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

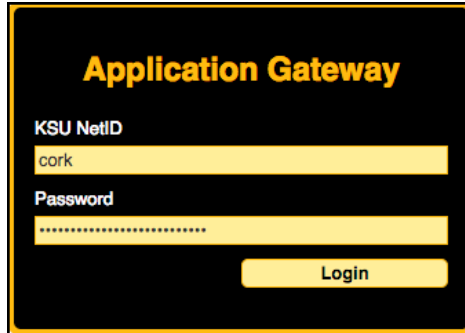1. Navigate to apps.kennesaw.edu and login with your NetID and password. (See Figure 1)

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".

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)
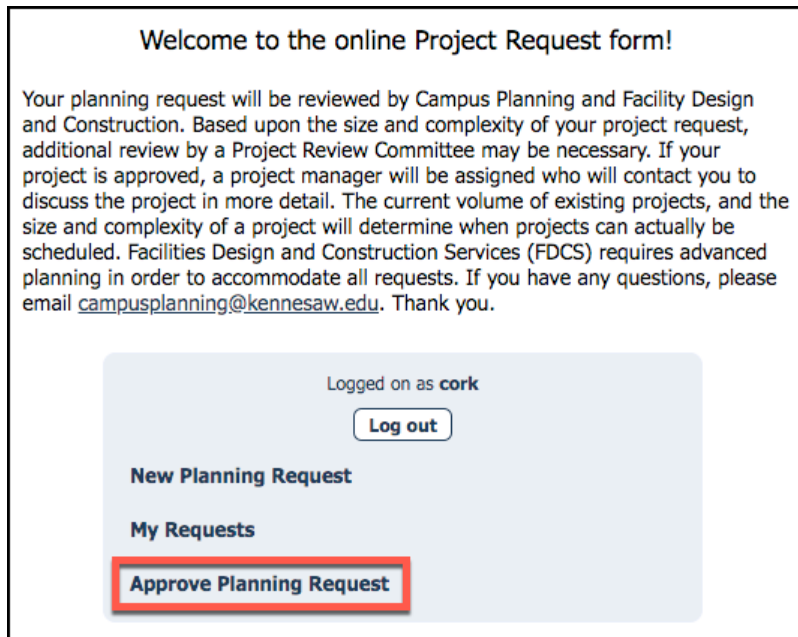

Figure 4 - Approve Planning Request

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)

				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

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".