

1. Once an approval request is submitted and has been approved by the respective parties before your approval, you will receive an email letting you know all the details of the request. Below is a screenshot of this email:

Request for approval - CSAF Approval Request - Step 2 OFO - FW1597684036350 Inbox x



Form Workflow Plus
to me

Hello,

ro-hamm@wiu.edu has submitted a new Google Form on workflow CSAF Approval Request from the wiu_edu domain.

Please review the form responses then complete the approval module below:

Timestamp: 8/17/2020 12:07:09
Email Address: ro-hamm@wiu.edu
Organization name: OSE
Account number: 3-14500
Name of event: Test w/o updates
Request description: Testing without send back to requester to see if it fixes email updates to requester
Date of event:
Vendor(s): WIU
Is your request equal to or greater than \$200?: No
Total price for request: 100
Are you using a P-Card for this purchase?: No
Attach any additional documentation here:
Fiscal agent's name: Rome Hamm
Fiscal agent's email: RO-Hamm@wiu.edu
President's name: N/A
President's email:
Treasurer's name: N/A
Treasurer's email:

Best regards,

The previous Step has been approved by ro-hamm@wiu.edu.

The previous reviewer comment is :

[APPROVE NOW](#)

2. Click the huge green button that says "Approve Now". This will open up a new tab with the URL along the lines of "<https://app.formworkflowplus.com/approvals/>" with some random numbers that designate what approval request you are opening up. This website will show you all the request details again.
3. To approve or deny the request, scroll to the bottom of the page where you will see a box under "Approval Module" shown in the below picture. Here is where you can select a status of either approve or deny, and you can type in comments regarding why you selected which status. You must then select submit after typing your comments and selecting the status.

Approval Module

Status
Approve ▾

Comments

[RETURN](#) [SUBMIT](#)

Note: You can also open the link <https://app.formworkflowplus.com/approvals> to access all your pending approvals and approve from there by clicking on the request, reading the details of the request on the sidebar, and approving from there. You must always be logged into your WIU email to access and approve these requests.