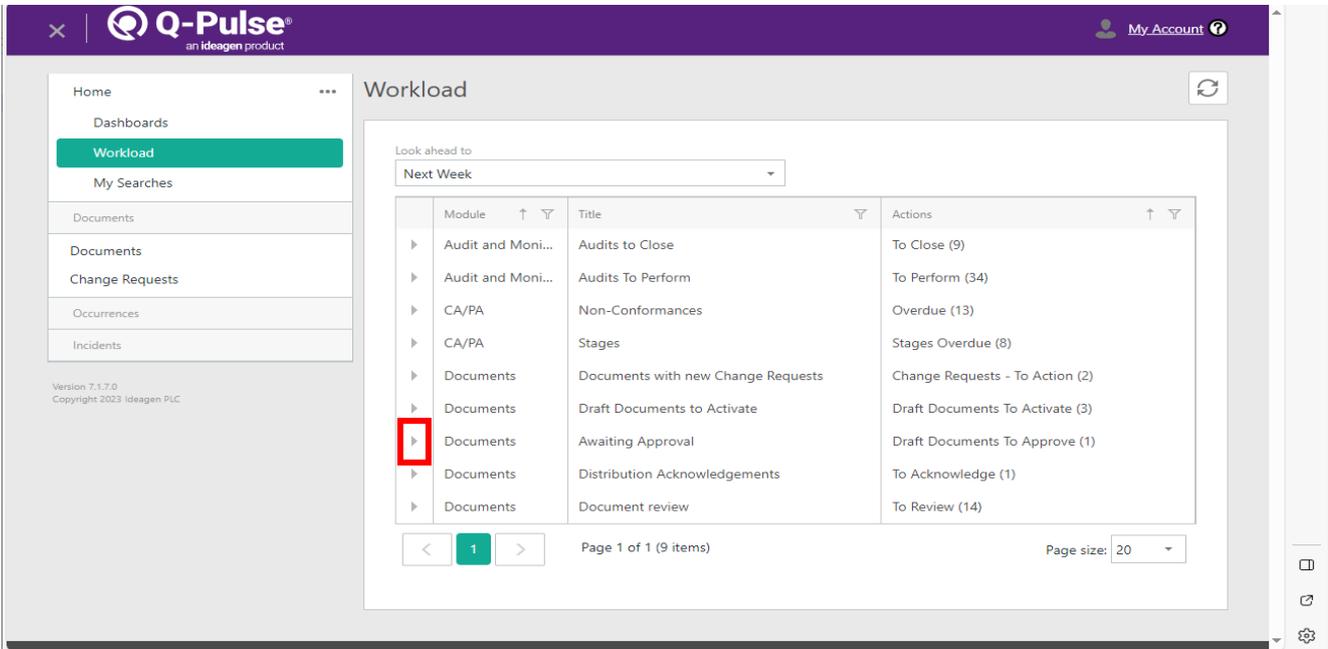


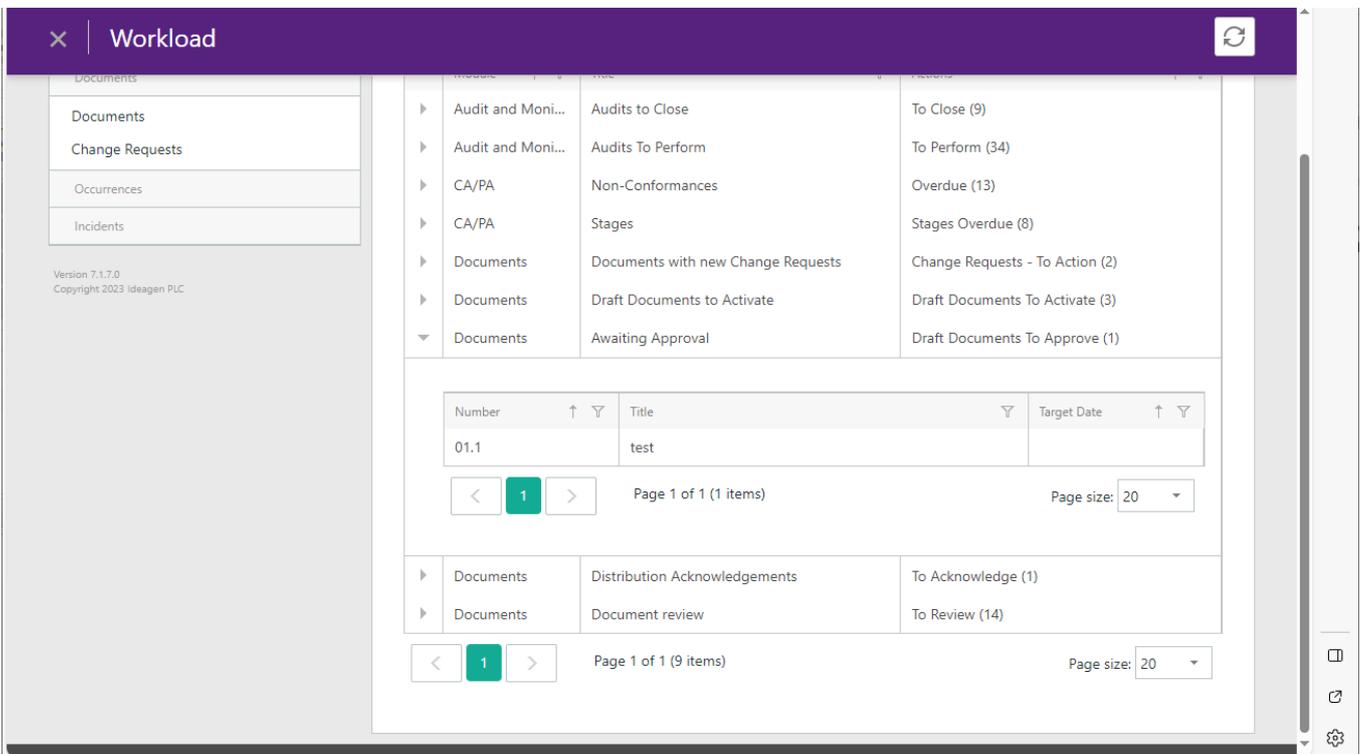
# Approving a Document

## Web Version

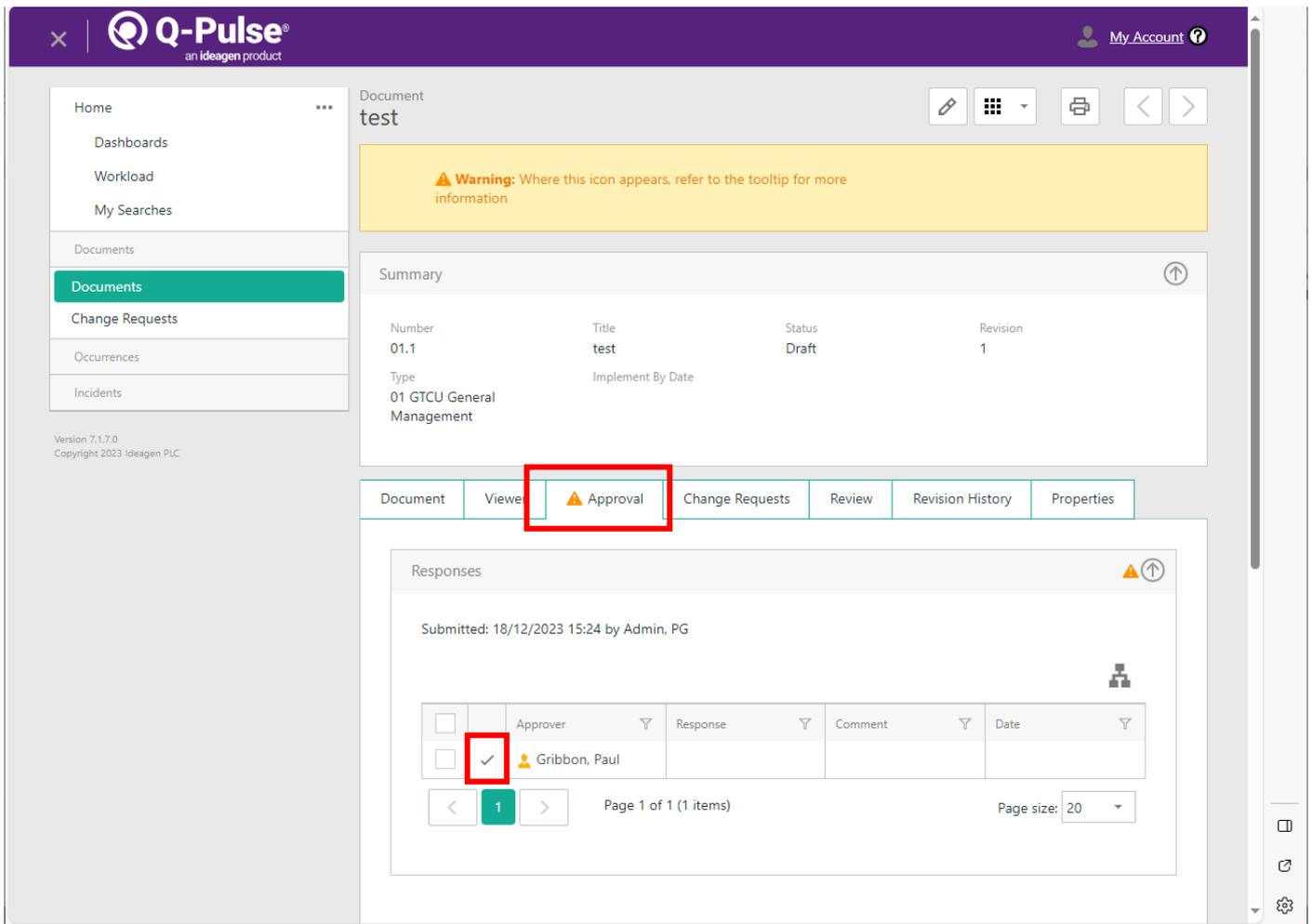
Similar to the process above, when accessing Q-Pulse from the webclient you will see the action has been assigned to you. This will appear under the "Workload" tab which can be selected on the left. From the available list of actions, select the "Awaiting Approval" action to show the documents awaiting approval.



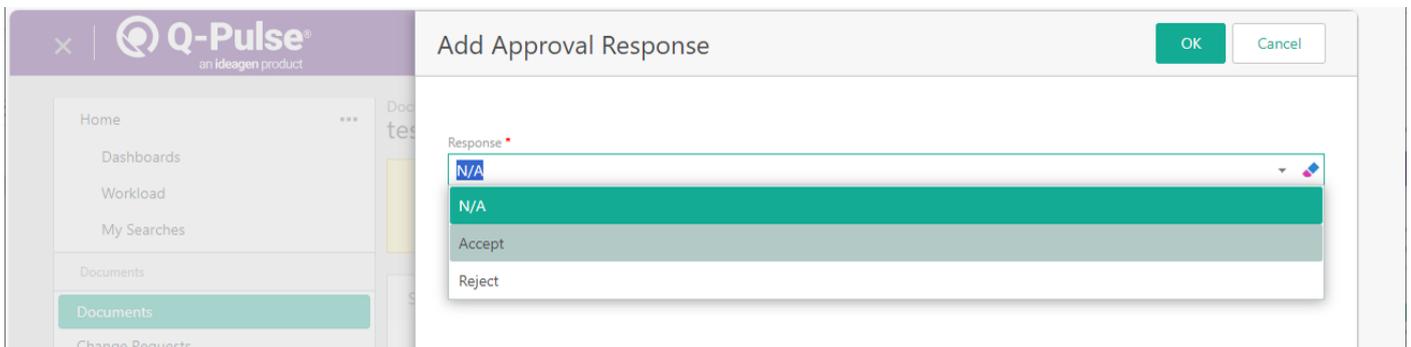
This will open a list of documents which require your approval, each can be opened by clicking on it.



When the document record is opened, click on the “Approvals” tab to access your approval. Beside your name on the left, you will see a tick. Click on this to open the approval window.



From here you can then Accept or Reject and add comments, select OK to confirm your decision.



This will update the document record and present you with the Save option on the main document record. Press the green arrow to confirm your decision.

The screenshot shows the Q-Pulse software interface. The top navigation bar includes the Q-Pulse logo and a 'My Account' link. A sidebar on the left contains navigation options: Home, Dashboards, Workload, My Searches, Documents, Documents (highlighted), Change Requests, Occurrences, and Incidents. The main content area is titled 'Document test' and features a summary section with the following details:

- Number: 01.1
- Title: test
- Status: Draft
- Revision: 1
- Type: 01 GTCU General Iv
- Implement By Date: (empty)

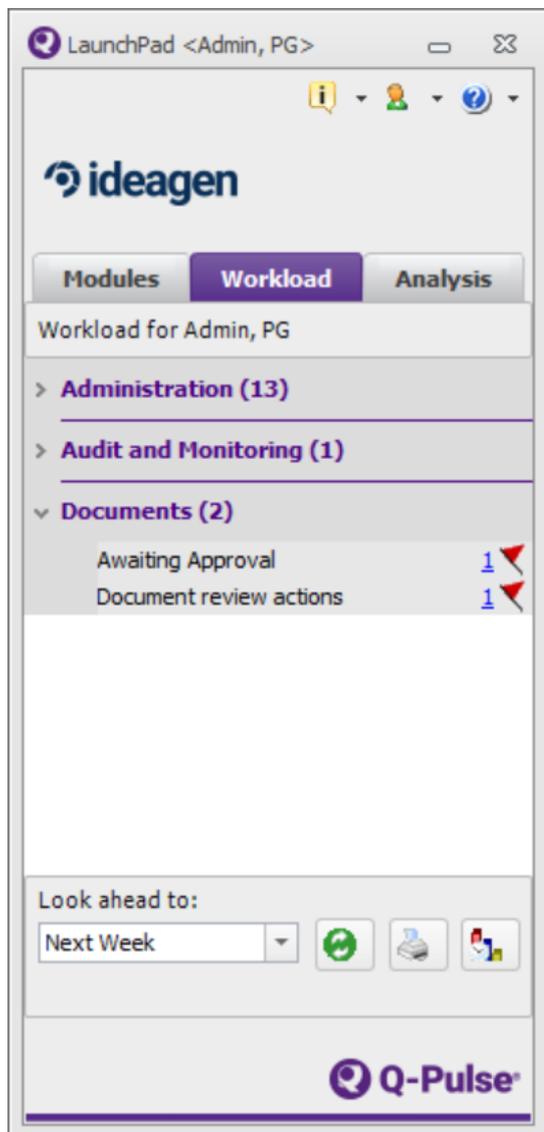
Below the summary is a tabbed interface with options: Document, Viewer, Approval, Change Requests, Review, Revision History, and Properties. The 'Responses' section shows 'All responded' and a table of responses:

<input type="checkbox"/>	Approver	Response	Comment	Date
<input type="checkbox"/>	✓ Gribbon, Paul	Accept		18/12/2023 15:28

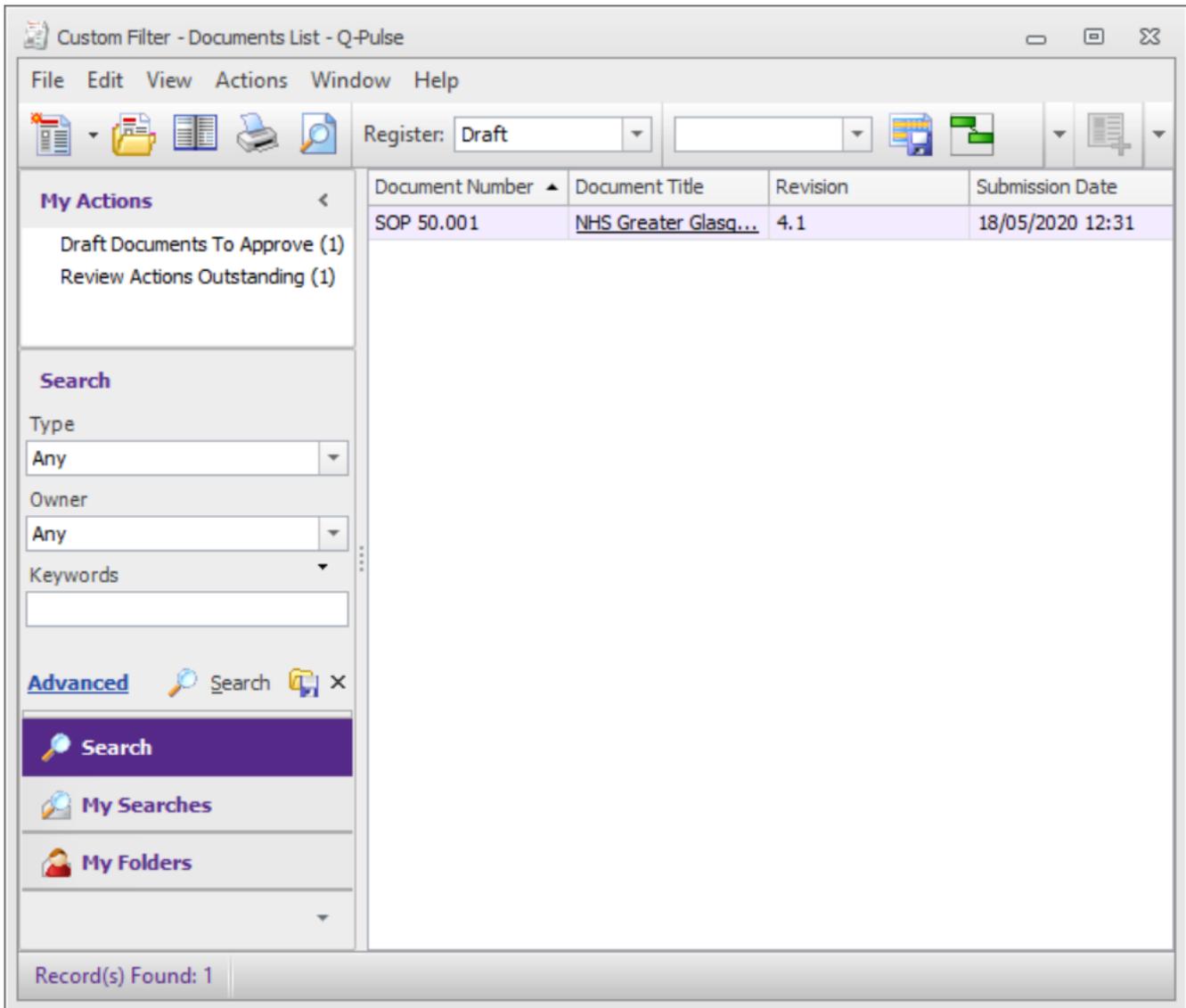
At the bottom of the responses section, there is a pagination control showing 'Page 1 of 1 (1 items)' and a 'Page size: 20' dropdown. A green checkmark icon is highlighted in a red box in the top right corner of the document record area.

## Desktop Version

When you are named as an approver of a document you will receive an action in your workload listing, you can navigate to this from your workload by selecting "Awaiting Approval" under actions in the document listing, to do this click the blue number beside the flag.

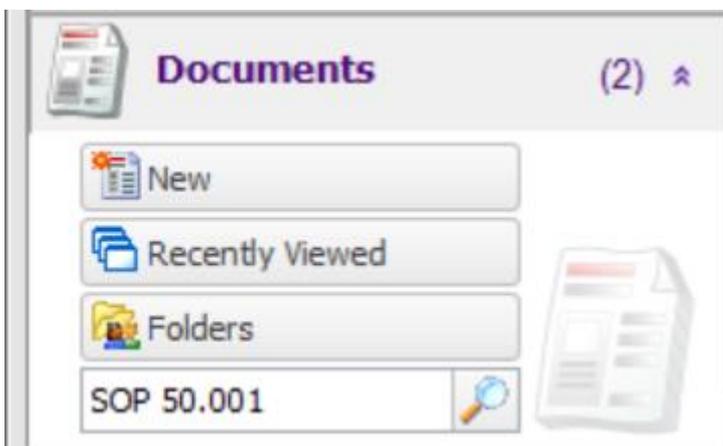


This will open a window in the document module with all the documents you have to approve, click on each to open them in a new window.

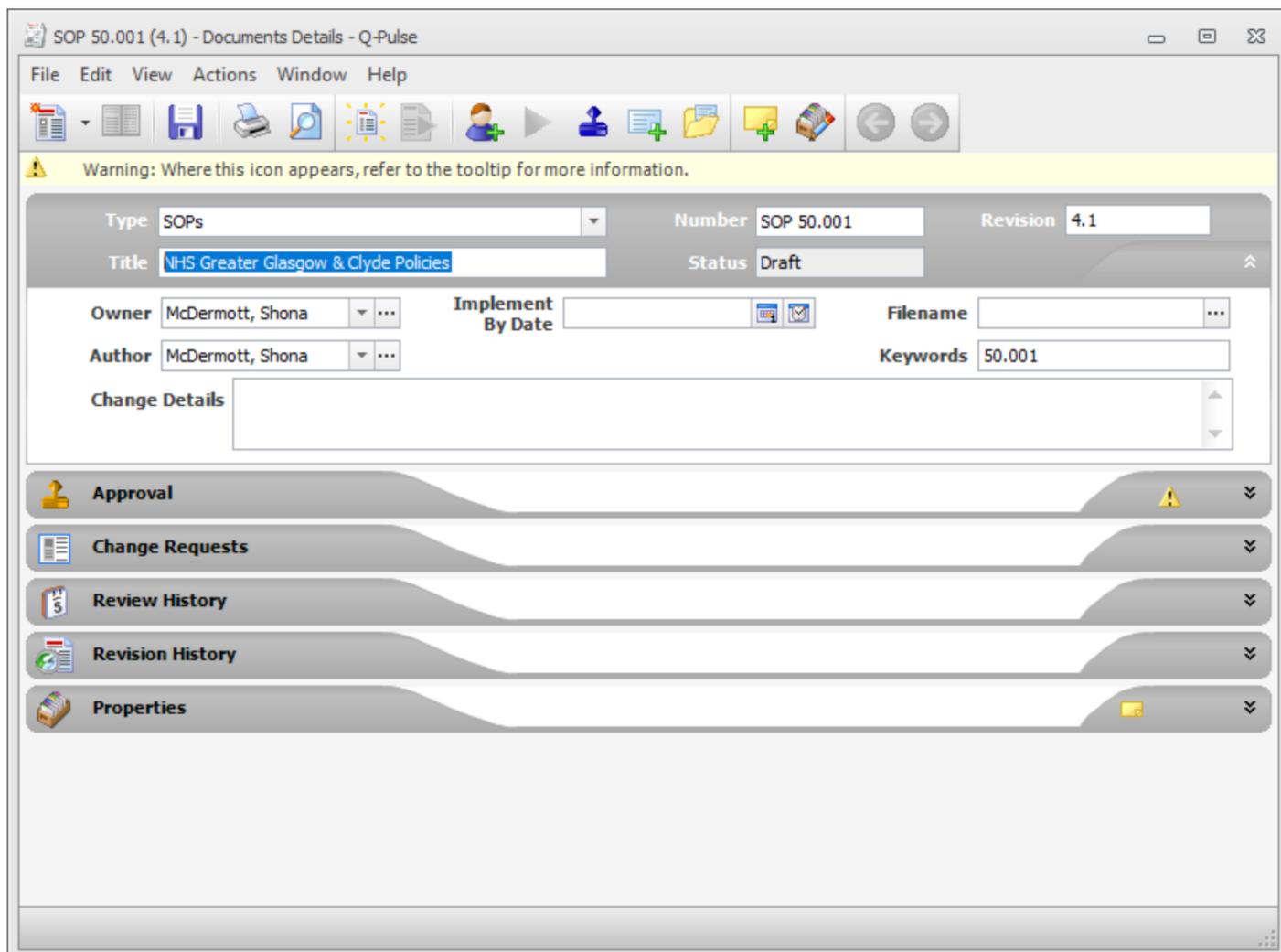


It can also be seen that when you open the documents module, your actions are shown in the top left corner and can be used as a shortcut to find them also.

Alternative to this, you can search for the specific document in question from the front launch pad.



When you open the document record you have to approve, you will get a window with several tabs, there will be one for approval.

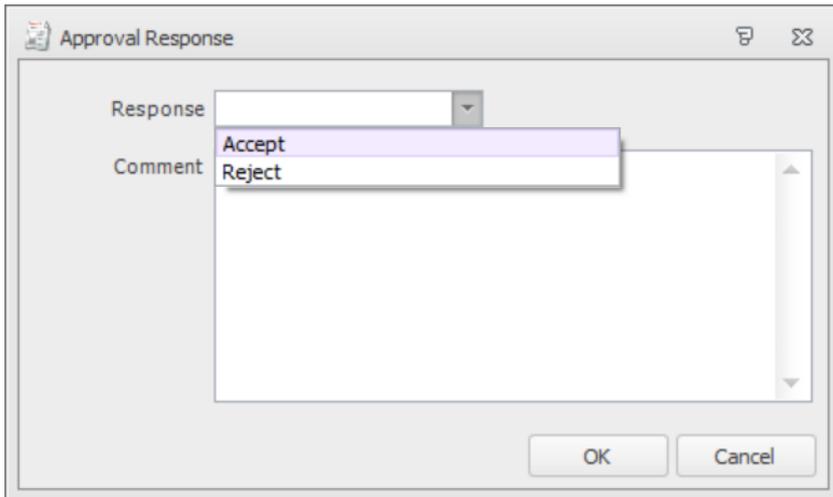


Expand the approval tab to see the list of approvers.



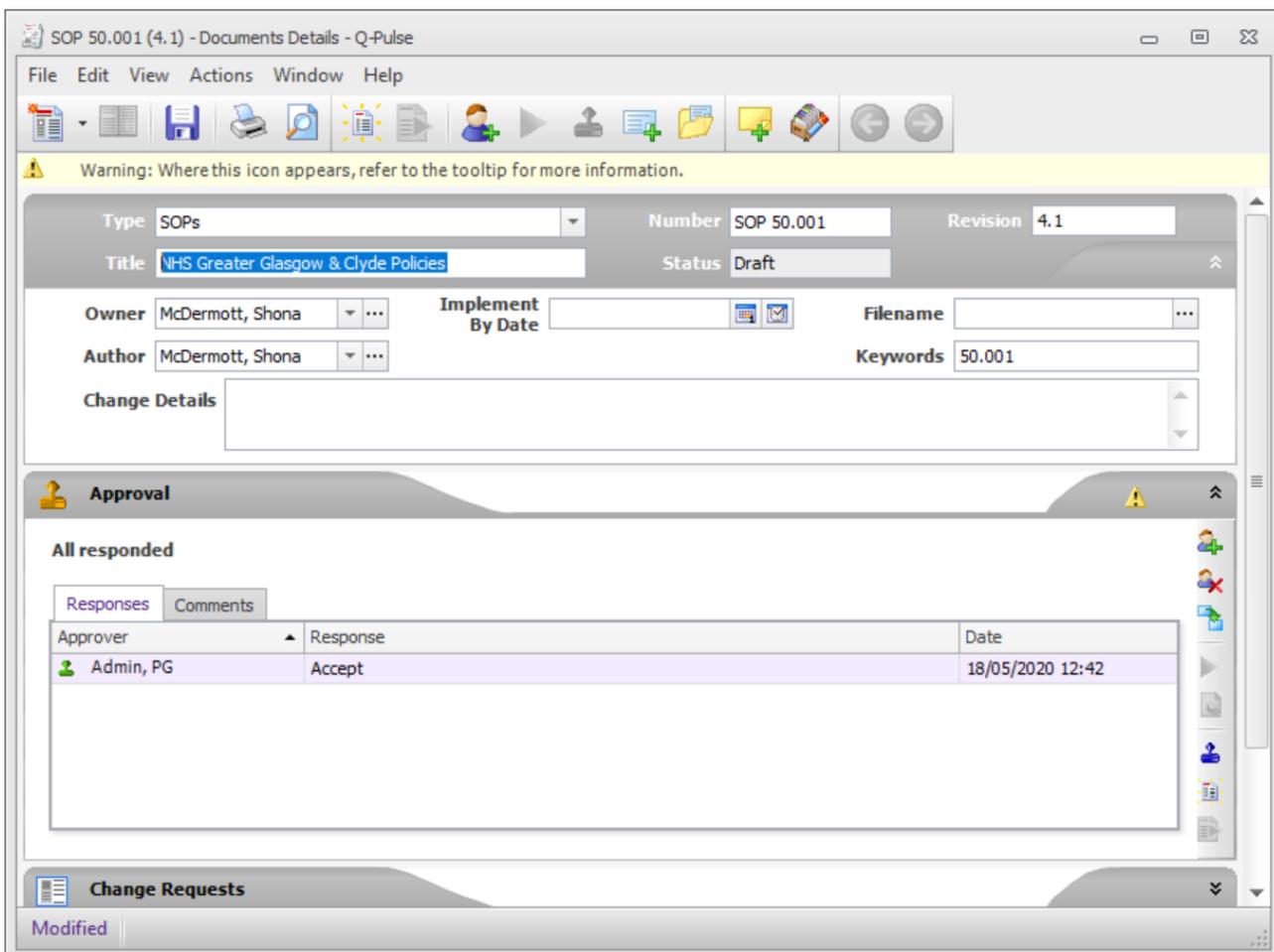
Select your name in the list and you will see a blue stamp button on the right become accessible, press this to add your approval.

This will open a window where you can either accept or reject the document and add appropriate comments.



Once you have made your selection select OK to continue.

If you have accepted, the icon beside your name will turn green and show the date and time you accepted. Alternatively it will turn red if you have rejected.



You can now exit the record and will be asked if you wish to save the changes you have made, alternatively you can press save first and then exit.