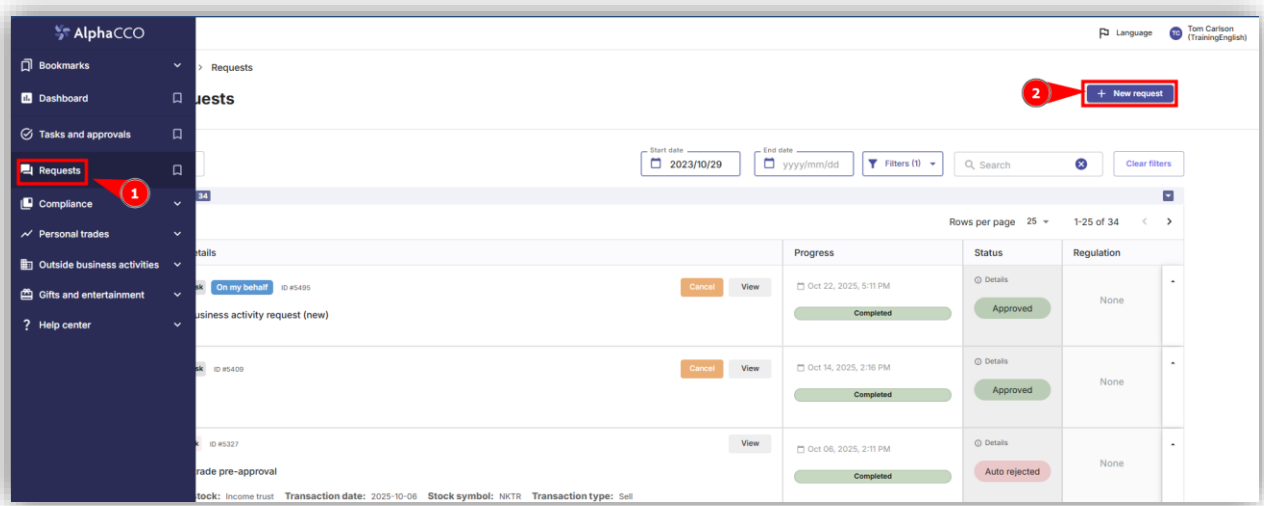
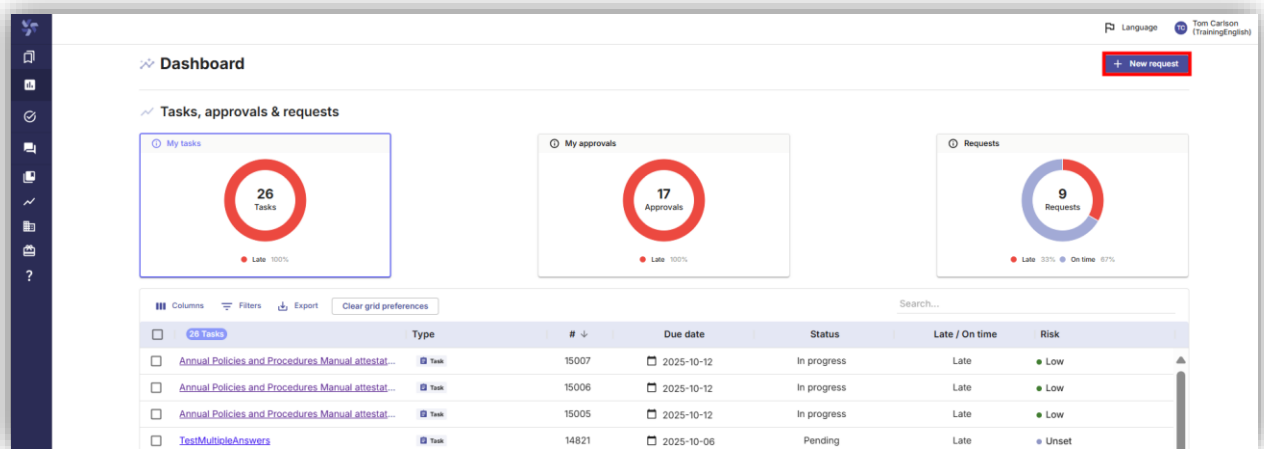


Submit a request

This feature allows you to submit a request

STEP 1

To submit a request, go to the **dashboard** or the **Requests** menu, then click **New request**.



Figures 1 and 2: Dashboard or Requests menu with the button for submitting a new request.

STEP 2

In the window that appears, search for the request you want to submit using a keyword, then click to begin the process.

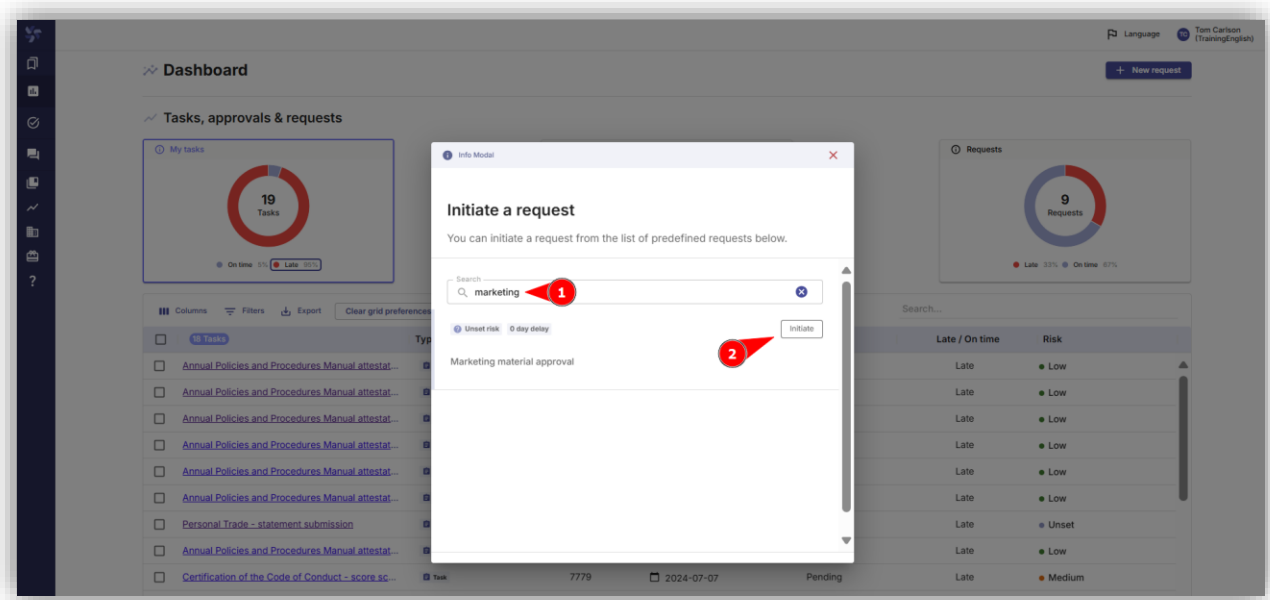


Figure 3: Window displaying the different requests that can be submitted.

STEP 3

You will be redirected to the request form to provide the information related to the request. Fill in the various required fields on the form and click **Submit** to complete.

Figure 4: Request submission form

STEP 4

In the window that appears, click **Submit and create another** to create a new request, or **Submit** to confirm.

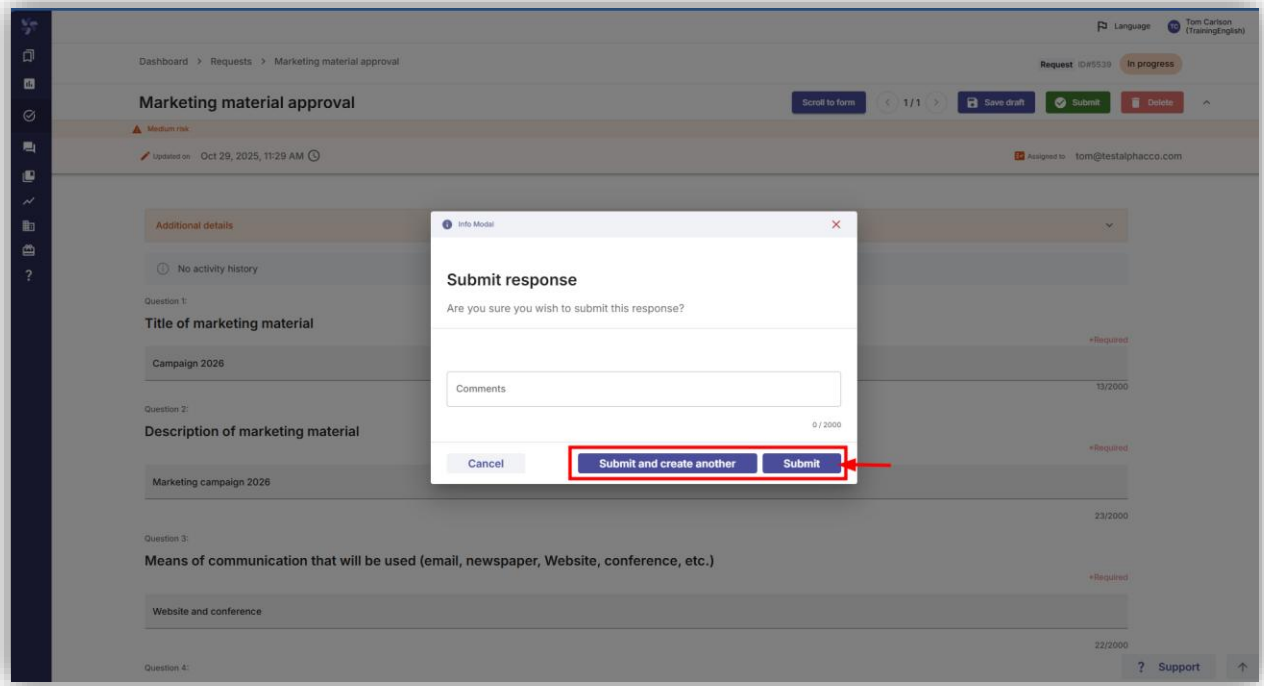


Figure 5: Application submission confirmation window

STEP 5

You can view the request history at the top of the form page, along with the users who need to make a decision regarding the request.

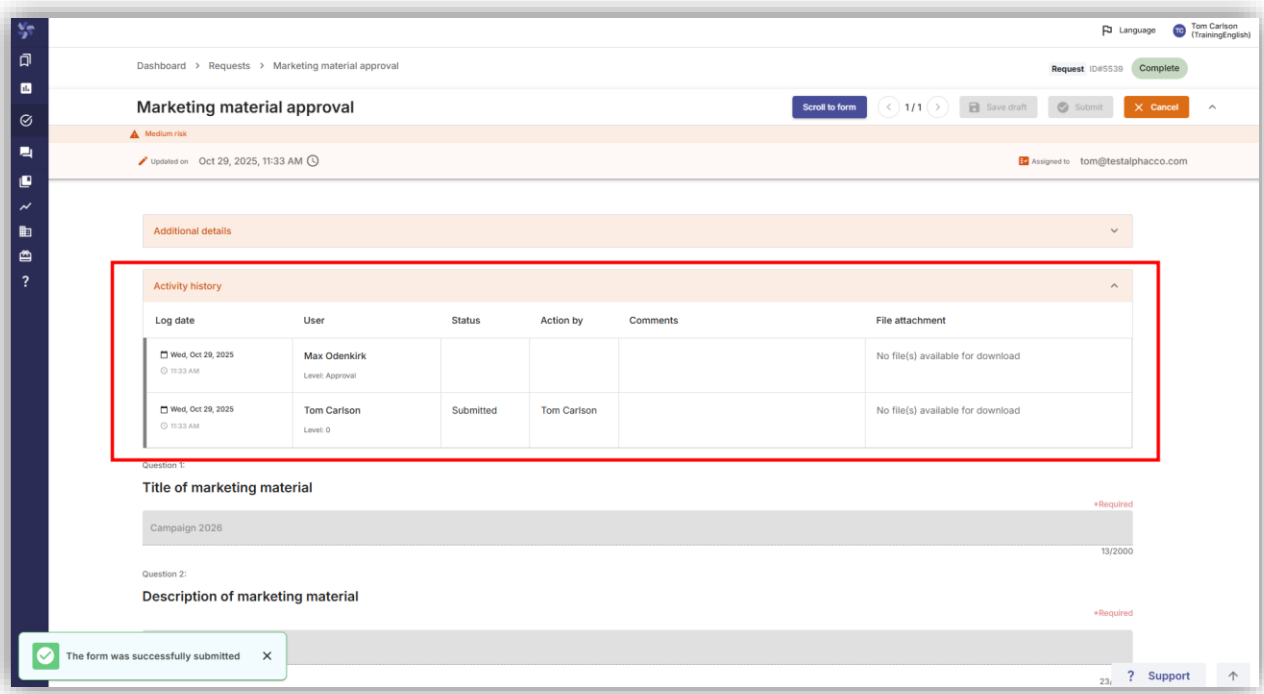


Figure 6: Request form page with history

STEP 6

In the Requests section of the dashboard, you will see the submitted request with the status **In Approval**.

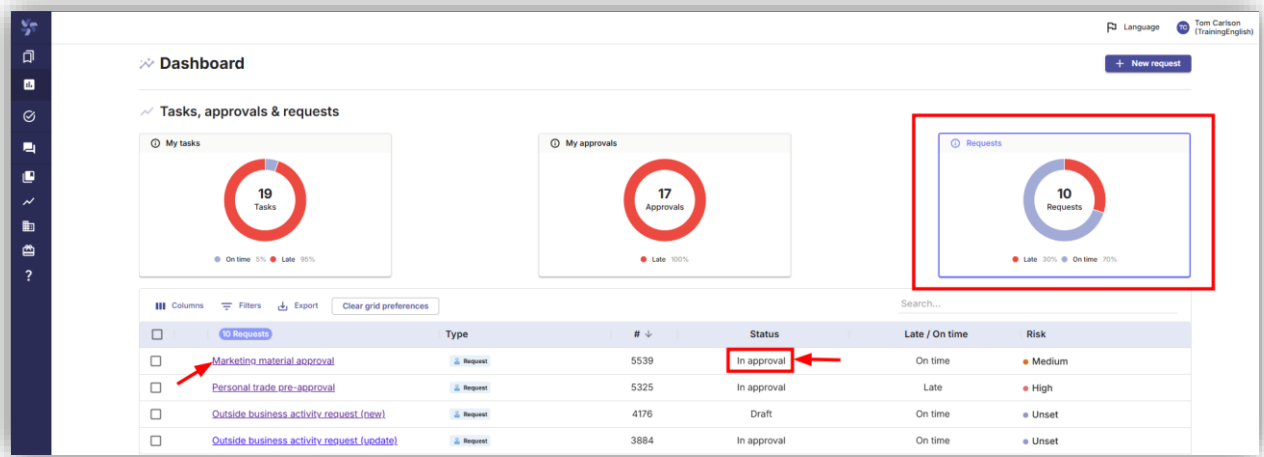


Figure 7: Requests section page of the dashboard

STEP 7

In the **Requests** menu, you can view all your requests and their status.

- **Draft:** those that are drafts and have not yet been submitted
- **In Approval:** submitted requests awaiting a decision
- **Approved:** submitted requests that have been approved
- **Rejected:** requests that have not been approved

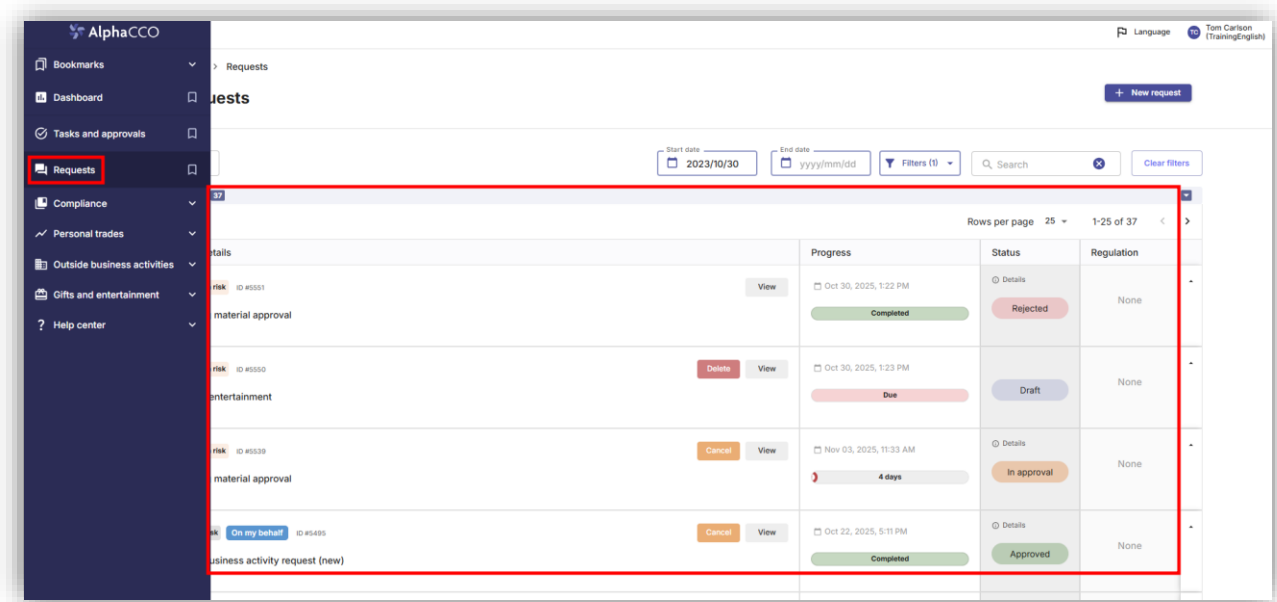


Figure 8: Requests menu, showing all requests.

NOTES

Please note that this document is only a brief guide. The AlphaCCO support team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at support@alphacco.com.