

Access Approvals

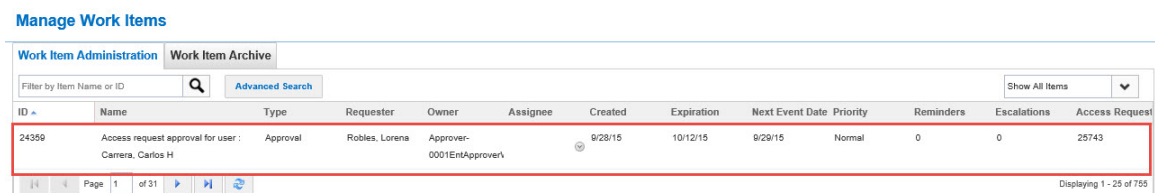
If you are an approver of a role or entitlement, you will need to approve requests. When someone requests access through the AGS application, you will receive an email notification with a link to the AGS Dashboard. *Note: There is no bulk approval capability at this time in AGS for multiple users or multiple requests; requests are processed in AGS on a per user or per request basis.*

Instructions Follow the steps below to approve or deny access.

1. The link will take you to the AGS dashboard. If you look in the ASSIGNED TASKS section, you will see a notification that you have approvals. Click on the Approvals link.

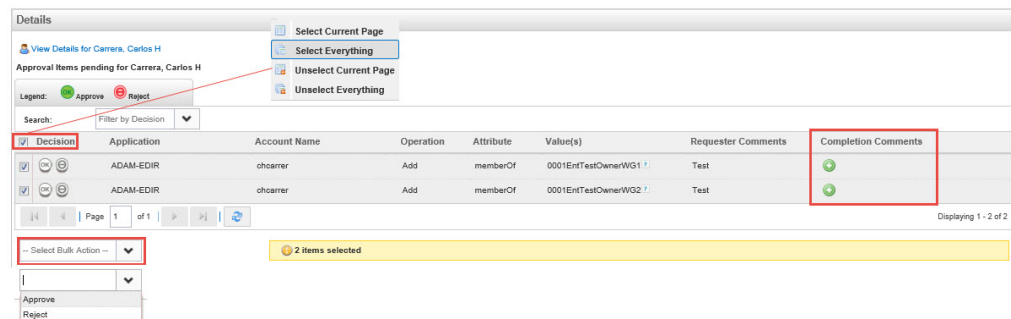


2. From the *Manage Work Items* screen, click on the row of the approval ID.



3. You need to make a decision on all of the items (not some) or you will receive an error message to complete. Below are some of the features and options:
 - **Comments** - you can make comments. *Note: The comments will send an email notification for both the Requestor and Approver.*
 - **Bulk Action** - Select the *Decision* check box to select all items for a single request. You will be prompted with a small pop-up screen with various options. If you choose *Select Everything*, you can approve or reject all of the items from the pull-down menu below the items.
 - **Multiple Decisions** - you can approve some items and reject others at once by selecting all of the items, then choosing the OK or Reject icons for each item.

Note: if you Reject any items, it is mandatory to fill in a Completion Comment or you will receive an error message prompting you to do so.



4. Click the **Complete** button. Clicking the Save button will only save but not submit your decisions.

Note: An email will be sent to the user notifying them of the action.

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