View your Approvals

Find and explore Approvals pending your response, Approvals you have asked for and also past Approvals using the User Approval Browser.

Instructions

1. Open your User Profile menu and click on the 'Approvals' item
2. Next, you can browse your currently Pending Approvals
3. Finally, you can use the different options to filter and sort, e.g. show all Approvals you asked for, or previously actioned Approvals)

Detailed Instructions

1. Open your User Profile menu and click on the 'Approvals' item

2. Next, you can browse your currently Pending Approvals
3. Finally, you can use the different options to filter and sort, e.g. show all Approvals you asked for, or previously actioned Approvals)

- Filter on Status:
  - Show my Pending Approvals
  - Show Approvals I have asked for
  - Show my previously Rejected Approvals
  - Show my previously Approved Approvals

- Columns (Show/Hide and Sort):
  - Approval Title
  - Page Title
  - Overall Approval Status
  - Space
  - Updater
  - Update Date
  - Creator
  - Created Date
  - Page Version
  - Type (Macro or Page Approval)

- Filter by Space
- Interactive Search