

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.

Action List Pending P	rocessed Q C
Action list that are awaiting an action	×
Proposal Waiting for Approval #170131 : Generative Learning for Risk Mitigation of Rare and Extreme Events and Security of Energy EarthShots	O 2 day(s) ago Development Proposal
Proposal Waiting for Approval #169647 : Advanced Techniques in Teaching Adult Learners Research Administration Software	O 2 day(s) ago Development Proposal
Proposal Waiting For PreReview 170078 - Seminar for Fibi - Review	Ø 8 day(s) ago Development Proposal
Service Request waiting for Approval #492 : Indicate the update/s or correction/s needed	② 24 day(s) ago Service Request
Proposal Waiting for Approval #169999 : Polus test	① 1 month(s) 7 day(s) ago Development Proposal
<u>View more</u>	

□ 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.

Return Service Request		×
Comments		
add files		2000 characters remaining
0 Support following files und	ler 50 MB : pdf,doc,docx,csv,xml,ppt,pptx,txt,xls,xlsx,zip,json,xlsn	n,jpg,msg
	6	
	Drop your file here or Choose File (s)	

□ Status will change to **Approved**.

