

## Course Design view:

esign

Select All  
Delete  
Properties

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Spellcheck  
Recording  
Audio

**Reviewing / Approving a Change**

Once the RFC progresses to Pending "Approval" status, each Change Approver (i.e. Technical, Business and/or Compliance) will be sent an automatic email with a link to the RFC requesting that their approval is required. Some approvals are performed sequentially (e.g. Technical before Business) so for most RFCs the Business and Compliance sequence approvers will wait until it's their time to approve.

Pending Approval activity can be monitored on the 'Current Approvals' tab.

**IMPORTANT:**

## Course Preview view:

Change Management  
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**IMPORTANT:**

- Approve / Reject / Not Applicable decisions are selected and provided in the form of Electronic Signature
- Only one Change Approver from each Approval Group needs to review and provide an approval action on behalf of their group

Word Output view:

**Reviewing / Approving a Change**

Once the RFC progresses to Pending "Approval" status, each Change Approver (i.e. Technical, Business and/or Compliance) will be sent an automatic email with a link to the RFC requesting that their approval is required. Some approvals are performed sequentially (e.g. Technical before Business) so for most RFCs the Business and Compliance sequence approvers will wait until it's their time to approve.

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**IMPORTANT:**

1 - There are two boxes shown on the Current Approvals tab - defined as