

# Preapproval Configuration

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Tool Search: Preapproval Configuration

A Preapproval Configuration is a set of rules that triggers the Activity Registration preapproval process while users are creating activities. Use the Preapproval Configuration tool to set up the rules, identify the appropriate approvers, and assign the forms that must be completed by the activity owner before an activity can be made available for registration in the School Store.

Preapproval Configuration ★
Student Information > Activity Registration > Preapproval Configuration

### Preapproval Configuration (New)

Create preapproval configuration rules to be used for proposed activities. Identify the appropriate approvers and forms to be completed for proposed activities.

**Configuration Name \***

**Active**

**Activity Type \***

**Activity Level**

**International**

**International Approver(s)**

**School(s) \***

**School Approver(s)**

**District Approver(s)**  
 Clear

### Forms For Preapproval

**Form Title \*** (At least one form is required)

**Required Approvals \***  
   Clear

See the [Activity Registration Tool Rights](#) article to learn more about rights needed to use this and related tools.

# Add a New Preapproval Configuration

To add a new Preapproval Configuration, click the **New** button in the action bar. The Preapproval Configuration (New) screen displays. Use the following [Field Descriptions](#) to complete the screen.

Each Preapproval Configuration must have a unique combination of Activity Type, School, Activity Level, and International Flag (where applicable).

Preapproval Configuration ★ Student Information > Activity Registration > Preapproval Configuration

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Preapproval Configuration

Display Inactive  OFF

Field Day Activities <span>ACTIVE</span>	Activity Type: Activity	Activity Level: Gold	Schools	Edit
HS Sports <span>ACTIVE</span>	Activity Type: Athletics	Activity Level: Gold	Schools	Edit

**New**

Preapproval Configuration (New)

Create preapproval configuration rules to be used for proposed activities. Identify the appropriate approvers and forms to be completed for proposed activities.

Configuration Name \*  Active

Activity Type \*  Activity Level

School(s) \*  School Approver(s)  District Approver(s)  Clear

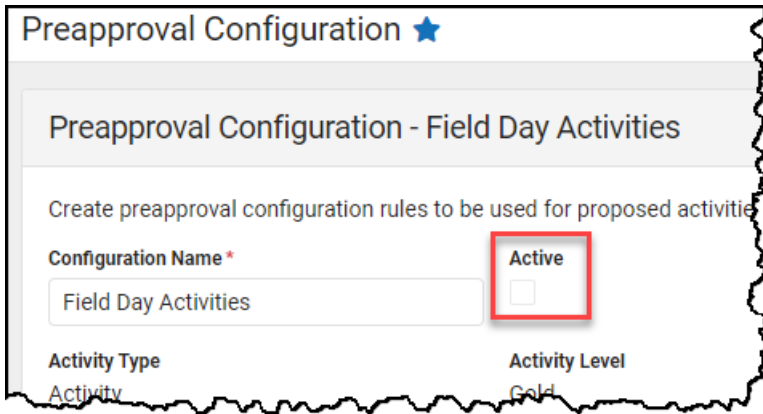
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Forms For Preapproval

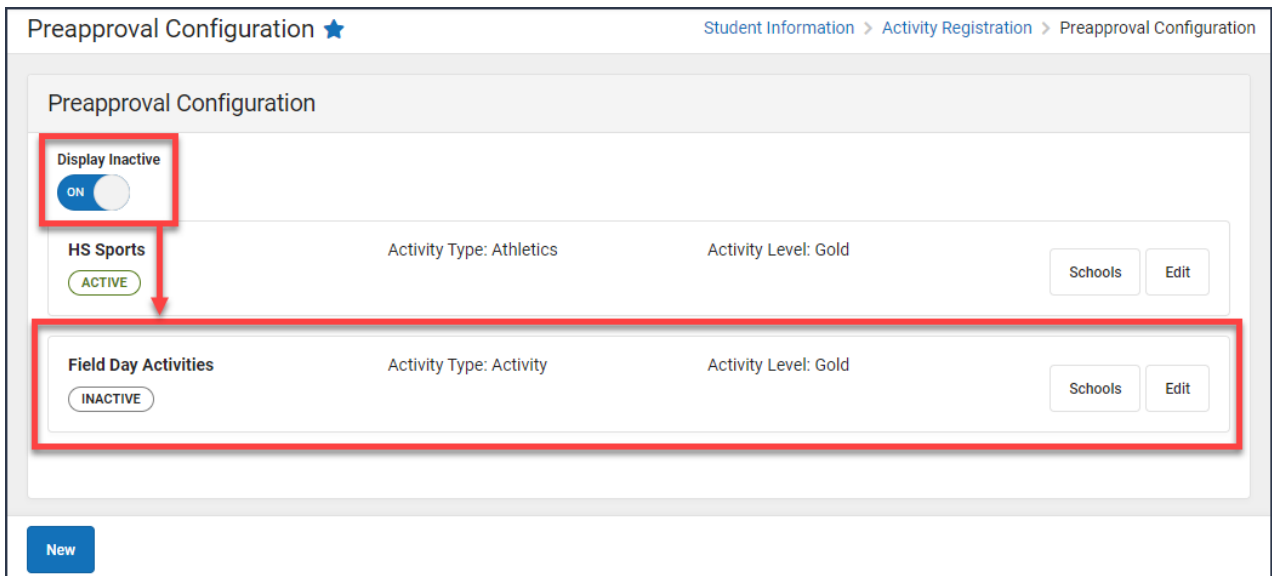
Form Title \* (At least one form is required)  Required Approvals \*  Clear

# Make a Preapproval Configuration Inactive

If there is a preapproval configuration that you no longer want to use, you can make the configuration inactive by clearing the **Active** checkbox and clicking **Save**. You can make the configuration active or inactive at any time by marking or clearing the **Active** checkbox.



To see inactive preapproval configurations, switch the **Display Inactive** toggle to **ON**. Inactive preapproval configurations display *after* active configurations.



# Edit a Preapproval Configuration

You can edit any field on a Preapproval Configuration that Campus has not used. However, if Campus has used the configuration as part of the approval process for an activity, you can only edit the **Configuration Name** and change the assigned approvers.

To edit a Preapproval Configuration, click the **Edit** button for the configuration you want to change. Make any necessary changes then click **Save**.

The screenshot shows the 'Preapproval Configuration' page. At the top right, there is a breadcrumb trail: 'Student Information > Activity Registration > Preapproval Configuration'. Below this, the title 'Preapproval Configuration' is displayed. A toggle switch for 'Display Inactive' is currently set to 'OFF'. Under the 'Field Day Activities' section, there is a green 'ACTIVE' button. To the right, the configuration details are shown: 'Activity Type: Activity' and 'Activity Level: Gold'. At the bottom right, there are two buttons: 'Schools' and 'Edit'. The 'Edit' button is highlighted with a red rectangular box.

## Delete a Preapproval Configuration

To delete a Preapproval Configuration that Campus has not used, click the **Delete** button in the action bar. A confirmation message displays. Click **Delete** again.

You can only delete a Preapproval Configuration if Campus has not used it as part of the approval process for an activity. If you no longer want Campus to use the configuration, you can [make the Preapproval Configuration inactive](#) instead.

The screenshot shows the 'Preapproval Configuration - Study Abroad' page. At the top right, there is a breadcrumb trail: 'Student Information > Activity Registration > Preapproval Configuration'. Below this, the title 'Preapproval Configuration - Study Abroad' is displayed. A star icon is next to the title. Below the title, there is a description: 'Create preapproval configuration rules to be used for proposed activities. Identify the appropriate approvers and forms to be completed for proposed activities.' The form contains several fields: 'Configuration Name\*' with the value 'Study Abroad', 'Active' checked, 'Activity Type\*' with the value 'Field Trip', 'Activity Level\*' with the value 'Gold', and 'International' checked. There are also fields for 'International Approver(s)' with the value 'Addy, Joseph', 'School(s) \*' with the value 'Harrison High', 'School Approver(s)' with the value 'Anderson, Abigail', and 'District Approver(s)' with the value 'Hamilton, Adrianna'. A 'Clear' button is next to the District Approver(s) field. At the bottom left, there is an 'Add School' button. At the bottom, there is an action bar with three buttons: 'Save', 'Delete', and 'Cancel'. The 'Delete' button is highlighted with a red rectangular box.

# Field Descriptions

Field	Description
<b>Preapproval Configuration (New)</b>	
<b>Configuration Name</b>	<p>A name for the Preapproval Configuration. This field is limited to 20 characters.</p> <p>This is a required field.</p>
<b>Active</b>	<p>When this checkbox is marked, the preapproval process becomes a required step for users when they propose new activities that match the Activity Type, Activity Level, International, and School selected on this configuration.</p> <p>When the checkbox is not marked, the preapproval process is not part of proposing new activities.</p> <div style="background-color: #e1f5fe; padding: 10px; border: 1px solid #cfcfcf;"> <p><b>Activity Level</b> and <b>International</b> are optional fields. See the <b>Activity Level</b> and <b>International</b> field descriptions below for more information.</p> </div>
<b>Activity Type</b>	<p>The Activity Type to which the Preapproval Configuration applies. Options include the following:</p> <ul style="list-style-type: none"> <li>• Activity</li> <li>• Athletics</li> <li>• Field Trip</li> </ul>

Field	Description																																																						
<p><b>Activity Level</b></p>	<p>The Activity Level to which the Preapproval Configuration applies. You may only select one Activity Level.</p> <p>Activity Levels are another way to identify different kinds of activities. This field only displays in the Preapproval Configuration tool if you have added Activity Levels in the <a href="#">Attribute Dictionary</a> and is optional unless the <b>Required</b> checkbox is also marked in the Attribute Dictionary.</p> <p>▶ <a href="#">Click here to expand...</a></p> <div data-bbox="472 584 1418 1182" style="border: 1px solid black; padding: 5px;"> <p>Core Attribute/Dictionary ★ <span style="float: right;">System Settings &gt; Custom Data and Links &gt; Core Attribute/Dictionary</span></p> <p>Save</p> <p>Core Attribute/Dictionary Editor</p> <ul style="list-style-type: none"> <li>[-] AbsenceRequests</li> <li>[-] AcademicProgram</li> <li>[-] AcctAcadStdGroup</li> <li>[-] AcctAcadStdItem</li> <li>[-] AcctProfLevelGroup</li> <li>[-] AcctProfLevelItem</li> <li>[-] ActivityRegistration               <ul style="list-style-type: none"> <li>▶ Activity Level</li> <li>[-] Dictionary (8 Entries)</li> </ul> </li> <li>[-] Address</li> <li>[-] AllDeliveryService</li> <li>[-] AllProgram</li> <li>[-] AllSchoolEligibility</li> </ul> <p>Activity Level Dictionary Detail</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Code</th> <th>Name</th> <th>Seq</th> <th>Value</th> <th>Standard Code</th> <th>Active</th> </tr> </thead> <tbody> <tr><td>✕ 1A</td><td>Gold</td><td>1</td><td></td><td></td><td>X</td></tr> <tr><td>✕ 2A</td><td>Silver</td><td>2</td><td></td><td></td><td>X</td></tr> <tr><td>✕ 3A</td><td>Bronze</td><td>3</td><td></td><td></td><td>X</td></tr> <tr><td>✕ 4A</td><td>Blue</td><td>4</td><td></td><td></td><td>X</td></tr> <tr><td>✕ 1B</td><td>Green</td><td>5</td><td></td><td></td><td>X</td></tr> <tr><td>✕ 2B</td><td>Red</td><td>6</td><td></td><td></td><td>X</td></tr> <tr><td>✕ 3B</td><td>Orange</td><td>7</td><td></td><td></td><td>X</td></tr> <tr><td>✕ 4B</td><td>Yellow</td><td>8</td><td></td><td></td><td>X</td></tr> </tbody> </table> <p style="text-align: center; border: 1px solid red; padding: 2px; width: fit-content; margin: 10px auto;"> <b>Example Activity Levels</b>            Activity Levels may be anything you choose.         </p> <p style="text-align: right;">Page 1 of 1    200 Rows Per Page    1 - 8 of 8</p> </div>	Code	Name	Seq	Value	Standard Code	Active	✕ 1A	Gold	1			X	✕ 2A	Silver	2			X	✕ 3A	Bronze	3			X	✕ 4A	Blue	4			X	✕ 1B	Green	5			X	✕ 2B	Red	6			X	✕ 3B	Orange	7			X	✕ 4B	Yellow	8			X
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<p><b>International</b></p>	<p>The <b>International</b> checkbox only displays when the <b>Activity Type</b> is <i>Field Trip</i>. The <b>International Approver(s)</b> field only displays when this checkbox is marked.</p> <p>Once the configuration is associated to an activity this field is locked.</p>																																																						
<p><b>International Approver(s)</b></p>	<p>All employees with the <b>Activity Preapprover</b> role marked on their active work assignment appear in this field.</p>																																																						
<p><b>School(s)</b></p>	<p>The school(s) to which the Preapproval Configuration applies. Only schools to which you have tool rights display. This is a required field. Click the <b>Add Schools</b> button to add additional schools.</p>																																																						

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<p><b>School Approver(s)</b></p>	<p>The employee(s) who can use the <a href="#">Preapproval Requests</a> tool to manage activity preapprovals. You may select multiple employees in this field. Employees with an active work assignment in the selected School(s) that also have the <i>Activity Preapproval</i> role marked on their <a href="#">District Assignment</a> appear in this field.</p> <p>If you select <i>School Approver</i> in the <b>Required Approvers</b> field, Campus requires one school approver for each school associated with the configuration.</p> <p>▶ <a href="#">Click here to expand...</a></p> <div data-bbox="472 663 1417 1420" style="border: 1px solid black; padding: 5px;"> <p>District Assignments ★ <span style="float: right;">Census &gt; Staff &gt; District Assignments</span></p> <p>Abra, Dean DOB: 01/03/79</p> <p> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="New"/> <input type="button" value="Documents"/> </p> <p>Assignments</p> <ul style="list-style-type: none"> <li>▣ Harrison High</li> <li>▣ Activities / Sports - (12/12/2010-)</li> <li>▣ Arthur Elementary</li> </ul> <p>Employment Assignment Information</p> <p>School: Harrison High</p> <p>Department: Mathematics</p> <p>*Start Date: 12/12/2010 End Date: <input type="text"/></p> <p>Title: Activities / Sports</p> <p>Type: 02: Certified FTE of Assignment: 1 Assignment Code: <input type="text"/></p> <table border="0"> <tr> <td>Teacher <input checked="" type="checkbox"/></td> <td>Special Ed <input checked="" type="checkbox"/></td> <td>Program <input type="checkbox"/></td> <td>Behavior Admin <input type="checkbox"/></td> <td>Health <input type="checkbox"/></td> <td>Behavior Response Approver <input type="checkbox"/></td> <td>Response to Intervention <input type="checkbox"/></td> </tr> <tr> <td>Advisor <input type="checkbox"/></td> <td>Supervisor <input type="checkbox"/></td> <td>Counselor <input type="checkbox"/></td> <td>Foodservice <input type="checkbox"/></td> <td>Exclude Behavior Referral <input type="checkbox"/></td> <td>Self Service Approver <input type="checkbox"/></td> <td>FRAM Processor <input type="checkbox"/></td> </tr> <tr> <td>Activity Staff <input checked="" type="checkbox"/></td> <td><b>Activity Preapproval <input checked="" type="checkbox"/></b></td> <td colspan="5"></td> </tr> </table> <p>Supervisors</p> </div>	Teacher <input checked="" type="checkbox"/>	Special Ed <input checked="" type="checkbox"/>	Program <input type="checkbox"/>	Behavior Admin <input type="checkbox"/>	Health <input type="checkbox"/>	Behavior Response Approver <input type="checkbox"/>	Response to Intervention <input type="checkbox"/>	Advisor <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Counselor <input type="checkbox"/>	Foodservice <input type="checkbox"/>	Exclude Behavior Referral <input type="checkbox"/>	Self Service Approver <input type="checkbox"/>	FRAM Processor <input type="checkbox"/>	Activity Staff <input checked="" type="checkbox"/>	<b>Activity Preapproval <input checked="" type="checkbox"/></b>					
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<p><b>Add School</b></p>	<p>Clicking this button allows you to add additional schools with associated School Approver(s) and District Approver(s).</p>																					
<p><b>Forms for Preapproval</b></p>																						
<p><b>Form Title</b></p>	<p>These are the <i>Activity Preapproval</i> form(s) that must be completed by the person creating the activity then submitted for approval to internal approvers before the activity can be made available for registration in the School Store.</p> <div style="background-color: #e0f0ff; padding: 10px; border: 1px solid #add8e6;"> <p>If the <a href="#">custom form</a> type is a <i>Blank Form</i>, the form will not display in this field. Only <b>Activity Preapproval</b> custom form types of <i>Interactive Form with Database Table</i> and <i>Interactive Form</i> are available.</p> </div>																					

Field	Description
<b>Required Approvals</b>	This field determines which approvers (School, District, or International) are required for the preapproval process. For example, if you select <b>School</b> , there must be at least one employee selected in the <b>School Approver(s)</b> field for each school.

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