

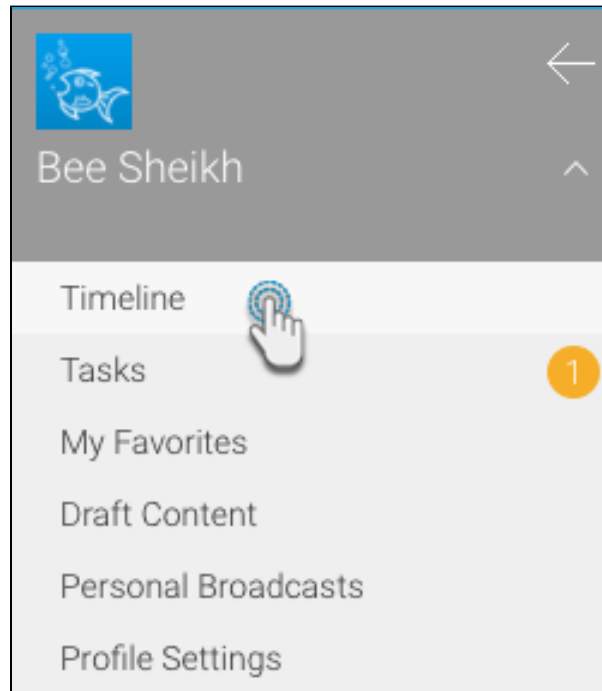
Grant View Approval

In this section, we will look into how an approver approves or rejects a view.

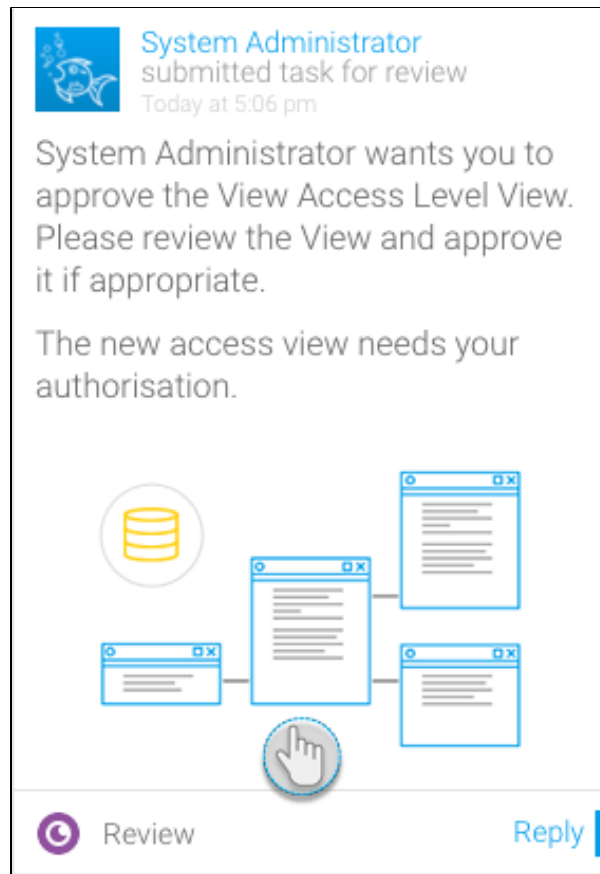


This procedure is to be carried out by the designated approver of a view.

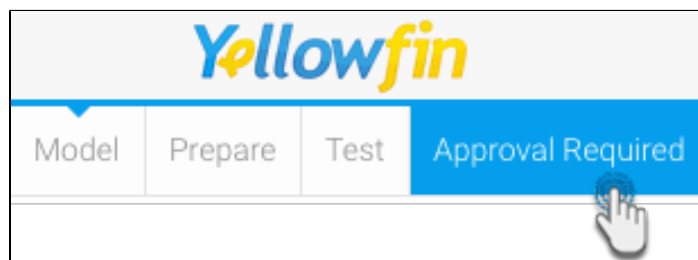
1. Expand the main menu navigation, then click on your name
2. Select Timeline from the expanded list. (Simultaneously, you can also use the Browse page to perform the remaining steps)



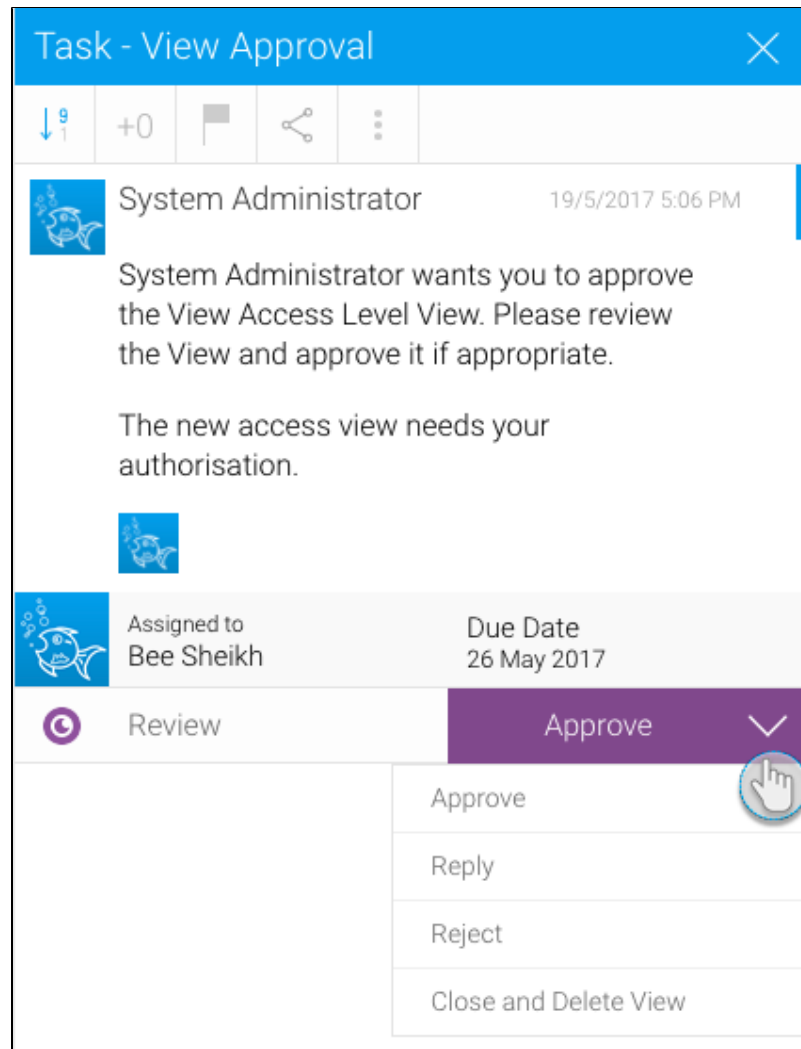
3. You will be able to view a message on your timeline or your browse, regarding the approval request
4. You can click on the view diagram image to open it



5. You also have the right to make alterations to the view
6. Once done, click on the Approval Required button; a panel on the right will appear



7. Click on the drop down button next to the Approve button to perform a number of actions on this view



- **Reply:** You can add a comment or reply using the Reply button; post a comment in the field that appears and press OK to save it.
- **Reject:** If you click on the Reject button, the rejected view will be sent back to its requestor.
- **Close and Delete View:** Clicking on this button not only rejects the view but also removes it from the system.
- **Approve:** Use this button to grant approval to the view.

8. If you approve the view, it will then be published

Approved views will display a shield icon in the dashboard view, indicating users of their status.



Related links:

[View Approval Workflow](#)

[Enable View Approval](#)

[Request for View Approval](#)