

**University of Wisconsin  
Grants Project  
Desk Reference**  
*Madison \* Milwaukee \* Extension*

## **WISPER Request Approvals**

Requesting approvals allows WISPER users to request review of a record by another user without transferring ownership to the approver. When an approval is requested, an email notification is sent to the approver and the record will appear on that user's MY WISPER worklist in the "Approvals I Need to Complete" section. Responses available to the approver include:

1. Approve
2. Deny
3. Submit Comments Only

WISPER captures all actions performed on the Approvals Page and the History page.

The following steps will guide you through the process of requesting an approval:

### **1. Login:**

1. Navigate to the WISPER login page via <http://www.rsp.wisc.edu/WISPER> to enter your user ID and password.
2. Locate the record on which an approval is to be added.
  - a. If it is on your MY WISPER worklist, select the record.
  - b. If it is not on your MY WISPER worklist, select the Search link at the bottom of the page and search for the record.

### **2. Add Approval:**

1. Click the Approvals tab to navigate to the Approvals page.
2. To add a new approval, click the "Add Approval button." This will open the details page.

|                    |  |                      |              |                             |
|--------------------|--|----------------------|--------------|-----------------------------|
| <b>Record ID</b>   | MSN178921  | <b>Document Type</b> | Grant        | <a href="#">Wisper Help</a> |
| <b>Contact PI</b>  | KAMMER,DANIEL C  | <b>Sponsor Name</b>  |              |                             |
| <b>Short Title</b> | Quantification of Model Form Uncertainty in Numerical Si | <b>Status</b>        | 1-In Process |                             |

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**Add Approval**

| <b>Requested Approvals</b> |                  |                     |                           |                         |
|----------------------------|------------------|---------------------|---------------------------|-------------------------|
| <b>Type</b>                | <b>Requested</b> | <b>Requested By</b> | <b>Requested Approver</b> | <b>Details</b>          |
|                            |                  |                     |                           | <a href="#">Details</a> |

### **3. Approval Details:**

1. Choose the appropriate Approval Type from the dropdown menu.
2. Enter additional information in Approval Request text box.
3. If prompted, select an Approver Type (Division, Employee, or PI) from dropdown. Depending on Approver Type selection, choose a requested approver from the Division dropdown or Employee lookup by clicking the Select Employee Button.

4. After all information has been entered, click the “Add Approval” button. The main Approvals page will re-open with the newly requested approval documented with date and time.

**Add Approval**

|                           |   |                     |                 |                      |       |
|---------------------------|---|---------------------|-----------------|----------------------|-------|
| <b>Requested By</b>       | BALSER,TERESA C   | <b>Request Date</b> | 12/26/07 2:47PM | <b>Sequence</b>      | 1     |
| <b>Approval Type</b>      | Chair Approval  |                     |                 |                      |       |
| <b>Approval Request</b>   | Requesting your approval of this project under your department's administration |                     |                 |                      |       |
| <b>Approver Type</b>      | Employee  | Select Employee     |                 |                      |       |
| <b>Requested Approver</b> | HILLMER,CAROL Y   | Add Approval        | Cancel          | <b>Business Unit</b> | UWMSN |

To access the approval's details from the main approval page again, simply click the “details” hyperlink to the right of the approval.