

University of Wisconsin - Milwaukee Grants Project Desk Reference WISPER – Request Approval

WISPER - Request Approval

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:

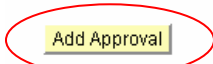
1. Login:

1. Navigate to the WISPER login page via <http://www.rsa.uwm.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.

General	Projects	Approvals	Attachments	SPO Action	Terms & Cond	Document History
Record ID	MIL101874	Document Type	Grant	Wisper Help		
Contact PI	HARRIS,MARKT	Sponsor Name	US DEPT OF HEALTH & HUMAN SERVICES			
Short Title	Demo for Desk Reference	Status	1-In Process			



Requested Approvals						
Type	Requested	Requested By	Requested Approver	Actual Approver	Action	Details
Request Advance Award Setup	01/23/08 2:44PM	Harris, Mark	48-College of Letters & Science	KISSINGER,PATRICIA L	Approved	Details/Comments

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 Division 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

Requested By	Harris, Mark	Request Date	01/23/08 4:34PM	Sequence	2
Approval Type	Chair Approval <input type="button" value="v"/>				
Approval Request	Requesting your approval of this project under your department's administration <input type="text"/>				
Approver Type	Employee	<input type="button" value="Select Employee"/>			
Requested Approver		<input type="button" value="Add Approval"/>	<input type="button" value="Cancel"/>	Business Unit	UWMIL

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