



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

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

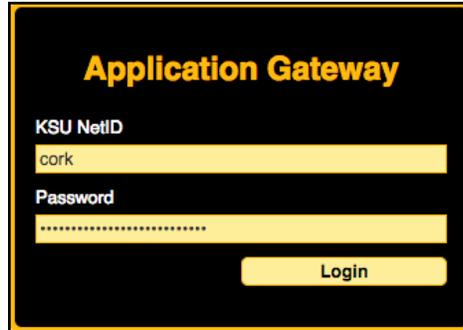


Figure 1 - Application Gateway login

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

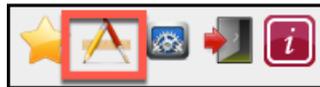


Figure 2 - All Applications icon

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



Figure 3 - View link

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)

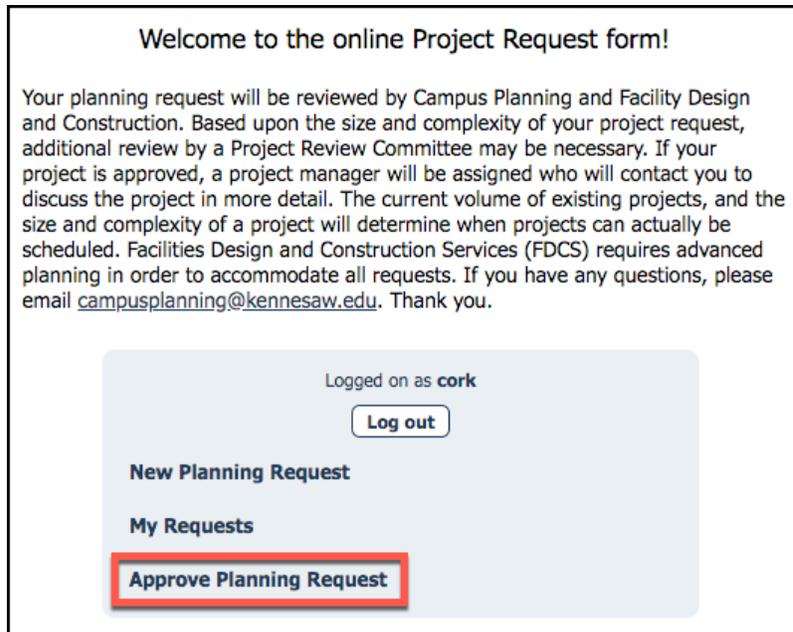


Figure 4 - Approve Planning Request

- 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	Status	Created
	14	Ork, Chandeka - cork	Ork, Chandeka - cork	Technology Services - Upper Level	Pending User Submission	2/6/2018 12:05:00 PM
	13	Bond, Mary-Katherine - mbond5	Bond, Mary-Katherine - mbond5	RE 4500	Canceled	1/16/2018 3:40:50 PM
	12	Bond, Mary-Katherine - mbond5		SO 1023	Complete	1/12/2018 1:43:28 PM
	11	Bond, Mary-Katherine - mbond5	Bond, Mary-Katherine - mbond5	SO 3400	Need More Information	1/10/2018 4:47:14 PM
	10	Bond, Mary-Katherine - mbond5	Bond, Mary-Katherine - mbond5	TX 456		1/9/2018 4:19:52 PM
	9	Bond, Mary-Katherine - mbond5	Bond, Mary-Katherine - mbond5	TS 535	Pending Department Approval	1/9/2018 11:23:12 AM
	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

- 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

Approver Email

Approver Decision No Yes

Approver Notes

Will this project eliminate any instructional space? No Yes

Figure 6 - Approvals section

- 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”.