The purpose of this manual is to explain how to approve a New Sub-Project using Agresso Forms. This New Sub-Project Request Form will then follow an Approval workflow dependent on the Cost Class selected on the Form until it then a new Sub-Project is created, or the request is rejected and closed off.

Once the New Sub-Project Request Form has been submitted an email will be sent to the Approver to complete the task.

Once the New Sub-Project Request Form has created a new Sub-Project an email will automatically be sent to the Form Requestor and Sub-Project Budget Holder making them aware the Sub-Project is available to use.

There is also an enquiry that can be used to check the status of the Request as it goes through the workflow process.

**FORMS8.1: New Sub-Project Approval**

1. Log into Agresso: [https://agrwweb.mis.gla.ac.uk/Agresso/](https://agrwweb.mis.gla.ac.uk/Agresso/)

2. To access the New Sub-Project Request Form task click on tasks:

   ![Task Management](image)

   Either select the actual Task you want to see or select the Go to Task Management option to see all your tasks.
The following screen will appear:

Any approval comments can be entered here

3. Check the relevant tabs for more details:

4. If any documents are attached to the form these can be viewed by clicking the following icon - If highlighted in blue there are documents attached.
See any documents attached or if required the user can add documents:

**FORMS8.1.2: New Sub-Project Request Approval**

1. The user has 3 options:
   - **Approve**: Approving the details will confirm the New Sub-Project Request and move into the next stage of the process.
   - **Park**: The Form will remain with the Approver until it is either Approved or Rejected.
   - **Reject**: A screen will appear to enter the reason for the rejections and the New Sub-Project Request will go back to the Requestor.