APPROVAL

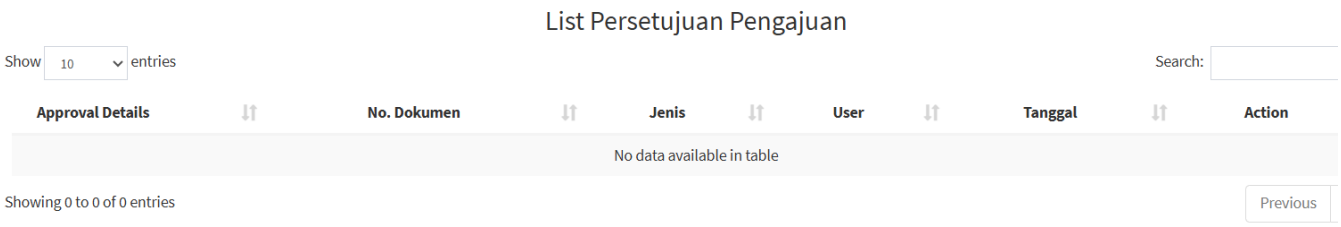
Approval Module Guide

Module Location:

`Access Requisition` > `Approval`

The Approval menu is used to view a list of requests that require approval in the Access Requisition system. Users with approval permissions can view request information based on document number, request type, requesting user, request date, and the actions that can be taken on the request.

1. ## Main View



This page displays a “list of requests awaiting approval” that will enter the approval process. It features a table listing the requests along with several features to help users view and search for data.

2. ## Screen Description

Section	Description
Show Entries	Used to specify the number of application records displayed per page.
Search	Used to search for application records based on specific keywords.
Approval Details	Displays information or details regarding the approval process for an application.
Dokumen No.	Displays the document number for each application.
Type	Displays the type of application submitted.
User	Displays the user associated with the submission.

Section	Description
Date	Displays the date the submission was created or recorded in the system.
Action	Displays the actions available for processing the submission.
Previous / Next	Used to navigate to the previous or next page of data.

3. Tips & Important Notes

- Ensure that the request to be processed matches the Document No. and User listed.
- Check the Request Type before initiating the approval process.
- Use Approval Details to view information about the request’s approval process.
- Use the Search feature to find specific requests more quickly.
- Use Show Entries to adjust the number of records displayed.
- Make sure you’ve reviewed the request details before taking any action in the “Action” section.
- If the message “No data available in table” appears, it means there are no requests to display or process on that page.

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