

Automated Request for Secondary Security Information

If required secondary security information is missing from a request that is submitted for authorization, OARS displays the following warning message at the top of the Authorization tab in the Workflow section:


To authorize this request, you must provide the information in red above. You can enter it or click here to email requestor for the information.

Authorizers can click to generate an automated e-mail message to the requestor that lists the required information that is missing on the request. The authorizer is copied on the e-mail.

The following example shows the prompt that will e-mail the requestor when clicked.

Workflow

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 To authorize this request, you must provide the information in red above. [You can enter it, or click here to email requestor for the information.](#)

Notify UL ^a	System	Access	Name	Org Group/Actions	Date
	FN			Add - AM VIEWER	
	HR				
	SA				
	Other			Business Objects	

^aNotify UL via email when this request is completed by MAIS

If an authorizer clicks the prompt to e-mail the requestor, the requestor receives an automatically generated e-mail similar to the following example that lists the request number and the missing secondary security information:

```
From: Access_Services@notes.bf.umich.edu  
[mailto:Access_Services@notes.bf.umich.edu]  
Sent: Wednesday, November 07, 2007 12:48 PM  
To: 'requestor'@umich.edu  
Cc: 'authorizer'@umich.edu  
Subject: OARS request eM0000560 is missing required information
```

The access request you submitted cannot be authorized until the information identified below is provided. Please reply to this email and provide the required data which is needed to continue processing this request. You may not modify the original request at this stage of the process.

You must either add or delete Space Management (SM) Departments before the request can be authorized.

You must identify the Business Objects License / Other Tool before the request can be authorized.

Best Regards,

Authorizer Name (authorizerusername)