



Reviewing Status

Once you have submitted a request, you can view the status of its approval at any time by navigating to the report found under Manage Requests.

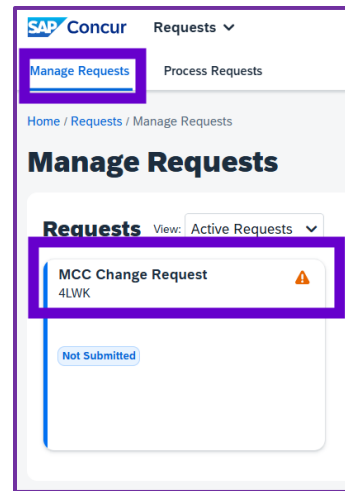
Ensure the report says **SUBMITTED** in green.

Reports that have been approved will say **APPROVED** in green.

Submitted

Approved

Click on the request you want to view.



Once you enter the report, select Request details in the upper left, and click on Request Timeline to view which step it is at.

