

Authorize Request to Report

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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



Read It

(Click  to view image)

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**.

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