# 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)

*Addition (4/11/11) - pages 6&7 of this document show step by step instructions on setting up Alcohol Authorizers
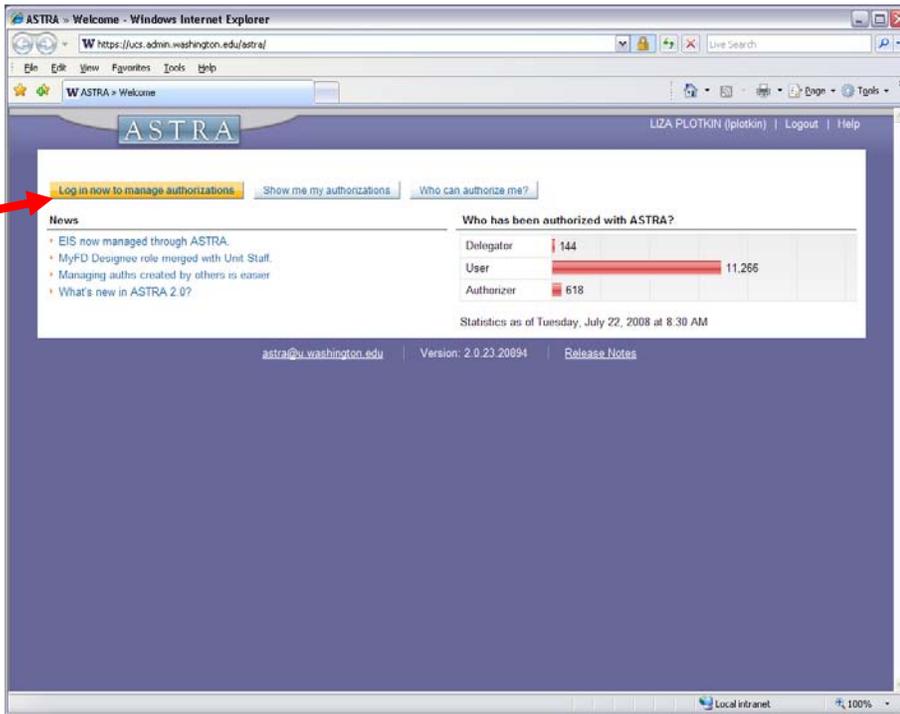
Access ASTRA and click on **Login Now To Manage Authorizations**
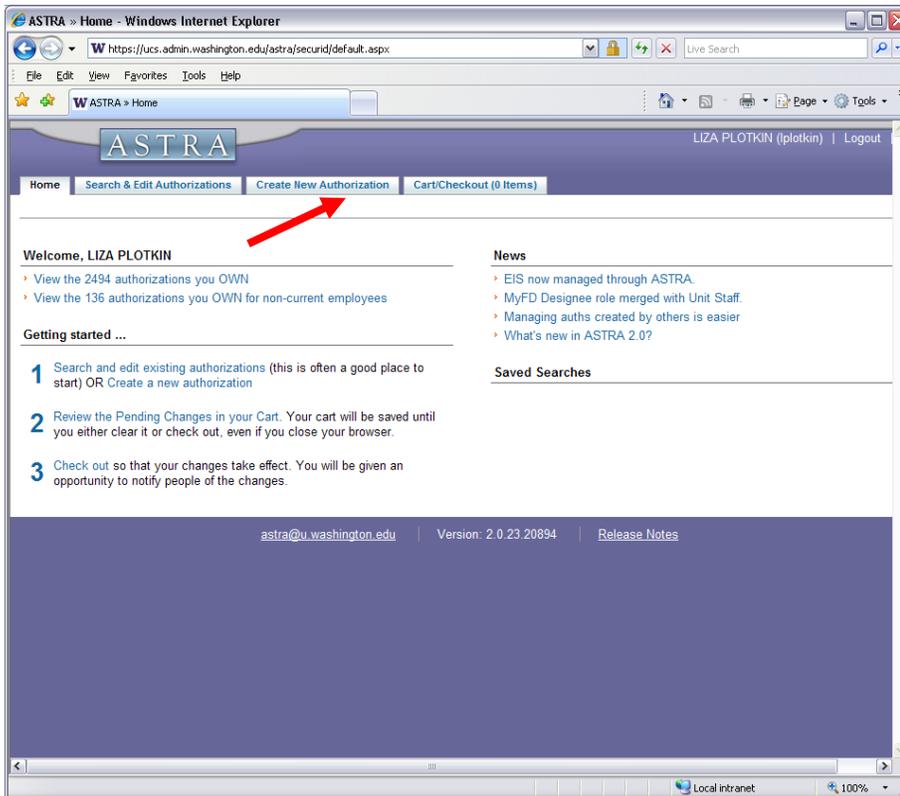
Click on **Create New Authorization**.

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.
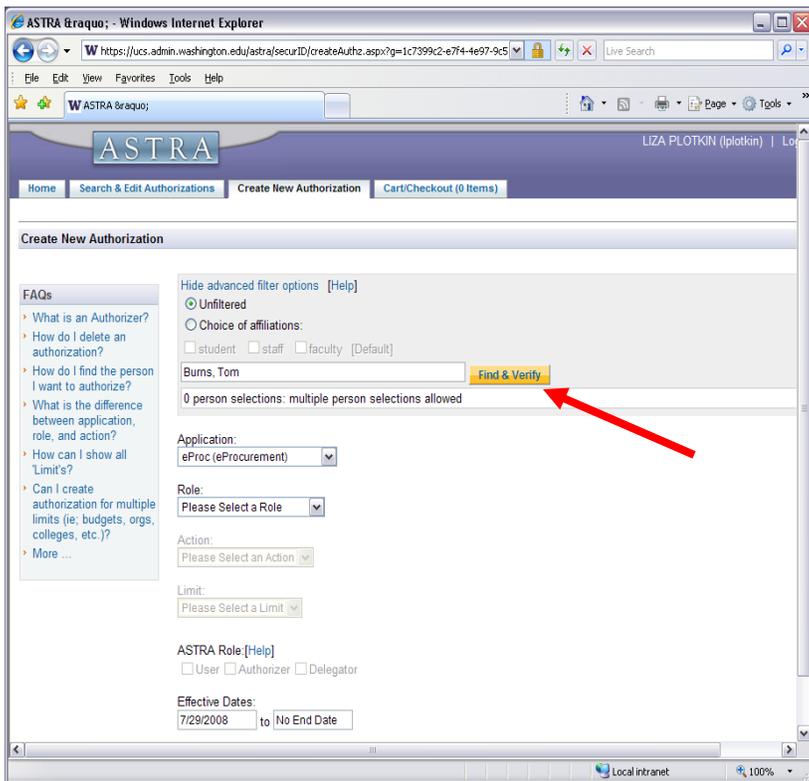
Identify Authorizer by **Name**, **UWNetId** or **EID**. Click on **Find & Verify**
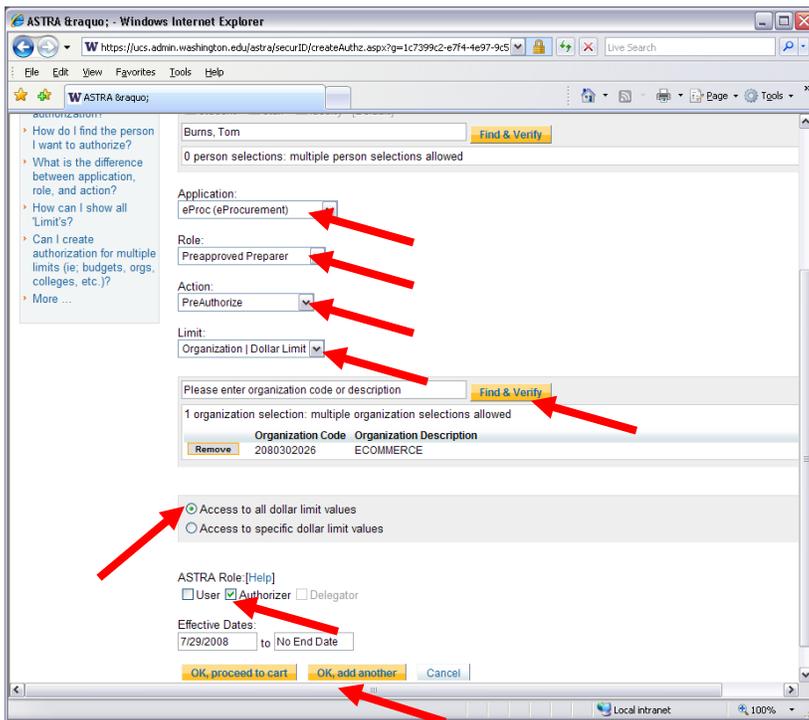
Choose the following for the PreApproved Preparer role (roles can be chosen in any order):

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).
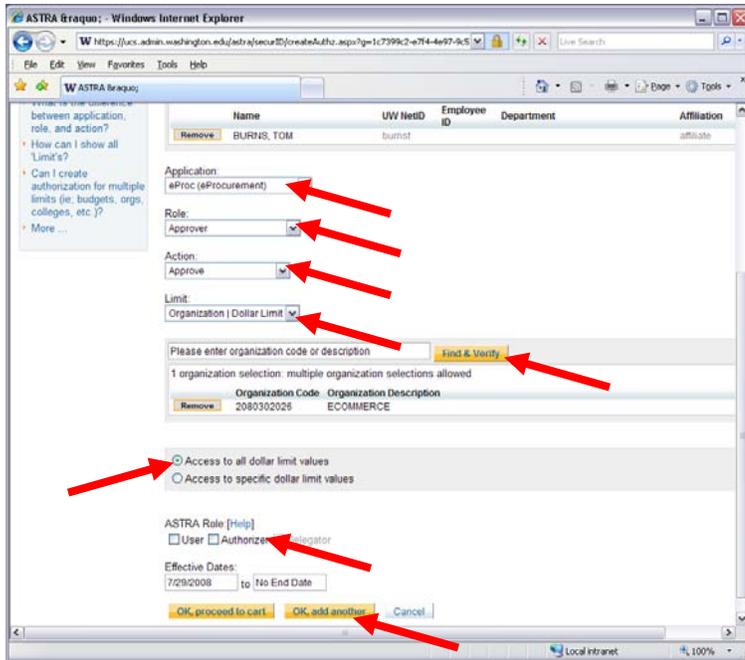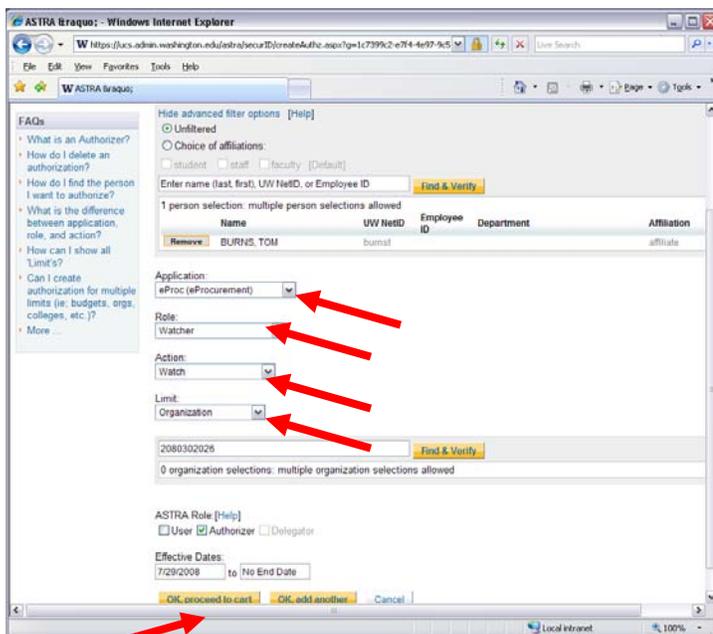

Choose the following for the Approver role:

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.**
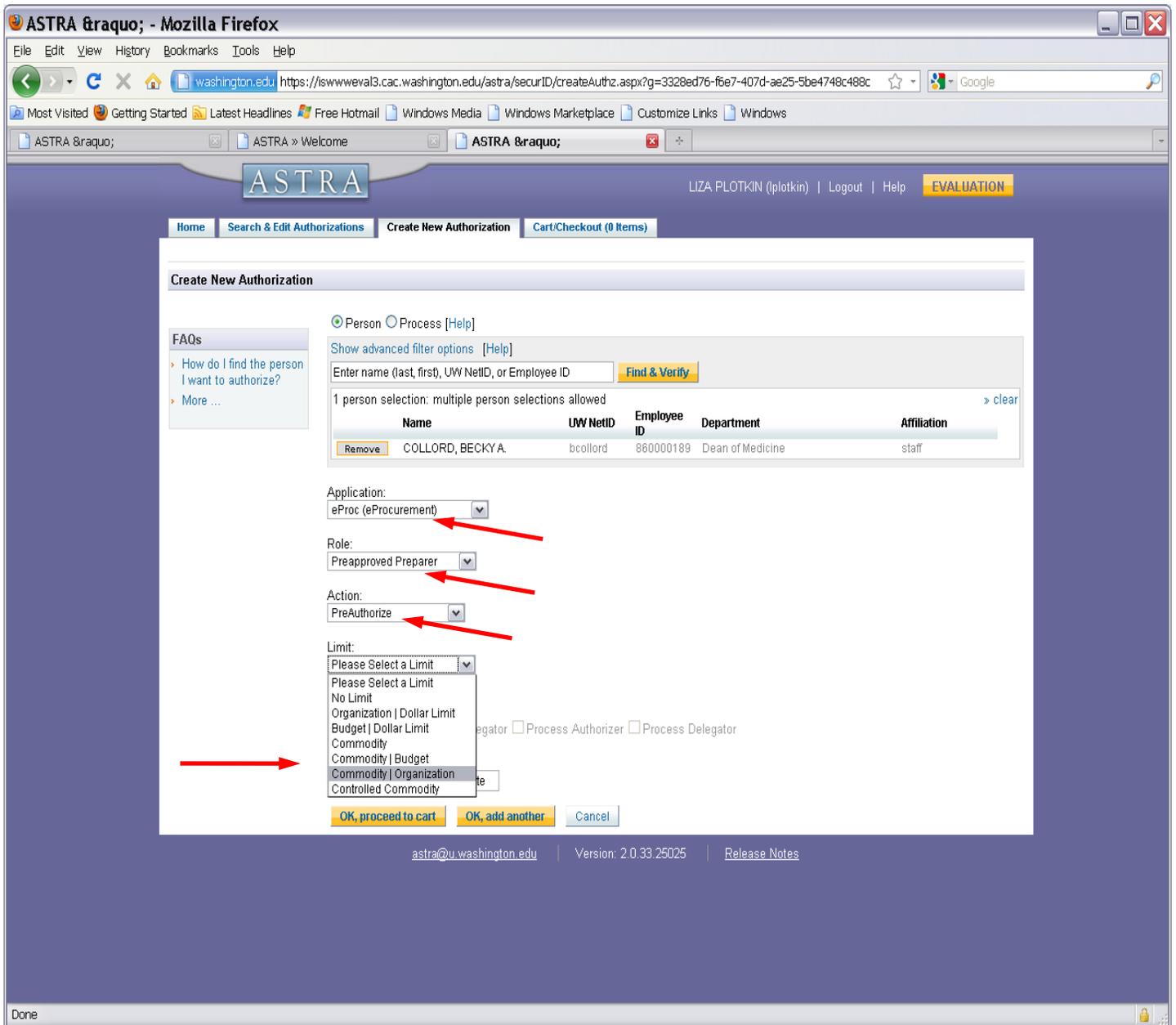**Repeat** the same procedure for **each organizational code** within the same role.
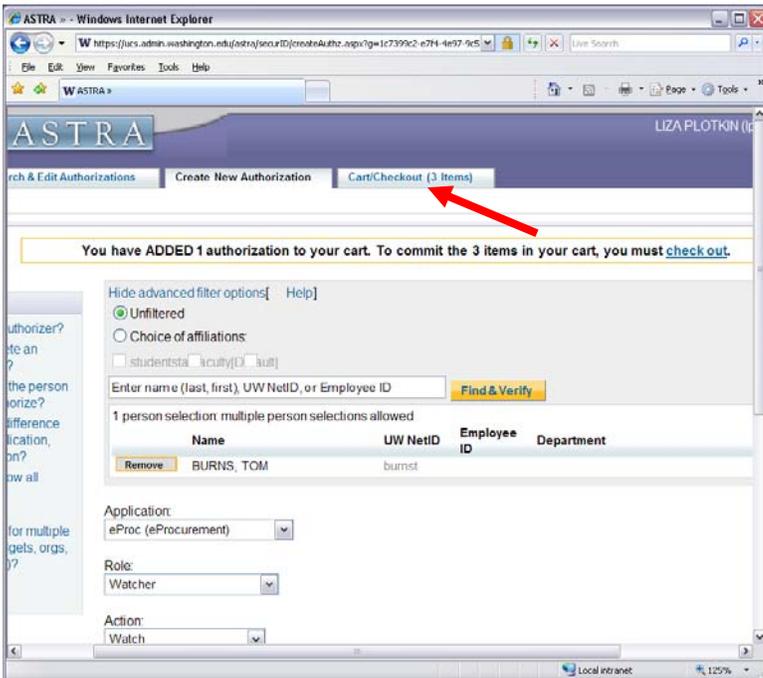
You have created all three Authorizer's roles.
Click on **Cart/Checkout** (3 items).
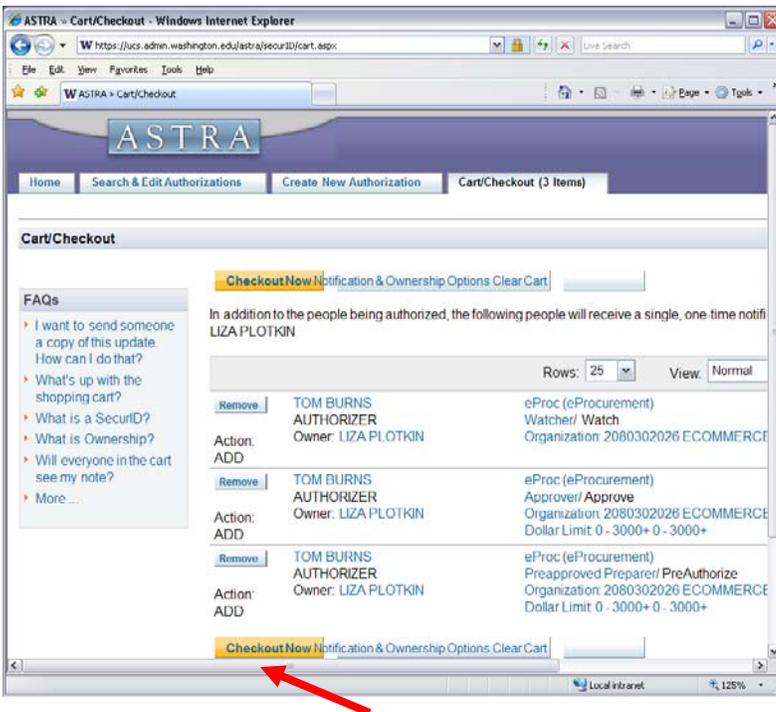
To commit the 3 items in your cart, you must checkout.
Click on **Checkout Now**.

Instructions for Delegators on Setting Up Authorizers for Alcohol in ASTRA/eProcurement

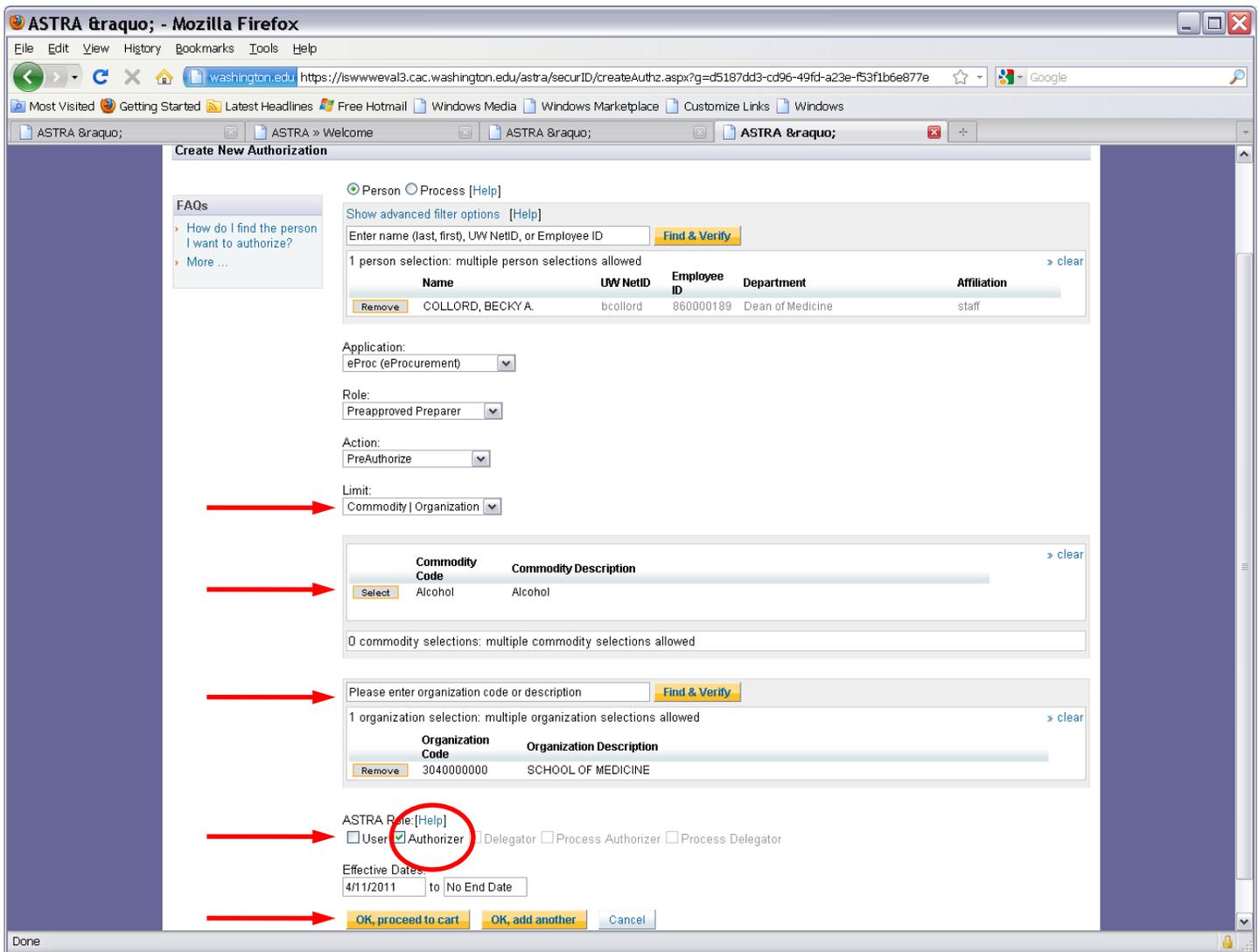Choose the following for setting the Alcohol Authorizer:

Application - **eProcurement**
Role – **PreApproved Preparer**
Action – **PreAuthorize**
*Limit - **Commodity |Organization** or **Commodity|Budget**

*Alcohol Authorization now requires specifying a "limit" by budget(s) or organization code(s)

In our example **Commodity|Organization** is chosen under '**limit**'
Select **Alcohol** under '**commodity**'
Enter **Organizational Code**
Choose **Authorizer** under '**ASTRA Role**'
Click on "**OK to proceed to cart**"
Click on "**Checkout**" when in the cart