

## Reject change request

□As mentioned before, if you are given the role of “Change Management Approver”, you can reject change requests. The request status should be “Pending Approval” as you cannot reject already Canceled, Approved or Rejected requests.

To reject a change request, follow these steps:

1. Click the checkbox next to the request you want to reject, you can select more than one,
2. Click the **Reject** button or select “Reject” from the Actions menu, the following window appears:



The screenshot shows a dialog box titled "Change Reason" with a close button (X) in the top right corner. Below the title bar is a text input field labeled "Approve/Reject Reason" with a character count "0 / 2000" on the right side. At the bottom of the dialog, there are two buttons: "CANCEL" and "SAVE".

3. Enter the reason for rejection,
4. Click **Save**, the follow message appears:



The screenshot shows a dialog box titled "Approving Changes" with a close button (X) in the top right corner. Below the title bar, the message "1 of 1 request(s) have been processed" is displayed. At the bottom of the dialog, there are two buttons: "CANCEL" and "CLOSE".

5. Click **Close**.

The request status changes to “Rejected” and the reason you entered is displayed. An email is sent to requester to notify them that the request is rejected.