

Request Authorization to Report

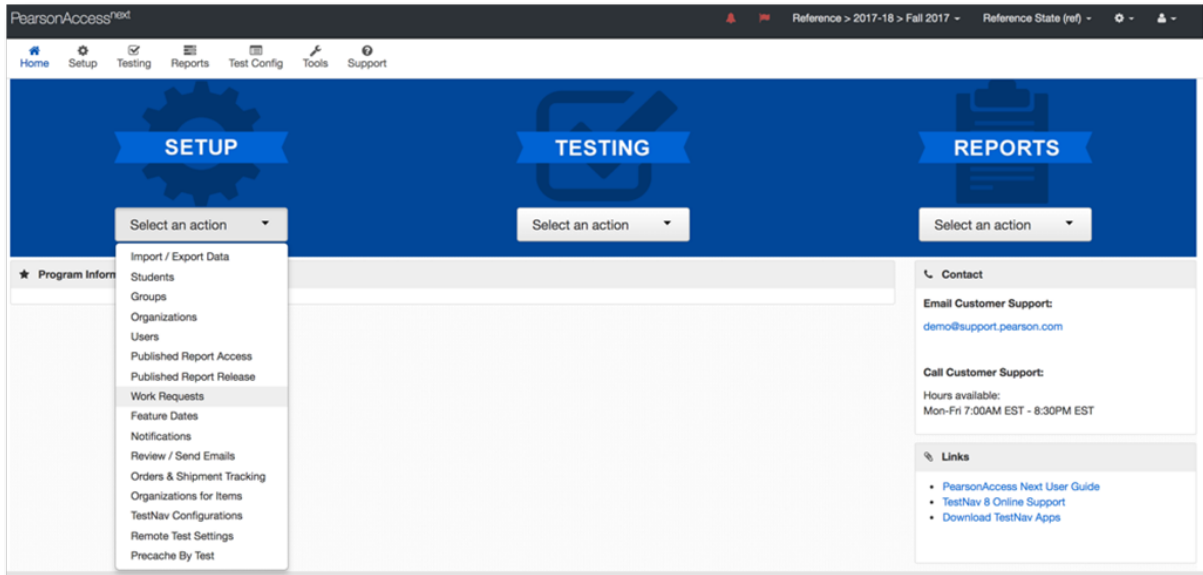


Feature availability varies by program and role.

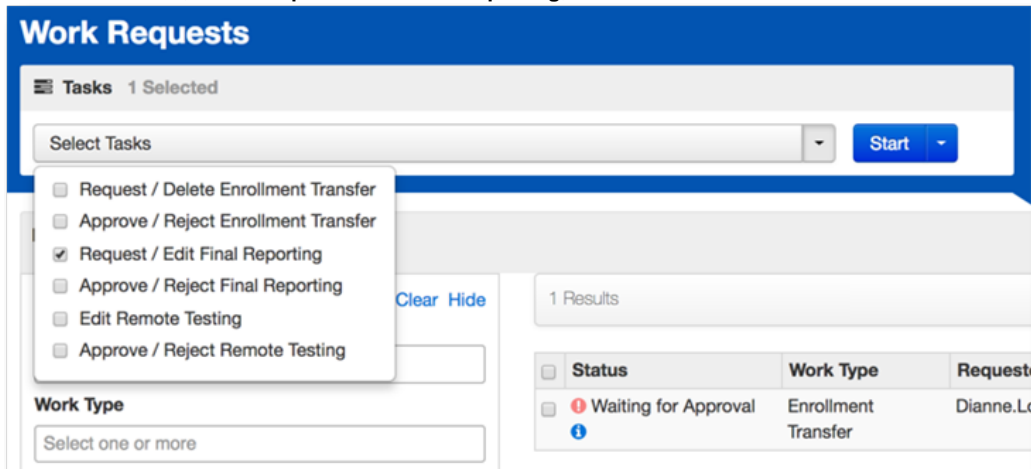
You can request that the parent organization authorize you to proceed with report processing when you have accounted for assessment data and determined it is ready for reporting.

Step-by-Step

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



2. Click **Select Tasks**, select **Request / Edit Final Reporting**, and click **Start**.



3. Select the organization.

The screenshot shows a web interface with two main sections: 'ORGANIZATIONS (0)' on the left and 'DETAILS' on the right. In the 'ORGANIZATIONS' section, a blue button labeled 'Request Final Reporting' is visible. In the 'DETAILS' section, the title is 'Request Final Reporting'. Below the title, there is a field labeled 'Organization*' which is currently open as a dropdown menu. The dropdown menu lists several organizations: 'DEMO DISTRICT 1 (010000)', 'AZ DISTRICT 1 (990001)', 'DEMO DISTRICT 1 (010000)', 'DEMO DISTRICT 2 (020000)', 'VID DISTRICT 1 (111111)', and 'VIDEO DISTRICT (098765)'. The first 'DEMO DISTRICT 1 (010000)' entry is highlighted in blue. Below the dropdown menu, there are two buttons: 'Send Request' and 'Reset'.

4. Click **Send Request**.

This screenshot is similar to the previous one, but the dropdown menu is now closed. The 'Organization*' field now displays 'DEMO DISTRICT 1 (010000)'. Below this field, there is a small asterisk and the text '* Required'. At the bottom of the 'DETAILS' section, the 'Send Request' button is highlighted with a red border, and the 'Reset' button is also visible.

You can also request authorization through the task **Manage ATR Status**.

The screenshot shows a task management interface titled 'Organizations'. At the top, there is a 'Tasks' section with '1 Selected'. Below this, there is a 'Select Tasks' dropdown menu and a 'Start' button. A list of tasks is displayed, with 'Manage ATR Status' checked. The tasks list includes: 'Create / Edit Organizations', 'Test Administration', 'Manage Participation', 'Edit Enrollment Counts', 'Manage Completion Statuses', 'Assess Testing Capacity', 'Manage Contacts', 'Manage ATR Status', and 'Delete Organizations'. Below the task list, there is a search bar with a 'Q Search' button and a 'Clear Hide' link. A table shows '5 Results' with the following data:

Organization Name*	Code*
DEMO DISTRICT 1	010000

Effects

When an organization requests Authorization to Report (ATR) for a test administration, the administration level data becomes Read Only, until approved.