

Process ID

APP\_FAC\_PRF\_02-Approvers

**Process Name** 

Planning Request Form – For Approvers

## **General Description**

This documentation describes functionality relevant to the approver role in the Planning Request Form application. This includes approving requests within the application.

**Related Documents** 

APP\_FAC\_PRF\_01-Requestors

APP\_FAC\_PRF\_03-ProjectManagers

APP\_FAC\_PRF\_04-Admins

## Access the Planning Request Form Application

I. Navigate to apps.kennesaw.edu and login with your NetID and password. (See Figure 1)

Application Gateway						
KSU NetID						
cork						
Password						
•••••						
	Login					

Figure 1 - Application Gateway login

2. In the top right navigation bar, click on the "All Applications" icon. (See Figure 2)



Figure 2 - All Applications icon

3. Click the **View** link next to "APP – FACL – Planning Request Form". (See Figure 3)



## **Approve a Planning Request**

As an approver, you should receive an email stating a Planning Request Form is pending a department approval.

I. In the main menu, select the option to "Approve Planning Request". (See Figure 4)

Welcome to the online Project Request form!					
Your planning request will be reviewed by Campus Planning and Facility Design and Construction. Based upon the size and complexity of your project request, additional review by a Project Review Committee may be necessary. If your project is approved, a project manager will be assigned who will contact you to discuss the project in more detail. The current volume of existing projects, and the size and complexity of a project will determine when projects can actually be scheduled. Facilities Design and Construction Services (FDCS) requires advanced planning in order to accommodate all requests. If you have any questions, please email <u>campusplanning@kennesaw.edu</u> . Thank you.					
Logged on as cork					
New Planning Request					
My Requests					
Approve Planning Request					

Figure 4 - Approve Planning Request

2. Click the 'edit' icon in the list page of requests next to the submission with a status stating "Pending Department Approval". (See Figure 5)

			Request ID	Submitter	Requestor	Project Location	<u>Status</u>	Created
<b>;</b>	Ø	Ħ	14	Ork, Chandeka - cork	Ork, Chandeka - cork	Technology Services - Upper Level	Pending User Submission	2/6/2018 12:05:00 PM
<b></b>	Ø	Ħ	13	Bond, Mary-Katherine - mbond5	Bond, Mary-Katherine - mbond5	RE 4500	Canceled	1/16/2018 3:40:50 PM
	Ø	Ħ	12	Bond, Mary-Katherine - mbond5		SO 1023	Complete	1/12/2018 1:43:28 PM
<b></b>	Ø	Ħ	11	Bond, Mary-Katherine - mbond5	Bond, Mary-Katherine - mbond5	SO 3400	Need More Information	1/10/2018 4:47:14 PM
	Ø	Ħ	10	Bond, Mary-Katherine - mbond5	Bond, Mary-Katherine - mbond5	TX 456		1/9/2018 4:19:52 PM
R Q	Ø	Ħ	9	Bond, Mary-Katherine - mbond5	Bond, Mary-Katherine - mbond5	TS 535	Pending Department Approval	1/9/2018 11:23:12 AM
<b></b>	Ø	Ħ	8	Bond, Mary-Katherine - mbond5	Bond, Mary-Katherine - mbond5	MK 007	Pending Department Approval	1/9/2018 11:07:39 AM

Figure 5 - Edit request

3. Review the requester's submitted information and scroll to the "Approvals" section to select the approver decision and/or enter additional notes. (See Figure 6) If you select "No", then you must state why in the notes section.

Approvals	
Approver	Ork, Chandeka - cork
Approver Email	cork@kennesaw.edu
Approver Decision	🔿 No 🧿 Yes
Approver Notes	I approve this request.
	24
Will this project eliminate any instructional space?	⊙ No 🔵 Yes

Figure 6 - Approvals section

4. Click **Save** to approve the request. If no further approval is needed from the AAF VP, then the status of the request will update to "Under Review".