How to Approve Activity Requests

Click on the "My Team" icon on the home page.

After clicking the "My Team" icon, you will be provided an expanded menu.
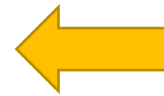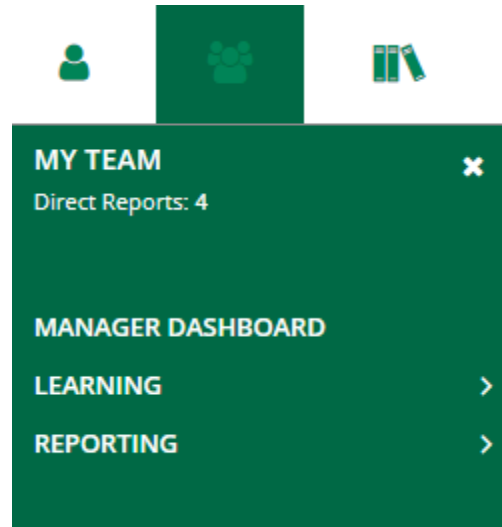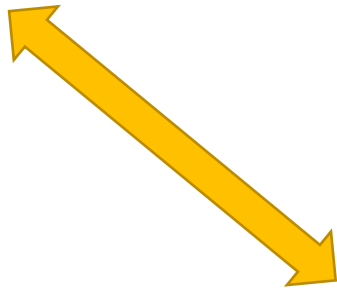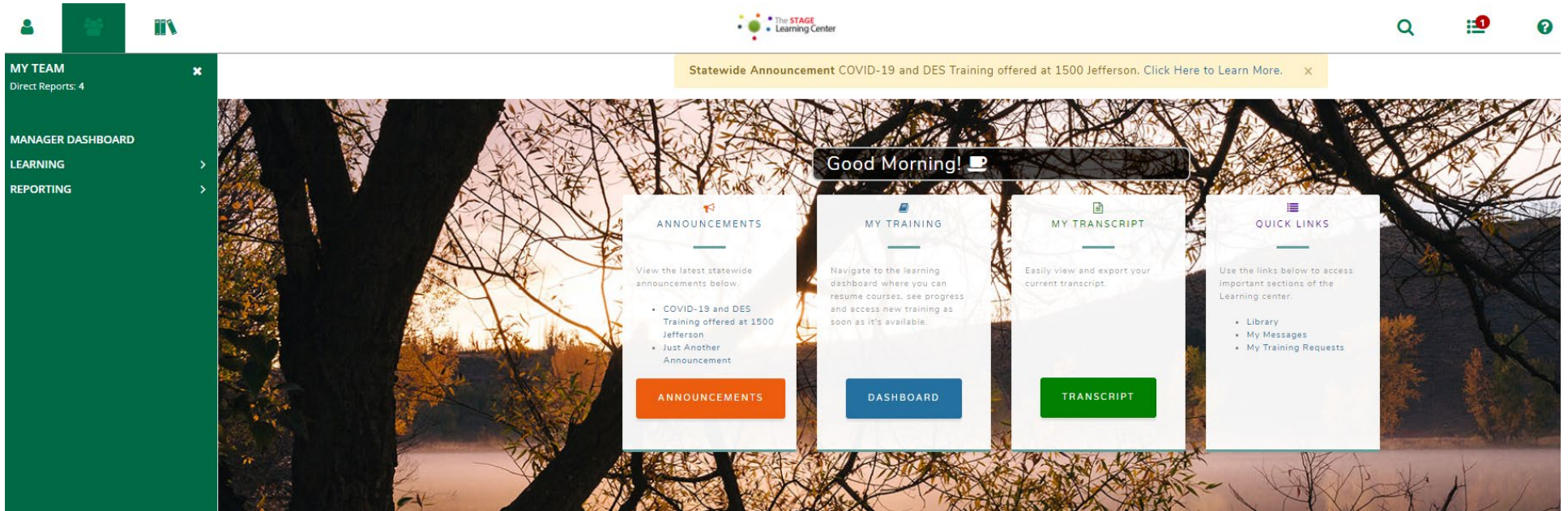
Click on "Manager Dashboard."

After clicking on "Manager Dashboard," you will be directed to the page below.

ENTERPRISE MANAGER NEWS WIDGET

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▼ EXCEPTION REPORTS

Last updated: 9/20/2020-10:00 PM PDT

USERS (4)   **ACTIVITIES**

🖶 Print   ⚙ Export

User Search...

Direct Reports   Sort by: ⚙

Carlos E Castillo
cace235@LNI.WA.GOV
Username: 20126171
Required: 2
Recommended: 0
0%
SELECT ▾   **2 INCOMPLETE**

Rocky R Dimico
dima235@LNI.WA.GOV
Username: 20121064
Required: 2
Recommended: 0
0%
SELECT ▾   **2 INCOMPLETE**

Annykay B Melendez
meli235@LNI.WA.GOV
Username: 00164555
Required: 0
Recommended: 0
0%
SELECT ▾   **NO ACTIVITIES ASSIGNED**

Sarah B Suther-Bee
mags235@LNI.WA.GOV
Username: 20075443
Required: 0
Recommended: 0
0%
SELECT ▾   **NO ACTIVITIES ASSIGNED**

Click on "Pending Approvals" on the top right corner of the page, in the "Tasks Section" to view the list of activity approvals from your direct reports.

You will be directed to the page below after clicking on "Pending Approvals."
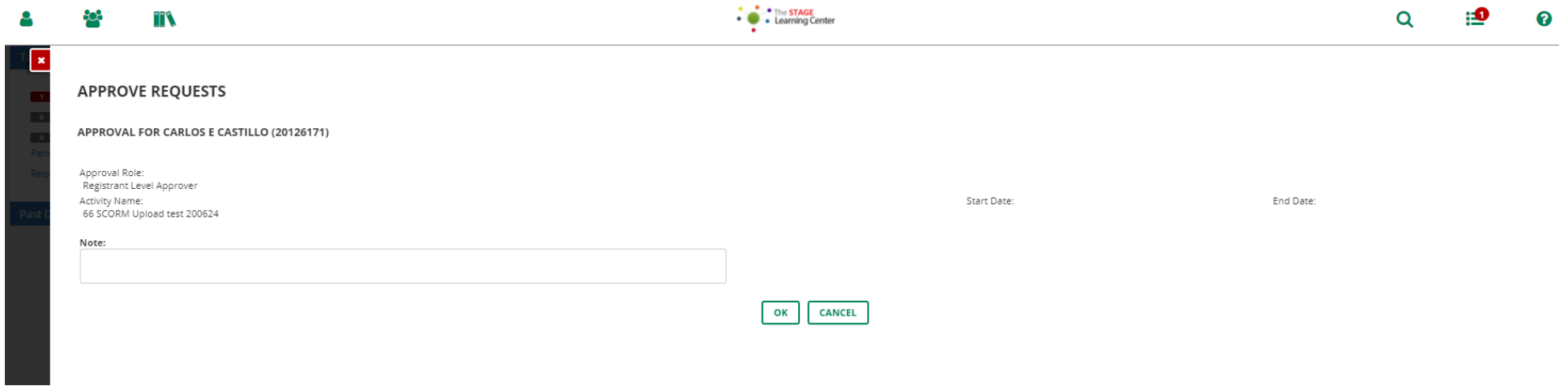

Approve an activity request.

Click on the box next to the learner's name.

Click on the blue arrow next to the "Task" field with a drop down menu.

After clicking on the blue arrow, you are directed a page titled, "Approve Requests."

You may type in notes in the "Note" section. This is optional.

Click on the "OK" button.

APPROVE REQUESTS

APPROVAL FOR CARLOS E CASTILLO (20126171)

Approval Role:
Registrant Level Approver
Activity Name: Start Date: End Date:
66 SCORM Upload test 200624

Note:

| OK | CANCEL |

After clicking on the "OK" button, you will be directed to the page below.

You can approve other requests or if you have completed all approvals, **click on the red box with an "x"** on the top left corner of your page to move away from the page and go back to your "Manager Dashboard."

Date Changed	Revisions	Changed By	Revision #
09/20/20	Created	Imelda	1