**Approvals**

There are two ways to approve change manager requests, either via email notifications or from within ICIS HRMS.

***Approval via email notification***

As an approver the change manager request will be routed to you via email.



Please review therequest and select the appropriateaction**, Approve, Reject or Request Information**

This will automatically generate an email which you must **SEND** to complete your response

If required you can enter a comment between the quotes in the email. Please do not amend the email further.



Click the send button on the email.

Your response has been sent.

***Approval via ICIS workflow***

Log into ICIS HRMS.

All requests for approval will appear in the **Worklist** area on the right hand side



Select the relevant notification.

Please review therequest.

If required you can enter a comment in the response field.

Select the appropriateaction**, Approve, Reject or Request Information**

Your response is completed and the item is removed from your worklist.