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).

0	🌮 Open this task	
	Tasks - Approval Needed for fdsfsd Prof Development Records	
	Professional Development <sharepoint2010@watc.local> Sent: Tue 10/9/2012 2:17 PM To: Sandy Paul</sharepoint2010@watc.local>	
	A Professional Development Training Records task has been created by Sa Paul on 10/9/2012.	ndy
	To Complete the Task	Option 1
	You can use the Open This Task button above (in the email preview pane) access the task. You will need to perform the specific activities required for task ie; Approve, Reject, Cancel or Reassign Task.	
	OR	
	You can open the task in Sharepoint <u>spaulfdsfsd2012-10-09</u> and complete required activities for the task, ie; Approve, Reject, Cancel or Reassign Task	
		Option 2
	Due by 10/10/2012 **	

Option 1

Option 1 allows the task to be approved in the email preview pane using the <u>Open this task</u> 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.

Requested for HLC Fell In	tervice Putf Development Recods	7
litatus	Not Started	
Requested By	Sandy Paul By L	2
Consolidated Comments	Supervisor Approval started by Sandy Paul on 10/1/2012 2 59 PM Comment: Please review the following request for Professional Development for James Doe.	
Due Date	These are the comments of the requestor and all previous participants.	6.6
Commertis	-	
	10/2/2012	

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.

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The "Reassign Task" option allows the task to be forwarded to another	X Delete Ite	m		
person to complete the task activities.	🕑 This workfl	ow task applies to spaulfdsfsd201;	2-10-09.	
		Status	Not Started	
Jpon completion of the task, the		Requested By	Sandy Paul :	
dialogue box will close. The email		Consolidated Comments	Supervisor Approval started by Sandy Paul on Comment: Please review the following request fi donald duck.	
now complete			These are the comments of the requestor and all	previous participants.
now complete.		Due Date	10/10/2012	
		Comments		
			This message will be included in your response.	2
		Approve Reject Can	ncel Reassign Task	

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.



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Information	about yourself					
User Name	First Name		Last Name	e	Submission D	ate
spaul	James		Doe		10/1/2012	
Role	Division		Program			
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