

Requesting and Granting Approval of Messages

Market: House, Senate

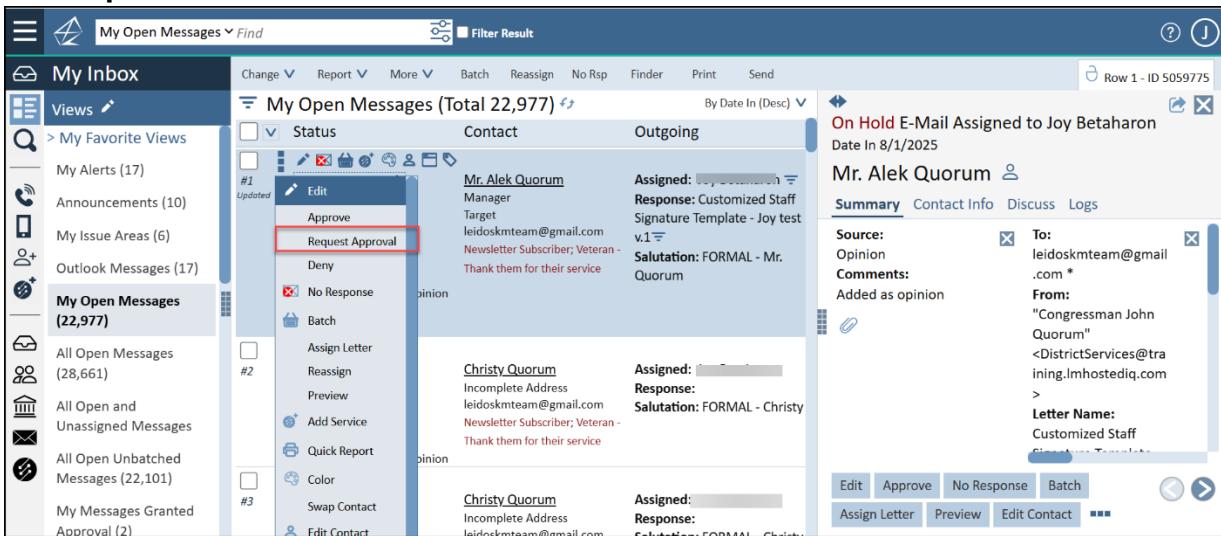
Description: In IQ, customized messages may require additional approval. Approvers are notified via alerts regarding requested approvals and requesters can track the status of their requested message approvals. This guide will show you how to request approval, find messages needing your approval, and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

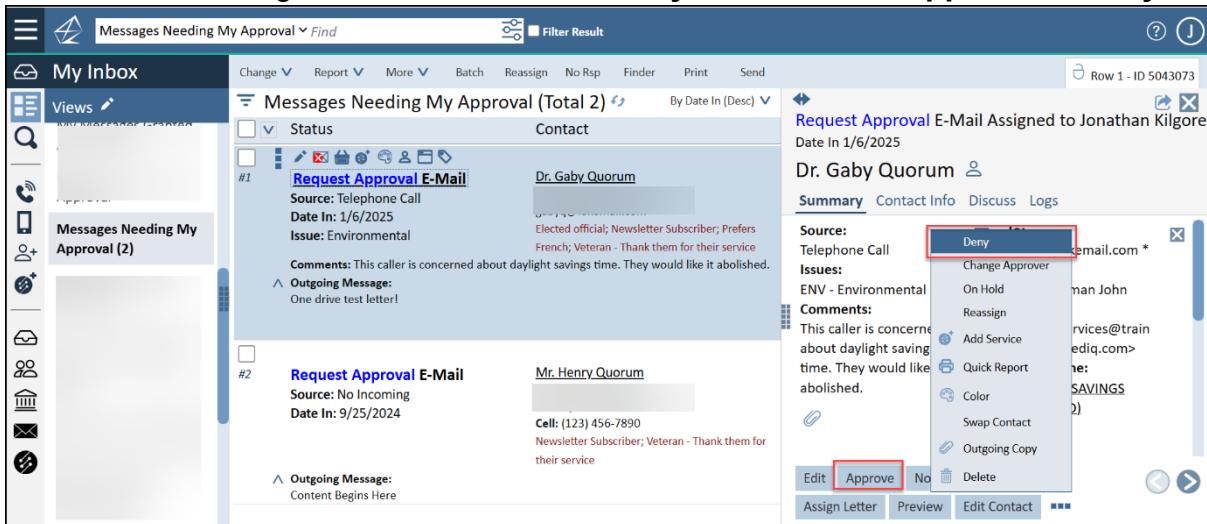
1. Navigate to the **My Inbox** application.
2. Click on the Message record.
3. Click on **Request Approval** and choose your approver.
4. Click **Update**.



The screenshot shows the 'My Open Messages' application interface. On the left, a navigation sidebar lists various message categories. The main area displays a list of messages with columns for 'Status', 'Contact', and 'Outgoing'. A context menu is open over a message for 'Mr. Alek Quorum', with the 'Request Approval' option highlighted. To the right, a detailed view of the message is shown, including the recipient's information and approval status. At the bottom, a modal dialog box titled 'Message Status Update' is displayed, showing the 'New Status' as 'Request Approval' and a 'By' field for the approver, with 'Update' and 'Cancel' buttons.

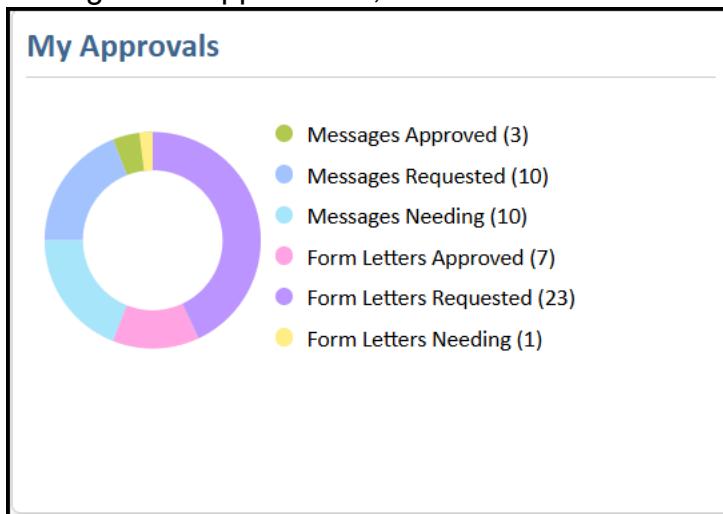
Managing Messages that Need Approval

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** or **Deny**.



My Approvals Tile

1. Click on the Add a Tile block at the bottom of the home page.
2. Add the **My Approvals** tile.
3. This tile will show/give access to all the records that need your approval, records that you have been granted approval for, and more.



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