Service Request Review
for Research Administrators only

How do I make approve a Service Request?

☐ Click on the **Service Request** (SR) tab and then click on the **Service Requests Pending My Review** tab.
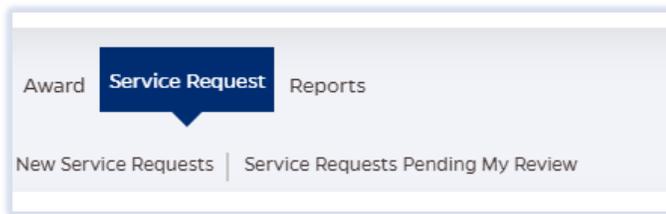
OR

☐ Click on the SR from the **Action List** widget on the Dashboard.

    ☐ Click on the desired SR to review.
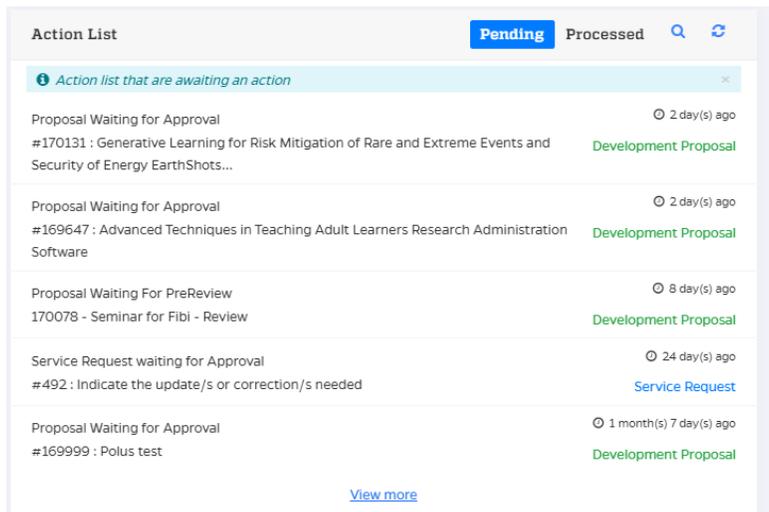
    ☐ Review all tabs in the Service Request and click on **Return** or **Approve** as desired.

☐ Enter any comments and confirm by clicking on **Return** or **Approve** as appropriate.

☐ Status will change to **Approved.**