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)
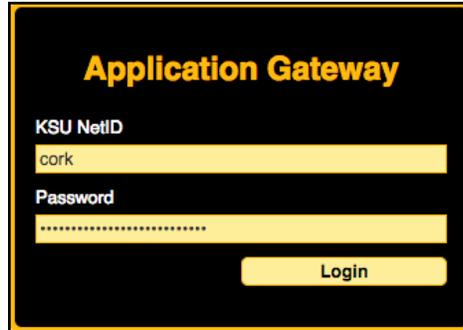
Figure 1 - Application Gateway login

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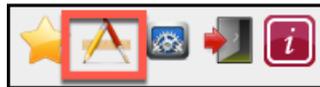
Figure 2 - All Applications icon

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.

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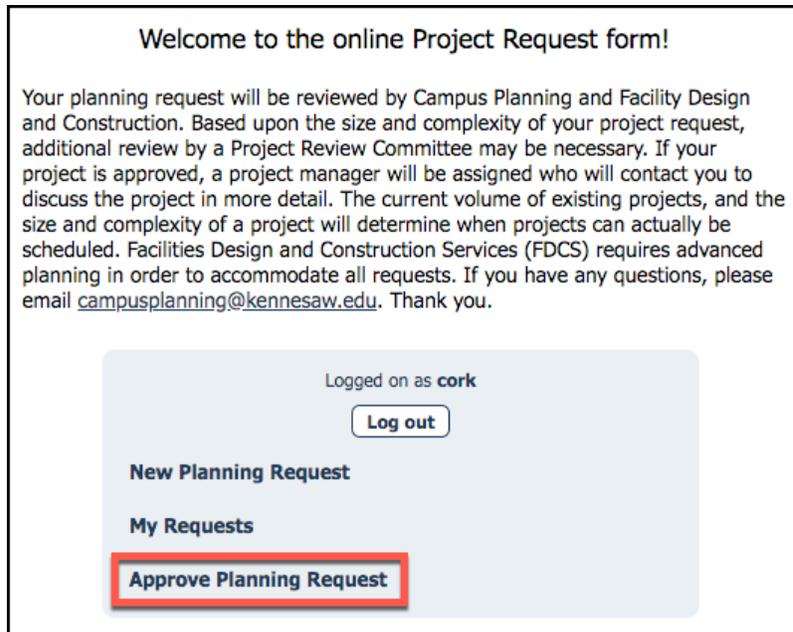
Figure 4 - Approve Planning Request

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)

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.

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".