

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

WISPER Respond to 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. Any participant can respond to the request, not just the requested approver.

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 on how to respond to an approval:

1. Login and Select Record:

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 responded.
 - 1 If it is on your MY WISPER worklist (Approvals I Need to Complete), select the record.
 - 2 If it is not on your MY WISPER worklist, you can also select the Search link at the bottom of the page, search for and select the record.

MY WISPER						
Create New Record						
In Box						
Record ID	Due Date	Contact PI	Document Type	Short Title	Dept ID	Sponsor
-						
Approvals I Need to Complete						
Record ID	Due Date	Contact PI	Document Type	Short Title	Dept ID	Approval Type
MSN100085	02/18/2008	BALSER,TERESA	Grant	WISPER Demo	022050 PI	Approve Terms

2. Review Approval Request

- 1 Select the Approvals tab, to open the main Approvals page.
- 2 Click the “Details” hyperlink to the right of the Approval to which you are responding. This will open the Approval Detail page.

General	Projects	Approvals	Attachments	SPO Action	Terms & Cond	Document History
Record ID	MSN100085	Document Type	Grant			
Contact PI	BALSER,TERESA C	Sponsor Name	WISCONSIN (STATE OF)			
Short Title	WISPER Demo	Status	5-SPO Negotiation /Setup			

Add Approval

Requested Approvals				
Type	Requested	Requested By	Requested Approver	Details
PI Approve Terms	12/27/07 9:32AM	HILLMER,CAROL Y	BALSER,TERESA C	Details

3. Approve, Deny, Submit Comments on Approval

The Approver has the choice to (1) *approve*, (2) *deny*, or (3) *submit comments only* on the requested approval. A *submit comments only* response stores the comments, but leaves the item on the user's worklist for possible future action. The approver or any other participant can return to the record to enter responses 1, 2, or 3 at any time. After being approved or denied, a record will still have the "Submit Comments Only" button active for additional comments to be added at any time.

- 1 Enter comments if applicable
- 2 Click the appropriate response to the request. This action will close the Approvals Detail page and return to the main Approvals page.

Approvals

Requested By HILLMER,CAROL Y **Request Date** 12/27/07 9:42AM **Sequence** 2

Approval Type PI Approve Terms

Approval Request Requesting that you review & approve the terms of the award.

Approver Type PI **Business Unit** UWMSN

Requested Approver BALSER,TERESA C Add Approval Cancel

Respond to Approval

Submit Comment Only Approve Deny

Comment Award terms have been reviewed

Commenter	When	Comment
1		

To review the Approval or submit more comments, the Approval details page can be accessed by clicking the Details/Comments hyperlink from the main Approvals page.