

## Delegation Requests

### Overview

**Introduction** A delegation request in Direct Access (DA) allows an Approving Official (AO) to delegate approving authority to another AO who can then approve or deny requests that are forwarded to them.

**Delegation Request Statuses** Once a delegation request is submitted, it will fall into one of the following statuses:

Status	Description	User	In this status, the user
Pending	Has been submitted by the Requester but has not yet been approved	Requester	CAN change details and then resubmit. The original request will be Terminated, and a new request will be submitted with the changes.
			CAN withdraw the request and status changes to Terminated
		Delegated Approver	CAN approve the request. Status changes to Approved.
			CAN deny the request. The status changes to Denied.
Terminated	Has been withdrawn by the Requester	Requester	CAN view the details, comments and approver but CANNOT make changes to the request.
		Delegated Approver	CAN view the details, comments and approver but CANNOT make changes to the request.
Approved	Has been approved by the Delegated Approver	Requester	CAN view the details, comments and approver but CANNOT make changes to the request.
		Delegated Approver	CAN view the details, comments and approver.
			CAN deny the request. Status changes to Denied and Requester can make changes to the Denied request.
Denied	Has been denied by the Delegated Approver	Requester	CAN change details and then resubmit. The original request will be Terminated, and a new request will be submitted with the changes.
		Delegated Approver	CAN view the details and comments. Approver CANNOT make changes to the request.

*Continued on next page*

**Overview**, Continued**Email Notifications**

Email notifications will occur for the following instances:

<b>User</b>	<b>Action</b>	<b>Email sent to</b>
Requester	Submits a Delegation Request to the Approver	Approver/Delegated Approver
	Makes a change to their pending Delegation Request	
	Withdraws their pending Delegation Request	
	Makes a change to their denied Delegation Request	
Delegated Approver	Approves a pending Delegation Request	Requester/Approver
	Denies a pending Delegation Request	
	Denies an approved Delegation Request	

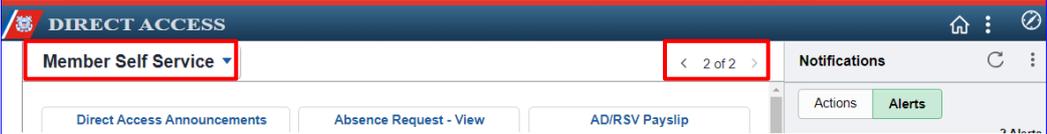
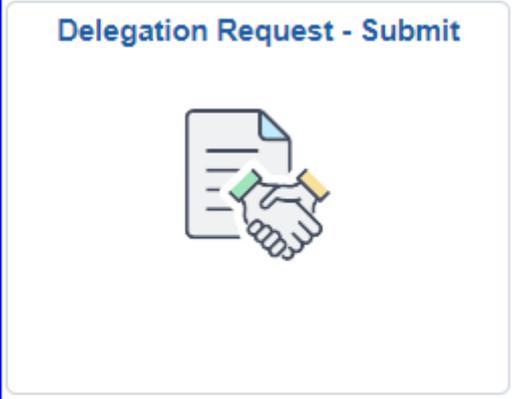
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# Submitting a Delegation Request

**Introduction** This section provides the procedures for submitting a delegation request in DA.

**Procedures** See below.

Step	Action
1	<p>Navigate to <b>Member Self Service</b> via the drop-down or by page <b>arrows</b>.</p> 
2	<p>Select the <b>Submit a Delegation Request</b> tile.</p> 

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## Submitting a Delegation Request, Continued

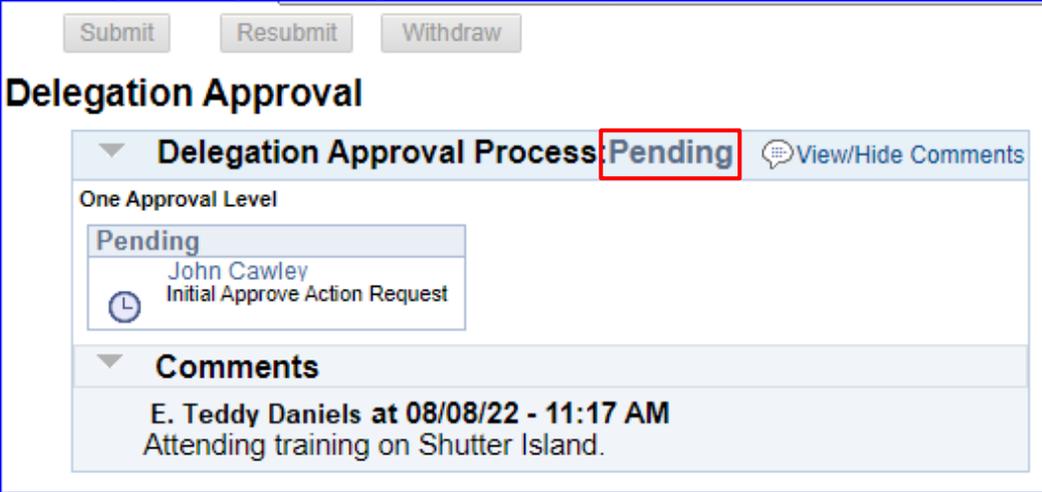
Procedures,  
continued

Step	Action
3	<p data-bbox="328 461 1225 495">Enter the information as indicated by the <b>instructions</b>. Click <b>Submit</b>.</p> <div data-bbox="328 495 1366 1272" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="328 501 544 535">Action Request</p> <p data-bbox="368 551 568 580">Submit Delegation</p> <p data-bbox="384 591 539 618">E. Teddy Daniels</p> <div data-bbox="368 629 1254 813" style="border: 2px solid red; padding: 5px;"> <ol style="list-style-type: none"> <li data-bbox="376 636 1214 687">1. In the Begin Date field enter the date you want action requests submitted to you for approval to be forwarded to another approving official.</li> <li data-bbox="376 692 1225 743">2. In the End Date field enter the date you want the action requests submitted to you for approval to no longer forward to another approving official.</li> <li data-bbox="376 748 938 775">3. Enter any comments you wish to enter in the Comments field.</li> <li data-bbox="376 779 1246 806">4. In the Approver field select the approving official you want the action requests to be forwarded to.</li> </ol> </div> <p data-bbox="376 819 544 846">Request Details</p> <p data-bbox="376 860 711 887">Begin Date: <input type="text" value="08/22/2022"/> </p> <p data-bbox="376 896 711 922">End Date: <input type="text" value="09/09/2022"/> </p> <p data-bbox="376 954 619 981">▶ Request Documents</p> <p data-bbox="368 999 512 1025">Add Attachment</p> <p data-bbox="376 1034 584 1061">Request Approvers</p> <p data-bbox="392 1079 1350 1106">Approver: <input type="text" value="9876543"/>  John Cawley</p> <p data-bbox="392 1142 1358 1223">Comment: <input type="text" value="Attending training on Shutter Island."/></p> <p data-bbox="384 1232 759 1258"> <input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

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## Submitting a Delegation Request, Continued

Procedures,  
continued

Step	Action
4	<p>The delegation request will update to a <b>Pending</b> status.</p>  <p>The screenshot shows a web interface for 'Delegation Approval'. At the top are buttons for 'Submit', 'Resubmit', and 'Withdraw'. Below is the title 'Delegation Approval' and a dropdown menu for 'Delegation Approval Process' which is currently set to 'Pending'. To the right of the dropdown is a 'View/Hide Comments' link. Underneath, it says 'One Approval Level' and shows a 'Pending' status with a clock icon and the name 'John Cawley' for the 'Initial Approve Action Request'. A 'Comments' section is expanded, showing a comment from 'E. Teddy Daniels at 08/08/22 - 11:17 AM' stating 'Attending training on Shutter Island.'</p>
5	<p>A system generated email will be sent to the delegated approver notifying them of the request.</p>  <p>The screenshot shows an email notification. The header includes '-----Original Message-----', 'From: DoNotReply_V9@direct-access.us [mailto:DoNotReply_V9@direct-access.us]', 'Sent: Monday, June 25, 2022 11:00 AM', 'To: Cawley, John YN1 &lt;John.Cawley@uscg.mil&gt;', and 'Subject: [Non-DoD Source] Delegation Request'. The body of the email says 'Please take action to approve or deny the following Delegation Request.' followed by 'Teddy Daniels has submitted a Delegation Request for the following period:'. Below this, it lists 'Delegation Begin Date: 2022-08-22' and 'Delegation End Date: 2022-09-09'. At the bottom, it says 'Click the link below to approve or deny the request:' followed by a long URL: 'https://urldefense.proofpoint.com/v2/url?u=https-3A_hcenv5.direct-2Daccess.us_psp_HCENV5_EMPLOYEE_HRMS_c_CG-5FAWE-5FEXT.CG-5FACTN-5FREQUST.GBL-3FPAGE-3DCG-5FACTN-5FREQUST-26Action-3DU-26EMPLID-3D1367487-26EMPL-5FRCD-3D0-26CG-'. The URL is partially obscured by a blue box.</p>

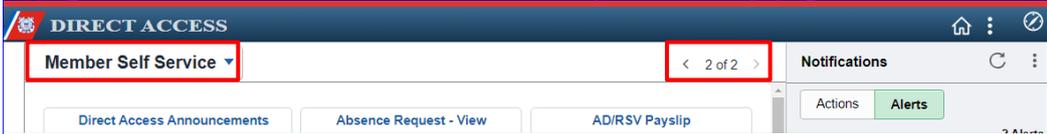
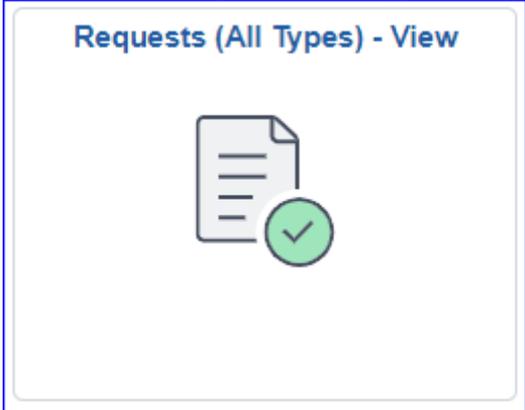
## Accessing/Changing/Withdrawing a Submitted Request

**Introduction** This section provides the procedures for accessing, changing, or withdrawing a submitted delegation request in DA.

**Transaction Statuses** **NOTE:** The status of the request will determine if the requester can change or withdraw the request. If the request is in a pending or denied status, the requester can only change the request. A request may only be withdrawn if it is in a pending status.

- **Pending** - delegation requests that have been submitted but not approved by the delegated approver
- **Approved** - delegation requests approved by the delegated approver
- **Withdrawn** - delegation requests that were withdrawn by the requesting official prior to being approved by the delegated approver (when this option is selected, the status of the request will show Terminated in the search results)
- **Denied** - pending or approved delegation requests denied by the delegated approver
- **All Statuses** - will show all delegated requests, regardless of status

**Procedures** See below.

Step	Action
1	Navigate to <b>Member Self Service</b> via the drop-down or by page <b>arrows</b> . 
2	Click on the <b>Requests (All Types) - View</b> tile. 

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## Accessing/Changing/Withdrawing a Submitted Request, Continued

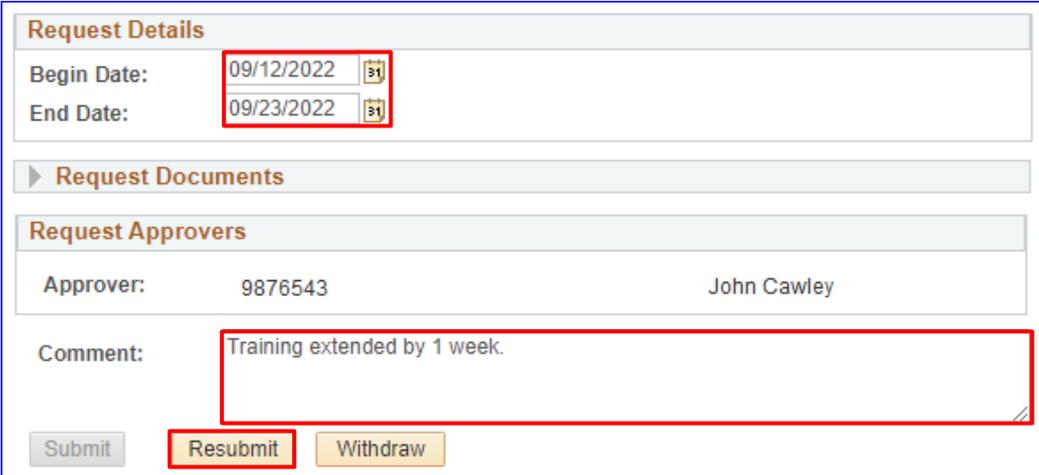
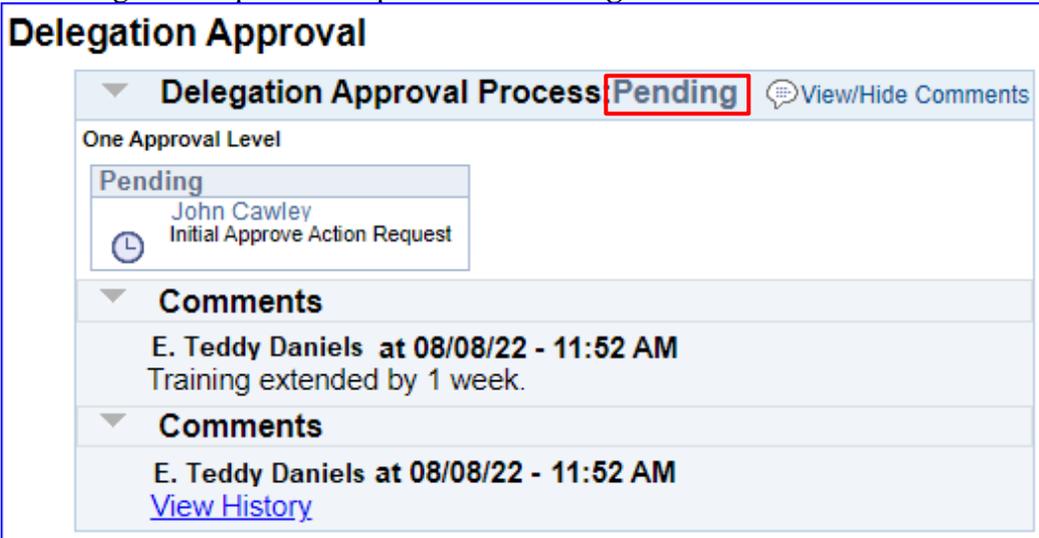
Procedures,  
continued

Step	Action																														
3	<p>The View My Action Requests page will display with the following defaults:</p> <ul style="list-style-type: none"> <li>• <b>My Submitted Requests</b> radio button is selected</li> <li>• <b>Transaction Status</b> is Pending</li> <li>• <b>Transaction Name</b> select Delegation from the drop-down.</li> </ul> <p>Click <b>Populate Grid</b>.</p> <p><b>NOTE:</b> To narrow the search results, dates may be entered in the <b>Submission From Date</b> and <b>Submission To Date</b> fields.</p> <div data-bbox="327 862 1364 1467" style="border: 1px solid black; padding: 5px;"> <p><b>View My Action Requests</b></p> <p>Teddy Daniels</p> <ol style="list-style-type: none"> <li>1. 'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</li> </ol> <p> <input checked="" type="radio"/> My Submitted Requests                  <input type="radio"/> Requests I am Approver For                  <input type="radio"/> All Requests         </p> <p>Transaction Name: <input type="text" value="Delegation"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text" value=""/> <input type="text" value=""/></p> <p>Submission To Date: <input type="text" value=""/> <input type="text" value=""/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/>                  <input type="button" value="Refresh"/> </p> </div>																														
4	<p>Click <b>View Details</b>.</p> <div data-bbox="327 1534 1364 1624" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th colspan="10" style="text-align: right;">Personalize   Find   View All   First 1 of 1 Last</th> </tr> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>View Details</th> </tr> </thead> <tbody> <tr> <td>Delegation</td> <td>Pending</td> <td>Teddy Daniels</td> <td>1234567</td> <td>007267</td> <td>Teddy Daniels</td> <td>John Cawley</td> <td>2022/08/08</td> <td></td> <td><input type="button" value="View Details"/></td> </tr> </tbody> </table> </div>	Personalize   Find   View All   First 1 of 1 Last										Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	View Details	Delegation	Pending	Teddy Daniels	1234567	007267	Teddy Daniels	John Cawley	2022/08/08		<input type="button" value="View Details"/>
Personalize   Find   View All   First 1 of 1 Last																															
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Delegation	Pending	Teddy Daniels	1234567	007267	Teddy Daniels	John Cawley	2022/08/08		<input type="button" value="View Details"/>																						

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# Accessing/Changing/Withdrawing a Submitted Request, Continued

Procedures, continued

Step	Action
5	<p>To withdraw a request, skip to Step 7. To change a request, at least one of the following must be changed:</p> <ul style="list-style-type: none"> <li>• <b>Begin Date</b></li> <li>• <b>End Date</b></li> <li>• <b>Comments</b> - a reason for the change must be annotated within this block before it can be resubmitted</li> </ul> <p>Click <b>Resubmit</b>.</p> 
6	<p>The delegation request will update to a <b>Pending</b> status.</p> 

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## Accessing/Changing/Withdrawing a Submitted Request, Continued

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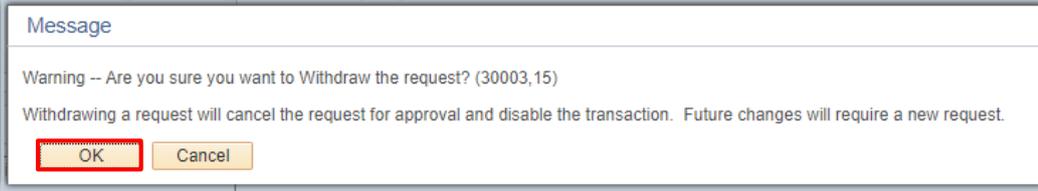
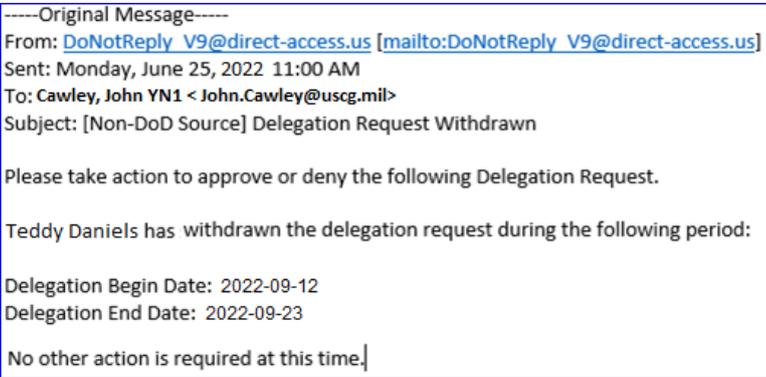
Procedures,  
continued

Step	Action
7	<p>The delegated approver will receive two emails: the first email indicates the original request was withdrawn and the second email indicates the request was resubmitted.</p> <div style="border: 1px solid blue; padding: 5px; margin-bottom: 10px;"> <p>-----Original Message-----            From: <a href="mailto:DoNotReply_V9@direct-access.us">DoNotReply_V9@direct-access.us</a> [<a href="mailto:DoNotReply_V9@direct-access.us">mailto:DoNotReply_V9@direct-access.us</a>]            Sent: Monday, June 25, 2022 11:00 AM            To: Cawley, John YN1 &lt;<a href="mailto:John.Cawley@uscg.mil">John.Cawley@uscg.mil</a>&gt;            Subject: [Non-DoD Source] Delegation Request Withdrawn</p> <p>Please take action to approve or deny the following Delegation Request.</p> <p>Teddy Daniels has withdrawn the delegation request during the following period:</p> <p>Delegation Begin Date: 2022-08-22            Delegation End Date: 2022-09-09</p> <p>No other action is required at this time.</p> </div> <div style="border: 1px solid blue; padding: 5px;"> <p>-----Original Message-----            From: <a href="mailto:DoNotReply_V9@direct-access.us">DoNotReply_V9@direct-access.us</a> [<a href="mailto:DoNotReply_V9@direct-access.us">mailto:DoNotReply_V9@direct-access.us</a>]            Sent: Monday, June 25, 2022 11:00 AM            To: Cawley, John YN1 &lt;<a href="mailto:John.Cawley@uscg.mil">John.Cawley@uscg.mil</a>&gt;            Subject: [Non-DoD Source] Delegation Request</p> <p>Please take action to approve or deny the following Delegation Request.</p> <p>Teddy Daniels has Resubmitted a Delegation Request for the following period:</p> <p>Delegation Begin Date: 2022-09-12            Delegation End Date: 2022-09-23</p> <p>Click the link below to approve or deny the request:  <a href="https://urldefense.proofpoint.com/v2/url?u=https-3A_hcenv5.direct-2Daccess.us_psp_HCENV5_EMPLOYEE_HRMS_c_CG-5FAWE-5FEXT.CG-5FACTN-5FREQUST.GBL-3FPage-3DCG-5FACTN-5FREQUST-26Action-3DU-26EMPLID-3D1367487-26EMPL-5FRCD-3D0-26CG-">https://urldefense.proofpoint.com/v2/url?u=https-3A_hcenv5.direct-2Daccess.us_psp_HCENV5_EMPLOYEE_HRMS_c_CG-5FAWE-5FEXT.CG-5FACTN-5FREQUST.GBL-3FPage-3DCG-5FACTN-5FREQUST-26Action-3DU-26EMPLID-3D1367487-26EMPL-5FRCD-3D0-26CG-</a></p> </div>

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## Accessing/Changing/Withdrawing a Submitted Request, Continued

Procedures,  
continued

Step	Action
8	<p>To withdraw a request, enter a <b>Comment</b> and click <b>Withdraw</b>.</p> <p><b>NOTE:</b> If the delegation request was sent to an incorrect approver or the delegated approver becomes unavailable, <b>the request must be withdrawn and a new request submitted.</b></p>  <p>The screenshot shows a web form with the following sections: 'Request Details' with 'Begin Date' (09/12/2022) and 'End Date' (09/23/2022); 'Request Documents'; 'Request Approvers' with 'Approver: 9876543 John Cawley'; and a 'Comment' field containing 'A Comment is required.' The 'Withdraw' button is highlighted with a red box.</p>
9	<p>A warning message will display. Click <b>OK</b>.</p>  <p>The screenshot shows a 'Message' dialog box with the text: 'Warning -- Are you sure you want to Withdraw the request? (30003,15) Withdrawing a request will cancel the request for approval and disable the transaction. Future changes will require a new request.' The 'OK' button is highlighted with a red box.</p>
10	<p>An email will be sent to the delegated approver indicating the request has been withdrawn.</p>  <p>The screenshot shows an email with the following content: '-----Original Message----- From: DoNotReply_V9@direct-access.us [mailto:DoNotReply_V9@direct-access.us] Sent: Monday, June 25, 2022 11:00 AM To: Cawley, John YN1 &lt;John.Cawley@uscg.mil&gt; Subject: [Non-DoD Source] Delegation Request Withdrawn Please take action to approve or deny the following Delegation Request. Teddy Daniels has withdrawn the delegation request during the following period: Delegation Begin Date: 2022-09-12 Delegation End Date: 2022-09-23 No other action is required at this time.'</p>

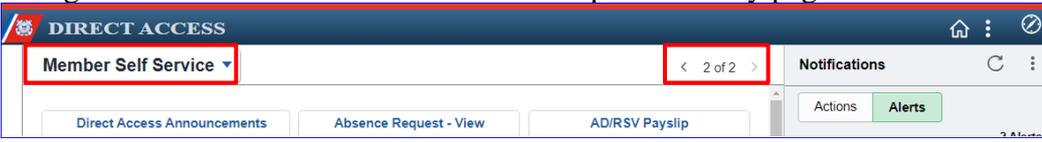
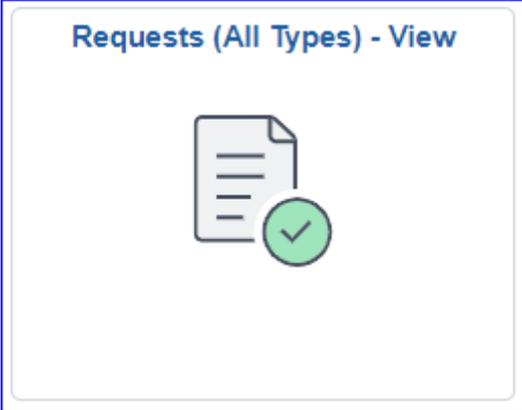
# Approving a Delegation Request

**Introduction** This section provides the procedures for approving a delegation request in DA.

**Important Information** If the error message below displays, click **OK**, then click any other menu item and the search parameters or action request will open.



**Procedures** See below.

Step	Action
1	Navigate to <b>Member Self Service</b> via the drop-down or by page <b>arrows</b> . 
2	Click on the <b>Requests (All Types) - View</b> tile. 

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## Approving a Delegation Request, Continued

Procedures,  
continued

Step	Action																				
3	<p>Select <b>Requests I Am Approver For</b>. Change the <b>Transaction Name</b> to Delegation from the drop-down. Leave the <b>Transaction Status</b> at Pending. Click <b>Populate Grid</b>.</p> <p><b>NOTE:</b> To narrow the search results, <b>Submission From Date</b> and <b>Submission Date To</b> may be entered.</p> <div data-bbox="327 689 1369 1267" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <p>John Cawley</p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests.                  2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.                  3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.                  4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)                  5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.                  6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</p> <p> <input type="radio"/> My Submitted Requests                         <input checked="" type="radio"/> Requests I am Approver For                         <input type="radio"/> All Requests                 </p> <p>Transaction Name: <input type="text" value="Delegation"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text" value=""/></p> <p>Submission To Date: <input type="text" value=""/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/>                         <input type="button" value="Refresh"/> </p> </div>																				
4	<p>Select the appropriate request, click <b>Approve/Deny</b>.</p> <div data-bbox="327 1330 1369 1411" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: right;">Personalize   Find   View All   First   1 of 1   Last</p> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Delegation</td> <td>Pending</td> <td>Teddy Daniels</td> <td>1234567</td> <td>007267</td> <td>Teddy Daniels</td> <td>John Cawley</td> <td>2022/08/08</td> <td></td> <td style="text-align: center;"><input type="button" value="Approve/Deny"/></td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny	Delegation	Pending	Teddy Daniels	1234567	007267	Teddy Daniels	John Cawley	2022/08/08		<input type="button" value="Approve/Deny"/>
Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny												
Delegation	Pending	Teddy Daniels	1234567	007267	Teddy Daniels	John Cawley	2022/08/08		<input type="button" value="Approve/Deny"/>												

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## Approving a Delegation Request, Continued

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Procedures,  
continued

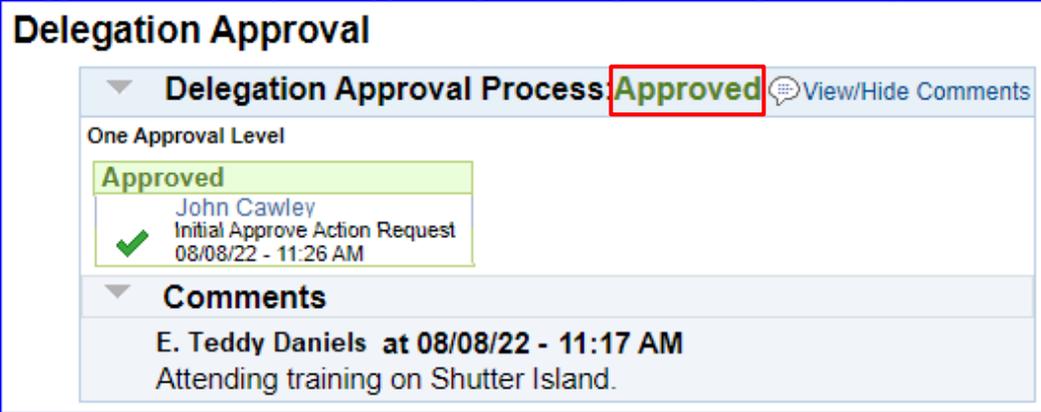
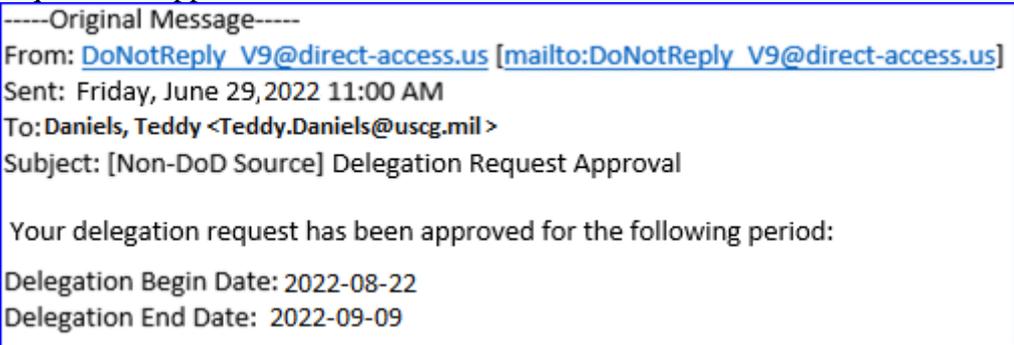
Step	Action
5	<p>Review the delegation request details; if the delegated approver will be available, click <b>Approve</b>.</p> <p><b>Note:</b> If the delegated approver will be unavailable during the request dates, enter a <b>Comment</b> and click <b>Deny</b>. The delegated requester will need to withdraw their request and resubmit with a new approver. To withdraw a request, refer to the <a href="#">Accessing/Changing/Withdrawing a Submitted Request</a> section of this guide.</p> <div data-bbox="328 770 1369 1541" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Delegation</p> <p><u>E. Teddy Daniels</u></p> <ol style="list-style-type: none"> <li>1. In the Begin Date field enter the date you want action requests submitted to you for approval to be forwarded to another approving official.</li> <li>2. In the End Date field enter the date you want the action requests submitted to you for approval to no longer forward to another approving official.</li> <li>3. Enter any comments you wish to enter in the Comments field.</li> <li>4. In the Approver field select the approving official you want the action requests to be forwarded to.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Request Details</b></p> <p>Begin Date: 08/22/2022 End Date: 09/09/2022</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>▶ <b>Request Documents</b></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Request Approvers</b></p> <p>Approver: <span style="border: 2px solid red; padding: 2px;">9876543</span> John Cawley</p> <p>Comment: <input style="width: 100%; height: 20px;" type="text"/></p> <p style="text-align: center;"> <span style="border: 2px solid red; padding: 2px 10px;">Approve</span> <span style="border: 2px solid red; padding: 2px 10px; margin-left: 100px;">Deny</span> </p> </div> </div>

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## Approving a Delegation Request, Continued

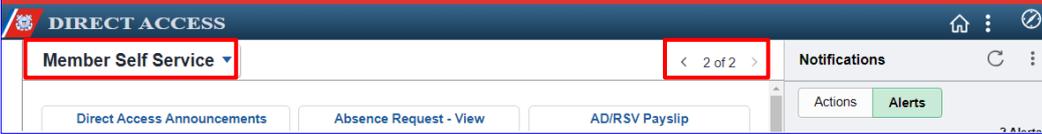
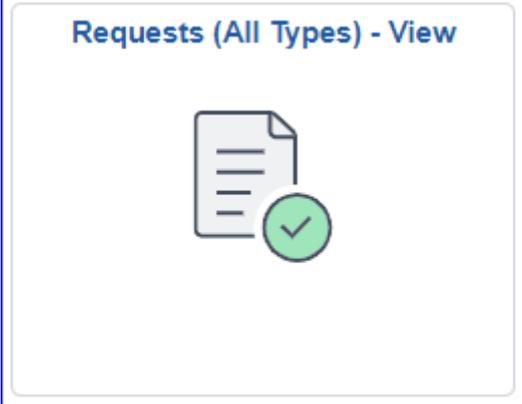
Procedures,  
continued

Step	Action
6	<p>If approved, the delegation approval process request will update to <b>Approved</b>.</p>  <p>The screenshot shows a 'Delegation Approval Process' card. At the top, the status is 'Approved' in green text, highlighted with a red box. Below this, it says 'One Approval Level' and shows a green box with 'Approved' and a green checkmark. The approver is identified as 'John Cawley' who performed the 'Initial Approve Action Request' on '08/08/22 - 11:26 AM'. A 'Comments' section below shows a comment from 'E. Teddy Daniels' at '08/08/22 - 11:17 AM' stating 'Attending training on Shutter Island.'</p>
7	<p>Email notification will be sent to the delegation requester informing them their request was approved.</p>  <p>The screenshot shows an email notification. The header includes 'From: DoNotReply_V9@direct-access.us', 'Sent: Friday, June 29, 2022 11:00 AM', 'To: Daniels, Teddy &lt;Teddy.Daniels@uscg.mil &gt;', and 'Subject: [Non-DoD Source] Delegation Request Approval'. The main body of the email states: 'Your delegation request has been approved for the following period: Delegation Begin Date: 2022-08-22 Delegation End Date: 2022-09-09'.</p>

# Changing an Approved Request

**Introduction** This section provides the procedures for changing a delegation request that was approved in DA.

**Procedures** See below.

Step	Action
1	Notify the requester via email, phone, or in person that the request needs to be changed.
2	Navigate to <b>Member Self Service</b> via the drop-down or by page <b>arrows</b> . 
3	Click on the <b>Requests (All Types) - View</b> tile. 

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## Changing an Approved Request, Continued

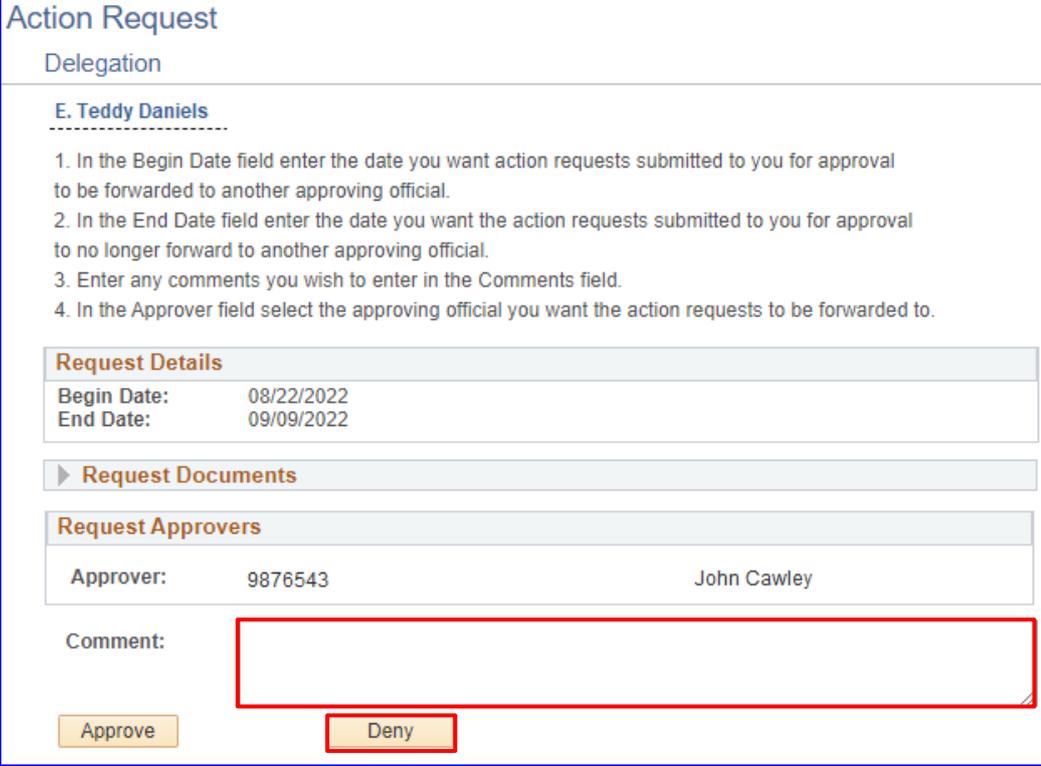
Procedures,  
continued

Step	Action
4	<p>Select <b>Requests I Am Approver For</b>. Change the <b>Transaction Name</b> to Delegation from the drop-down. Leave the <b>Transaction Status</b> at Pending. Click <b>Populate Grid</b>.</p> <p><b>NOTE:</b> To narrow the search results, <b>Submission From Date</b> and <b>Submission Date To</b> may be entered.</p> <div data-bbox="327 674 1370 1252" style="border: 1px solid blue; padding: 5px;"> <p><a href="#">View My Action Requests</a></p> <hr/> <p><u>John Cawley</u></p> <ol style="list-style-type: none"> <li>1. 'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"> <input type="radio"/> My Submitted Requests                          <input checked="" type="radio"/> <b>Requests I am Approver For</b>                          <input type="radio"/> All Requests                 </p> <p>Transaction Name: <span style="border: 1px solid red; padding: 2px;">Delegation ▼</span></p> <p>Transaction Status: <span style="border: 1px solid red; padding: 2px;">Pending ▼</span></p> <p>Submission From Date: <span style="border: 1px solid red; padding: 2px;">[ ] [31]</span></p> <p>Submission To Date: <span style="border: 1px solid red; padding: 2px;">[ ] [31]</span>                          <span style="border: 1px solid red; padding: 2px; margin-left: 20px;">Populate Grid</span>                          <span style="padding: 2px; margin-left: 20px;">Refresh</span> </p> </div> </div>

*Continued on next page*

## Changing an Approved Request, Continued

Procedures,  
continued

Step	Action
5	<p>Select the appropriate delegation request and click <b>View Details</b>.</p> 
6	<p>The request will open in a new tab. In the <b>Comments</b> field, enter the reason for the change. Click <b>Deny</b>.</p> 

*Continued on next page*

## Changing an Approved Request, Continued

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Procedures,  
continued

Step	Action
7	<p>The delegation request will update to a <b>Denied</b> status. The delegation requester may now make changes to the request and resubmit for approval.</p> <div data-bbox="328 562 1369 1093" style="border: 1px solid blue; padding: 5px;"> <p><b>Delegation Approval</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Delegation Approval Process: <b>Denied</b> <span style="float: right;">View/Hide Comments</span></p> <p>One Approval Level</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="background-color: #e0f0e0; padding: 2px;"><b>Approved</b></p> <p><small>John Cawley</small> Initial Approve Action Request 08/08/22 - 11:26 AM</p> </div> <p><b>Comments</b></p> <p><b>E. Teddy Daniels at 08/08/22 - 11:17 AM</b> Attending training on Shutter Island.</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p><b>John Cawley at 08/08/22 - 12:53 PM</b> Approver will not be available</p> </div> </div>

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