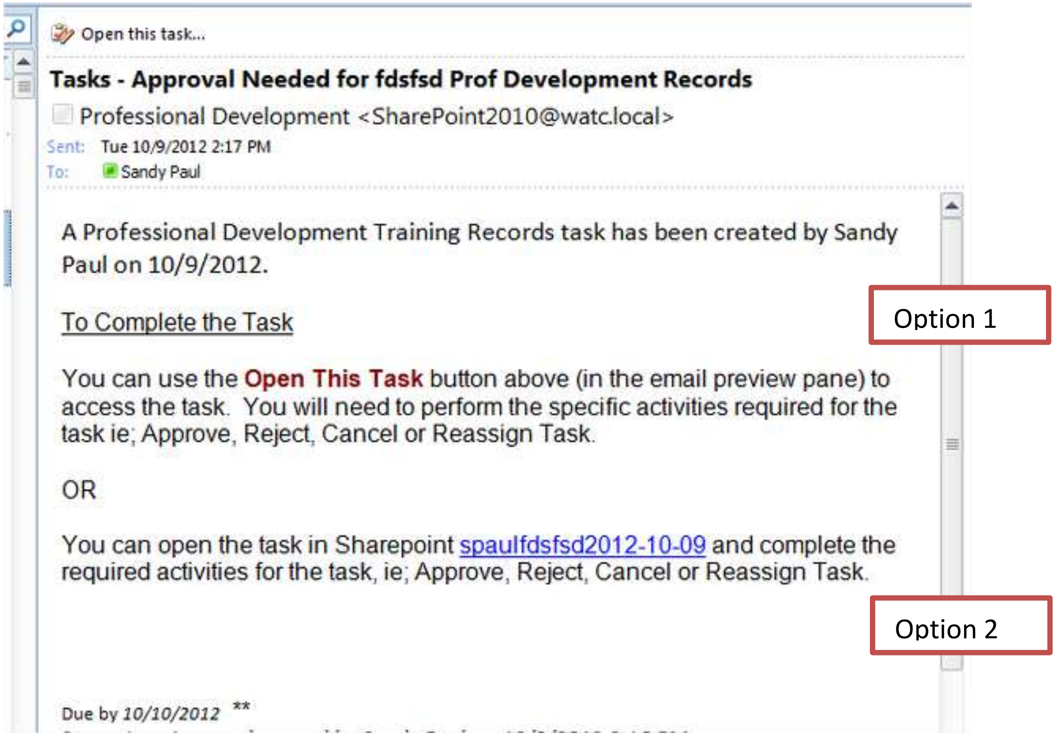
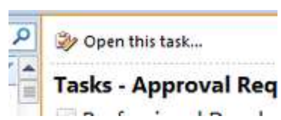
How to Approve TASK for HR Professional Development record keeping

When a HR Professional Development record keeping task has been entered into Sharepoint, as the *time approving supervisor*, you will be notified of this event via email. Two options for completing the task are provided (see below).



Option 1

Option 1 allows the task to be approved in the email preview pane using the Open this task button that is included in the upper left hand corner of the email message.



The Task Approval dialogue box will open in a separate window. The following options are available: Approve, Reject, Cancel, or Reassign Task

The "Reassign Task" option allows the task to be forwarded to another person to complete the task activities.

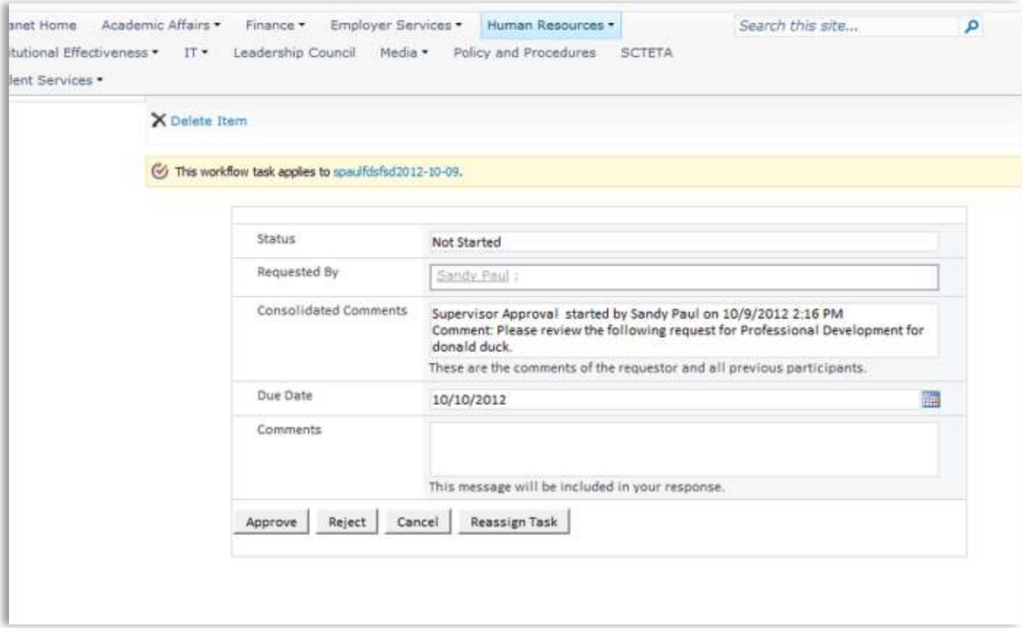
Upon completion of the task, the dialogue box will close. The email can now be deleted since the task is now complete.

Option 2

Option 2 allows you to complete the task directly on Sharepoint. The Task Approval dialogue box will open in Sharepoint, when you click on the link. The following options are available: Approve, Reject, Cancel, or Reassign Task.

The “Reassign Task” option allows the task to be forwarded to another person to complete the task activities.

Upon completion of the task, the dialogue box will close. The email can now be deleted since the task is now complete.



OPTIONAL FEATURES

To view the submission, select the “This workflow applies to *name of task*” link.

Select *Open* from the dialogue box to review the submitted Professional Development submission details. NO ACTIONS are required in this screen. DO NOT click the “submit me” button. Close the submission form when review has been completed.