Approve PAR

Transaction Code: My Inbox

Location(s):

   myNKU

Purpose: For approving, rejecting, or sending a PAR back to author.

1. Select the Home tab and click "My Inbox".
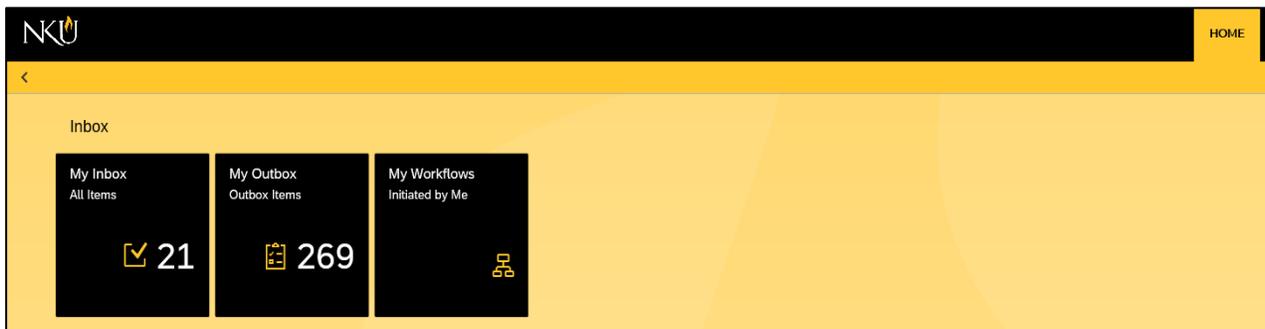
2. Tasks will appear in the left side bar to approve
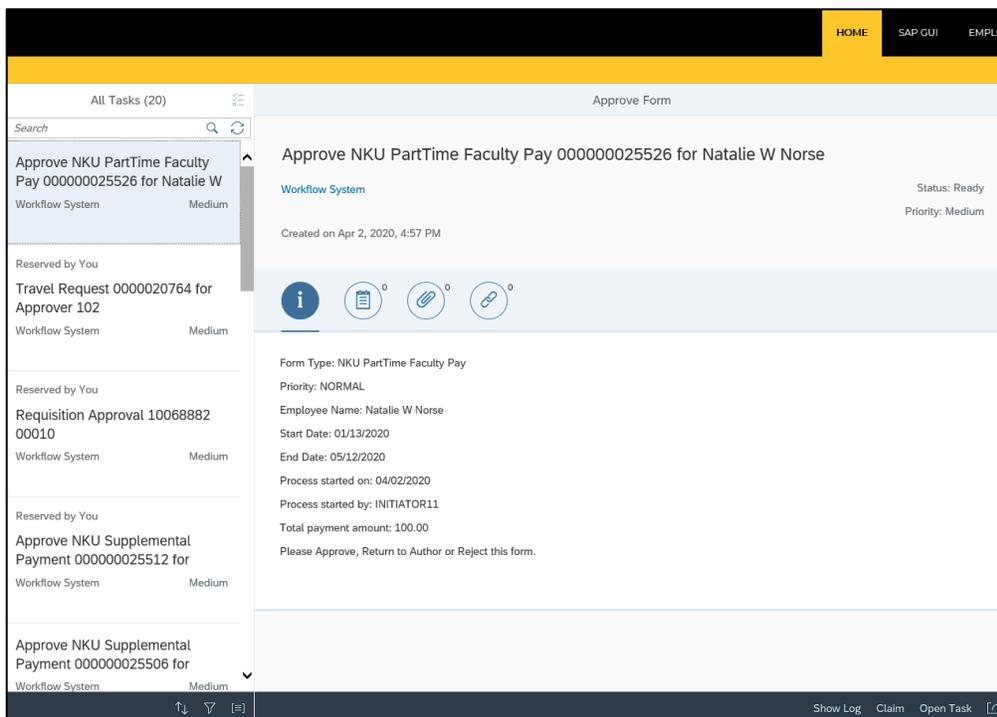
3. Select the task you want to process. To launch the PAR form, click "Open Task" at the bottom of the screen.
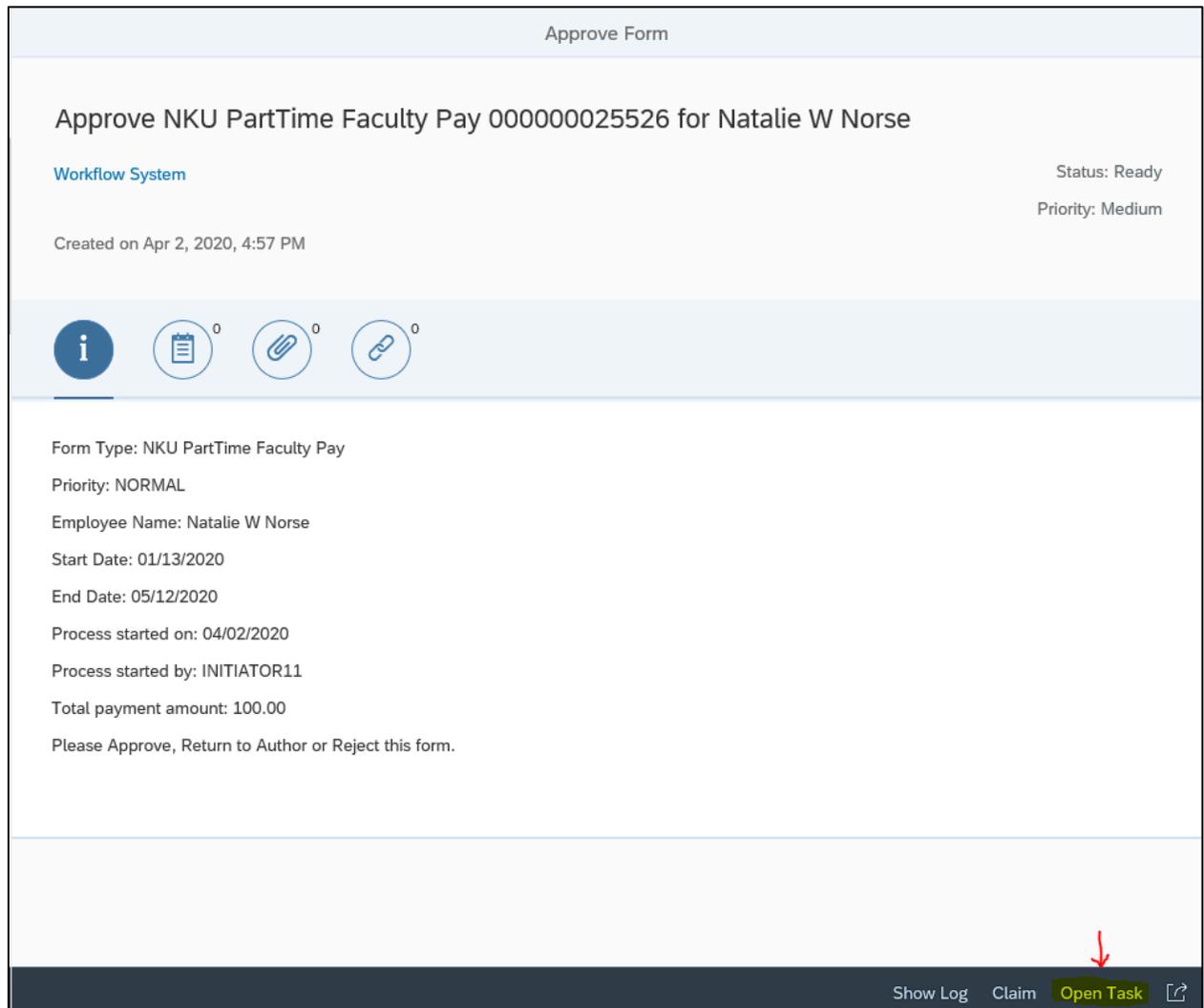
4. The PAR form requested will open. Review the details of the PAR.

5. Select one of the following options:

   a. **Save Draft** to save the request without approving.
      i   A confirmation will appear: "Data was saved in a provisional version".
   b. **Back to Author** to send the PAR back to the initiator for correction. Be sure to enter "New Comments" for the initiator to review (see below).
      i   A confirmation will appear: "Request was returned to author".

c. **Approve** to submit the PAR for further approval/processing.

      i   A confirmation will appear: "Request approved".

d. **Reject** to deny the PAR. Be sure to enter "New Comments" for the initiator to review (see below).

      i   A confirmation will appear: "Request rejected".

```
Save Draft   Back to Author
Approve   Reject
```
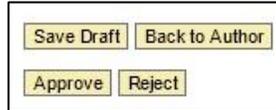
Note: "New Comments" should always be entered when selecting "Back to Author" or "Reject".

```
New Comments
Always enter New Comments for Sending Back to Author and Rejections.
```
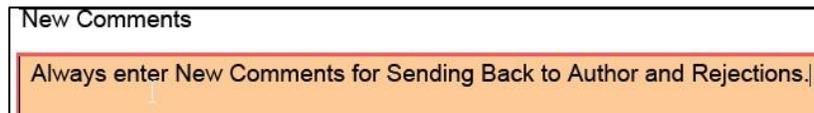
Once the PAR has been processed, you may exit and return to My Inbox to continue processing workflow tasks.