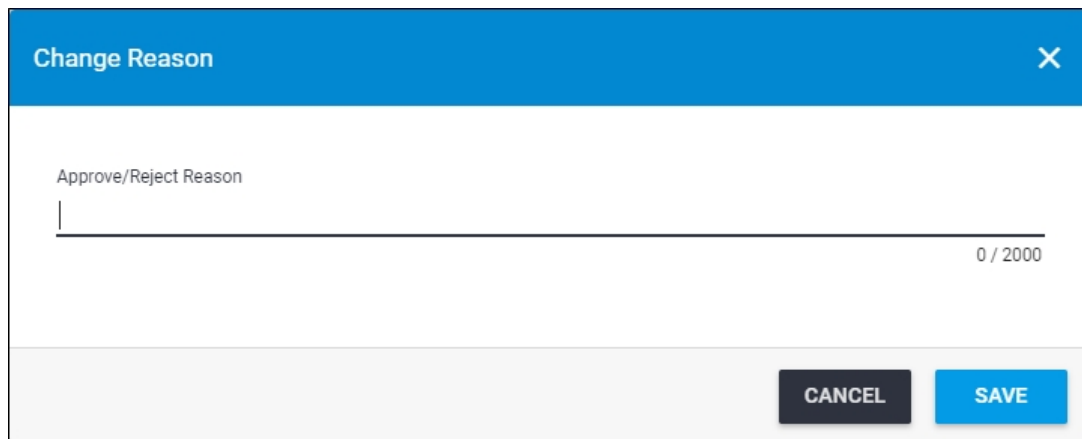


Approve change request

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:



The screenshot shows a dialog box titled "Change Reason" with a close button (X) in the top right corner. Below the title bar is a text input field labeled "Approve/Reject Reason" with a character count of "0 / 2000". At the bottom right of the dialog are two buttons: "CANCEL" and "SAVE".

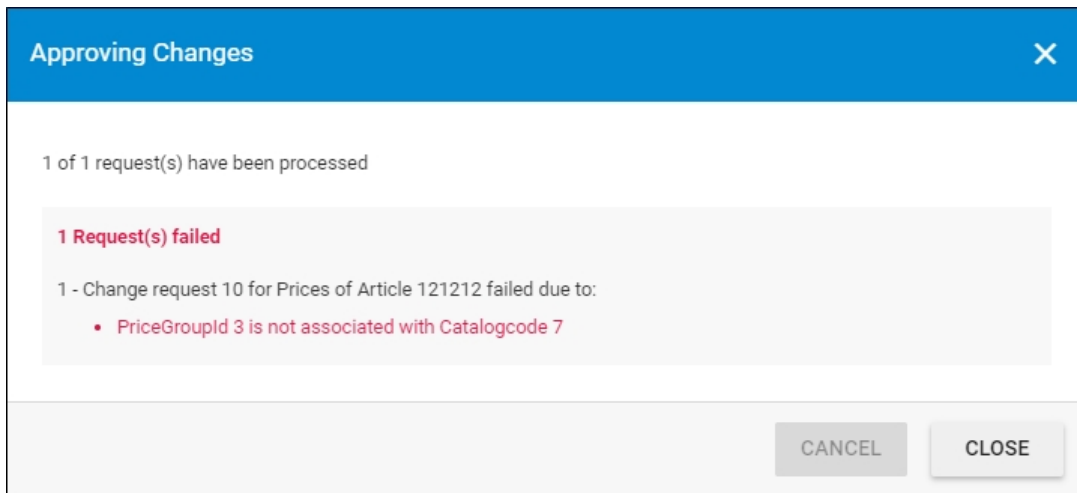
3. Enter the reason for approval,
4. Click **Save**, the follow message appears:



The screenshot shows a dialog box titled "Approving Changes" with a close button (X) in the top right corner. Below the title bar is a message: "1 of 1 request(s) have been processed". At the bottom right of the dialog are two buttons: "CANCEL" and "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.