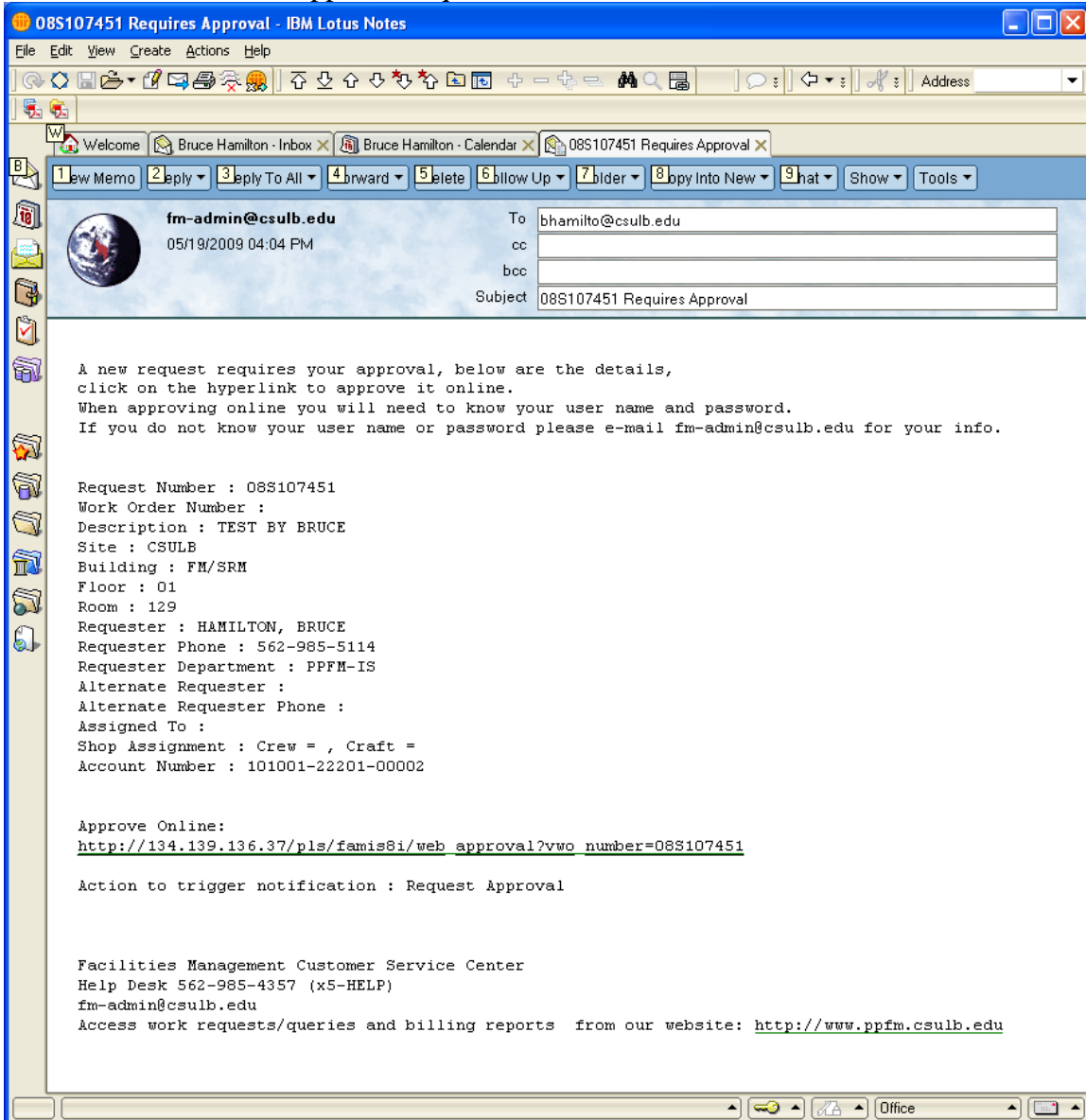


How to Approve a Work Request Online

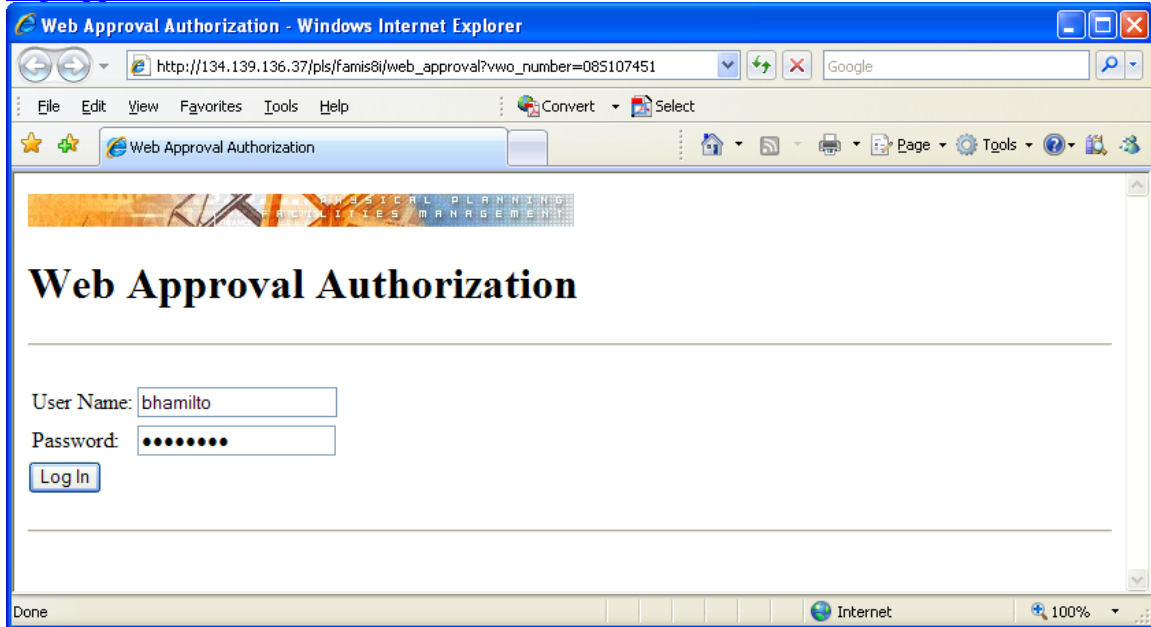
When a work request is created an approval request is emailed to the approver for the department. For a list of departments and their approvers, click on the department hierarchy link in the Self Service Work Request System section of the PPFM website <http://ppfm.csulb.edu> .

Following is how to approve a work request online.
Click on the link in the approval request email



How to Approve a Work Request Online

Login to the Self Service Work Request System by clicking the link on PPFMs website <http://ppfm.csulb.edu>



Web Approval Authorization - Windows Internet Explorer

http://134.139.136.37/pls/famis8i/web_approval?vwo_number=085107451

File Edit View Favorites Tools Help

Web Approval Authorization

PHYSICAL PLANNING
FACILITIES MANAGEMENT

Web Approval Authorization

User Name:

Password:

Done Internet 100%

How to Approve a Work Request Online


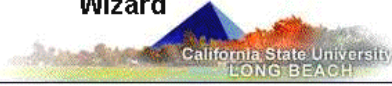
Review and approve the work request details

Web Request Approval Wizard - Windows Internet Explorer

http://134.139.136.37/pls/famis8i/password_test

File Edit View Favorites Tools Help

Web Request Approval Wizard

 **Work Request Approval Wizard**
Facilities Management 

Step 1

Work Details

Dept Req Number none

Request Number	08S107451	Request Type	WEB_REQ
Requester Name	HAMILTON, BRUCE	Requestor Phone	562-985-5114
Requestor Dept	PPFM-IS	Requestor Email	bhamilto@cstulb.edu
<hr/>			
Date Entered	19-MAY-09	Start Date	19-MAY-09
<hr/>			
Site	CSULB	Floor	01
Building	FM/SRM	Room	129
<hr/>			
Work Title	TEST BY BRUCE		
<hr/>			
Description			
<hr/>			
Request Status	REQ_APPROV		
<hr/>			
Work Order Status	NOT SCHEDULED YET Phase		
<hr/>			

Do you approve the Work Requested?

Yes No

Done Internet 100%

How to Approve a Work Request Online

Approve the chartfields or change them

Web Request Approval Wizard - Windows Internet Explorer

http://134.139.136.37/pls/famis8i/web_approval_step2

File Edit View Favorites Tools Help

Web Request Approval Wizard

Work Request Approval Wizard

Facilities Management

California State University
LONG BEACH

Step 2

Is this the correct account to be Charged?

101001-22201-00002

Yes No Back

Done Internet 100%

Web Request Approval - Windows Internet Explorer

http://134.139.136.37/pls/famis8i/web_approval_step3

File Edit View Favorites Tools Help

Web Request Approval

Enter the Correct Account information to be charged for Work Request 08S107451

Account: 101001 - GENERAL CASH

Fund: 22201 - PARKING STRUCTURE - FEE ACCT

Department: 00002 - ACADEMIC TECHNOLOGY

Program:

Class:

Project:

Update

Done Internet 100%

How to Approve a Work Request Online

Close the window after you are done.

