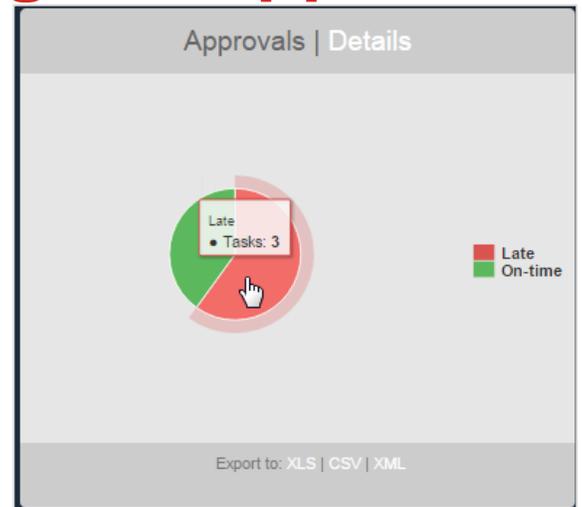


LG8-58: Dashboard Widgets: Approvals

The Homepage of SUNrise provides a personalised Dashboard view of dynamic content providing real-time reporting on key area such as Asset Approvals and Team Activity.

The Approvals Widget displays a pie chart showing the status of active approvals allowing you to get an overall picture of current asset approval progress.

Point to a section of the chart to view a tooltip with the quantity of approvals represented by that chart segment.



VIEWING APPROVAL DETAILS

To view further information on active approvals, click the **Details** link at the top of the widget.

Approval Details 3 ADMIN

GO BACK

Export to: XLS | CSV | XML

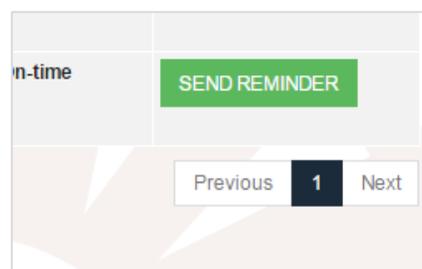
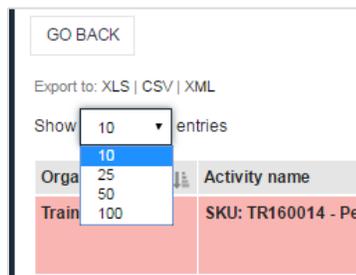
Show 10 entries Search:

Organisation	Activity name	Task name	Asset name	Assignee	Due Date	Status	
Training Site	SKU: TR160014 - Pepperoni	Marketing Approval - 2nd	Sweet Chilli Chicken Pizza v2.pdf	Simon Evans	11/07/2016 12:42:41	Late	SEND REMINDER
Training Site	SKU: TR160013 - Sweet Chilli Chicken	Marketing Approval - 2nd	Sweet Chilli Chicken Pizza v2.pdf	Simon Evans	11/07/2016 12:43:53	Late	SEND REMINDER
Training Site	Sweet Chilli Chicken Pizza	Step 2	SBS Pack One.pdf	Simon Evans	08/07/2016 09:08:38	Late	SEND REMINDER
Training Site	SKU: TR160021 - Margherita Pizza	Marketing Approval	Sweet Chilli Chicken Pizza.pdf	Simon Evans	16/09/2016 14:21:21	On-time	SEND REMINDER
Training Site	SKU: TR160020 - Sweet Chilli Chicken Pizza	Legal Approval	Sweet Chilli Chicken Pizza.pdf	Lisa Smith	09/09/2016 15:23:07	On-time	SEND REMINDER

Showing 1 to 5 of 5 entries Previous 1 Next

The default maximum amount of approvals per page is 10. If necessary, increase the maximum using the drop down list at the top right.

Or navigate between the pages at the bottom right (*example shows only 1 page*)



Quick Reference Guide

SORTING APPROVAL DETAILS

Each column that contains text or dates can be sorted Ascending or Descending. Click the sort button at the top of the column to sort Ascending. Click the same button again to reverse the sort order.

Due Date	↑↓	Status	↑↓
11/07/2016 12:42:41		Late	
11/07/2016 12:43:53		Late	

FILTERING APPROVAL DETAILS

To refine the list of active approvals, use the Search filter at the top right of the approval details window - enter part of the Activity name or Task name to quickly refine the list of results.

Approval Details 3 ADMIN

[GO BACK](#)

Export to: XLS | CSV | XML

Show entries

Search:

Organisation	Activity name	Task name	Asset name	Assignee	Due Date	Status
Training Site	SKU: TR160020 - Sweet Chilli Chicken Pizza	Legal Approval	Sweet Chilli Chicken Pizza.pdf	Lisa Smith	09/09/2016 15:23:07	On-time

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

Previous **1** Next

SEND A REMINDER

Send a reminder to an Assignee who may be overdue on providing an approval verdict by clicking the **Send Reminder** button.

Organisation	Activity name	Task name	Asset name	Assignee	Due Date	Status
Training Site	SKU: TR160014 - Pepperoni	Marketing Approval - 2nd	Sweet Chilli Chicken Pizza v2.pdf	Simon Evans	11/07/2016 12:42:41	Late

Sample of email received by Assignee:

Bob Jones would like to remind you that an approval is outstanding for SKU: TR160014 - Pepperoni, Marketing Approval - 2nd, Sweet Chilli Chicken Pizza v2.pdf.

This asset review should be completed by 11/07/2016 12:42:41 +00:00.

To access the approval, click here:

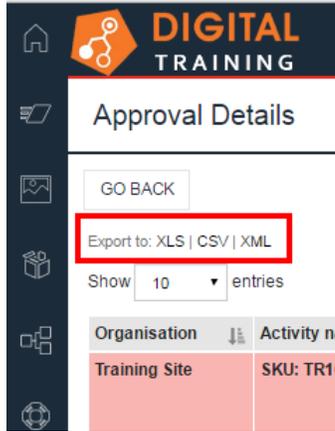
[SKU: TR160014 - Pepperoni](#)
[Marketing Approval - 2nd](#)

This email has been automatically generated; if you think you should not have received this email, or need help with any aspect of it, please contact support:
E: support@sunbrandingsolutions.com

Quick Reference Guide

EXPORT / DOWNLOAD APPROVAL DETAILS

To download the data displayed by the Approval Details page in a manageable format, click one of the download options located at the top left of the report - XLS / CSV / XML.



	A	B	C	D	E
1	Sunrise Reports				
2	<i>Report</i>				
3	<i>Date Created: 09 September 2016 14:06:27</i>				
4					
5	AssigneeDomainName	AssigneeHostname	WorkflowName	WorkflowId	WorkItemName
6	Training Site	training	SKU: TR160014 - Pepperoni	160701078212	Marketing Approval - 2nd
7	Training Site	training	SKU: TR160013 - Sweet Chilli Chicken	160701994229	Marketing Approval - 2nd
8	Training Site	training	Sweet Chilli Chicken Pizza	160707926076	Step 2
9	Training Site	training	SKU: TR160021 - Margherita Pizza	160909552869	Marketing Approval
10	Training Site	training	SKU: TR160020 - Sweet Chilli Chicken Pizza	160909503383	Legal Approval
11					

To download a simpler Late / On time report, use the download options directly from the Dashboard / Homepage



	A	B	C	D
1	Sunrise Reports			
2	<i>Report</i>			
3	<i>Date Created: 09 September 2016 14:05:23</i>			
4				
5	TaskStatus	Items_Total	Units_Total	
6	Late	3	2	
7	On-time	2	2	