## 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.* 

InstructionsFollow 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.

## ASSIGNED TASKS



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

Work Iten	n Administration	Work Iten	n Archive										
Filter by Iter	m Name or ID	٩	Advanced Search									Show All Item	s 🗸
ID 🔺	Name		Туре	Requester	Owner	Assignee	Created	Expiration	Next Event Date	Priority	Reminders	Escalations	Access Reque
24359	Access request Carrera, Carlos	approval for u H	iser : Approval	Robles, Lorena	Approver- 0001EntApprover	k	9/28/15	10/12/15	9/29/15	Normal	0	0	25743

- 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.

IIIS lew Details for Carrera, Carlos H oval Items pending for Carrera, Carlos H	Select Current Page					
nd: Approve 😑 Reject	Ca Unselect Everything					
Decision Application	Account Name O	peration Attribute	Value(s)	Requester Comments	Completion Comments	
⊗ ⊖ ADAM-EDIR	choarrer A	dd memberOf	0001EntTestOwnerWG1	Test	0	
B ADAM-EDIR	choarrer A	dd memberOf	0001EntTestOwnerWG2 ?	Test	0	
4   Page 1 of 1   > >	8					Displaying 1
elect Bulk Action 🗸	2 items selected					
~						
prove						

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.

