

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](#)

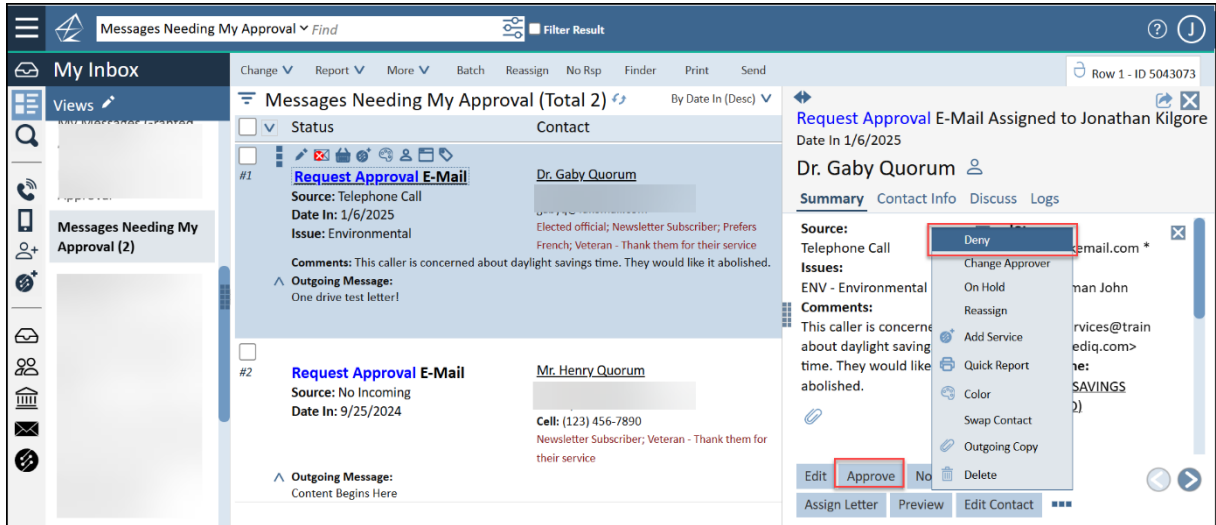
Requesting Approval for an Individual Message

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 displays the 'My Open Messages' application interface. On the left, a sidebar shows 'My Open Messages (22,977)' with various filters. The main area shows a list of messages. The first message is from 'Mr. Alek Quorum' (Manager Target, leidoskmtteam@gmail.com) with the subject 'Newsletter Subscriber; Veteran - Thank them for their service'. The 'Request Approval' button is highlighted in red. Below the message list, a 'Message Status Update' dialog box is open, showing 'New Status' as 'Request Approval' and a 'By' field. The dialog has 'Update' and 'Cancel' buttons.

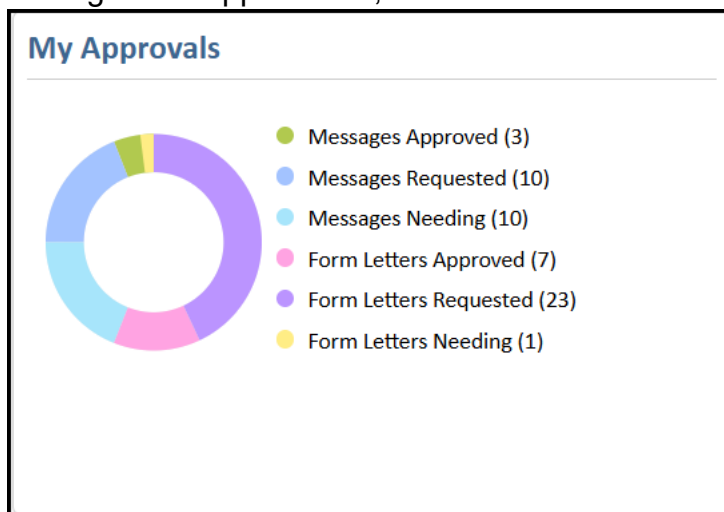
Managing Messages that Need Approval

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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