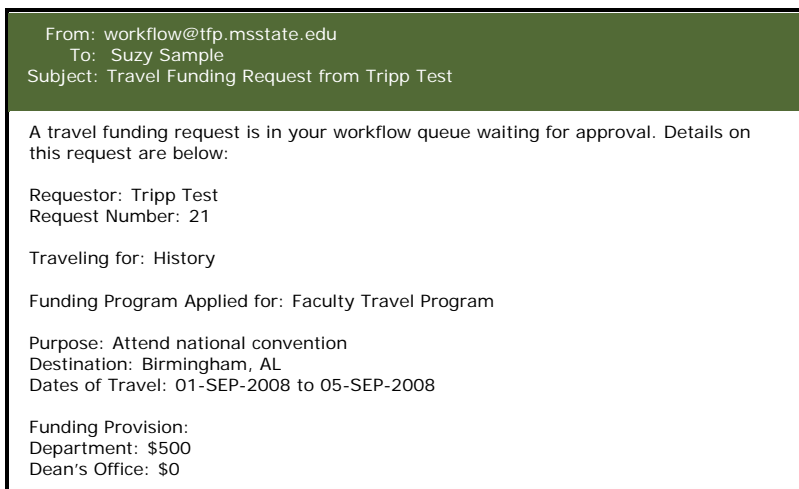


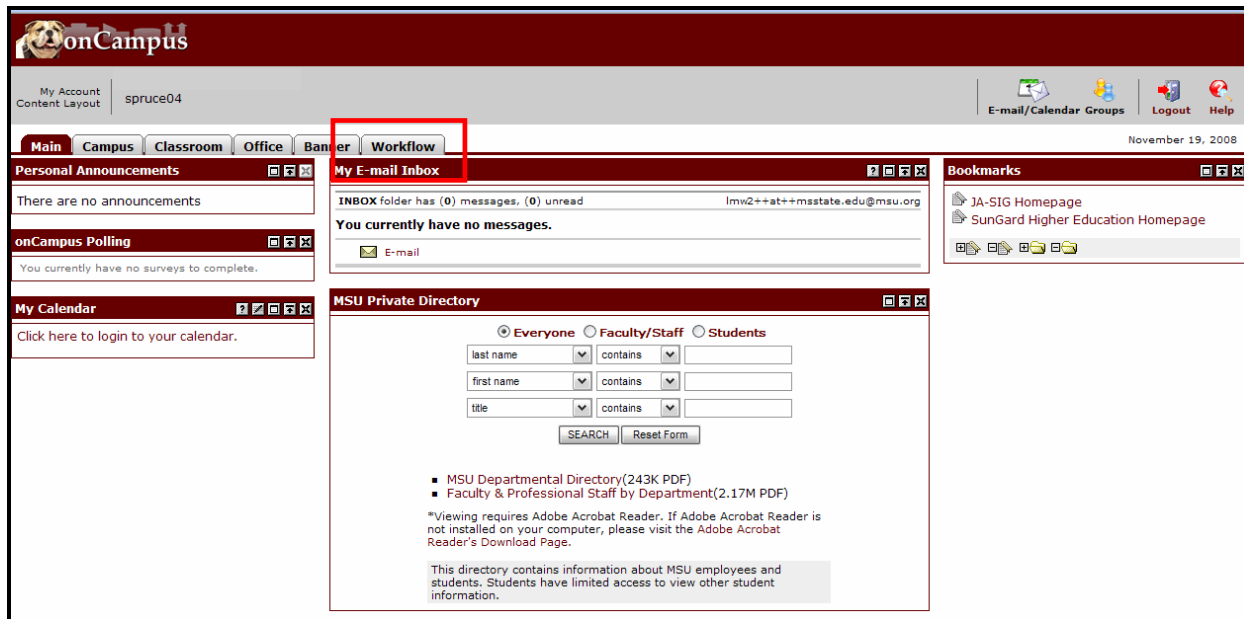
# APPROVING A FUNDING REQUEST VIA WORKFLOW

When a funding request has been submitted to you for approval, you will receive an email notifying you that a request is in your Workflow queue (see Figure 1-1).



(Figure 1-1)

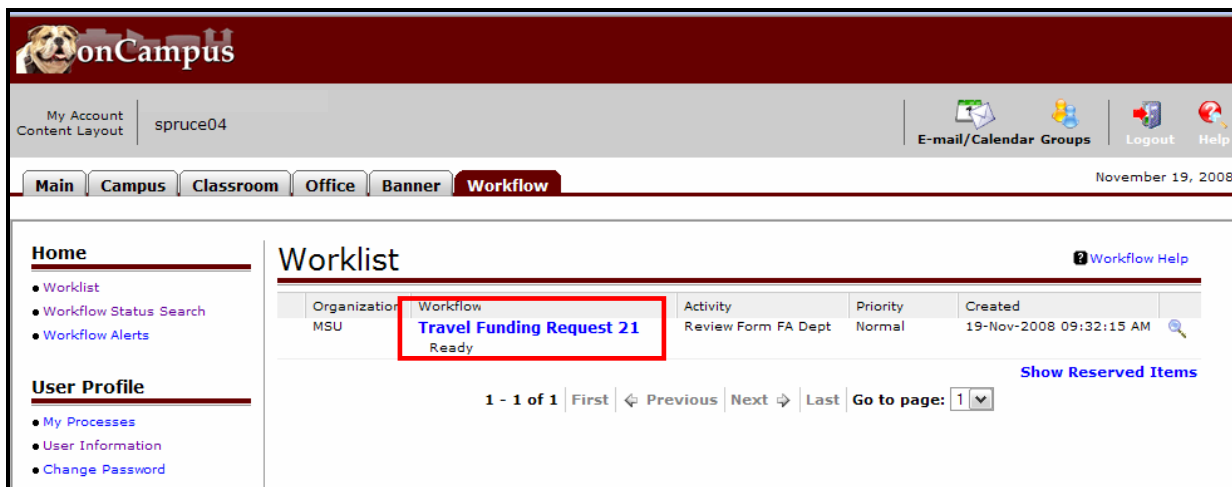
To access Workflow, go to onCampus: <http://oncampus.msstate.edu> and login with your NetID and Net Password. (Should you experience problems with your NetID, please contact the Help Desk at 325-0631 or visit [www.its.msstate.edu/netpassword](http://www.its.msstate.edu/netpassword).) After successfully logging into onCampus, click the Workflow tab (see Figure 1-2).



(Figure 1-2)

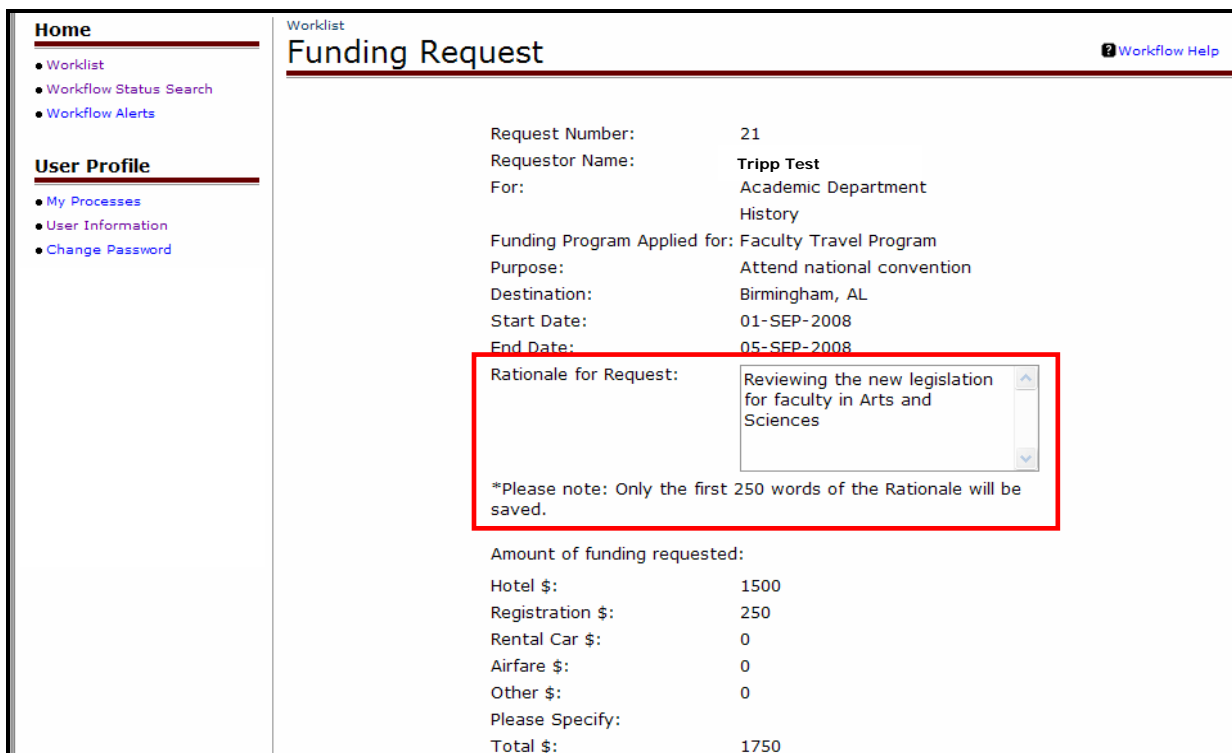
# APPROVING A FUNDING REQUEST VIA WORKFLOW

The request awaiting your approval is shown on your Worklist. Click the Workflow name to access the approval form (see Figure 2-1).



(Figure 2-1)

A portion of an example approval form is shown below. The top portion of the form displays the request information. You have the option of modifying the Request Rationale (only the first 250 words will be saved). (For the top portion of the form, see Figure 2-2.)



(Figure 2-2)

## APPROVING A FUNDING REQUEST VIA WORKFLOW

The remainder of the example form is shown below. This portion of the form contains the funding provision and approval information. You are able to modify the amount of funding to be provided by you. In other words, the department head may change the amount to be provided by the department, the dean may change the amount to be provided by the dean, etc. You are also able to modify the Other amount field and specification (only the first 100 characters of the specification are saved).

If you are not the first approver, you will see approval information from any prior approvers on the form. You may enter comments if you wish (only the first 200 characters of the comment will be saved). The option to approve or disapprove is at the bottom of the form. If you need to delay approval, you may click 'Save & Close' (saves any changes you have made) or 'Cancel' (cancels any changes you have made) to return to the Worklist page. Once you have selected to approve or disapprove, click the 'Complete' button to submit your decision. *(For the bottom portion of the form, see Figure 3-1.)*

The screenshot displays a web form for approving a funding request. It is divided into two main sections. The top section, titled "Amount of Funding to be provided by:", contains several input fields: "Department \$" with a value of 500, "Dean's Office \$" with 0, "Univ. Level Center \$" with 0, "Center:" with N/A, and "ORED \$" with 500. Below these is an "Other \$" field with 0 and a "Please Specify:" text area. A note states: "\*Please note: Only the first 100 characters of the Other Specification will be saved." The bottom section, titled "APPROVERS", shows the "Department Head:" as "Suzy Sample". It includes a "Comments:" text area with a note: "\*Please note: Only the first 200 characters of the Comment will be saved." Below the comments is an "Approval Action" section with radio buttons for "Approve" and "Disapprove". At the very bottom are three buttons: "Complete", "Save & Close", and "Cancel".

(Figure 3-1)

If you approve the funding request, the request is routed to the next approver. If you disapprove, an email notification is sent to the requestor, you, any prior approvers, and ORED.

Upon final approval from ORED, an email notification is sent to the requestor and all approvers.