

1.4 APROVING REQUIREMENTS

STATUS TAB

A. You use the **Status** tab to route the requirement through the approval process. The following figure shows the **Status** tab.

IMPORTANT!

The system does not validate your data until you attempt to click the  Save button. If you did not enter information into one or more required fields or you entered invalid data, the errors display in red at the bottom of the Requirements page. You must correct these errors before you can send the requirement to be validated by the approver.

B. To completely approve a requirement you must complete the following.

1. Check REVIEWED and APPROVED.

2. TASKED APPROVER: Select the member who will be approving the requirements. This can be someone different than the person who built the requirement.

3. TASKING COMMAND: Select your next level of chain of command. For Sectors, you will select your District. For Districts you will select yourself, unless you are sending the RFF to AREA.

IMPORTANT!

You cannot duplicate a requirement when in approved status. You would have to leave in validated to approver status.



Requirement 14925-0001

Request Requirement Req Info Orders BNC History Status Validation Comments TONO/ACL

Requirement Status

Pending Requestors Validation:

Validated to Approver:

Canceled:

Reviewed:

Approved:

Denied:

Additional Info Required:

Additional Information

Tasked Approver:

Approved Thru: 2009-10-01

Tasking Command:

1.4 APROVING REQUIREMENTS

APROVED REQUIREMENT: You must ensure your requirement is in approved status before you can source a member into the position. Status will change at the bottom right.

The screenshot shows the 'Requirement 22782-0001' interface. The 'Status' tab is active, and the 'Approved' button is highlighted in the bottom right corner. A red arrow points from the text in the adjacent column to this button.

Request	Requirement	Req Info	Orders	BNC	History	Status	Validation	Comments	TONO/ACL
Requirement Status									
Pending Requestors Validation: <input checked="" type="checkbox"/>									
Validated to Approver: <input checked="" type="checkbox"/>									
Canceled: <input type="checkbox"/>									
Reviewed: <input checked="" type="checkbox"/>									
Approved: <input checked="" type="checkbox"/>									
Denied: <input type="checkbox"/>									
Additional Info Required: <input type="checkbox"/>									
Additional Information									
Tasked Approver: <input type="text" value="CLARKE, KIA"/>									
Approved Thru: <input type="text" value="2014.06.15"/>									
Tasking Command: <input type="text" value="PSC-PSD-SSB"/>									
									Approved

VALIDATION TAB:

When you try to completely approve a requirement and you have forgotten information or did not fill in the information correctly you will receive validation error. The following picture shows the Requirement Validation tab with errors.

The screenshot shows the 'Requirement 14925-0001' interface with the 'Validation (7)' tab active. It displays a table of validation errors.

Tab	Validation Message	Type
	Req Info Geographical Location is required.	HARD
	Req Info POC Name is required.	HARD
	Req Info POC Phone is required.	HARD
	Req Info POC Email is required.	HARD
	Requirement Mission Classification is required.	HARD
	Status A Tasked Approver is required.	HARD
	Status The Tasked Approver you entered was not found.	HARD

(Hint: Click the image in the left-most column to redirect to the tab that contains the error)