

Requesting and Granting Approval of Messages

Market: House, Senate

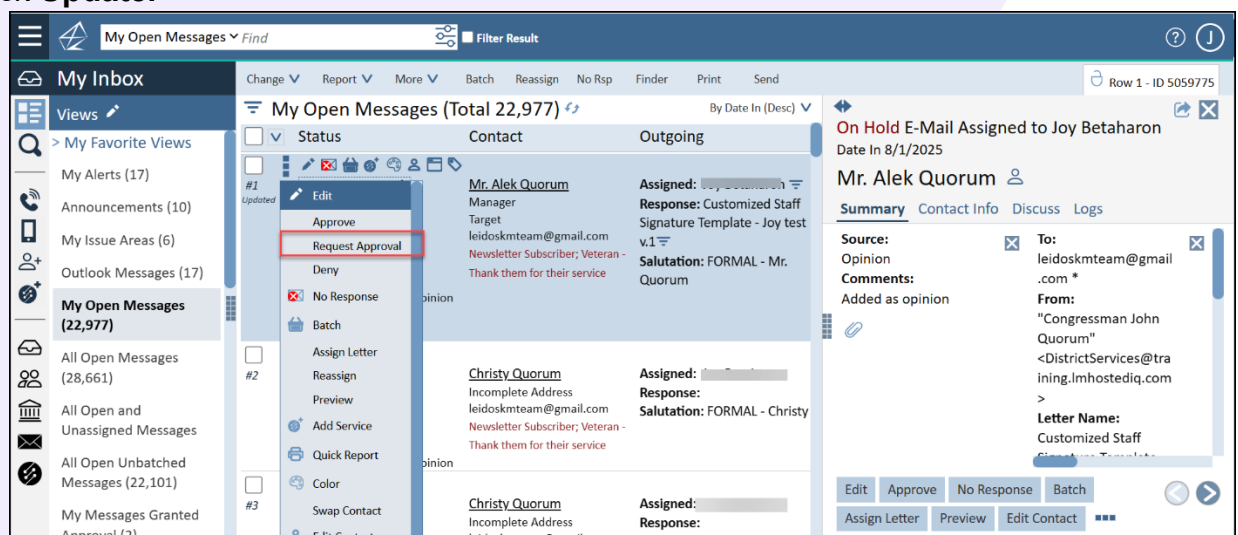
Description: In IQ, customized messages may require additional approval. Approvers are notified via alerts regarding requested approvals and requesters can track the status of their requested message approvals. This guide will show you how to request approval, find messages needing your approval, and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

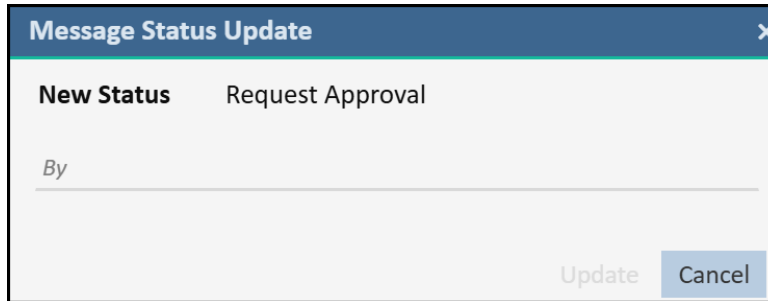
Click any of the following links to be brought directly to the subtopic:

[Managing Messages that Need Approval](#)

Requesting Approval for an Individual Message

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





Message Status Update

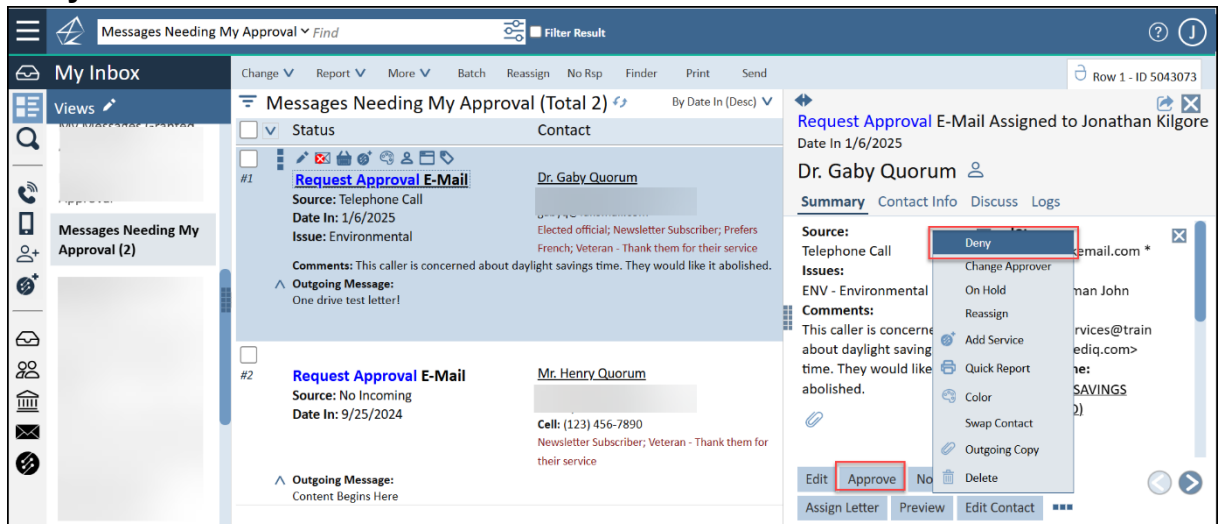
New Status Request Approval

By _____

Update Cancel

Managing Messages that Need Approval

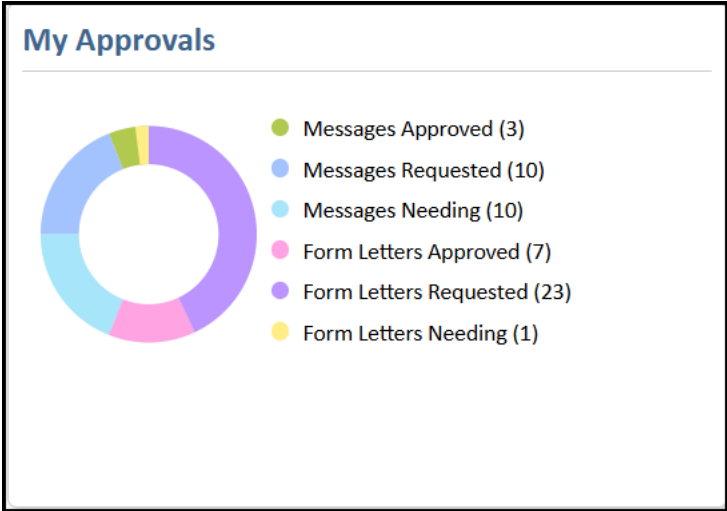
1. Navigate to the **My Inbox** application.
2. Click on the **Messages Needing My Approval** view.
3. Click on the message, review it in the **Summary** tab, then click **Approve** or **Deny**.



The screenshot shows the 'My Inbox' application interface. The left sidebar contains a 'Messages Needing My Approval (2)' tile. The main area displays a list of two messages. The first message, '#1', is titled 'Request Approval E-Mail' and is from 'Dr. Gaby Quorum'. It includes details about a telephone call on 1/6/2025 regarding an environmental issue. The second message, '#2', is also titled 'Request Approval E-Mail' and is from 'Mr. Henry Quorum', dated 9/25/2024. On the right, the 'Summary' tab for the first message is open, showing a context menu with options like 'Deny', 'Change Approver', 'On Hold', 'Reassign', 'Add Service', 'Quick Report', 'Color', 'Swap Contact', 'Outgoing Copy', and 'Delete'. The 'Approve' button is highlighted in the bottom right of the message summary.

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.



[Top of Page](#)