

Approving Nominations Quick Reference Guide

Quick Tips

- Log into any program to see all the open nominations requiring your review.
 - As soon as a nomination is placed, an alert email is automatically sent to the approver letting them know that it is in queue.
 - If a nomination is denied, you must enter a Denial Reason. That reason will be sent to the nominator letting them know the award has been denied.
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How to Approve Nominations

1. If you have an award awaiting your review, you will receive a notification email.
 2. Upon logging into WIM Recognition Zone homepage, click on any of the Recognition Programs on the left navigation.
 3. You will see a section at the top of the screen called **ALERT!**
 4. Click the "**here**" link in the ALERT! box and all the awards pending your review will be displayed.
 5. Approvals display the Date, Program Name, Award Amount, Nominator and Recipient.
 6. You may select the **Approve All** or **Deny All** buttons **if** you want to decision all awards without reviewing the nomination details.
 7. To review each nomination before making a decision, select **Review** to be taken to the Nomination Detail screen.
 8. From the Nomination Detail screen, you can review the award details and either **Approve**, **Deny** or **Review Later**. If you **Deny** the award, you must enter a Denial Reason.
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