

What approvals are and where to find them

Approvals are available for various things within Engagifii. The most common is for class registrations.

11 Steps [View most recent version](#) 

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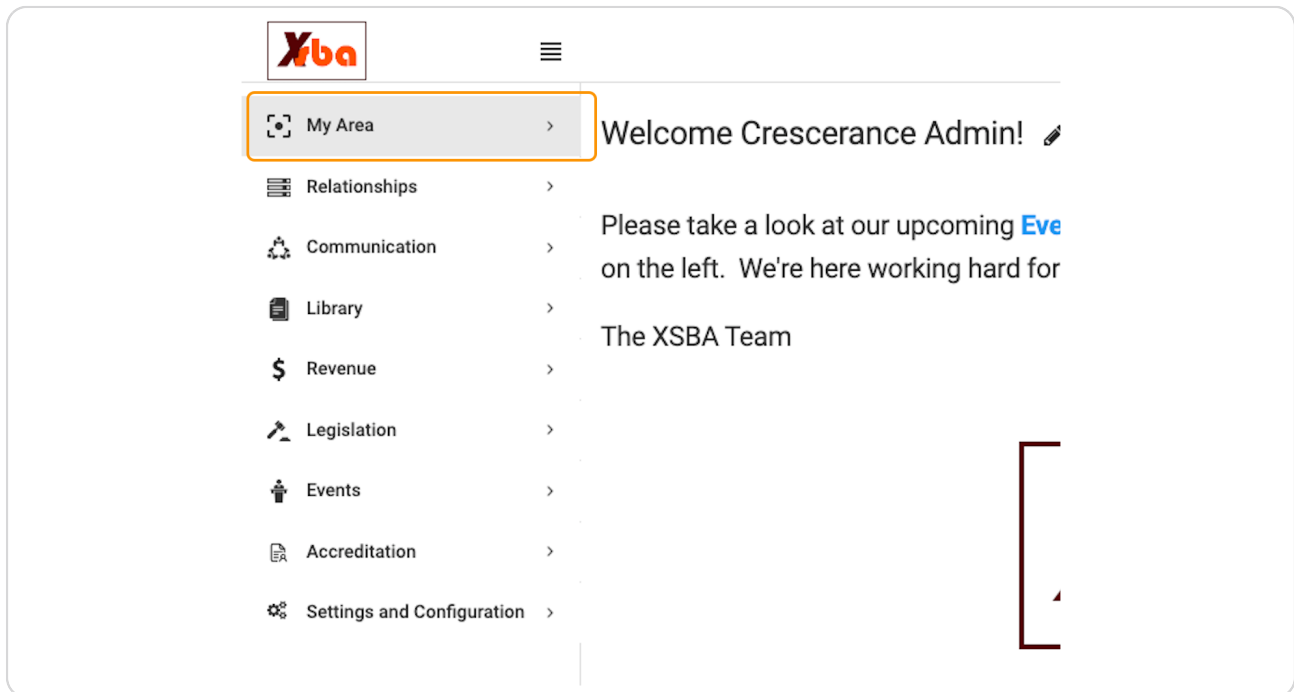
Head to your Engagifi Workspace

11 Steps 

In this walk-through, we'll be going over where to find approvals, and looking at statuses of those approvals

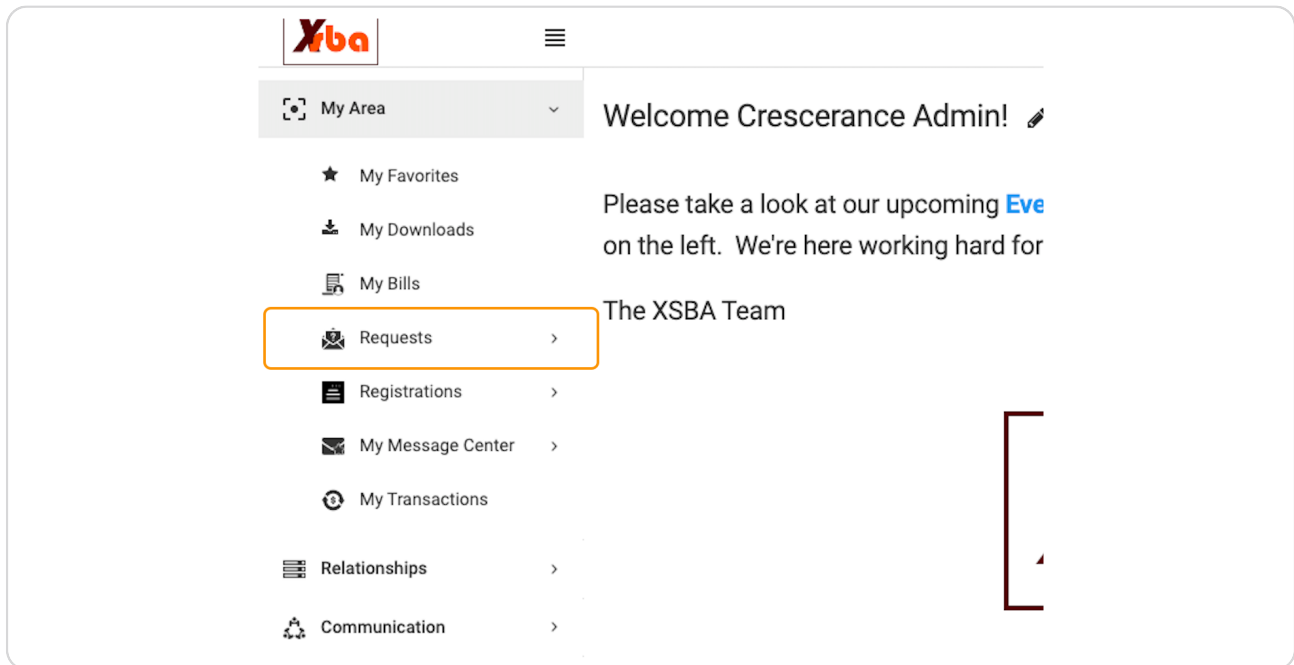
STEP 1

Click on My Area



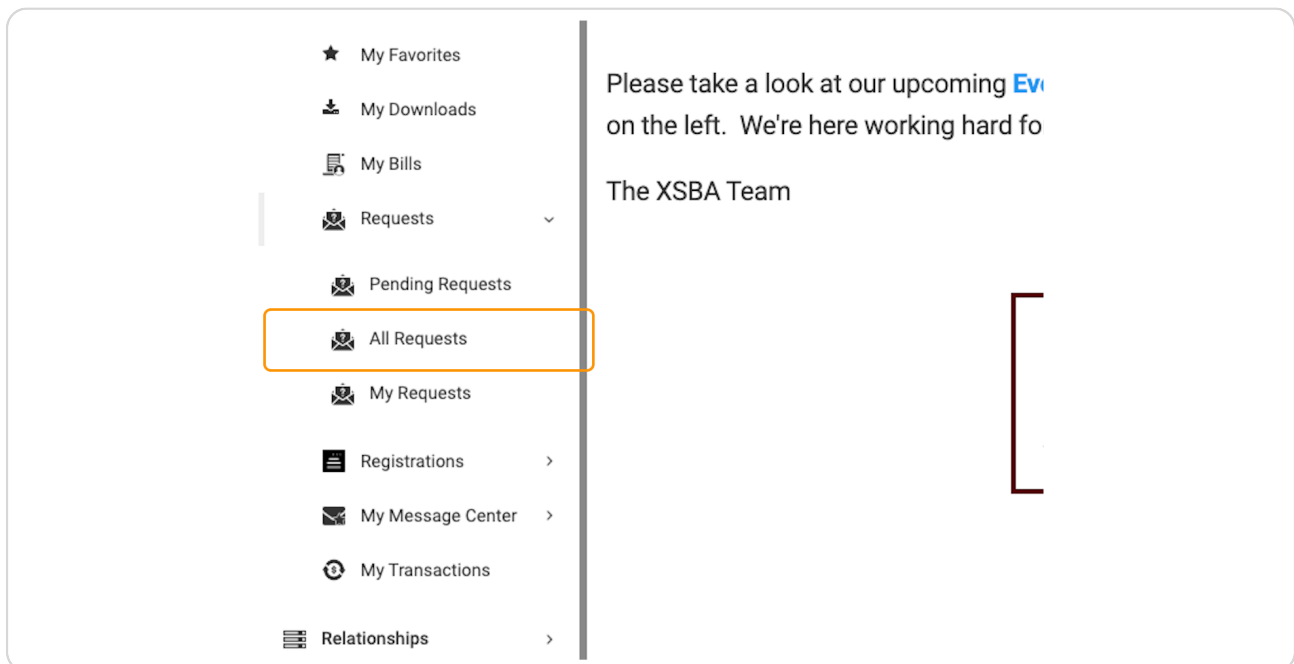
STEP 2

Click on Requests



STEP 3

First, let's look at all of the approval requests available, click on All Requests



STEP 4

In the header section is the list of all of the options available (yours may include additional ones)

The screenshot shows a dashboard for 'All Requests' with a header navigation bar containing 'Classes 85', 'Awards 0', 'Events 66', 'Smart Dropdown Values 3', and 'Person Profile Changes 50'. Below the header is a table with the following data:

Search Request	Search Class	Search Requestor	Approver(s)	Approval Status	Actions
CL-R-021959	Financial Accountability - 2023 Financial Accountability - January 20...	Funday, Joe		Pending (0/0)	Approve
CL-R-011380	Interplanetary War Crimes TEST CLASS 1	mark21, Lisa		Approved (1/1)	-
CL-R-011035	Board Ethics Board Ethics	Woods, Elle		Approved (0/0)	-
CL-R-011036	Fiscal Responsibility Fiscal Responsibility	Woods, Elle		Approved (0/0)	-
CL-R-011034	Fiscal Responsibility Fiscal Responsibility	Hiers, Laura		Approved (0/0)	-
CL-R-011033	Board Ethics Board Ethics	Hiers, Laura		Approved (0/0)	-

STEP 5

Under the Approval Status column, you'll be able to see if a request is Approved, Pending or Denied

This close-up view highlights the 'Approval Status' and 'Actions' columns. The 'Approval Status' column contains buttons for 'Pending (0/0)', 'Approved (1/1)', 'Approved (0/0)', and 'Approved (0/0)'. The 'Actions' column contains an 'Approve' button for the pending request and dashes for the approved requests.

Approver(s)	Approval Status	Actions
	Pending (0/0)	Approve
	Approved (1/1)	-
	Approved (0/0)	-
	Approved (0/0)	-

STEP 6

Now, let's look at just the Pending requests (meaning there is still action to be done on these). Click on Pending Requests

The screenshot shows a user interface for managing requests. On the left, a sidebar menu has 'Pending Requests' highlighted with an orange box. The main area is titled 'All Requests' and shows a summary of 85 classes, 0 awards, and 66 events. Below this is a list of requests with search filters for 'Search Request' and 'Search Class'. The list includes:

- Request ID: CL-R-021959, Class: Financial Accountability - 202: Financial Accountability - Jani, Date: 16 Jan 2023 at 8:30 AM - 4:30 PM
- Request ID: CL-R-011380, Class: Interplanetary War Crimes TEST CLASS 1, Date: 28 Nov 2022 at 3:00 PM - 4:00 PM
- Request ID: CL-R-011005, Class: Board Ethics

STEP 7






You'll see here, under the Approval Status column, that all of these have 1 or more approval steps pending.

The screenshot shows a detailed view of request approval workflow progress. A table lists approvers and their approval status. The 'Approval Status' column is highlighted with an orange box. The table includes:

Approver(s)	Approval Status	Actions
2 Approvers	Pending (1/3)	Approve
Joe Funday	Pending (2/3)	Approve
Alex Administrat...	Pending (2/3)	Approve

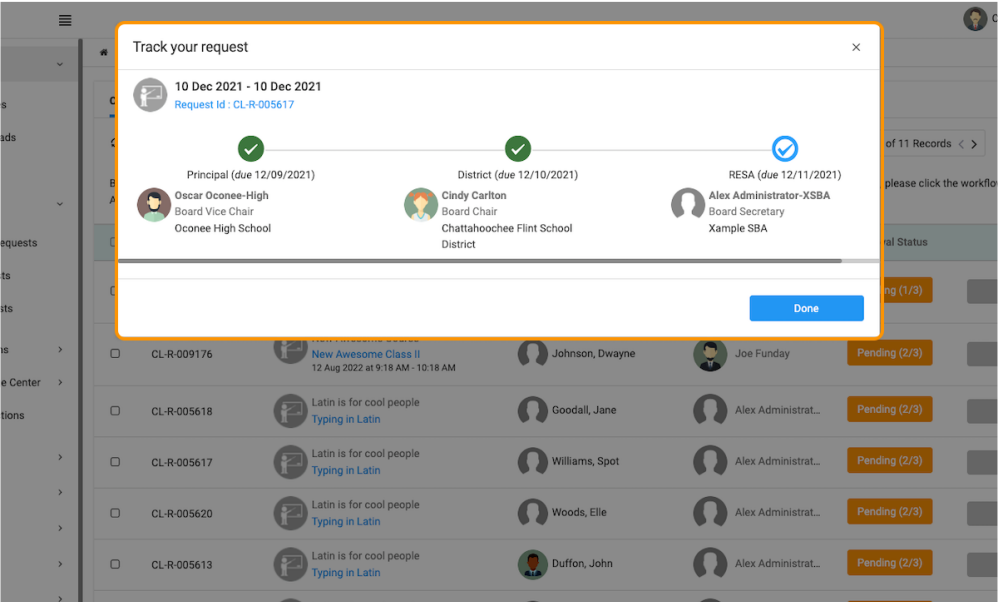
STEP 8

Clicking on the Pending box will bring up the steps still pending

	Joe Funday	Pending (2/3)	Approve
	Alex Administrat...	Pending (2/3)	Approve
	Alex Administrat...	Pending (2/3)	Approve
	Alex Administrat...	Pending (2/3)	Approve
	Alex Administrat...	Pending (2/3)	Approve

STEP 9

In this box you'll see all of the steps in place for this particular request. A green check mark means that the request has been approved at that step. A blue check mark means that it is still pending action



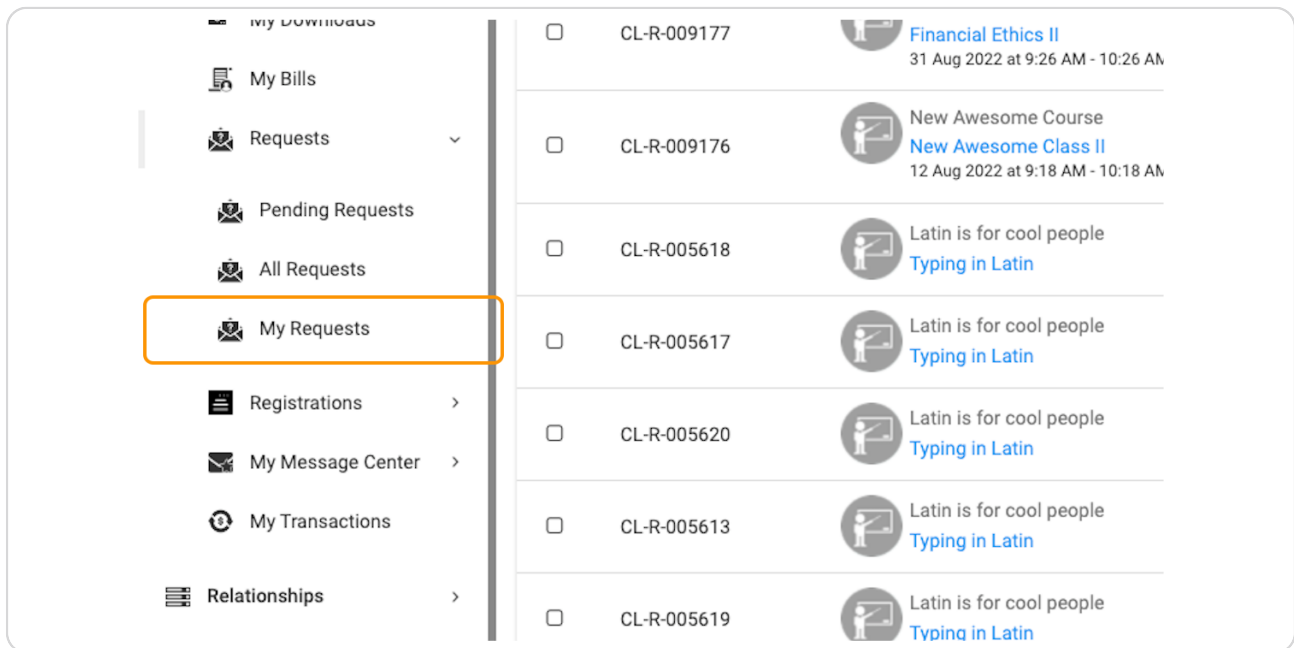
The screenshot shows a 'Track your request' dialog box with the following details:

- Request ID:** CL-R-005617
- Timeline:**
 - Step 1:** Principal (due 12/09/2021) - Oscar Oconee-High, Board Vice Chair, Oconee High School. Status: Approved (Green checkmark).
 - Step 2:** District (due 12/10/2021) - Cindy Carlton, Board Chair, Chattahoochee Flint School District. Status: Approved (Green checkmark).
 - Step 3:** RESA (due 12/11/2021) - Alex Administrator-XSBA, Board Secretary, Xample SBA. Status: Pending (Blue checkmark).

The background shows a list of requests with columns for request ID, title, date, assignee, and status.

STEP 10

Next we have My Requests, this will display all of the requests you have sent through to be approved

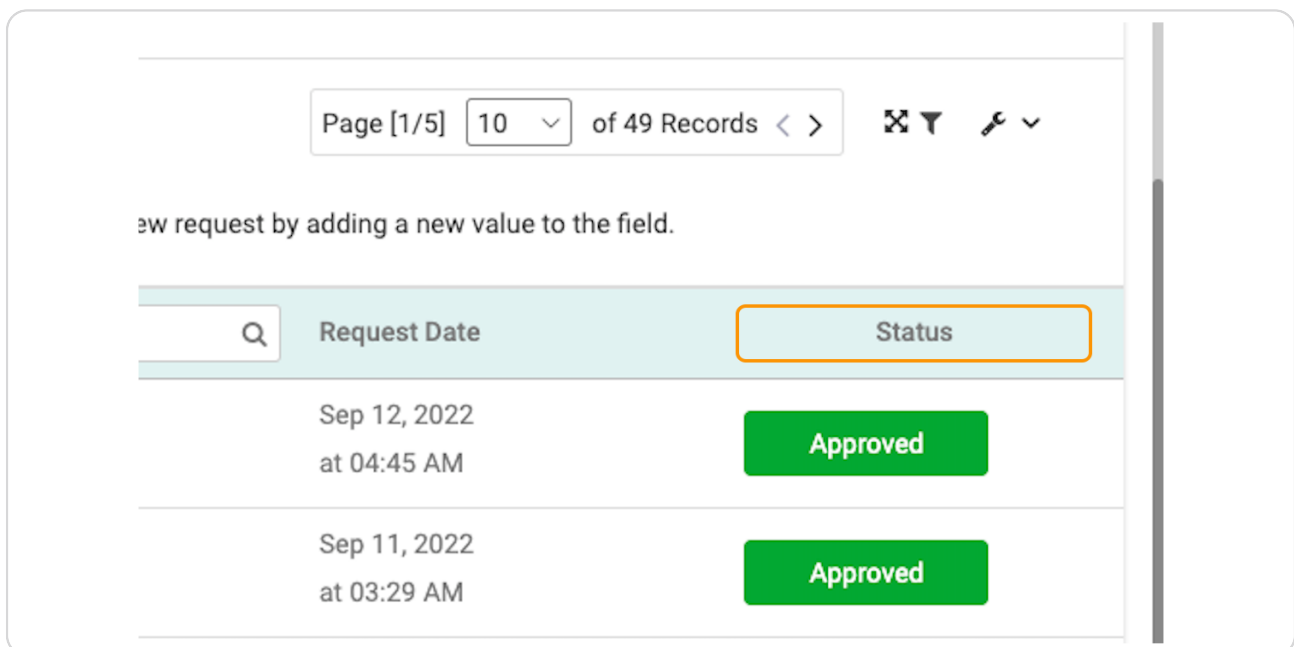


The screenshot shows a user interface with a sidebar on the left and a list of requests on the right. The sidebar menu includes: My Downloads, My Bills, Requests (with a dropdown arrow), Pending Requests, All Requests, My Requests (highlighted with an orange box), Registrations (with a right arrow), My Message Center (with a right arrow), My Transactions, and Relationships (with a right arrow). The main content area displays a list of requests, each with a checkbox, a request ID, a course title, and a timestamp. The requests are:

Request ID	Course Title	Timestamp
CL-R-009177	Financial Ethics II	31 Aug 2022 at 9:26 AM - 10:26 AM
CL-R-009176	New Awesome Course New Awesome Class II	12 Aug 2022 at 9:18 AM - 10:18 AM
CL-R-005618	Latin is for cool people Typing in Latin	
CL-R-005617	Latin is for cool people Typing in Latin	
CL-R-005620	Latin is for cool people Typing in Latin	
CL-R-005613	Latin is for cool people Typing in Latin	
CL-R-005619	Latin is for cool people Typing in Latin	

STEP 11

The Status column will display what state your request is in



The screenshot shows a table with a search bar and a filter icon. The table has a header row with 'Request Date' and 'Status' columns. The 'Status' column is highlighted with an orange box. Below the header, two rows of data are shown, both with a green 'Approved' button in the Status column.

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View request by adding a new value to the field.

Request Date	Status
Sep 12, 2022 at 04:45 AM	Approved
Sep 11, 2022 at 03:29 AM	Approved

