

Approve or Reject a Professional Development Submission

1. Click the link on the submission notification email. This is a shortcut to the Professional Development Application.

Noah Santry has filled out a Professional Development submission on Mar 31, 2022 1:44PM!

<https://jab-webapps.wsutech.edu/professionaldevelopment/report>
Click or tap to follow link.

To complete this Task, click on [this link](#), select the Supervisor View Mode, and click the submitted form on the table.

Once the form has been approved or rejected, you should receive a confirmation email.

Thanks!

2. On the Professional Development Submissions table, change the View Mode to Supervisor.

Professional Development Submissions

Click a row to view or make changes to a form.



Supervisors: Select the Supervisor View Mode on the dropdown below, then click a row to approve or reject a form.

Download CSV

User View Mode

Name	Training Title	View Mode	Hours	Fiscal ...	Submitted	Training Type
Filter...	Filter...	- Select -	Filter...	Filter...	Filter...	- Select -

3. Professional Development Submissions that have the Pending or Modified status require attention. Sorting the Status to Pending or Modified can help find unapproved forms.

Name	Training Title	Status	Hours	Fiscal ...	Submitted	Training Type
Filter...	Filter...	Pending 	Filter...	Filter...	Filter...	- Select -
Noah Santry	Test - Ignore/reject	Approved	0	2022	2022-03-21	Continuing Education/CEU
Tim Underwood	Podcast on functional programming	Pending 	0.5	2022	2022-03-10	Conference/Webinar
Brady Randall	Elluician live 2019	Rejected	18	2019	2019-05-16	Conference/Webinar
Tim Underwood	Attend MOKA	Modified	12	2019	2018-11-13	Other

4. Click on a respective form's row to view the submission.

Name	Training Title	Status	Hours	Fiscal ...	Submitted	Training Type
Filter...	Filter...	Pending	Filter...	Filter...	Filter...	- Select -
Noah Santry	Test - Ignore/reject	Pending	0	2022	2022-03-21	Continuing Education/CEU
Tim Underwood	Podcast on functional programming	Pending	0.5	2022	2022-03-10	Conference/Webinar

5. Review the submission. If necessary, leave comments in the Supervisor Comments text box on the bottom. Click the Approve Form to approve, or the Reject Form to reject.

Professional Development ✕

Personal Information

Username: Full Name:

Role: Division: Program:

Training Activity Information

Training Title: Training Type:

Hours Earned: From Date: To Date:

Comments:

Supervisor Comments:

6. Once approved or rejected, the form's originator will receive a notification by email.

**cbarber has Rejected a Professional Development submission
"Test Submission" on Mar 21 2022 2:09PM!**

To view your Professional Development Summary, click on [this link](#).

Thanks!

If you have any further questions about this process, please submit a ticket to the IT Helpdesk