

Authorize Request to Report

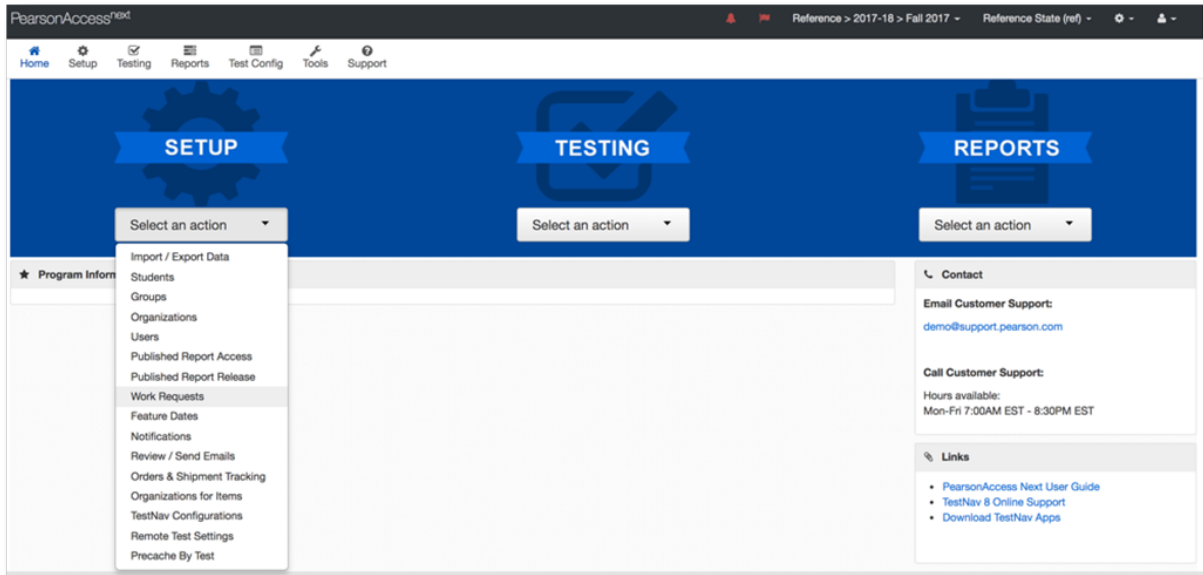


Feature availability varies by program and role.

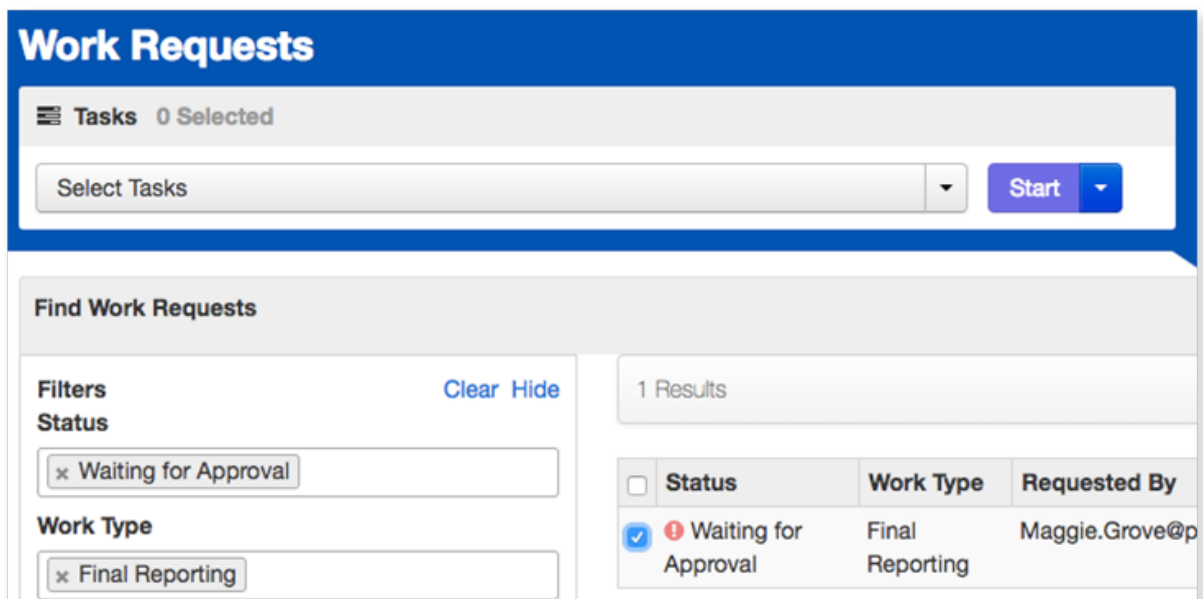
You can authorize a request for an organization to proceed with report processing when the assessment data is ready for reporting.

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**.

Work Requests

Tasks 1 Selected

Select Tasks Start

- Request / Delete Enrollment Transfer
- Approve / Reject Enrollment Transfer
- Request / Edit Final Reporting
- Approve / Reject Final Reporting
- Edit Remote Testing
- Approve / Reject Remote Testing

Work Type

Hide

1 Results

<input type="checkbox"/>	Status	Work Type	Requested By
<input checked="" type="checkbox"/>	! Waiting for Approval	Final Reporting	Maggie.Grove@pe

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

ORGANIZATIONS (1)

REFERENCE SCHOOL (001000)

DETAILS

REFERENCE SCHOOL Approve Reject

Organization
REFERENCE SCHOOL (001000)

Approve Reject

Work Request Status

! Waiting for Approval
Request Received
12/13/2017

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

Organizations

Tasks 1 Selected

Select Tasks Start

- Create / Edit Organizations
- Test Administration
 - Manage Participation
 - Edit Enrollment Counts
 - Manage Completion Statuses
 - Assess Testing Capacity
- Manage ATR Status
- Delete Organizations

all 2017

Q Search

Clear Hide

5 Results

<input type="checkbox"/>	Organization Name*	Code*
<input checked="" type="checkbox"/>	DEMO DISTRICT 1 !	010000

Effects

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