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.
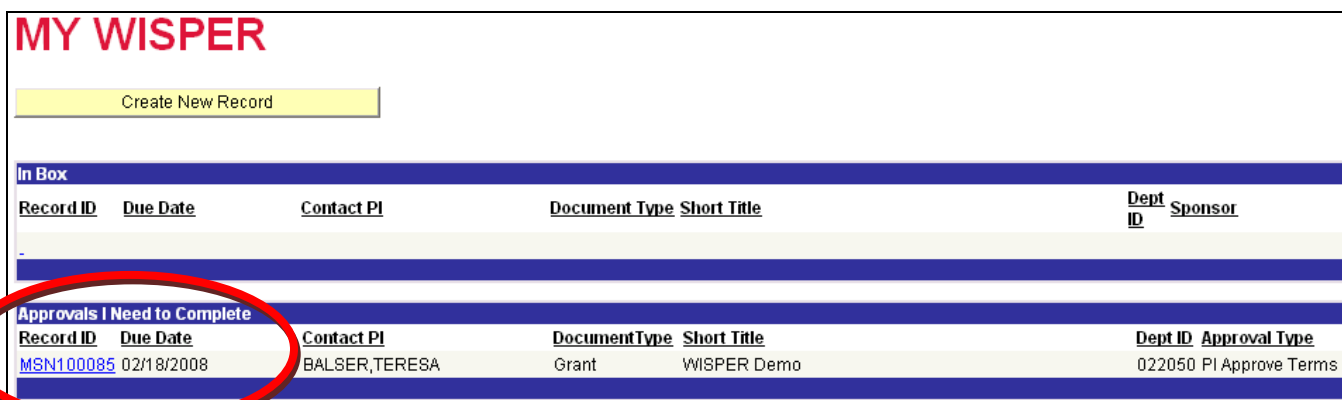
Responses available to the approver include:
1. Approve
2. Deny
3. Submit Comments Only

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 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.
      a. If it is on your MY WISPER worklist (Approvals I Need to Complete), select the record.
      b. If it is not on your MY WISPER worklist (you are a delegate performing the action or are otherwise a participant and wish to respond to or comment on the approval), you can locate the record using the Search function.

2. **Review Approval Request**
   1. Select the Approvals tab, to open the main Approvals page.
   2. Click the "Review/Approve" hyperlink to the right of the Approval to which you are responding. This will open the Approval Detail page.

Record ID MSN117300   **Document Type** Grant   Wisper Help

Contact PI SWEET,MARK A   **Sponsor Name** NO SPONSOR TEST RECORD

Short Title DoIT Test 3: division routing   **Status** 1-In Process

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. Approve, Deny, or Submit Comments on Approval

The Approver has the choice to (1) *Approve*, (2) *Deny*, or (3) *Submit Comment Only* on the requested approval. A *Submit Comment Only* response stores the comments, but leaves the item on the approver's worklist and available for possible future action. After being Approved or Denied, a record will still have the *Submit Comment 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 you to the main Approvals tab.
3. A confirmation email will be delivered to the approval requester and all those who have provided prior comment or action on the approval notifying them of your action.

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 Review/Approve hyperlink from the main Approvals page. Should you wish to add an approval or upload an attachment to support your response, you can do so at any time. Please see the Request Approval or Create references if you need guidance on performing these two actions.