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:

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

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.