# How to submit a completed Staff Request

When you have entered all the details for the request, you can either save the staff request and return to this in the future. Alternatively, you can save your staff request and submit this at the same time.

If you click on the **Save** button, then click the **OK** button on the confirmation message



Then you are returned to the top of the page.



Your staff request is then held in your **Planned** requests until it is submitted.



If you click on the **Save and Submit** button, then click the **OK** button on the confirmation message





Your staff request is now sent to the approver and will move from your planned requests to your **Submitted** requests.