# 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

The approver may also request additional approvals or upload attachments to support their action or response. WISPER captures the actions performed on the Approvals tab and the History tab.

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 requested.
      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 function to locate the record.

2. **Initiate New Approval:**

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

| General | Comments | Projects | **Approvals** | Attachments | Division Action | Terms | SPO Action | History |

| | |
| :--- | :--- |
| **Record ID** MSN117300 | **Document Type** Grant |
| **Contact PI** SWEET,MARK A | **Sponsor Name** NO SPONSOR TEST RECORD |
| **Short Title** DoIT Test 3: division routing | **Status** 1-In Process |

Wisper Help

Initiate New Approval Request

**Requested Approvals**

| Type | Requested | Requested By | Requested Approver | Actual Approver | Action | Details |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| Other | 03/24/08 10:16AM | BRUEGGER,BRADLEY A | BRUEGGER,BRADLEY A | | | Review/Approve |
| Other | 08/28/08 9:05AM | GRAY,STEPHANIE L | JOHNSON,LINDA J | JOHNSON,LINDA J | Approved | Review/Approve |

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. Some Approval Types such as PI Approve Terms or Division Approve Terms will default the Approver Type.
      a. If Approver Type is Division, choose a campus Unit to whom you would like to request the approval. All individuals with the Division Role for that unit will receive the request.
      b. If Approver Type is Employee, use the Employee lookup by clicking the Select Employee Button and using the WISPER person search
      c. If Approver Type is PI, the name of the contact PI will automatically be selected.
   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**

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

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