

Request for View Approval

In this section, we look at how to create a view which requires authorisation to be published; we will use the same sub-folder we [enabled the view approval setting](#) for for this process.

These steps are normally performed by a user who is a view administrator or creator. It is assumed that this user does not have the authorisation to grant approval for the views.

1. Create and prepare a view. (See [Creating a View](#) for more information on how to do this.)
2. After creating the models and preparing the data, click on Publish



3. Add details of this new view in the Save View popup window
 - a. Give your view a name and add a description of it
 - b. Select the folder for your view
 - c. If the folder you have selected has the view approval setting enabled, a new Approval Required field will appear, along with a shield icon

A screenshot of the 'Save View' popup window. The window has a blue header with the title 'Save View' and a close button (X). Below the header is a 'Details' section. It contains two text input fields: 'Access Level View' and 'New View'. Below these are two dropdown menus: 'Tutorial' and 'Camp'. The 'Camp' dropdown is selected, and a blue shield icon with a checkmark is visible next to it. Below the dropdowns is a blue bar with the text 'Approval Required'. Below this bar is a text area with the message 'The new access view needs your authorisation.' and a hand cursor pointing at it. At the bottom of the window is a blue button labeled 'Request Approval' with a dropdown arrow.

- d. You must add a message regarding the view approval that will be sent to the approver
 - e. You can use add tags to connect tags to your view
4. Finally, click on the Request Approval button
 5. Your view has been created and sent for approval. It will only be published if it gets approved by the appointed approver

Related links:

- [View Approval Workflow](#)
- [Enable View Approval](#)
- [Grant View Approval](#)
- [View Creation](#)