Process ID

APP_FAC_PRF_02-Approvers

Process Name

Planning Request Form – For Approvers

General Description

This documentation describes functionality relevant to the approver role in the Planning Request Form application. This includes approving requests within the application.

Related Documents

APP_FAC_PRF_01-Requestors
APP_FAC_PRF_03-ProjectManagers
APP_FAC_PRF_04-Admins
Access the Planning Request Form Application

1. Navigate to apps.kennesaw.edu and login with your NetID and password. (See Figure 1)

   ![Figure 1 - Application Gateway login](image)

2. In the top right navigation bar, click on the “All Applications” icon. (See Figure 2)

   ![Figure 2 - All Applications icon](image)

3. Click the View link next to “APP – FACL – Planning Request Form”. (See Figure 3)

   ![Figure 3 - View link](image)
Approve a Planning Request

As an approver, you should receive an email stating a Planning Request Form is pending a department approval.

1. In the main menu, select the option to “Approve Planning Request”. (See Figure 4)

Welcome to the online Project Request form!

Your planning request will be reviewed by Campus Planning and Facility Design and Construction. Based upon the size and complexity of your project request, additional review by a Project Review Committee may be necessary. If your project is approved, a project manager will be assigned who will contact you to discuss the project in more detail. The current volume of existing projects, and the size and complexity of a project will determine when projects can actually be scheduled. Facilities Design and Construction Services (FDCS) requires advanced planning in order to accommodate all requests. If you have any questions, please email campusplanning@kennesaw.edu. Thank you.

Logged on as cork

Log out

New Planning Request

My Requests

Approve Planning Request

Figure 4 - Approve Planning Request
2. Click the ‘edit’ icon in the list page of requests next to the submission with a status stating “Pending Department Approval”. (See Figure 5)

![Figure 5 - Edit request](image)

3. Review the requester’s submitted information and scroll to the “Approvals” section to select the approver decision and/or enter additional notes. (See Figure 6) If you select "No", then you must state why in the notes section.

![Figure 6 - Approvals section](image)

4. Click **Save** to approve the request. If no further approval is needed from the AAF VP, then the status of the request will update to “Under Review”.

![Figure 5 - Edit request](image)

![Figure 6 - Approvals section](image)