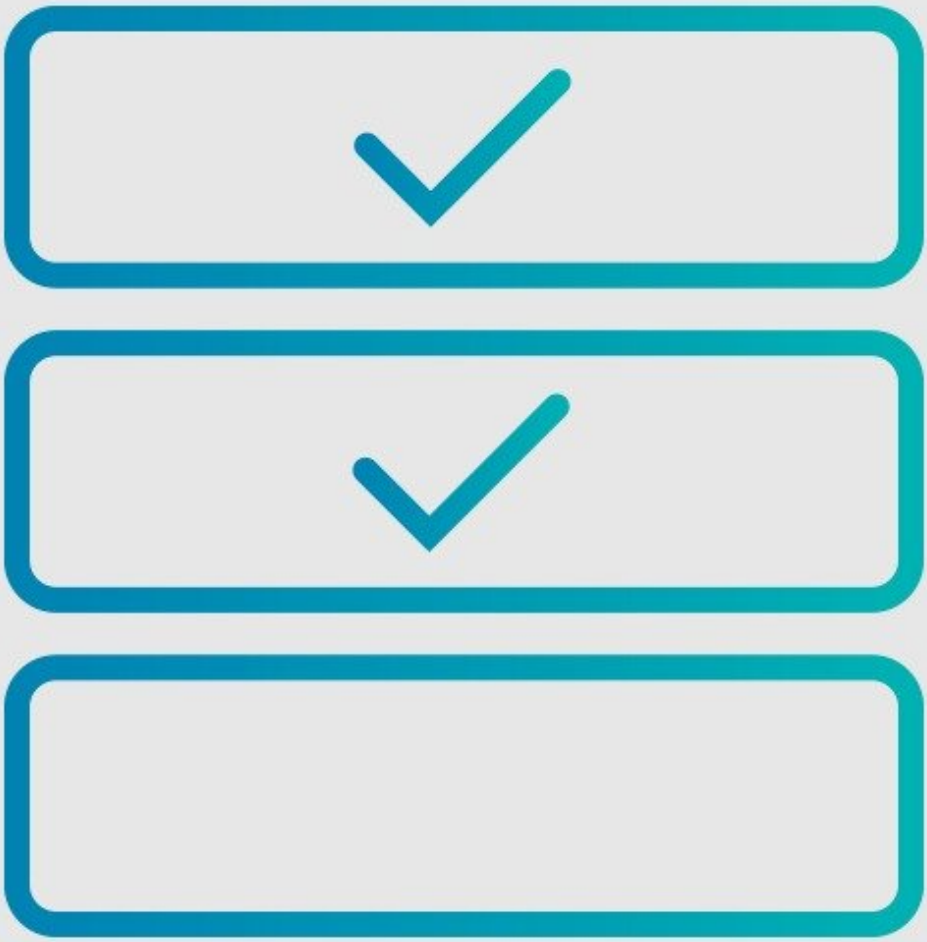
How to Review an Approval Request

This guide demonstrates how to review an Approval Request.

Written By: Dozuki System



INTRODUCTION

This guide demonstrates how to review an Approval Request.

Overview

If you are assigned as a Stage (either as an individual user or a member of a Team) for an Approval Process, you will receive requests to review the new releases of the guide, wiki, or category page to which that Approval Process has been assigned.

You can access your Approval Requests in multiple ways. Click on a link below to jump to a specific section or review all four options.

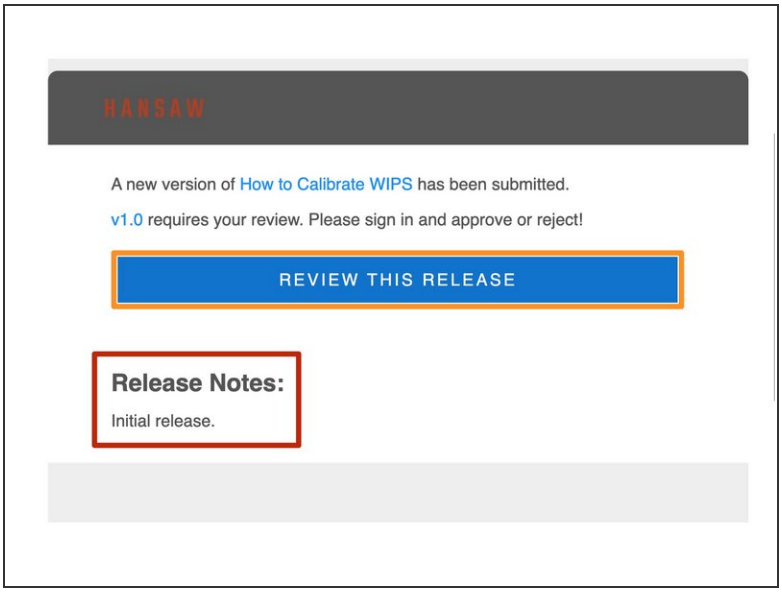
Email

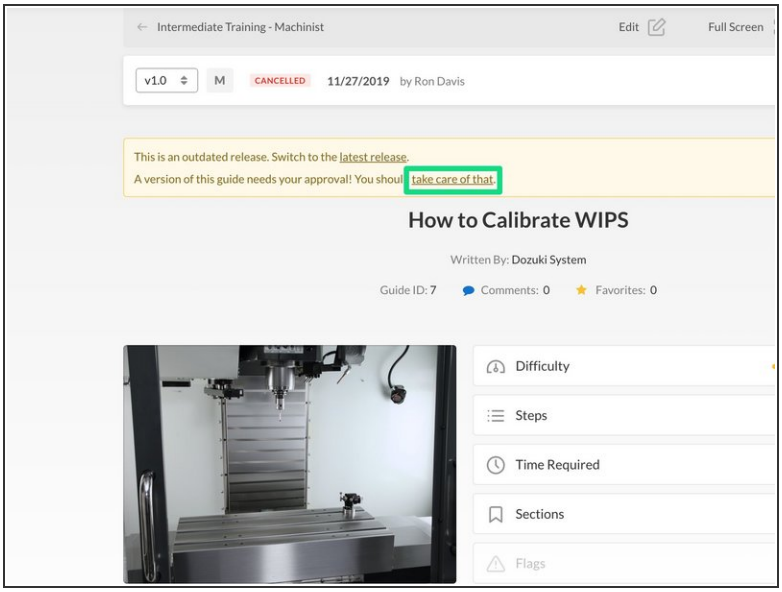
Site Notification

User Profile

User Dropdown Menu

Step 1 — Accessing Requests From an Email





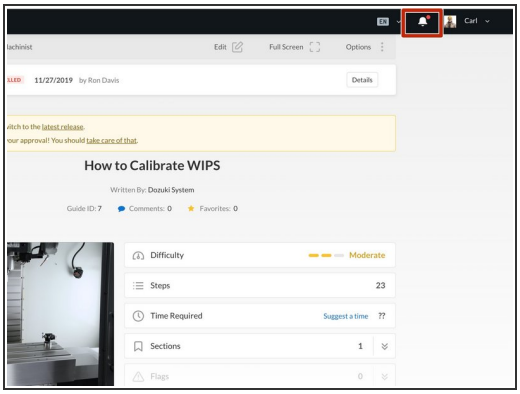
ⓘ When a new release requires your approval, you will receive a notification email.

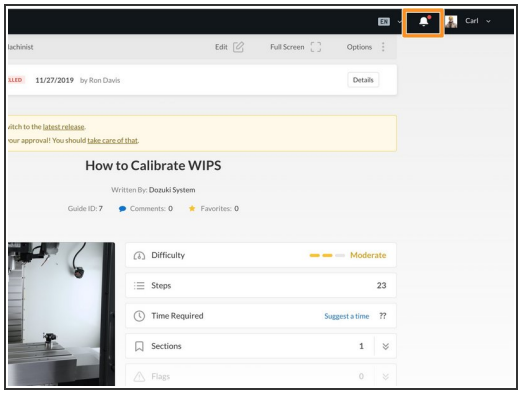
- Read the **Release Notes** at the bottom of the email.

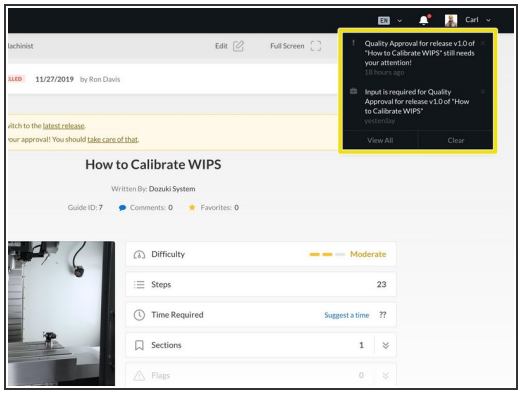
  ⓘ **Release Notes** summarize the changes made to a guide, wiki, or category page.

- Click on the **Review This Release** button to view the guide, wiki, or category page.
- Click on the link in the banner at the top of the page to view the Approval Request for the release.

Step 2 — Accessing Requests From Site Notifications





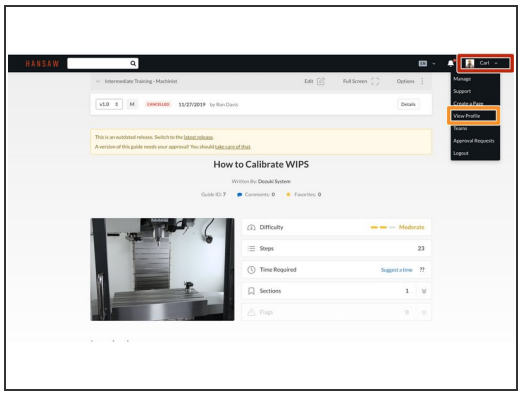


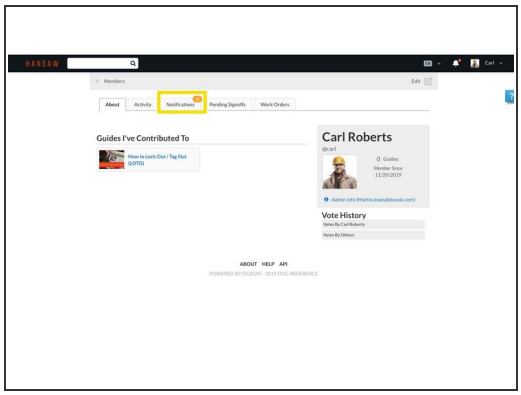
- Click on the bell-shaped **Notifications** icon on the right side of the site header.
- When you have **Approval Requests**, the **Notifications** icon will be white with a small red dot on top, indicating unread notifications.
- From the **Notifications** menu, select an **Approval Request Notification** or a **Reminder Notification**.

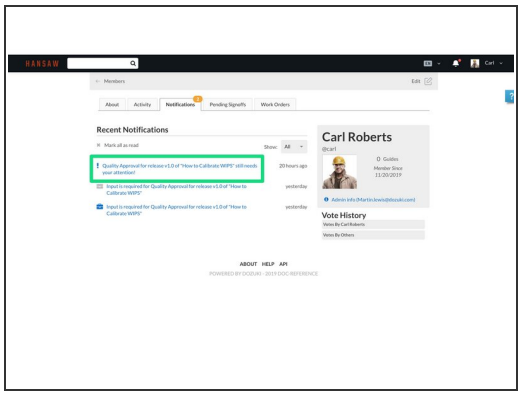
ⓘ A briefcase icon represents the **Approval Request Notifications**.

ⓘ An exclamation mark icon represents the **Approval Request Reminders**. Reminder notifications arrive every 24 hours until you complete the request.

Step 3 — Accessing Requests From Your User Profile







- To open **Approval Requests** from the **Notifications** tab, click on your name on the right side of the site header.

  ⓘ This opens your **User Profile**.

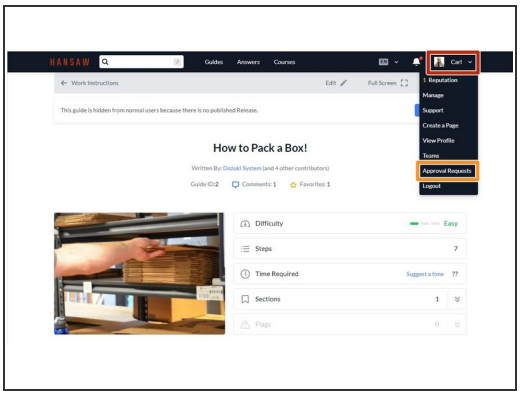
- Select **View Profile** on the user drop-down menu.

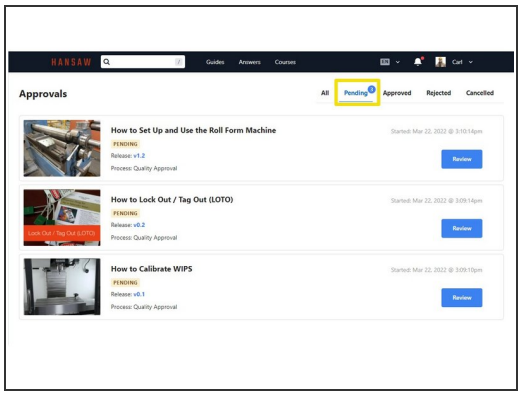
- Select the **Notifications** tab on your profile page.

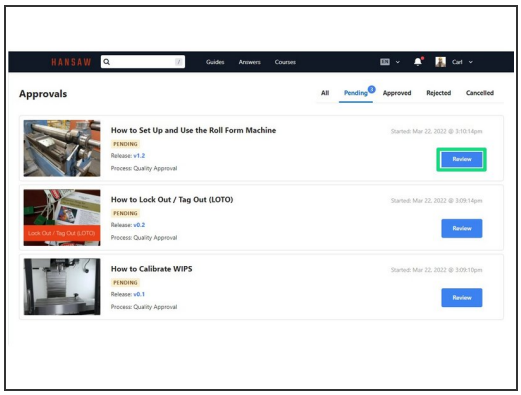
  ⓘ A list of **Recent Notifications** will open.

- To review a request, select the link for the **Approval Request**.

Step 4 — Accessing Requests From the User Drop-Down Menu



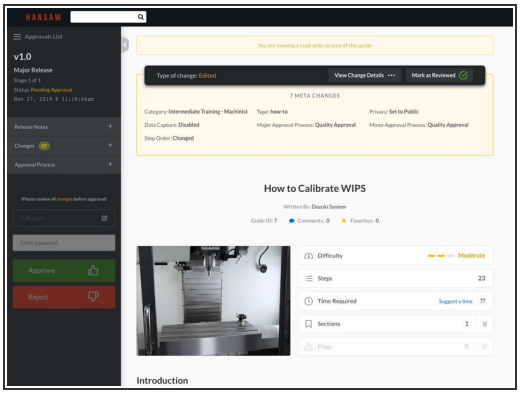


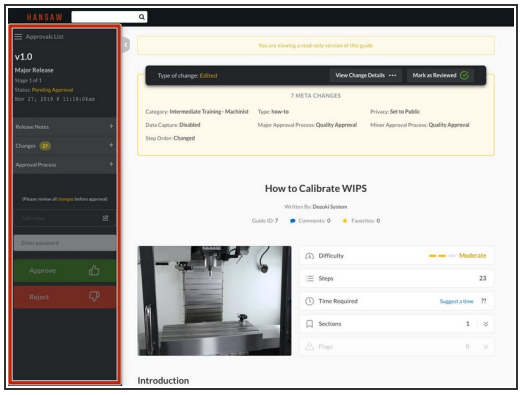


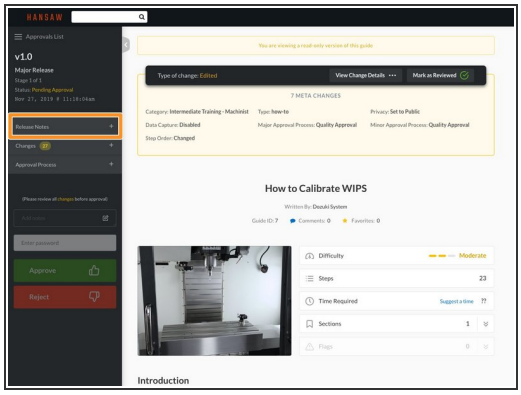
- To open **Approval Requests** from the user drop-down menu, click on your name on the right side of the site header.
- Select **Approval Requests** from the user drop-down menu.
  - The **Approval Request** index will open to the **Pending** tab.
- To review an approval, click on the **Review** button for the approval.

The **Approval Requests** page, featuring the **Approval Sidebar**, will open.

Step 5 — Reviewing Release Notes

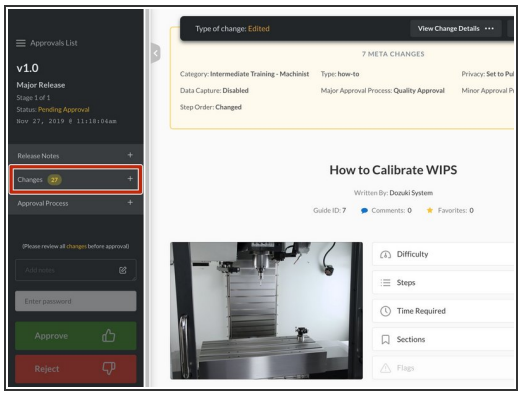


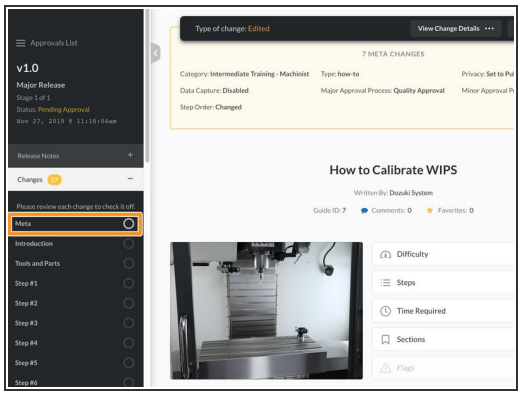


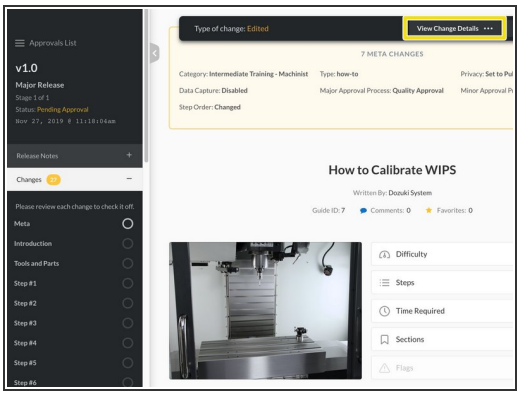


- After selecting an Approval Request, the **Approval Request** page opens.
- The **Approval Request** page features an **Approval Sidebar** that includes the release version, the release type (major, minor), the Stage number, the Request status, and the current date and time.
- To review a summary of the Approval Requests, click the **Release Notes** header to view the release's notes.

Step 6 — Reviewing Changes







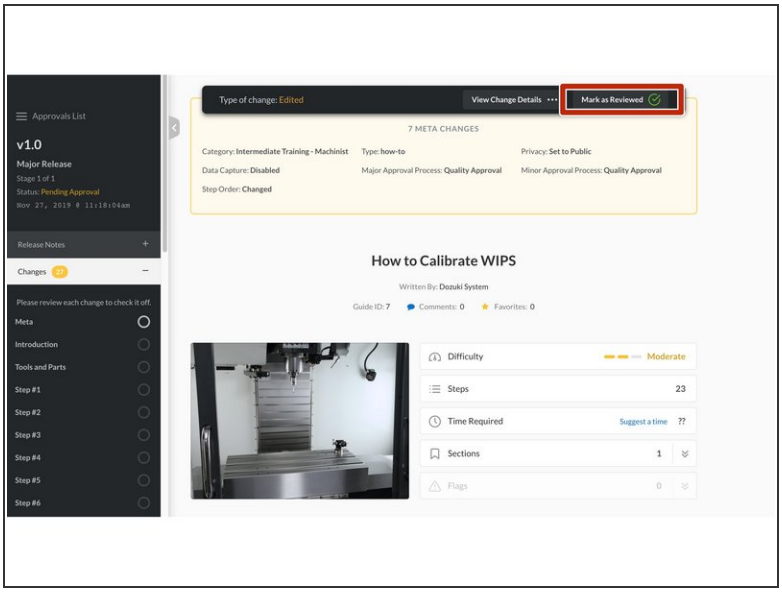
- To view the changes in the release, click on the **Changes** header.

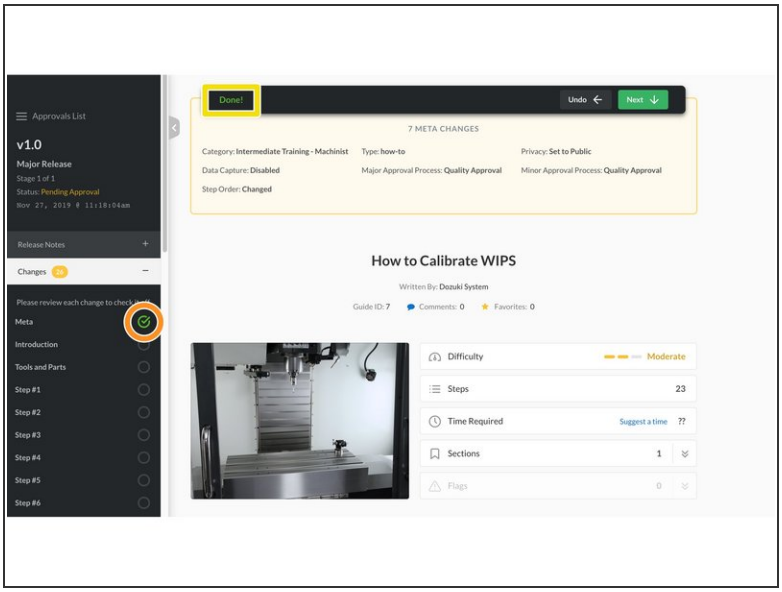
  The number on the **Changes** header indicates the number of changes that need review.

- Click on a change to start the review process.

- For details specific to the selected change, click on the **View Change Details** button in the upper-right of the page.

Step 7 — Mark as Reviewed

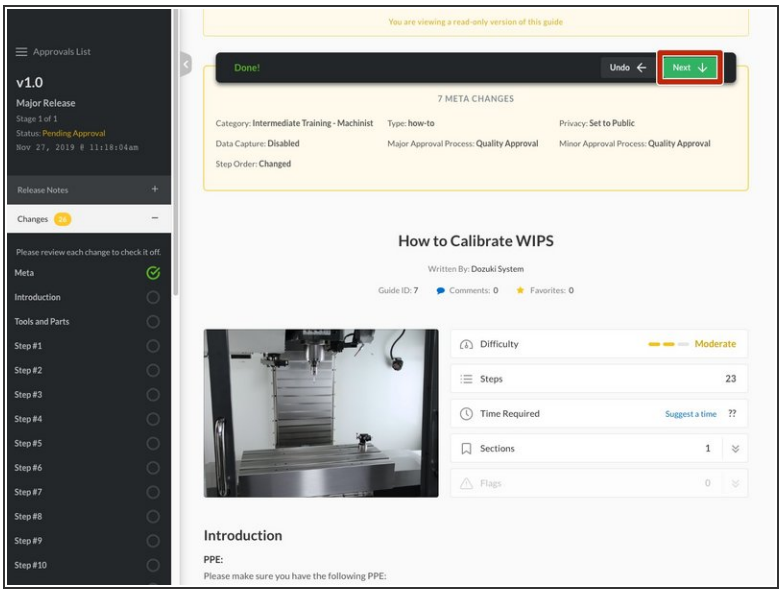


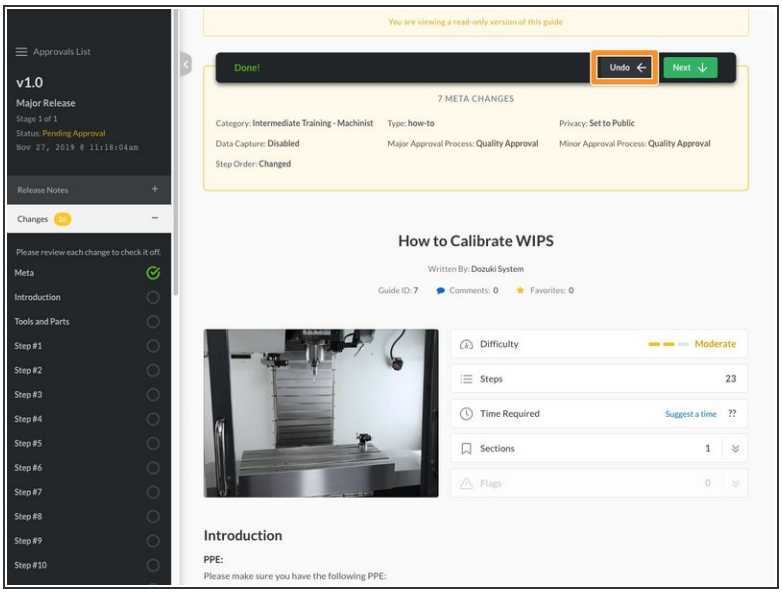


- To confirm the change, click on the **Mark as Reviewed** button in the upper-right of the page.
- A green check mark appears in the circle for that specific change.
- "Done!" appears on the left side of the **Approval Request Modal**. This also confirms your review of the change.

  You must approve each change, one-by-one, using the **Mark as Reviewed** button. You cannot approve multiple changes at a time.

Step 8



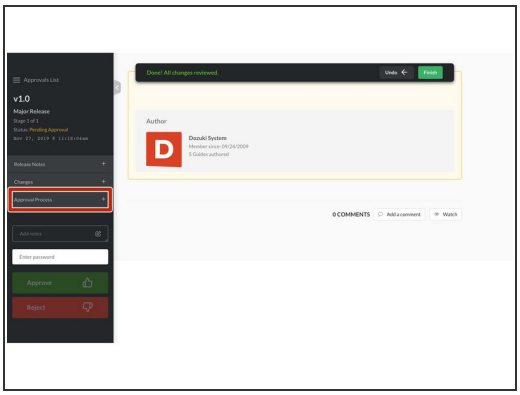
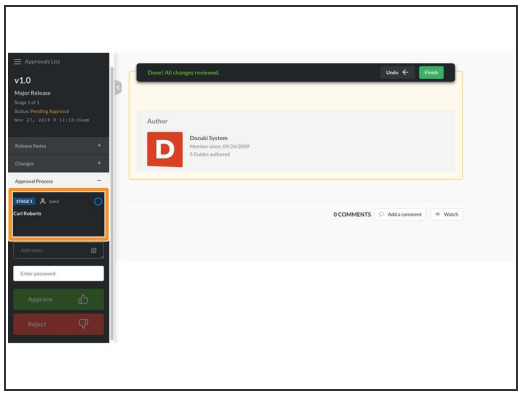
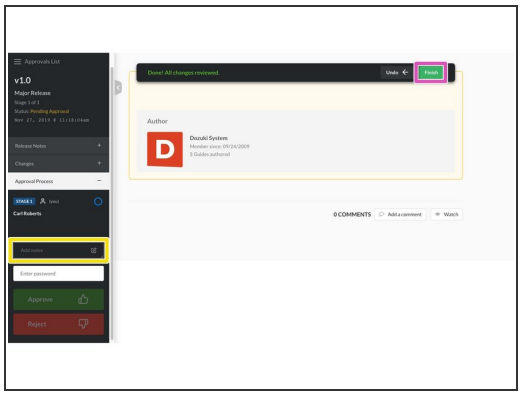


- To move to the next change, click on the **Next** button in the upper-right of the page.

  ⓘ Clicking **Next** highlights the next change in the sequence.

- To undo the change review, click on the **Undo** button in the **Approval Request Modal**.

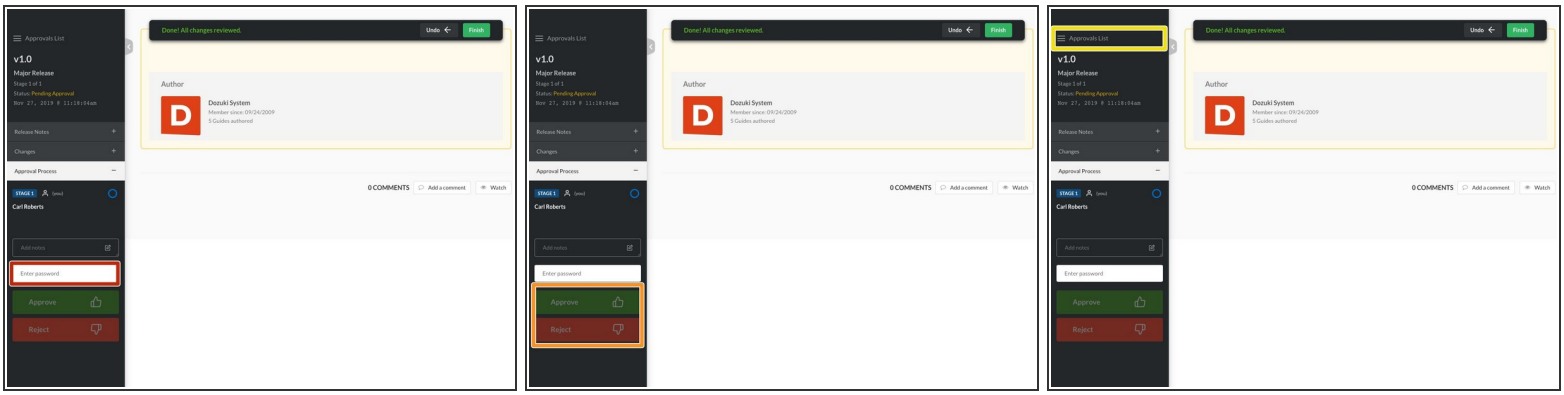
Step 9 — Approval Process and Notes

- To view the approval stages, click on the **Approval Process** header.
- The current stage and approvers are visible above the **Notes** field.
- Write any applicable notes for the stage in the **Notes** field.
- Click on the **Finish** button in the **Approval Request Modal** to complete the review process.

"Done! All changes reviewed" will appear on the left side of the **Approval Request Modal**.

Step 10 — Approve or Reject Changes



- Enter your user password to verify your identity.
- To approve or reject the change requests, click on either the **Approve** button or the **Reject** button.

  If this is the final stage of an **Approval Process**, your approval completes the process. The new release will be published immediately, unless the author has postdated the release.

  Reject closes the release. It cannot be published. The publisher is notified. The rejected release can be viewed in the **History**, but it will not be published, nor will it be available for end users.
- To review another request, click the **Approvals List** at the top of the **Approval Sidebar**.