



Guide to Approving Your Requests

When you open the BGA database, you will first see the Dashboard. You will be able to see if you have any 'Pending Approvals'.

The screenshot shows the BGA database dashboard. On the left is a navigation menu with categories: My Account (Dashboard, Inbox, Membership), Studs (My Studs, Stud Search), Animals (My Animals, Animal Search), Transactions (Requests, Invoices, Approvals), Reference (User Guide), Reporting (Standard Reports), and System Administration (Membership Management). The main content area has a 'Dashboard' header with four statistics: 1 STUD, 2 PENDING APPROVALS, 0 PENDING INVOICES, and 2 UNREAD NOTIFICATIONS. Below this is a 'My Studs' section for 'PED' with '3988 Animals' and a 'View All' link. The 'Pending Approvals' section contains two 'Animal Registration' requests (APR1715 and APR1716), each with an 'Approve' button and a 'Reject' button. Red arrows point from the 'Approvals' menu item to the 'Approvals' section, and from the 'Approve' buttons to the 'Approvals' section.

If you are confident that your request is accurate you can click on approve.

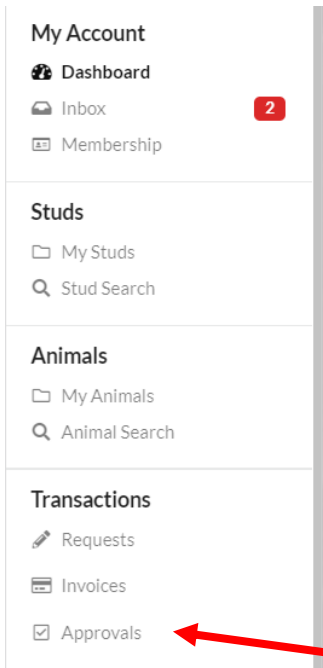
If there is an error in the request, you can click 'Reject'.

You can review your request, before approving / rejecting, by using the following 2 options.

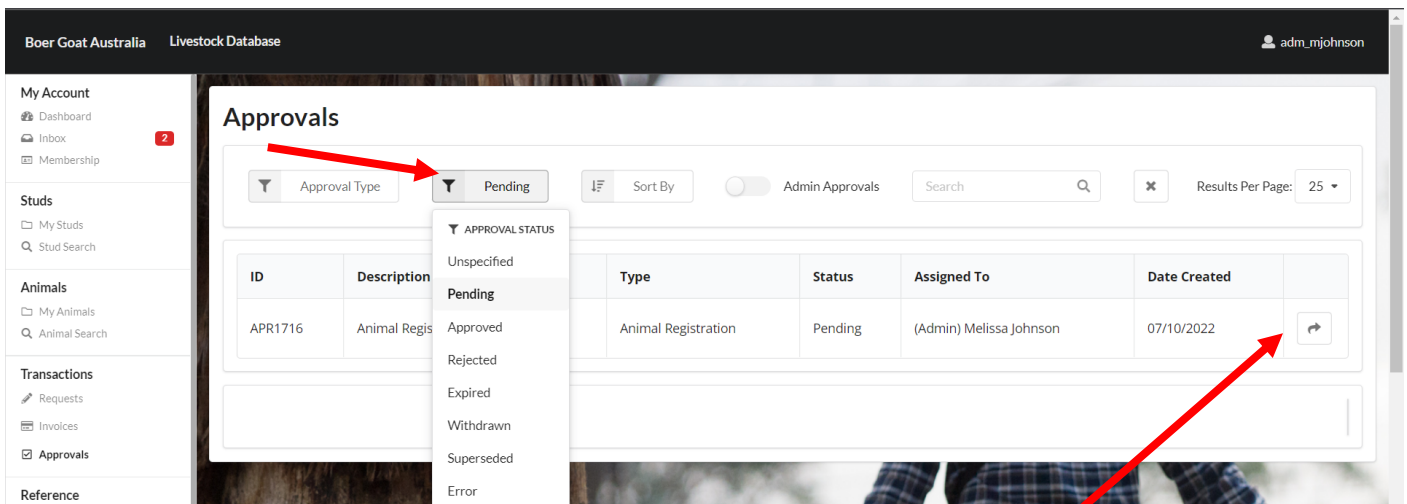


Guide to Approving Your Requests

Option 1



Click on 'Approvals' under 'Transactions'.



Click 'Approval Status' filter and click on Pending.

All requests that are waiting for approval will be displayed.

Click on the arrow in the righthand column of the required approval, to review the approval.



Guide to Approving Your Requests

[Approvals](#) > [Approval \(APR1716\)](#)

Approval Request

ApprovalNumber APR1716	Request REQ1120
Description Animal Registration Request	Approval Status Pending
Created On 07/10/2022 10:50:42	Approval Type Standard
Assigned To (Admin) Melissa Johnson	Expiry Date 06/11/2022 10:50:42

Comments

ApproveReject

You can Approve or Reject the Request.

To review the request, click on the Request number under 'Request' (as below).

[Requests](#) > [View Request \(REQ1120\)](#)

View Request

Request # REQ1120	Request Type Animal Registration
Status Pending Approval	Request Owner: adm_mjohnson
Create Date 07/10/2022 00:11:11	
Request Description YERFR0127	

Studs

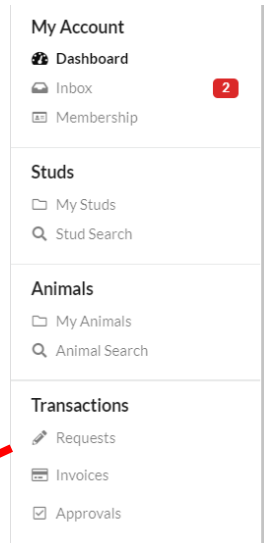
Number	Name
STU235	Pedigree Information

Animals

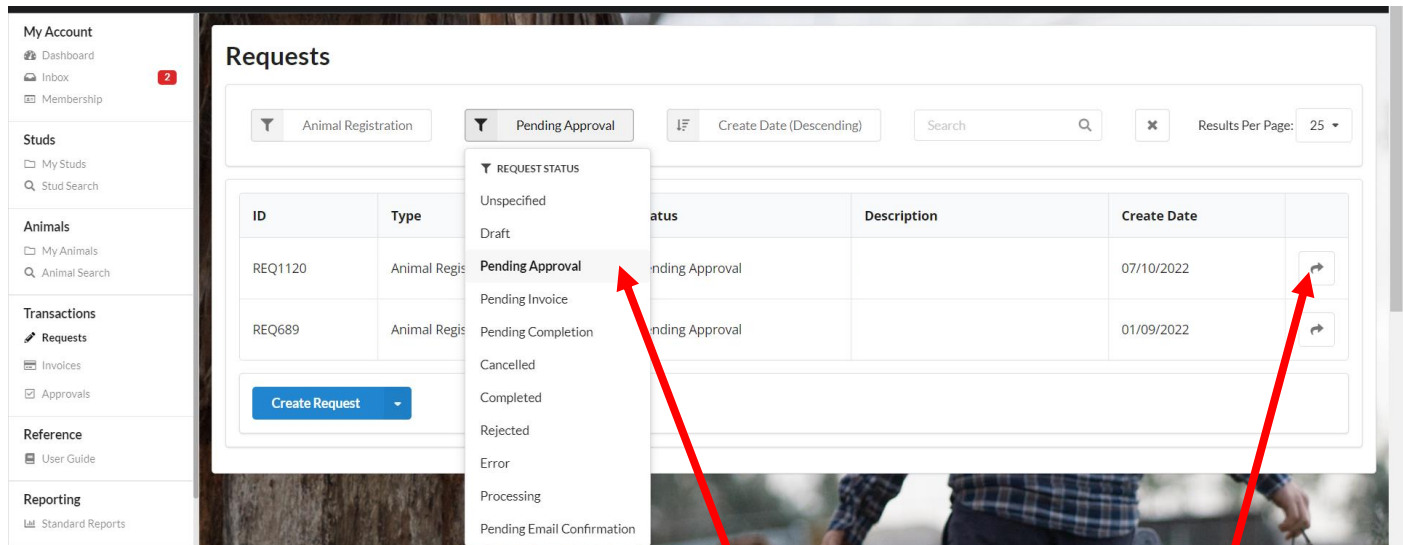


Guide to Approving Your Requests

Option 2



Click on 'Requests' under 'Transactions'.



Click 'Request Status' filter and click on Pending Approval.

All requests that are waiting for approval will be displayed.

Click on the arrow in the righthand column of the required request, to review the request.



Guide to Approving Your Requests

[Requests](#) > [View Request \(REQ1120\)](#)

View Request

Request # REQ1120	Request Type Animal Registration
Status Pending Approval	Request Owner: adm_mjohnson
Create Date 07/10/2022 00:11:11	
Request Description YERFR0127	

Studs

Number	Name
STU235	Pedigree Information

Approval History

Approval #	Status	Assigned To	Actioned By	Action Comments	Date Created	Action Date	
APR1715	Pending	Administrator	-	-	07/10/2022 10:50:42	-	

Scroll to the bottom of the request to view Approval History.

Click on the arrow in the righthand column of the required approval, to review the approval.

[Approvals](#) > [Approval \(APR1715\)](#)

Approval Request

ApprovalNumber APR1715	Request REQ1120
Description ADMIN: Animal Registration Request	Approval Status Pending
Created On 07/10/2022 10:50:42	Approval Type Admin
Assigned To -	Expiry Date 06/11/2022 10:50:42

Comments

You can Approve or Reject the Request.