



TRACS Quick Reference Guide

Course 8: Facilities Inventory

Lesson 8b: Facility Approvals

Step	Action
Steps to View the Real Property Approvals Page	
1	After logging into TRACS, select the "Inventory" module.
2	From the Dashboard, select the "Facilities" icon.
3	The Sites list opens. Search for the site by keywords in the site name. Once you find the site, click "Manage Facilities" .
4	The Facilities list opens for the site. Select the facility and click "Manage Facility" .
5	From the Facilities Workflow page, click "View Facility Approvals" . Note: If the adjustment needs to be approved, scroll down to Step 2: Facility Adjustments, and click "View Adjustment Approvals" .
Data Editor Steps	
1	If any items are missing, the facility record or adjustment will display in the "Facility Awaiting Completion" section. The validation column will display the number of missing items. Click on it to see a pop-up box with the missing item(s) details. The "Go" link(s) will open the corresponding page (note: only users with the "Facility Data Editor" role for the group associated with the facility record will have access to edit the record).
2	Once all of the required fields have been entered, the facility record or adjustment will automatically display in the "Awaiting Non-Federal Review and Approval" section (and if notifications are enabled, a system-generated email will notify contacts of the workflow transition).
Non-Federal Approver Steps	
1	On the Facility Approvals page, facility records or adjustments that display in the "Awaiting Non-Federal Review and Approval" are pending non-federal approval.
2	Click "View/Submit for Approval" . Only users with the "Facility Non-Federal Approver" role for the group associated with the facility record can complete these steps.
3	Review the PDF. To approve the record, click "Approved, submit for Federal review" . Enter a comment (optional). Click "Save & Exit" . Note: If the record is not ready, select "Cancel" at the bottom of the window instead. The record will remain in the "Awaiting Non-federal Review and Approval" section, where the data editor can edit the report as needed.
4	Once approved by the non-federal approver, the record will display in the "Awaiting Federal Approval" section. If changes need to be made to the facility record or adjustment, the non-federal approver will have options to "Return to Previous Step" , which returns it back to the "Awaiting Non-Federal Review and Approval" section, allowing the data editor to edit it as needed.
Federal Approver Steps	
1	On the Facilities Approvals page, records that display in the "Awaiting Federal Approval" are pending federal approval.



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2	Click "View/Submit for Approval". Only users with the "Facilities Federal Approver" role for the group associated with the facility record can complete these steps.
3	<p>Review the PDF. To approve the record, click "Approved, with no changes requested". Enter a comment (optional). Click "Save & Exit".</p> <ul style="list-style-type: none">• If the record is <u>not</u> approved, click "Not Approved, other action required". Enter a comment (optional but recommended). Click "Save & Exit". The record will return to the "Awaiting Non-federal Review and Submission" section, allowing the data editor to edit it as needed.
4	<p>Once approved, the Facility record or adjustment will display in the "Final Approved" section. Note: If any changes need to be made, the federal approver will have the option to "Return to Previous Step" and rescind approval.</p> <p>If an adjustment has been approved, the Facility Details (step 1) and Adjustments (step 2) will display in green as complete with the approvals also marked as "approved".</p>
5	Click "Back to Workflow Overview" to return to the Facilities Workflow page.