

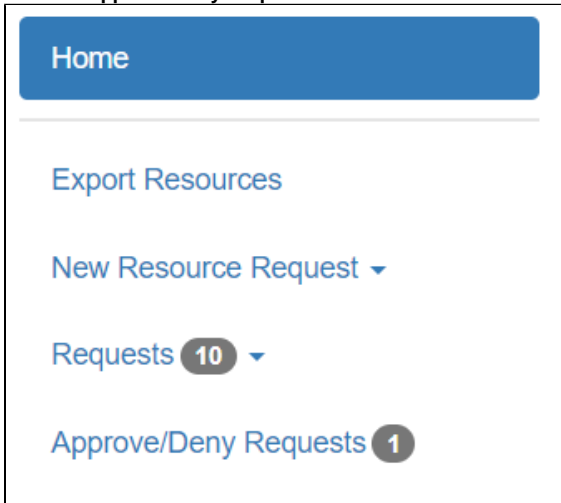
# Pending Requests

Use The BeMyIT Store to approve and/or remove a pending request on a resource that has not yet been fulfilled.

## Approve or Deny a Pending Request:

You must be designated as an Owner BD or Owner BD Proxy to be able to approve or deny changes that resource. You will be alerted via email when any requests are submitted that require your approval.

1. **Login** to the BeMyIT Store at <https://ritstore.research.cchmc.org/> or click the link in the email you received.
2. Click the **Approve/Deny Requests** menu on the left-side of the page.



3. You can filter and search all of the pending and completed requests.
4. When you find the listing you would like to take action on, **click the checkbox** next to it and **click either the Approve or Deny button** at the top.

Filter Table						
Approve Deny		Search: <input type="text"/>				
	Description	Budget number(s) / Percentage	Charge	Requester/Requested Date	Status	Approved/Denied By
<input checked="" type="checkbox"/>	RDS Drive (\\rds6.cchmc.org\IS-2\RITSTesting) - Change Total Drive Space to 16TB	31.00000.666350.200700.32.000000-100%	\$2881	John Doene (doe5th) - 2022-08-17 13:37:45	Requested	Still to be approved

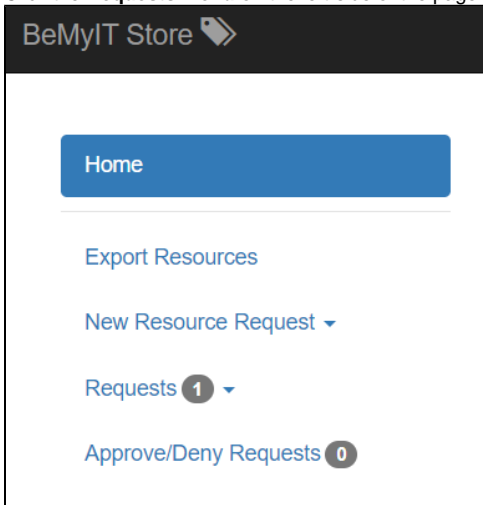
5. A confirmation pop-up will appear. **Click the Cancel button** if you made a mistake **or click the Yes button** to confirm your choice.
6. You will receive a confirmation email that the request was approved.

## Remove a Pending Request:

You must be designated as an Owner or a Resource Manager to be able to view and submit changes for that resource.

1. **Login** to the BeMyIT Store at <https://ritstore.research.cchmc.org/>.

2. Click the **Requests** menu on the left-side of the page.



3. You can choose a specific Resource Type to limit the results or choose All to see all pending requests.
4. When you find the listing you would like to remove, **click the checkbox** next to it and **click the Remove button** at the top.

Filter Table ▾						
Remove		Search: <input type="text"/>				
	Description	Budget number(s) / Percentage	Total charge	Requester/Requested Date	Status ▾	Approved/Denied By
<input checked="" type="checkbox"/>	Modify Resource RDS Drive (\\rds6.cchmc.org\IS-1\ResearchIT) - Change Total Drive Space to 1.5TB	No budget number available	\$286	John Doene (doe5th)- 2022-07-05 08:55:00	Pending completion	Auto approved

## Related articles

- [Add or Change a Budget Number](#)
- [Request a Change to an Existing Resource \(Quota, Backup\)](#)
- [Requesting a New Resource](#)
- [BeMyIT Store](#)
- [Pending Requests](#)