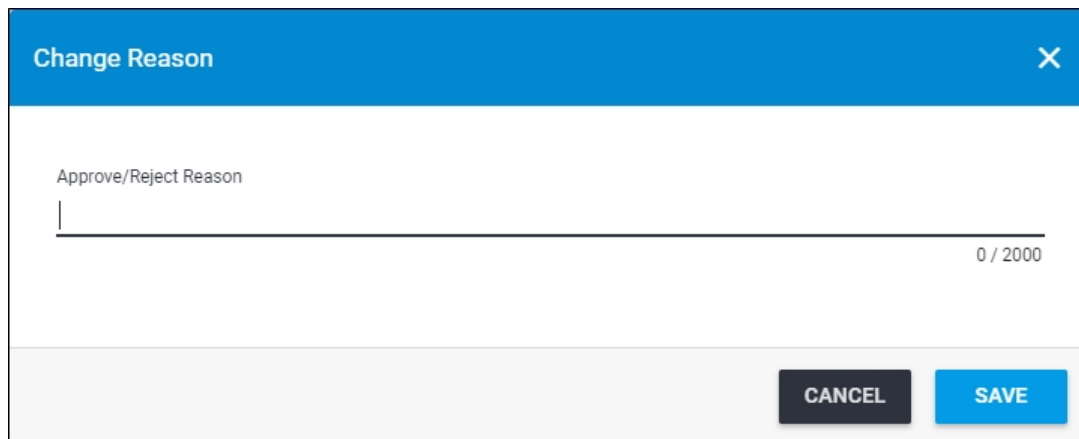


## Approve change request

As mentioned before, if you are given the role of “Change Management Approver”, you can approve change requests. The request status should be “Pending Approval” as you cannot approve already Canceled, Approved or Rejected requests.

To approve a change request, follow these steps:

1. Click the checkbox next to the request you want to approve, you can select more than one,
2. Click the **Approve** button or select “Approve” from the Actions menu, the following window appears:

A dialog box titled "Change Reason" with a blue header bar containing a close button (X). The main area has a label "Approve/Reject Reason" above a text input field. The input field has a character count "0 / 2000" at the bottom right. At the bottom of the dialog are two buttons: "CANCEL" and "SAVE".

Change Reason

Approve/Reject Reason

0 / 2000

CANCEL SAVE

3. Enter the reason for approval,
4. Click **Save**, the follow message appears:

A dialog box titled "Approving Changes" with a blue header bar containing a close button (X). The main area displays the message "1 of 1 request(s) have been processed". At the bottom of the dialog are two buttons: "CANCEL" and "CLOSE".

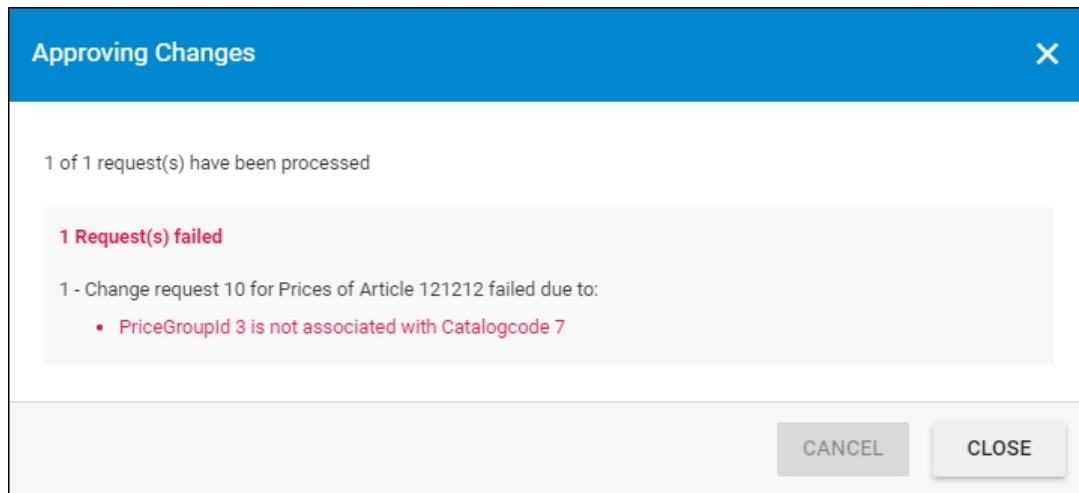
Approving Changes

1 of 1 request(s) have been processed

CANCEL CLOSE

5. Click **Close**.
6. If the request was approved successfully, its status changes to “Approved, changes applied” and the reason you entered is displayed. An email is sent to requester to notify them that the request is approved.

If an error occurred during the approval process such as deactivating a price group for the catalog after importing the sheet, the following message appears:



The message informs you that the price group is not active for the selected catalog.