Approving or Rejecting a Request

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When you need to ‘Approve’ or ‘Reject’ a request, the request will appear in your Inbox view, you will only be able to ‘Approve’ or ‘Reject’ a request which is assigned to you.

To reject, open the request and click on the ‘Reject’ button. The request will be rejected back to the Originating user, and an email will be sent to them informing them. It will appear in their ‘Inbox’ with a status of rejected, they can then correct or alter it for resubmission.To approve, open the request and click on the ‘Approve’ button.

You can only approve requests which are with-in your approval limit on the ‘Request Form’ the request was based on. You are free to ‘Submit’ a request further up the group hierarchy if you need. Once approved the request will disappear from your InBox and an mail will be sent to the Originating User informing them the request has been ‘Approved’