# Creating custom routes for the new Monetary Proposal Routing Form

1. Login into Universal Workflow. You will need to have access to edit routes within Workflow.
2. Go to the Offices tab on the top toolbar and My Offices. (Click on Department link)
3. Click Default and Custom Routes.



1. Click the Create a New Custom Office Route button on the bottom of the page.
2. Name the custom route you are creating for your department. For example, Monetary Proposal Routing Form.
3. Click the “Add New Stop” button in the upper right corner.



1. Add a Name for the new stop.
2. Choose the role where you would like to have the workflow stop. A common choice is the departmental PARA which is Pre-Award Research Administrator-Department or DEO of department.
3. Set up the details for the stop. This includes:
	1. Approver Rights-Is a signature required or permitted? Or View Only. (Do not choose Edit Only)
	2. Escalation Rules if desired (DSP setting or leave it to department?)
	3. Allow Delegation
	4. Allow Out of Office
	5. Can Not Resolve Rules-actions needed if workflow is halted at this stop.
4. Update Destination

# Connecting a Custom Route to a Form

1. Click on the Offices option in the top toolbar.



1. Under Departments, Click on the link to your department.
2. Click Route Assignments on the left hand toolbar.



1. Find Monetary Proposal Routing Form from the list. They are in alphabetical order.



1. Click the drop down box for that form and choose the new custom route that you created.
2. Confirm changes.