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**Exflow replacers**

When an employee leaves and they have created/submitted lots of invoices/PO’s we need to add a replacer to their Exflow who will then approve these on behalf of the ex-employee.

To add a replacer – go to the ex-employees’ Exflow user and add the person who will approve PO’s into the replacer area

Graphical user interface, application

Description automatically generated

Then go to the replacer’s Exflow user and make sure they have the role below

Graphical user interface

Description automatically generated

If they don’t have that role then they won’t see the list of invoices/PO’s needing to approve that normally the ex-employee would

If you want to see everyone with an Ex Flow role open Ex flow ->Users and then select filter Role/Replacer

Graphical user interface

Description automatically generated