

Smart Dropdowns | Admin Experience

Approving or denying smart dropdown requests is easy! Here's the step by step on how to do this

7 Steps [View most recent version](#) 

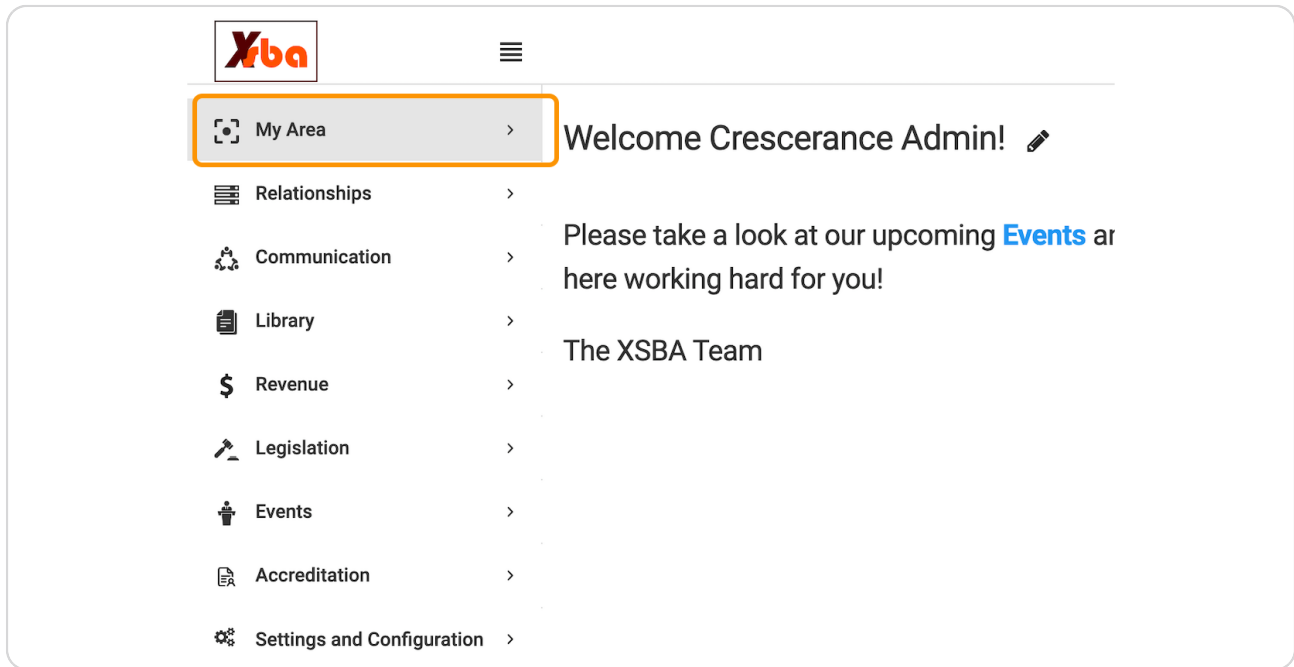
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October 31, 2023

STEP 1

Click on My Area



The screenshot shows the Xsba dashboard interface. At the top left is the Xsba logo. To its right is a hamburger menu icon. Below the logo and menu is a vertical list of menu items, each with an icon and a right-pointing chevron. The 'My Area' item is highlighted with an orange border. To the right of the menu is a welcome message: 'Welcome Crescerance Admin!' followed by a pencil icon. Below the welcome message is a paragraph: 'Please take a look at our upcoming [Events](#) ar here working hard for you!' and a signature: 'The XSBA Team'.

- My Area >
- Relationships >
- Communication >
- Library >
- Revenue >
- Legislation >
- Events >
- Accreditation >
- Settings and Configuration >

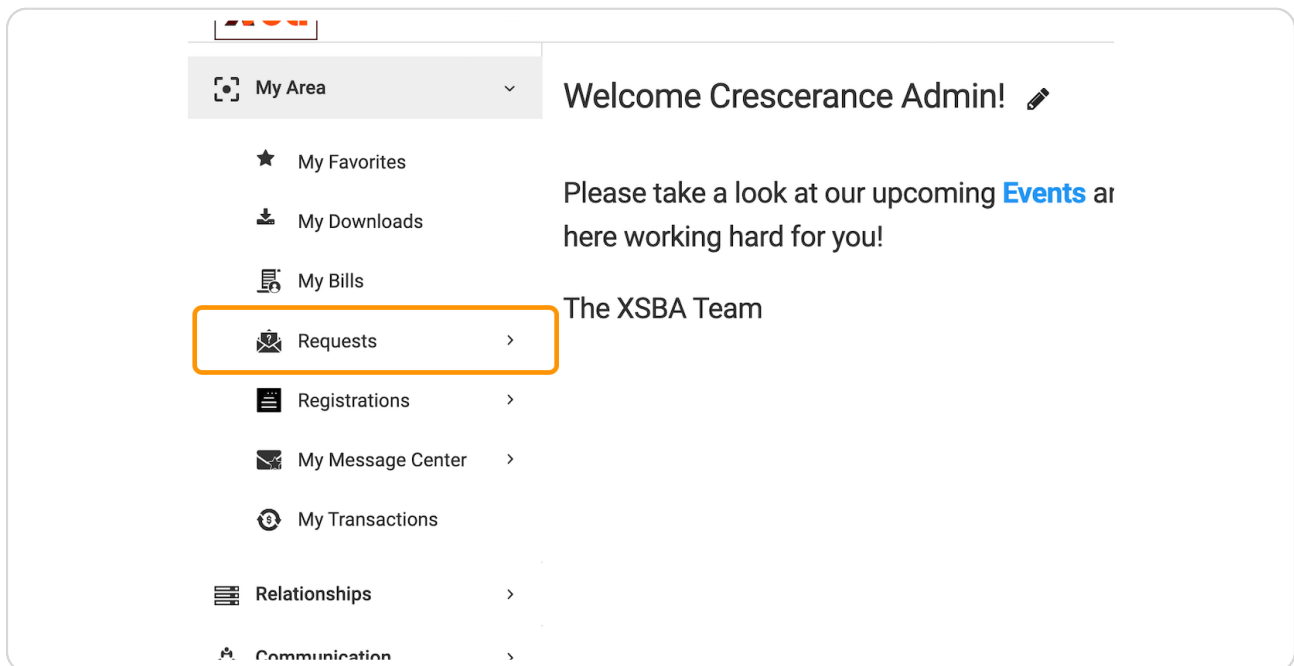
Welcome Crescerance Admin! ✎

Please take a look at our upcoming [Events](#) ar here working hard for you!

The XSBA Team

STEP 2

Click on Requests



The screenshot shows the Xsba dashboard interface with the 'My Area' dropdown menu expanded. The 'Requests' item is highlighted with an orange border. The rest of the dashboard content is visible in the background.

- My Area >
- My Favorites
- My Downloads
- My Bills
- Requests >
- Registrations >
- My Message Center >
- My Transactions
- Relationships >
- Communication >

Welcome Crescerance Admin! ✎

Please take a look at our upcoming [Events](#) ar here working hard for you!

The XSBA Team

STEP 3

Click on All Requests

My Favorites

My Downloads

My Bills

Requests

Pending Requests

All Requests

My Requests

Registrations

My Message Center

My Transactions

Classes

Awards

Events

Pending Requests

Below is a listing of all submitted requests. The workflow but please click the workflow button. Alternatively, use filters on t

Search Request

Search Class

<input type="checkbox"/>	CL-R-009177	Financial Ethics Financial Ethics II 31 Aug 2022 at 9:26
<input type="checkbox"/>	CL-R-009176	New Awesome Co New Awesome Cl 12 Aug 2022 at 9:18
<input type="checkbox"/>	CL-R-005618	Latin is for cool pe Typing in Latin

STEP 4

Click on Smart Dropdown Values...

/ All Requests

Awards 0 Events 66 **Smart Dropdown Values 3** Person Profile Changes 51

Requests

Page [1/9]

Below is a listing of all submitted requests. The workflow button indicates progress on the items workflow. For a det workflow button. Alternatively, use filters on the right to customize this view to your needs.

request

Search Class

Search Requestor

159	Financial Accountability - 2023 Financial Accountability - January 20... 16 Jan 2023 at 8:30 AM - 4:30 PM	Funday, Joe
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STEP 5

On this screen you'll see all approval requests for Smart Dropdowns

Home / My Area / All Requests

Classes 85 Awards 0 Events 66 **Smart Dropdown Values 3** Person Profile Changes 51

All Requests Page [1/1] 10 of 3 Records

Below is a listing of all submitted requests. Use filters, Sort options, and columns options on the top right to customize the view to your needs.

New Values	Request Date	Due Date	Approval Workflow	Approval Status	Approver Name	Message	Review
Mechanical Engineering	Jun 4, 2021 at 02:19 PM	No Time Limit	Workflow (1/2)	Approved	2 Approvers	Send a Message	Review
Molecular Biology	Jun 4, 2021 at 11:41 AM	No Time Limit	Workflow (0/0)	Approved	-	Send a Message	Review
Molecular Biology	Jun 4, 2021 at 08:08 AM	Jun 4, 2021 -879 day(s) remaining	Workflow (0/2)	Pending	2 Approvers	Send a Message	Review

STEP 6

Click on Review for the request you'd like to approve or deny

Approved 2 Approvers Send a Message Review

Approved - Send a Message Review

Pending 2 Approvers Send a Message Review

STEP 7

Select the Approve or Deny button

In the screen that pops up, select either the Approve or Deny button. You can also edit the requested value (spelling errors, etc) before approving.

