

Dozuki

How to Review an Approval Request

This guide demonstrates how to review an Approvals Request.

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INTRODUCTION

This guide demonstrates how to review an Approvals 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 for which that Approval Process has been assigned.

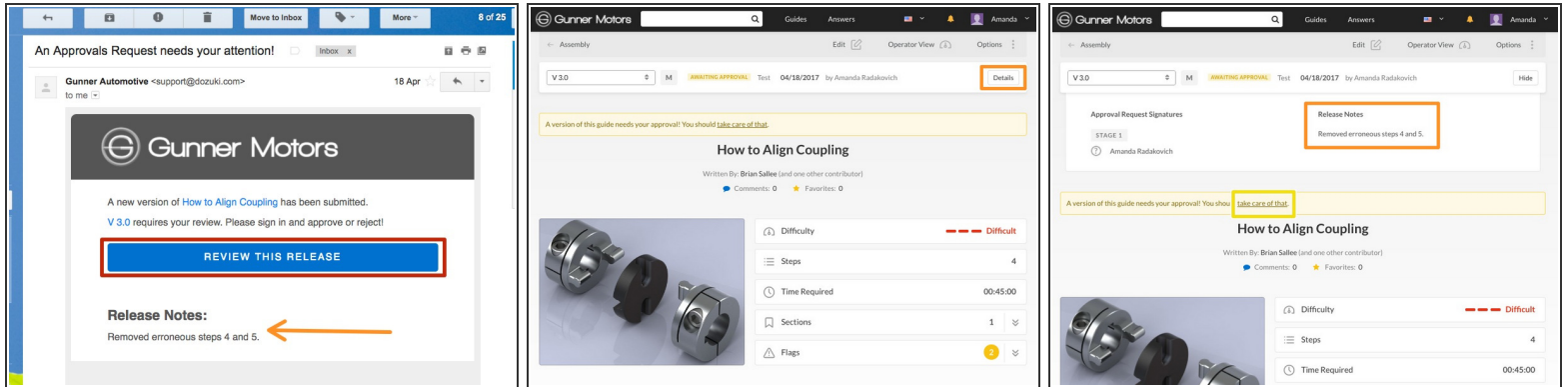
You can receive and access your Approvals Requests in multiple ways. Click on a link below to jump to a specific section, or review all three options.

[Email](#)

[Site Notification](#)

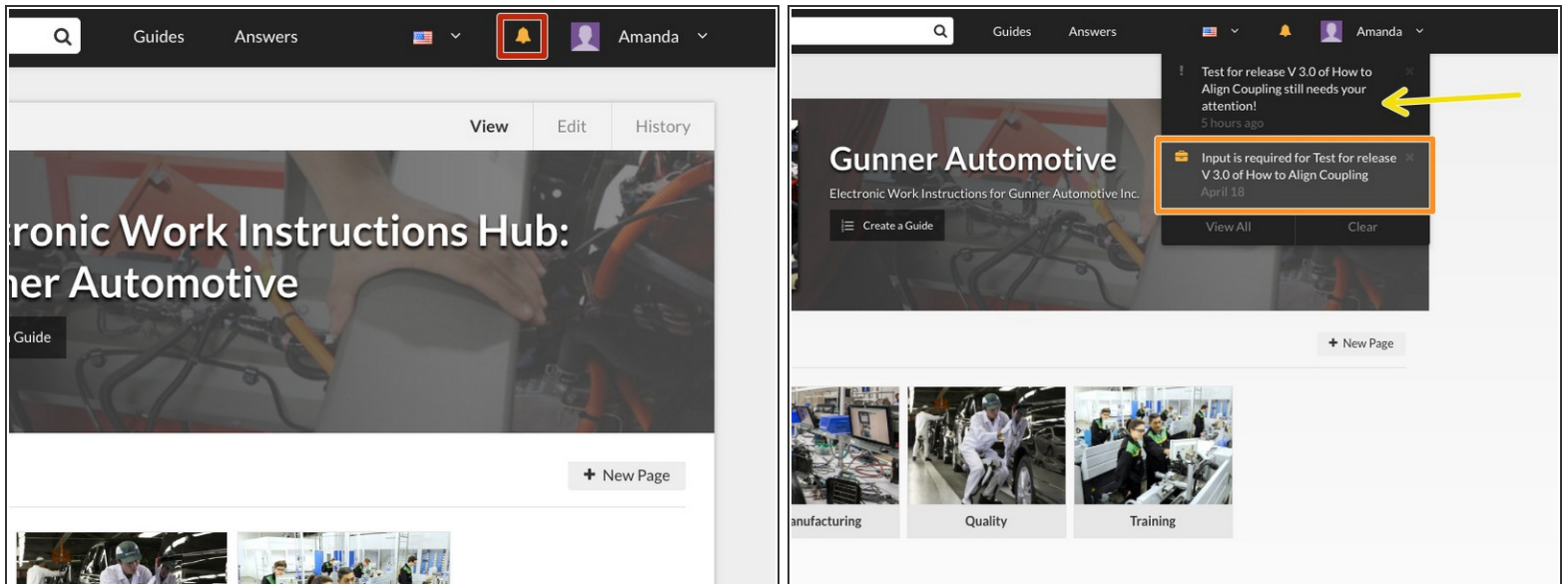
[User Profile](#)

Step 1 — Receiving Your Request via Email



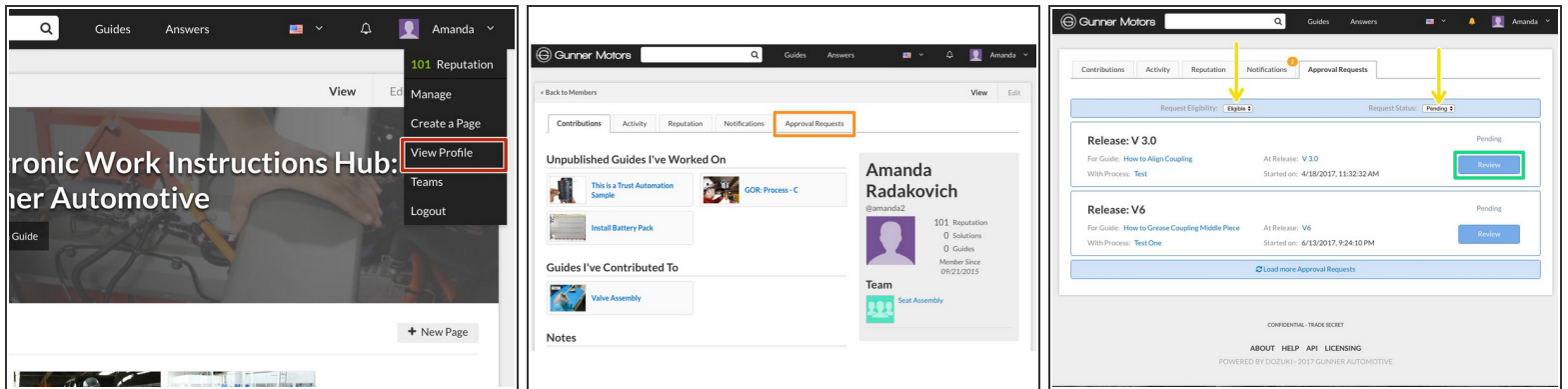
- When you receive your email request, click on the **Review this Release** button to open the version of the guide needing your review.
 - You can view the **Release Notes** within the email or by clicking the **Details** button at the top of the guide to see what changes you should look out for when reviewing the guide.
 - Once you've reviewed this version, you can **click the link** at the top of the guide to open your request page.
- ❗ **Pro-Tip:** You can click this link to open your review page in a new window, the review the guide in the original window side-by-side to your review window to write notes as you go!

Step 2 — Receiving Your Request via Site Notification



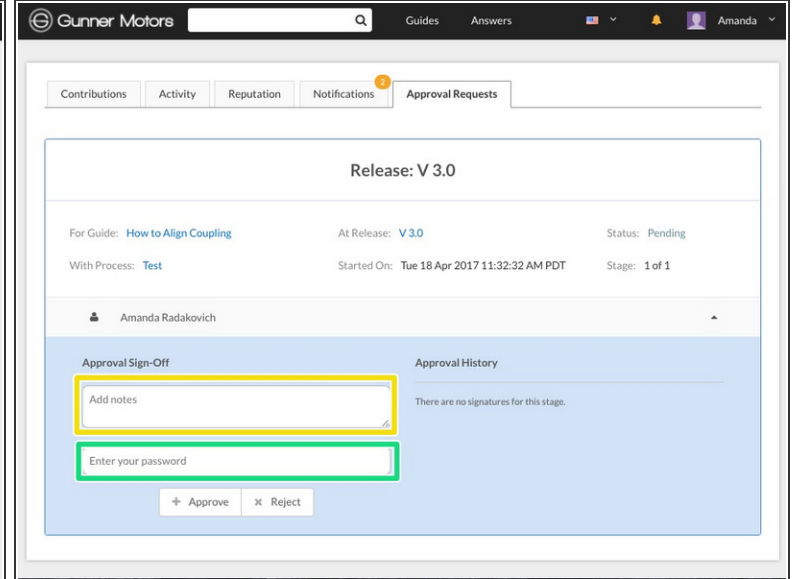
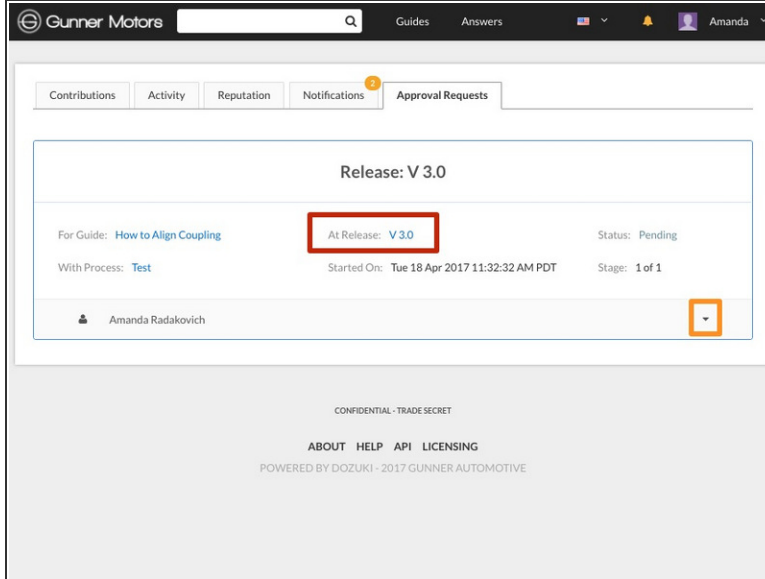
- Click the highlighted **notification icon** in the top menu bar of your site.
- Select the **Approval Request Notification** to open the request page.
- You can also click the **Approval Request Reminder notification**. (You'll receive this reminder notification every 24 hours until you take care of the request.)

Step 3 — Reviewing Requests on Your User Profile



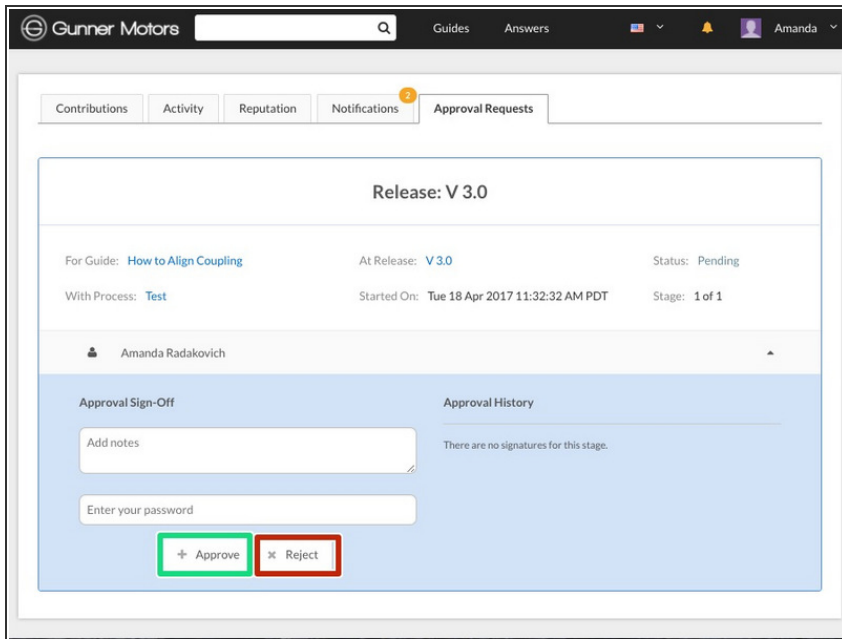
- If not there already, open your User Profile by clicking **View Profile** on your user drop-down menu.
- Select the **Approval Requests** tab on your profile page.
- This page default shows any **pending requests** that are **immediately eligible** for your review.
- Click **Review** to open the request specific to the version you need to review.

Step 4 — Sign for Your Approval Stage



- You can open the pending release by clicking the **link to the Release Name**
 - ① Clicking the "For Guide" link will take you to the most recently published release of the guide, **NOT** the pending release needing your review.
- Once you've reviewed the release, click **the arrow** for your stage to open the sign-off fields.
- Enter any **notes** you have regarding your review of this version. *This feedback will be emailed directly to the publisher once you sign-off for this stage.*
- Enter **your user password** to verify your identity and completion of this stage.

Step 5 — Approve or Reject the Release



- Click **Approve** to approve of this new release. This will complete your stage and move the process forward to the next stage.
- ⓘ If you are the only stage for an Approval Process, your approval will complete the process and the new release will be published immediately or on the date selected by the publisher.
- Click **Reject** if you do not approve of this new release. This will close this release so it cannot be published and notify the publisher.
- ⓘ Rejected releases can still be viewed in the Guide History, though they will never be published and available for end users to view.