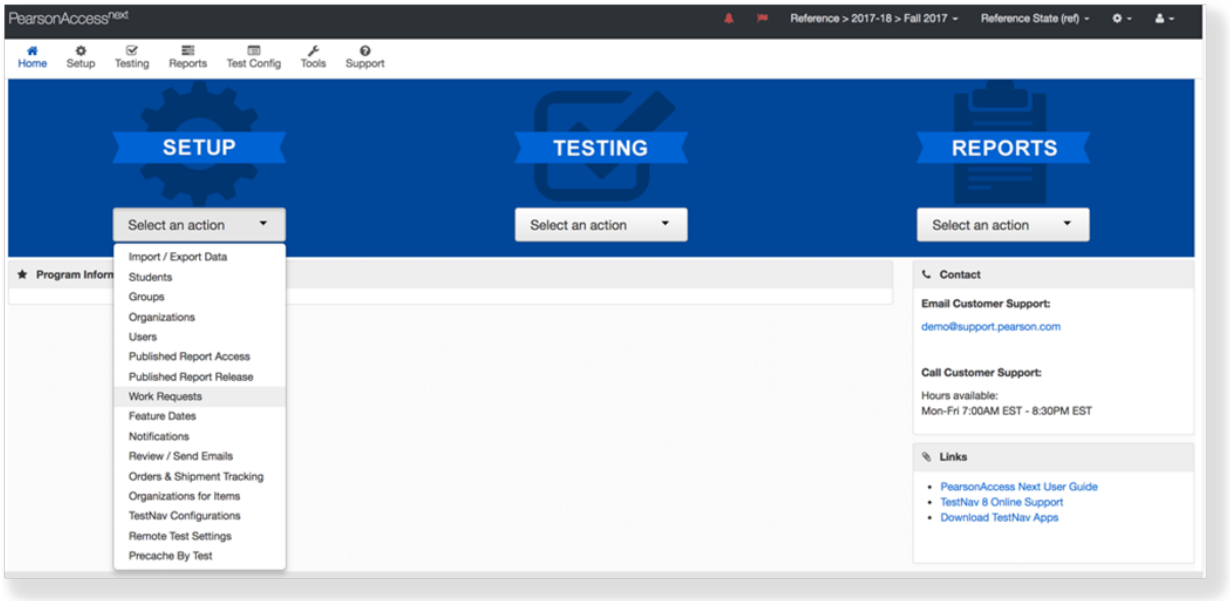
Authorize Request to Report

Feature availability varies by program and role.

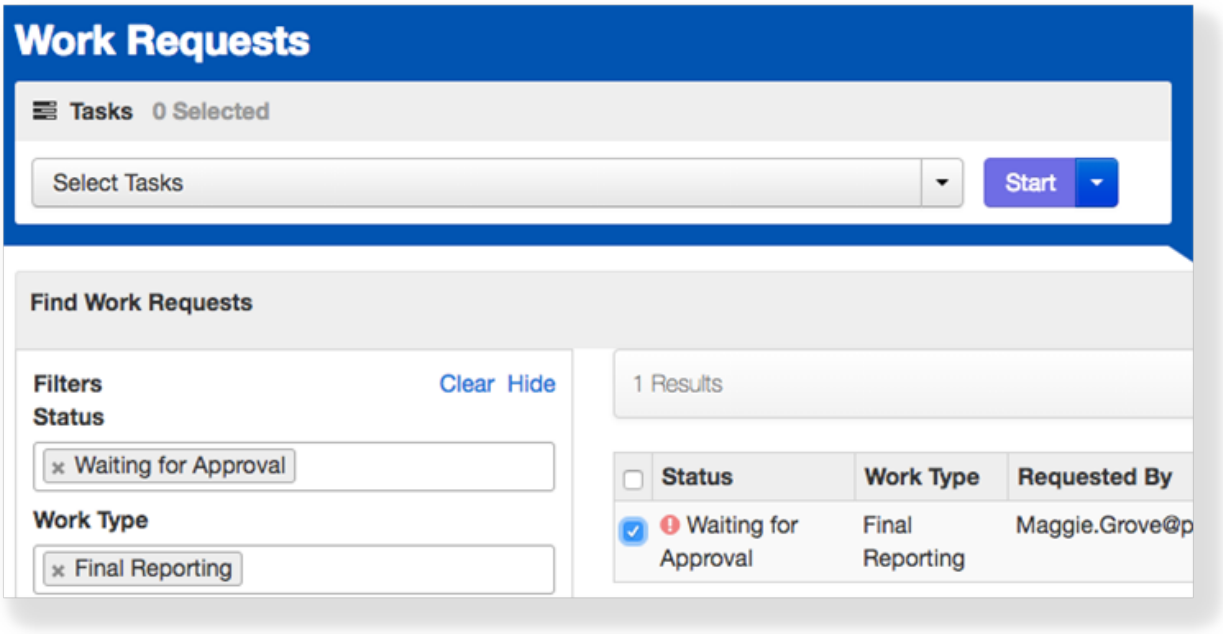
You can authorize a request for an organization to proceed with report processing when the assessment data is ready for reporting.

Step-by-Step

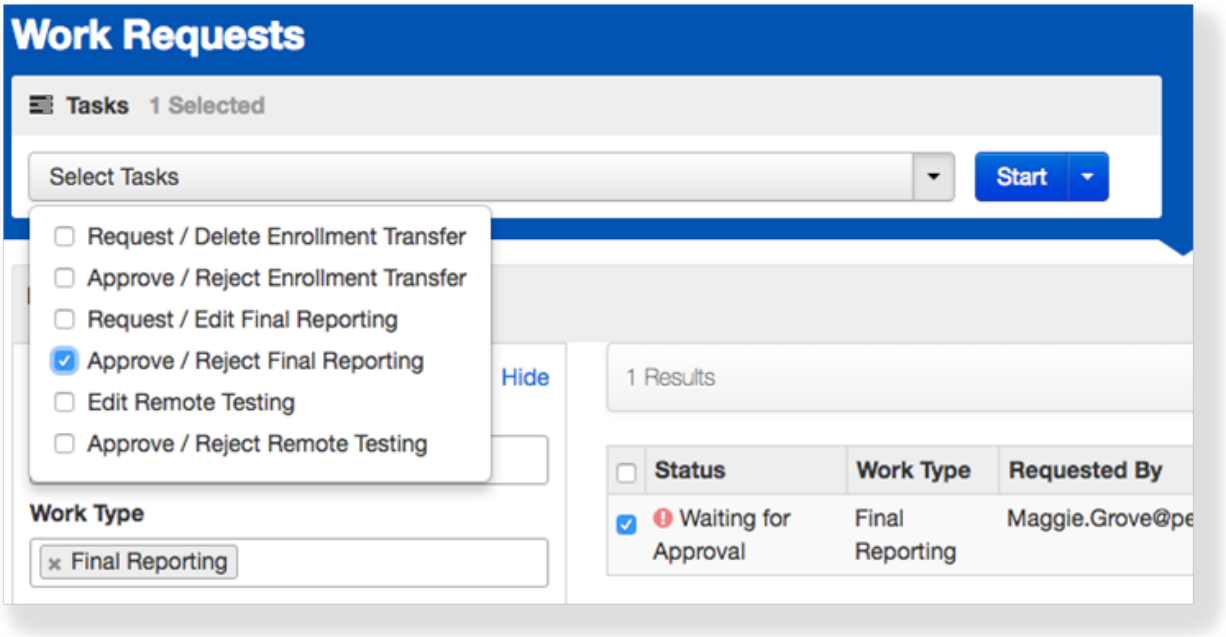
1. From **Setup**, select **Work Requests.**



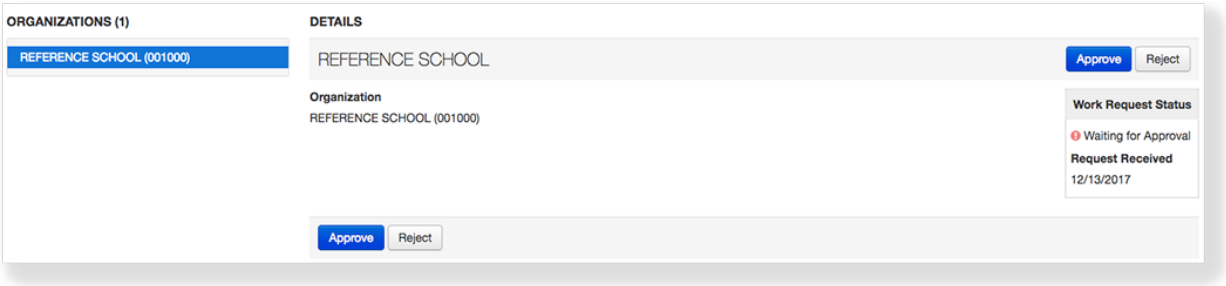
2. Click the checkbox next to your organization. *To limit the requests displayed, click the **Work Type** filter, and select **Final Reporting**.*



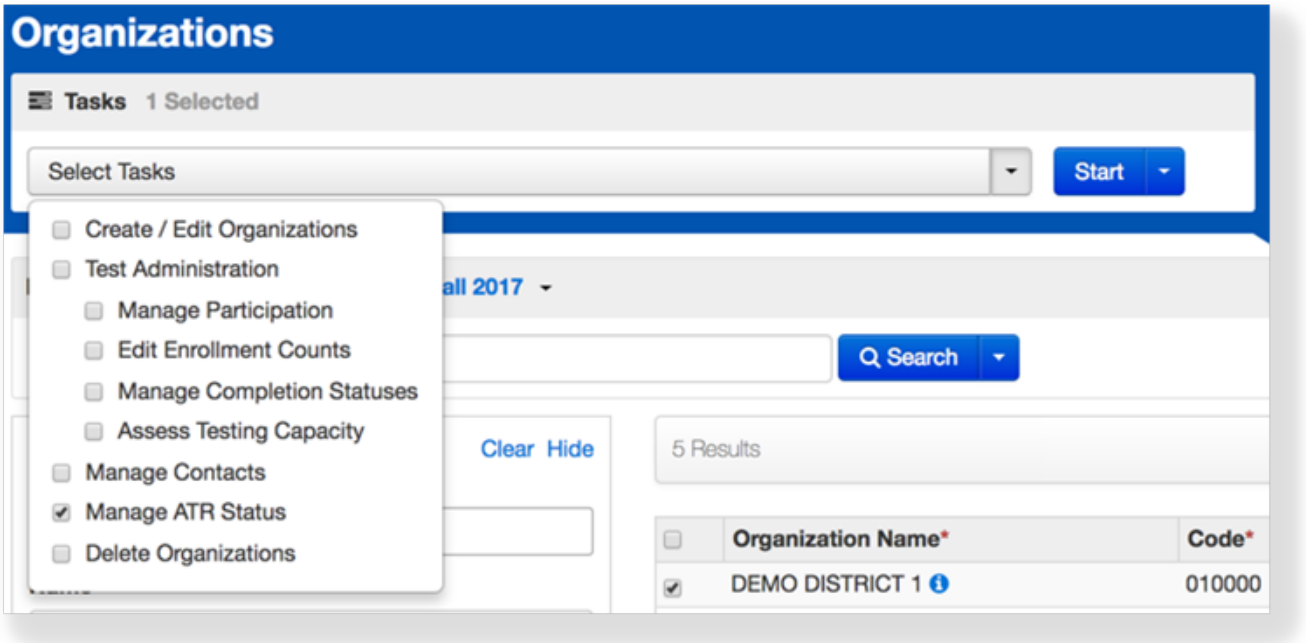
3. Click **Select Tasks**, select **Approve / Reject Final Reporting**, and click **Start**.



4. Click **Approve** or **Reject,** as appropriate.



*You can also approve or reject a request to proceed with reporting from within organizations by selecting **Manage ATR Status**.*



Effects

To view pending enrollment approvals, click the red bell icon at the top of the page, and click **Reporting Requests**.