SIMS IAF: How to add an "Other" approver

For the most up-to-date information, please see this article in ServiceNow.

Sometimes it's necessary to add an additional approval to an IAF approval path. To do this, you can add an Other Person Approval.

1. If the IAF is not recalled, recall the IAF.
2. From the IAF, select the Approvals tab.
3. Enter the name or userid of the required additional approval into the Enter Name or PSU User ID text box.
4. Select the Add button.
5. The new approval should now appear as part of the workflow.