

## Requesting and Granting Approval of Messages

**Market:** House, Senate

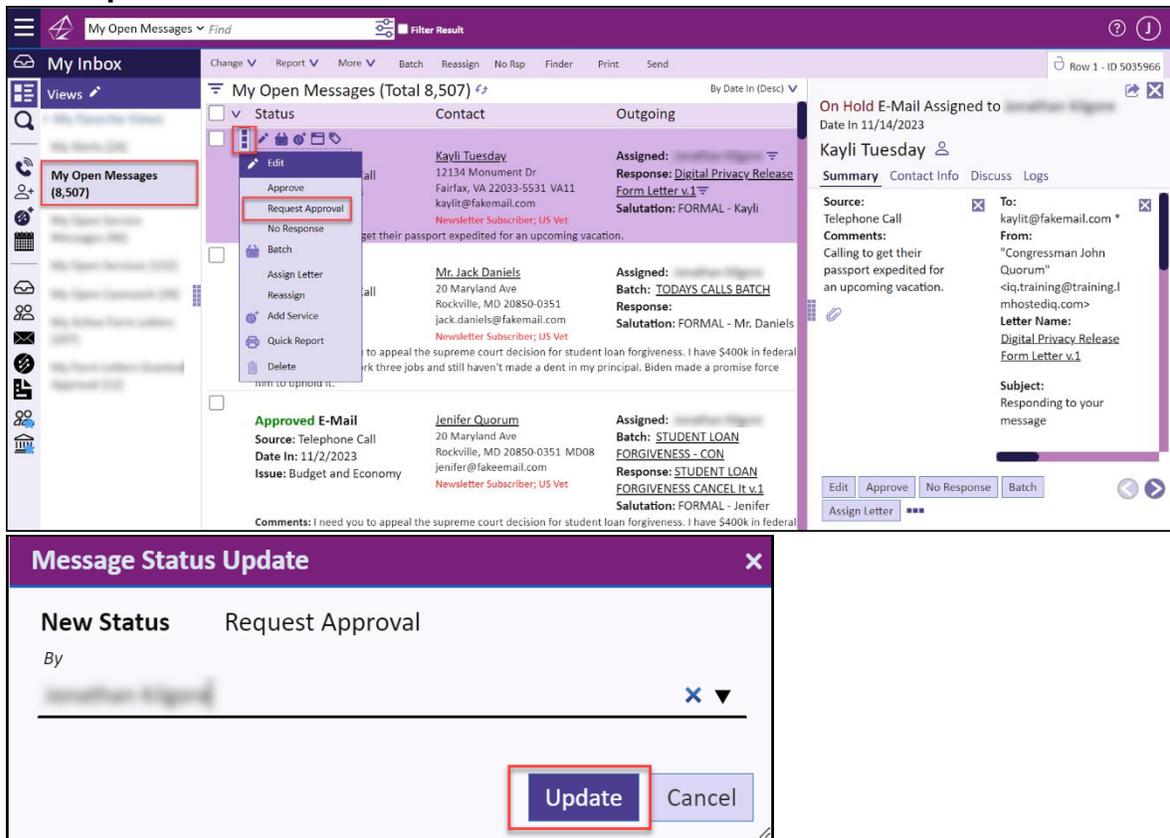
**Description:** In IQ, customized messages may require additional approval. Approvers are notified via alerts regarding requested approvals and requesters can track the status of their requested message approvals. This guide will show you how to request approval, find messages needing your approval, and approve messages.

Click any of the following links to be brought directly to the subtopic:

[Managing Messages that Need Approval](#)

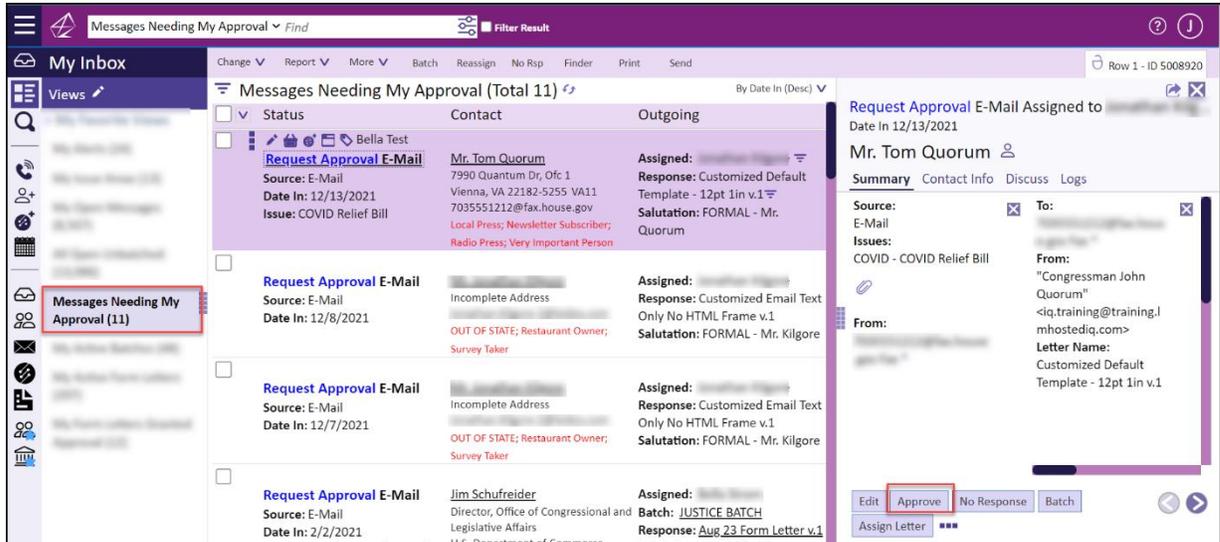
### Requesting Approval for an Individual Message

1. Navigate to the **My Inbox** application.
2. Click on the Message record.
3. Click on **Request Approval** and choose your approver.
4. Click **Update**.

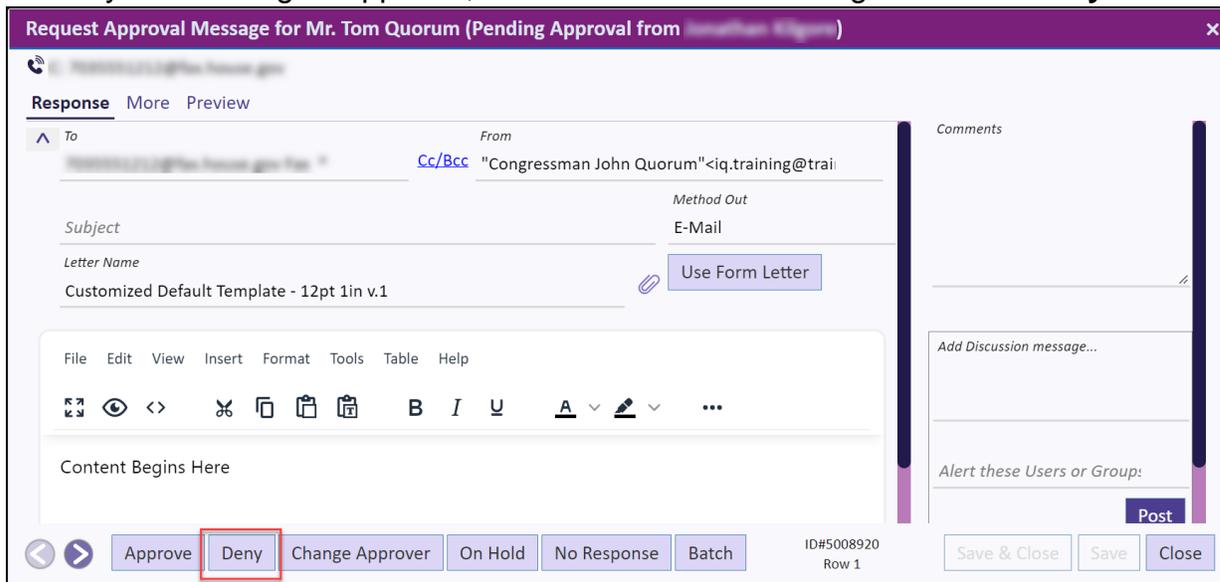


## Managing Messages that Need Approval

1. Navigate to the **My Inbox** application.
2. Click on the **Messages Needing My Approval** view.
3. Click on the message, review it in the **Summary** tab, then click **Approve**.



4. To deny the message's approval, double click on the message and click **Deny**.



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