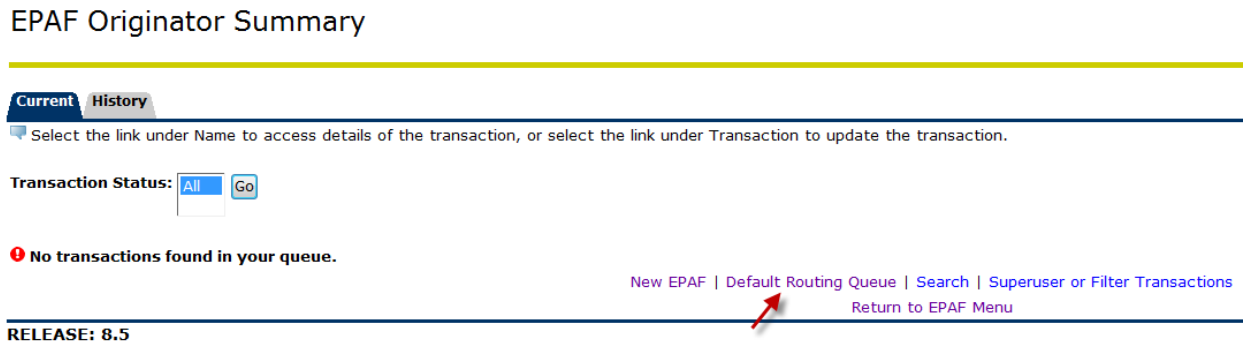
Originator logs in to the ePAF system.

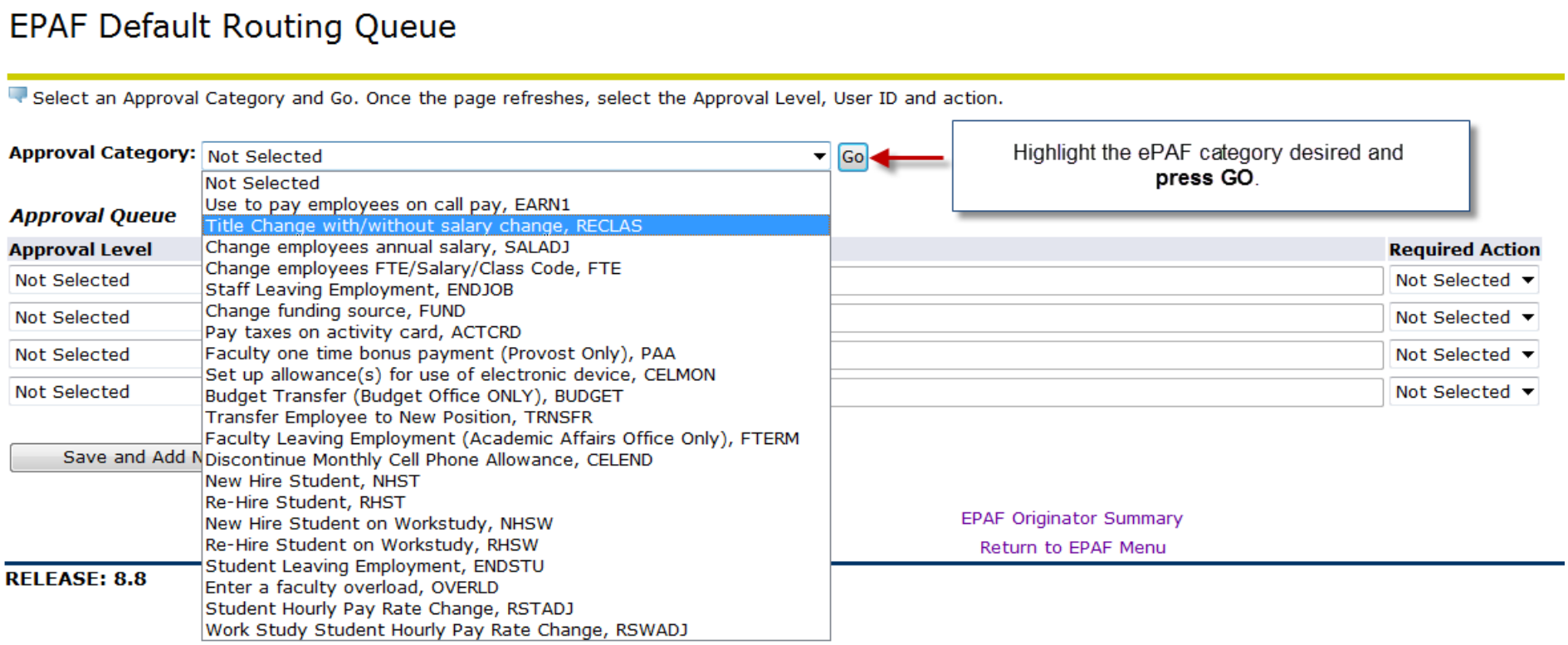
Selects 'EPAF Originator Summary' from first screen:



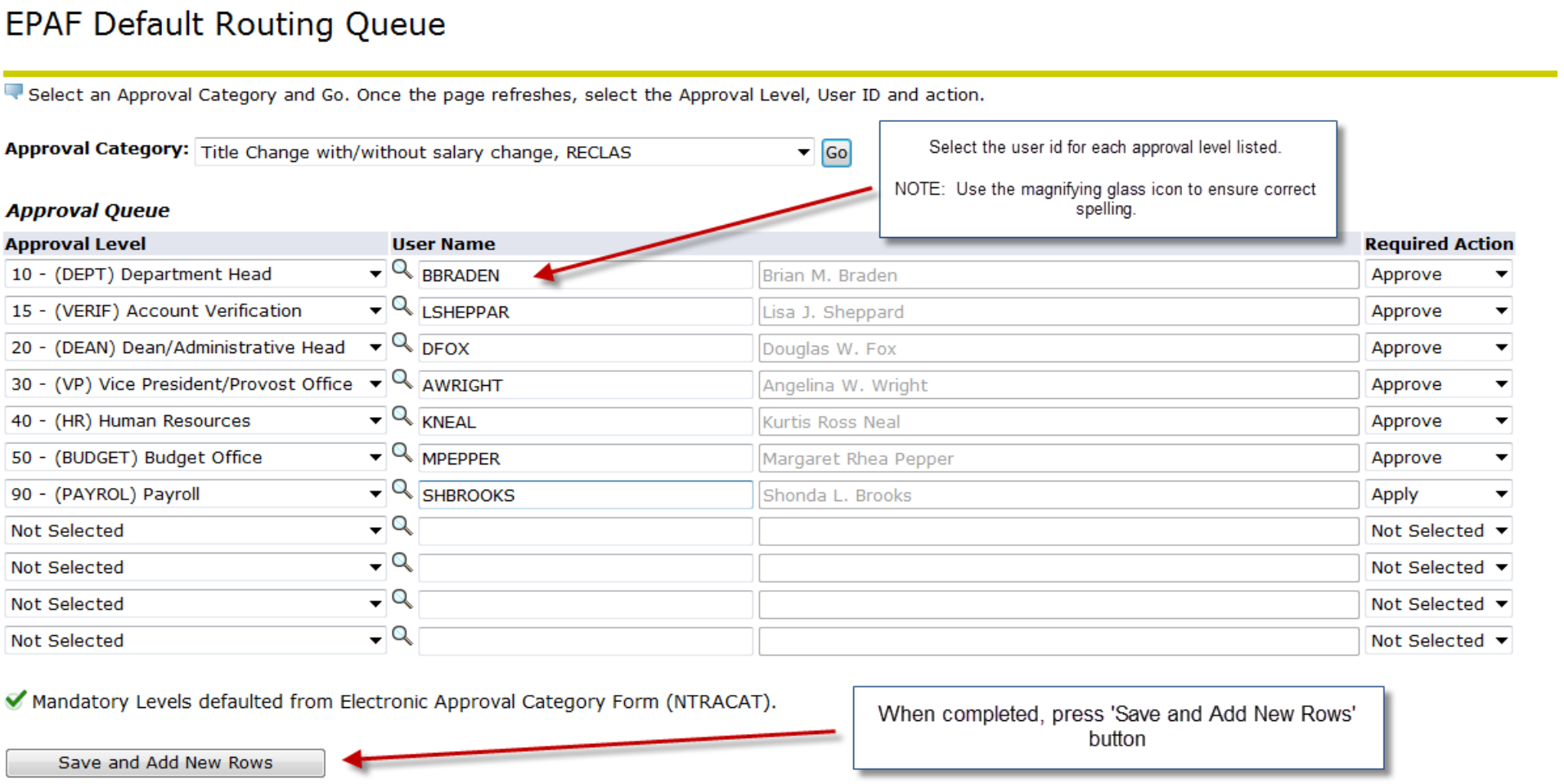
Select 'Default Routing Queue' at bottom of EPAF Originator Summary screen

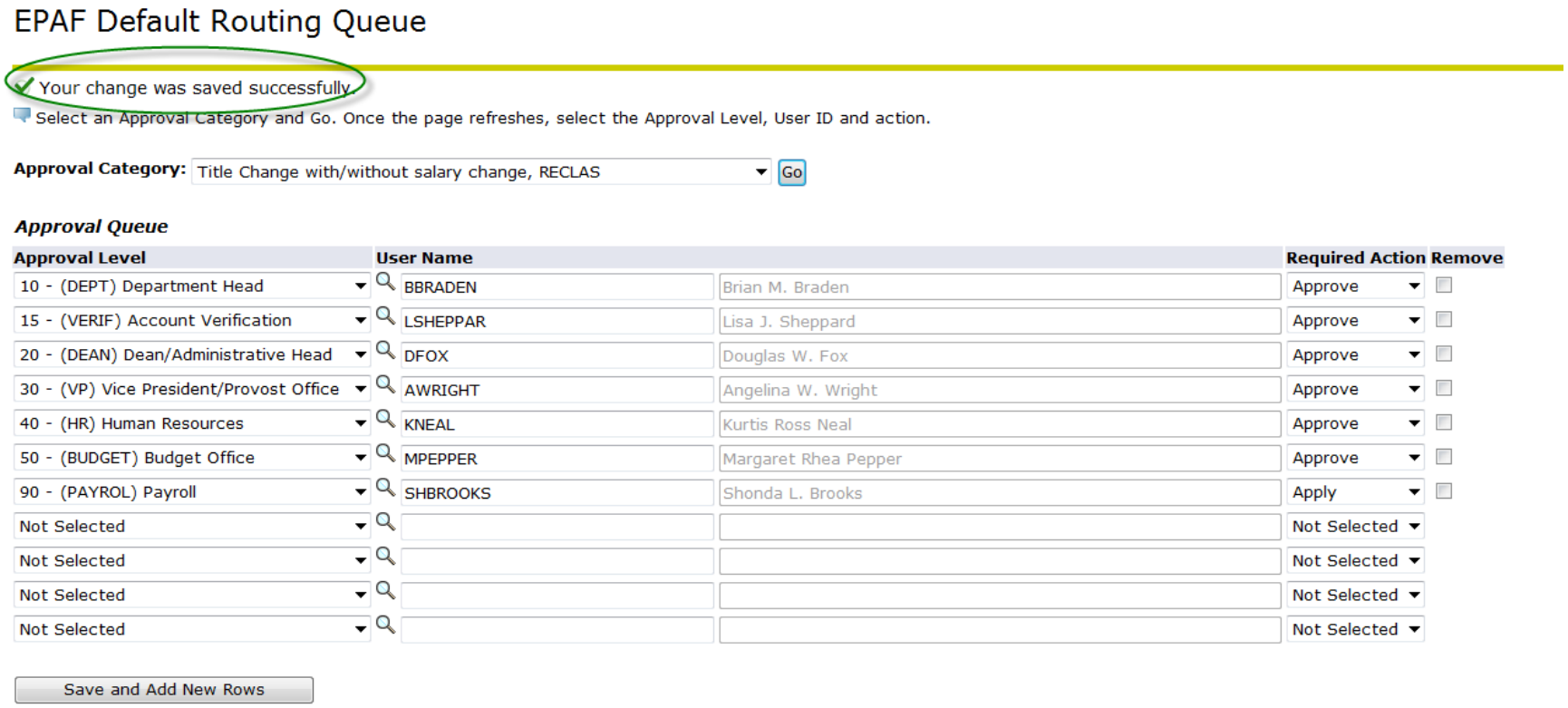


Select from pull-down what ePAF category you want to build a default routing queue for and then press GO.



Enter desire default approver information.





At this point, you may select another ePAF category and press GO. Repeat steps for all ePAF categories you have a need for.

When you now go to create a NEW ePAF, the default approver(s) will automatically be populated; however, if you should desire to change an approver, you can by over-riding the default user id.