Instructions For Training Workflow Approvers to Review Requests Previously Handled

STEP 1:

To review training requests that you have worked on previously, click on Training Workflow, then click Training Workflow again.

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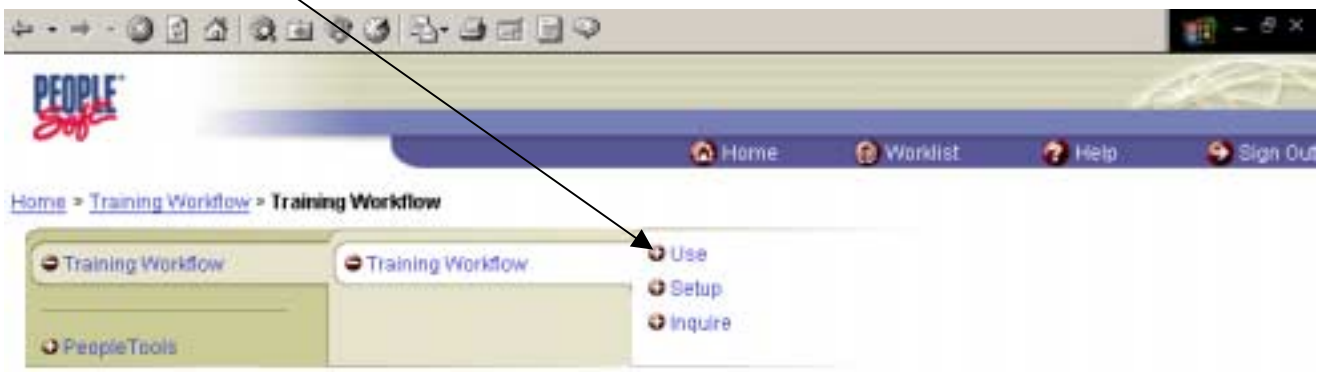
STEP 2:

Click on “Use”.



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STEP 3:

Click on “Approve Training Request”.

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STEP 4:

You may search for training requests you handled searching by EmplID or name. To search by EmplID, enter as depicted below.

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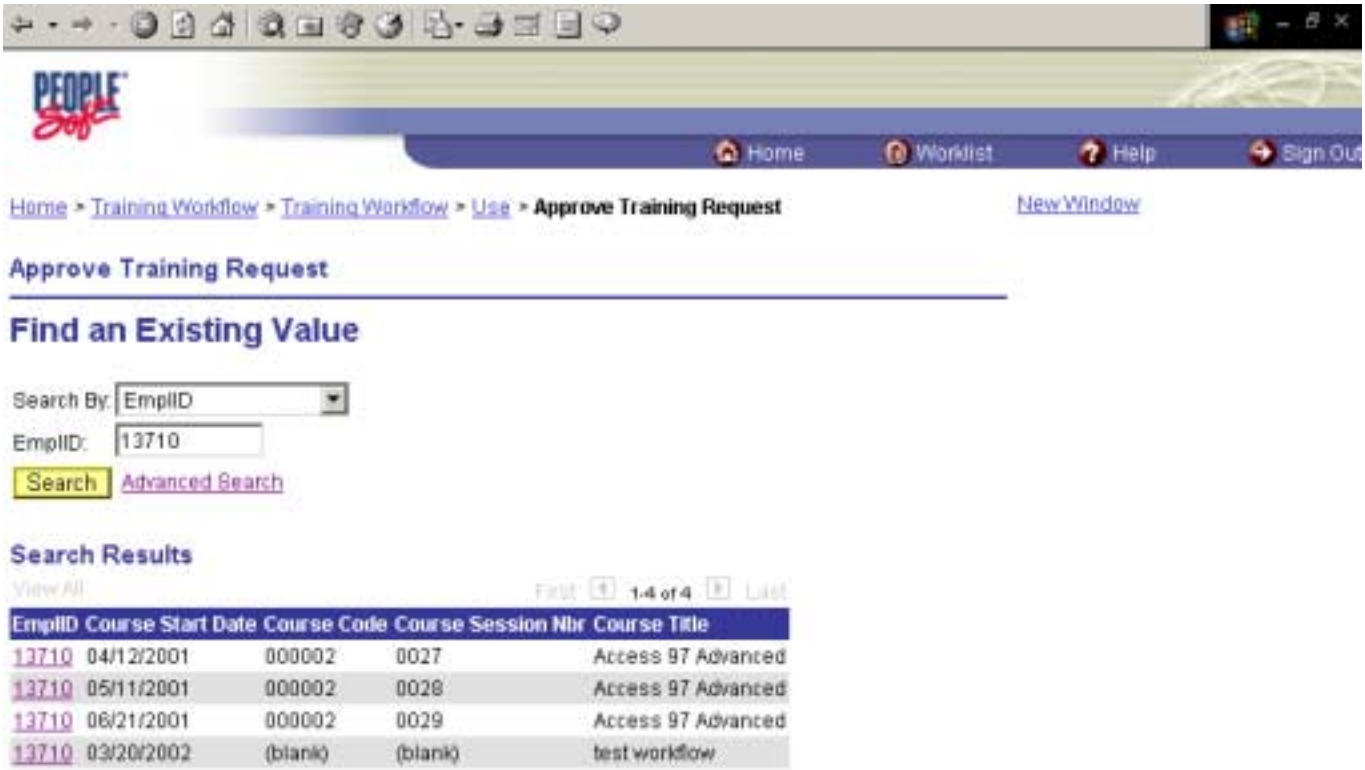
STEP 5:

When searching by EmplID, a list of courses will result. Select the course you need to view.



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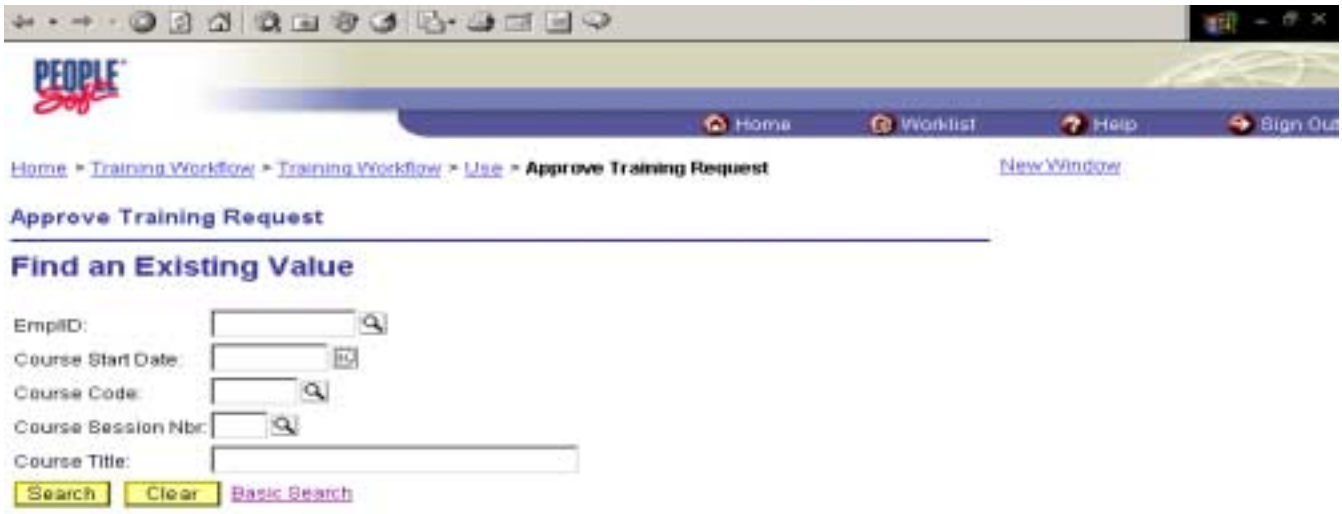
STEP 6:

When searching by name for training requests you handled, click on the magnifying glass.



* This feature will be available April 2002

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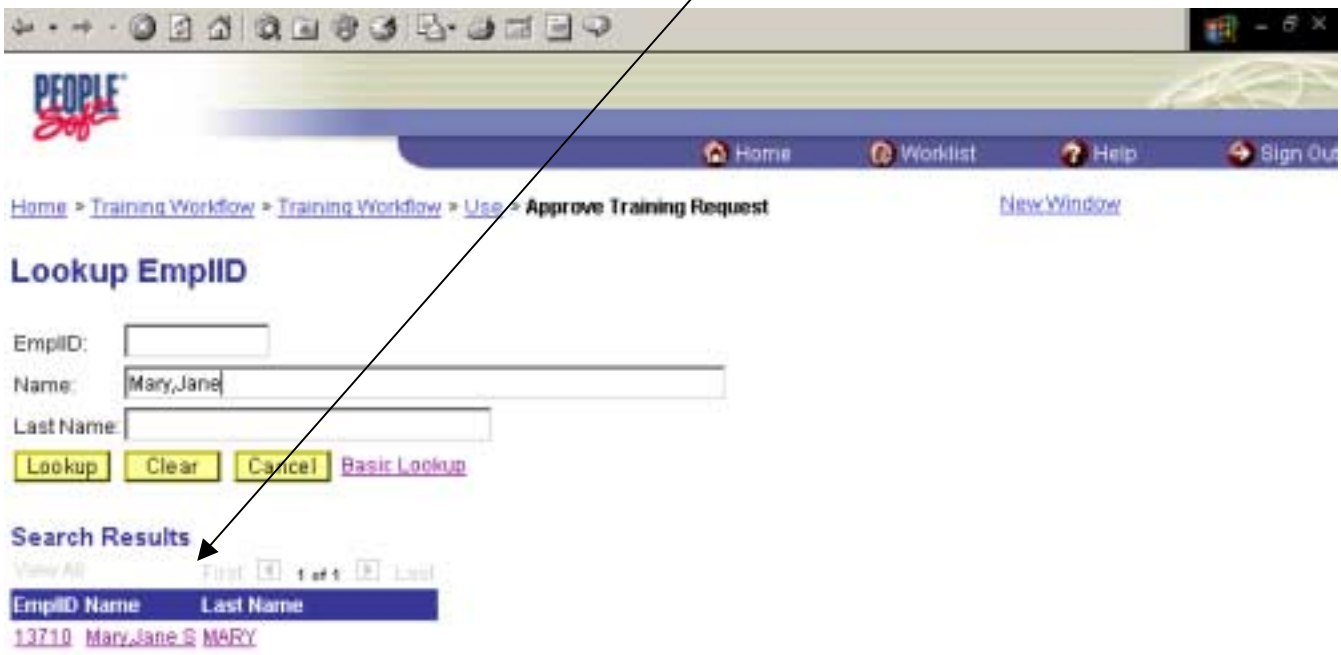
STEP 7:

Enter the full employee's name using the proper CHRIS format, or search by last name. The employee's name and EmplID will appear in the Search Results. Click on the appropriate employee.



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STEP 8:

Click Search to get the training requests the employee has in CHRIS. You may refine your search by completing any of the fields listed prior to clicking Search.

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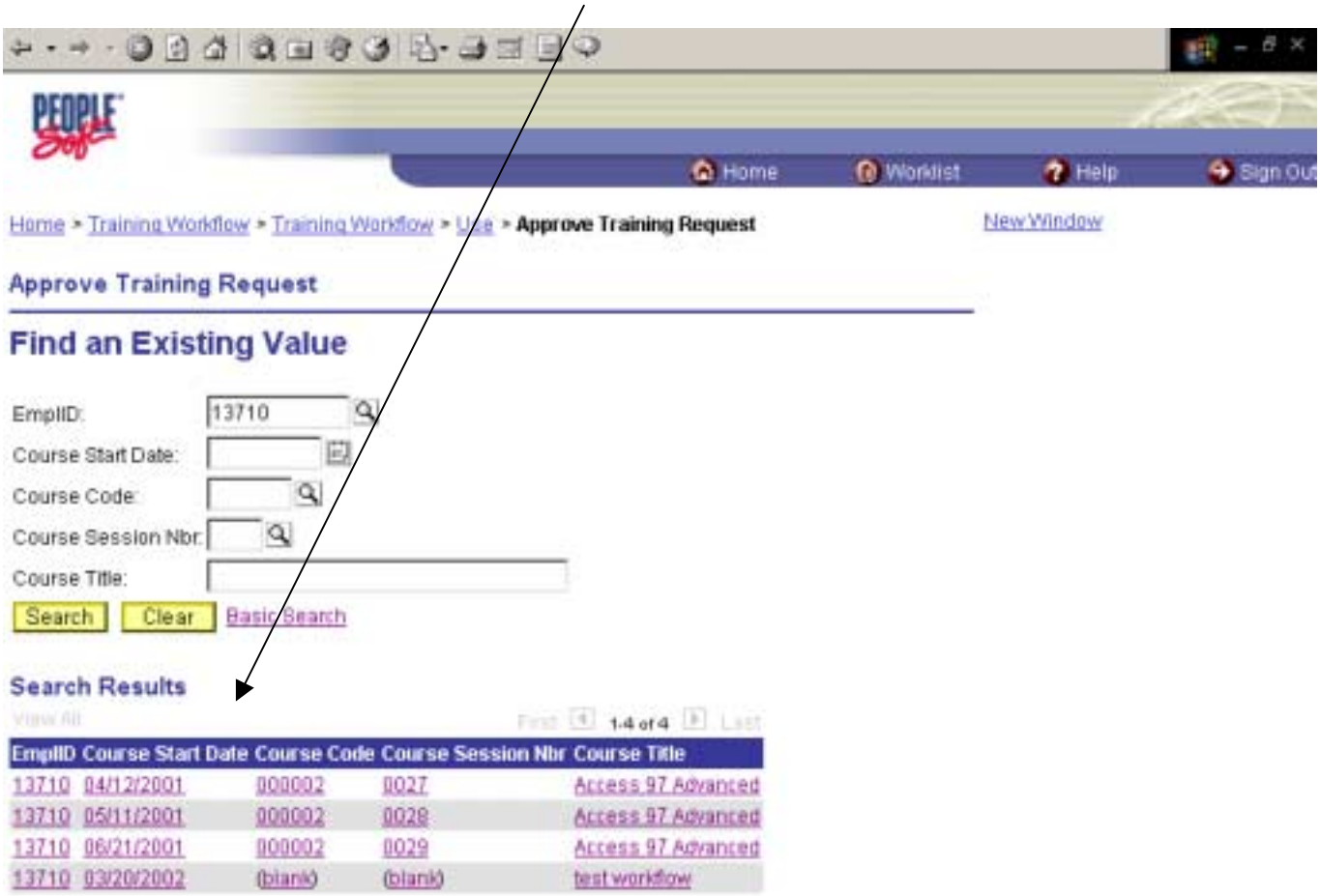
STEP 9:

Click on the course you need from the Search Results.



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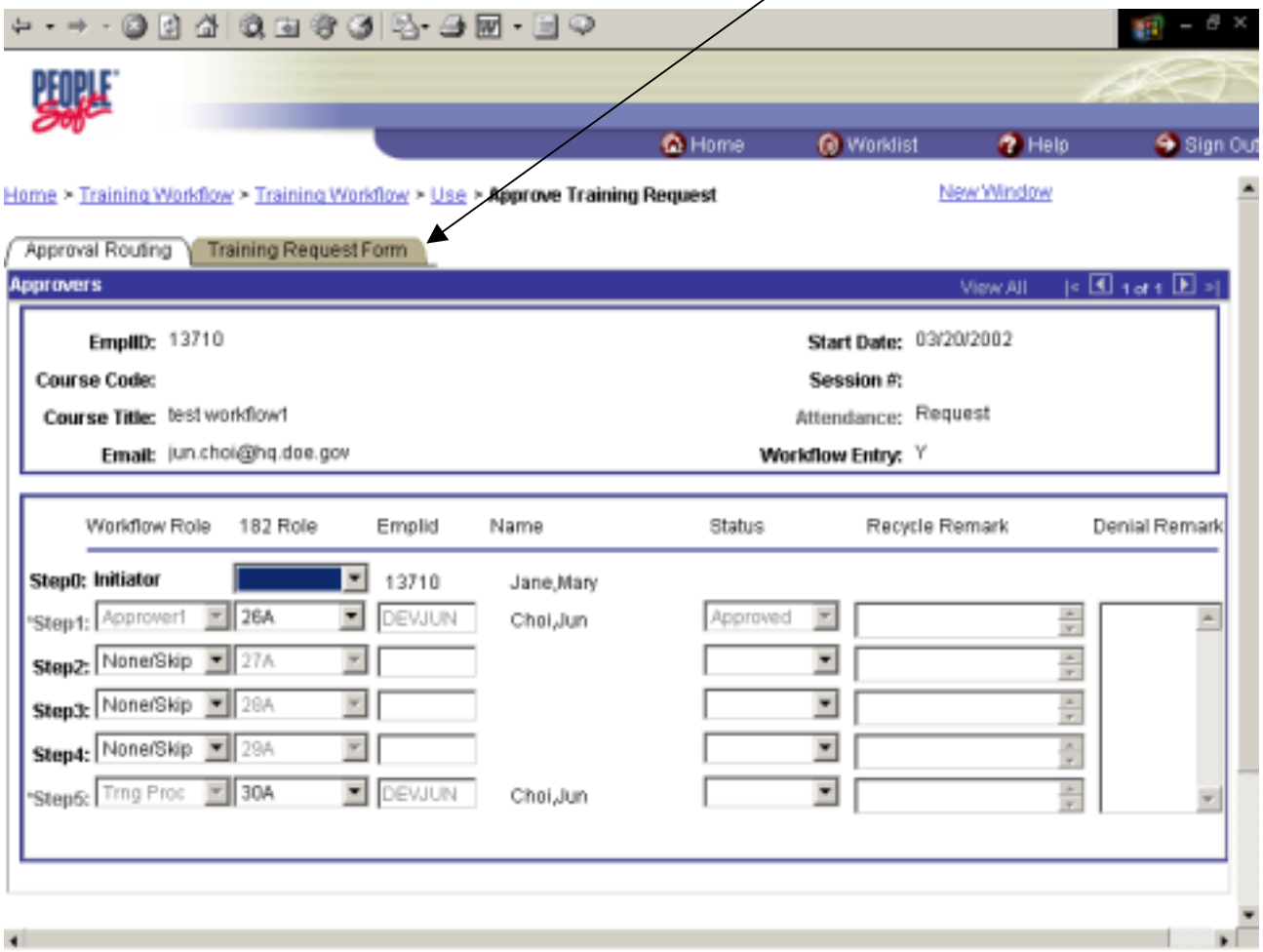
STEP 10:

Confirm your role in the approval process and click on the Training Request Form tab.



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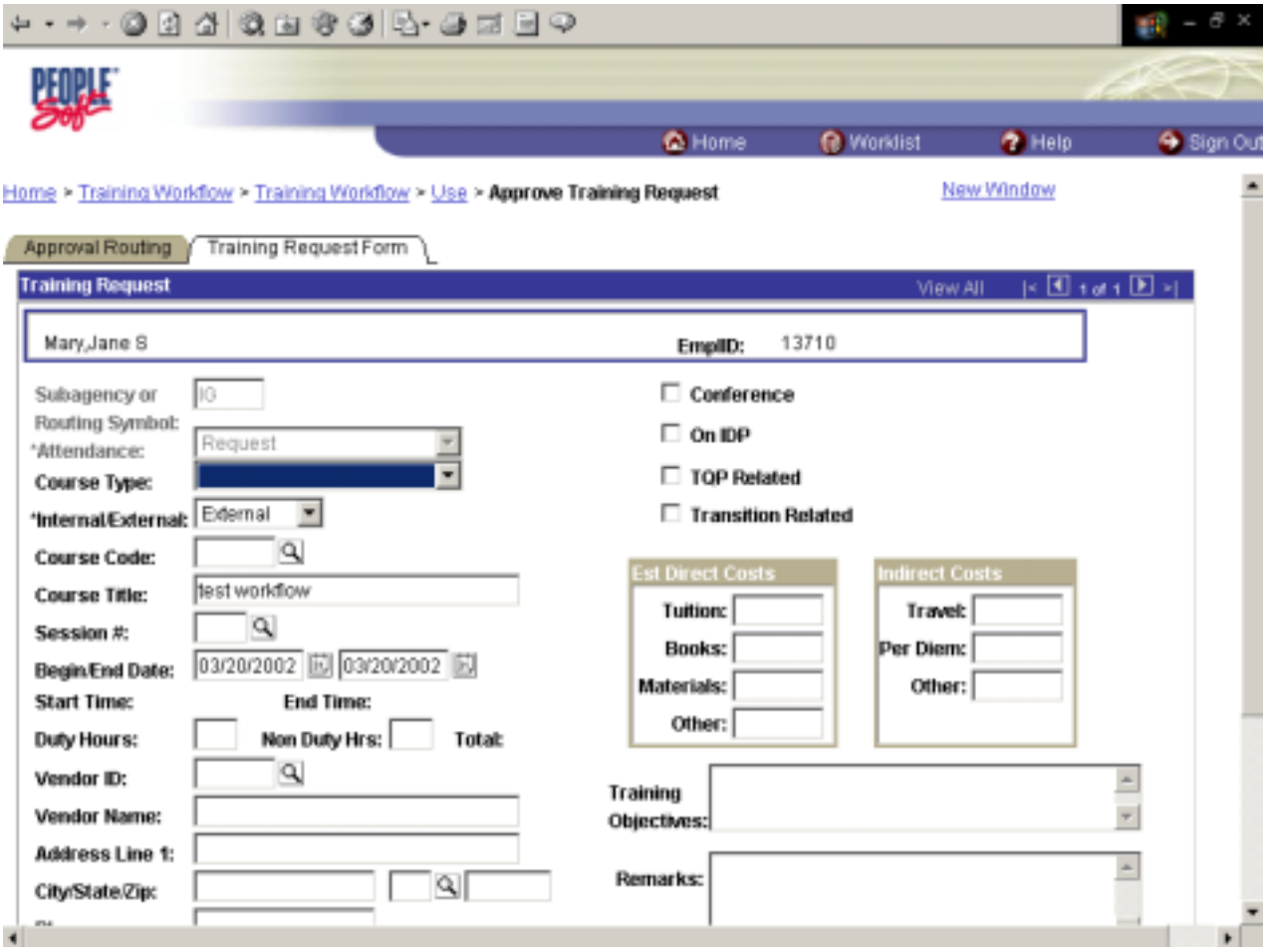
STEP 11:

Review the Training Request.