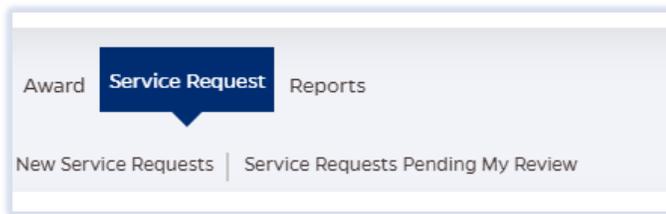




Service Request Review for Research Administrators only

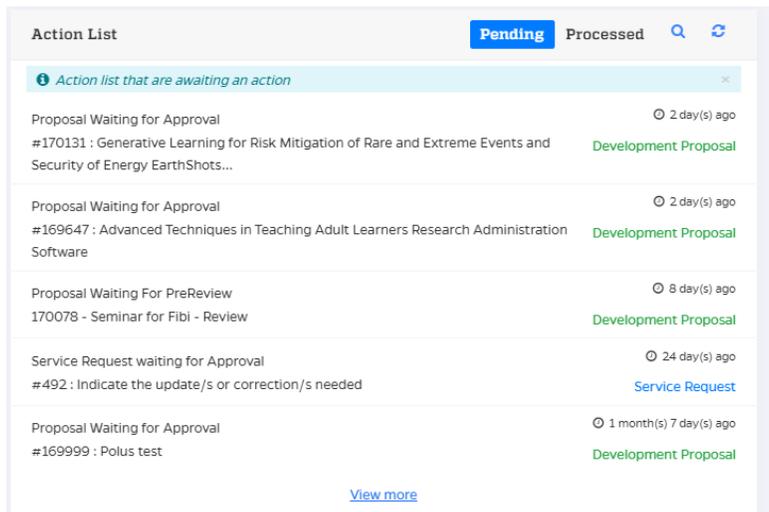
How do I make approve a Service Request?

- ❑ 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.

Return Service Request ✕

Comments

2000 characters remaining

Add files

📎 Support following files under 50 MB : pdf, doc, docx, csv, xml, ppt, pptx, txt, xls, xlsx, zip, json, xlsxm, jpg, msg

📁
Drop your file here or [Choose File \(s\)](#)

Close Return Approve

- ❑ Status will change to **Approved**.