Request Approval - Overview

View requests

To view requests awaiting your approval:

1. Either:
   
   - Click **Required Approvals** in **My Tasks**.
   - or -

   - Select **Approvals > Requests** (tab).

2. Select the desired request.

Approve the request

To approve a request:

1. Open the desired request.

2. Click **Approve**.

Approve the request and forward to another approver

**NOTE:** Depending on your company's configuration, you may be able to approve and forward a request. To do so:

1. Open the desired request.

2. Click **Approve & Forward**.

Send the request back to the user

To send the request back to the user:

1. Open the desired request.

2. Click **Send Back Request**.