

# Quick Guide to Approving a Facilities Use Application

[Facilities Use Application website](#)

## How Do I Approve a Form?

If you are a designated approver or have been asked to acknowledge a document, you will be notified by email when you have a submission that needs your approval or acknowledgement. The e-mail will have a link to take you directly to the form when you click “Begin Review.”

Form Name: **FACILITY USE APPLICATION**

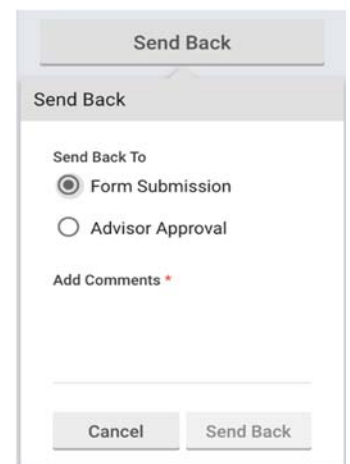
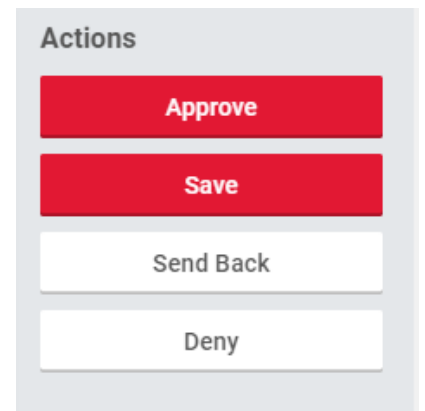
Step Name: **REQUIRED MEETING**

Your Action: **APPROVAL**

**Begin Review**

On the right side of the document, you will have **Actions**.

- **Approve** will allow you to approve the form and add comments.
- **Save** will allow you to save any edits you make to the form if you have the permissions to edit a form during the routing process.
- **Send Back** will give you the option to send the form back to an earlier step in the workflow or to send it back to the person who submitted the form. You may add comments during this phase as well. If there are multiple steps in the routing, you can send back to any previous step.
- **Deny** (use with caution) will allow you to reject the form and add comments as to why the form is being denied. Be careful using Deny. This is a terminal action and cannot be undone. The form submitter will not be able to edit and/or correct this form for resubmission. Think of Deny as, “it isn’t ever going to happen.” Use **Send Back** if you want items corrected and then the form to be resubmitted for reconsideration. For the Facilities Use Application, Deny might be used, for example, if OGC determines that a FUL will not be possible.



Note: Be careful using **Deny**. This is a terminal action and cannot be undone. The form submitter will not be able to edit/correct this form and resubmit. Generally, using Send Back will be a better choice.

## How do I see where a submission is in the workflow process?

On the left side of the Approval screen, you will be able to toggle between the **Review** and **Status** options.



- **Review** you will be able to review the form and approve, deny, or send it back to a previous stage.
- The **Status** option will allow you to see where the form is at in the workflow process, including comments that were made when the form was approved or denied in a previous step.