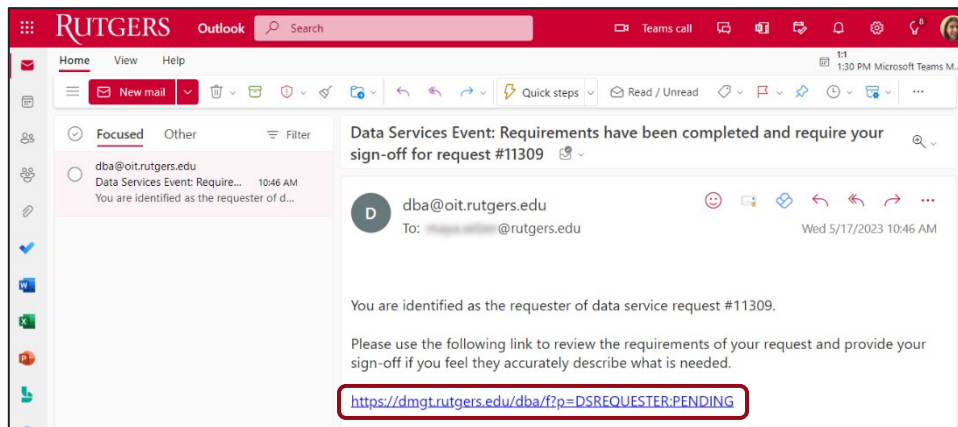


Signing off for requirements

The requester will be prompted to sign off for the requirements document provided to them by the Business Intelligence team.

1

Follow the link in the system-generated email.



2

Click the pencil icon to edit the line item.

The screenshot shows the 'Data Services' web application interface. On the left is a sidebar with 'Pending Sign-offs', 'Approved Requirements', and 'Approved UAT'. The main area is titled 'PENDING Requirements/UAT Sign-offs by Requester:'. Below this is a table with columns: Edit, DSR#, Service Title, Requirements Completed Dt, Requirements Sign-off Dt, Ind, UAT Sign-off Dt, and Ind. The row for DSR# 11309 is highlighted, and a red box around the pencil icon in the 'Edit' column indicates it should be clicked to edit the item.

Edit	DSR#	Service Title	Requirements Completed Dt	Requirements Sign-off Dt	Ind	UAT Sign-off Dt	Ind
	9408	Sample DSR		2022-06-02 09:19:48	✓		
	7327	Sample DSR		2021-10-08 11:35:32	✓		
	8907	Sample DSR		2022-06-01 15:00:15	✓		
	8747	Sample DSR					
	8588	Sample DSR		2022-06-01 15:00:25	✓		
	11309	Sample DSR	2023-05-17 10:46:00				
	6547	Sample DSR	2021-04-16 11:00:00	2021-04-16 11:12:47	✓		

3

Check Confirm-Requirements-Complete; click Update Data Service.

The screenshot shows the 'Requirements Sign-off by Requester' form in the 'Data Services' application. The form includes sections for 'Business Justification' and 'Data Element List'. At the bottom, there is a checkbox labeled 'Confirm-Requirements-Complete' which is checked. A red box highlights this checkbox and the 'Update Data Service' button next to it. There is also a 'Cancel' button.