


# Approve or reject an approval

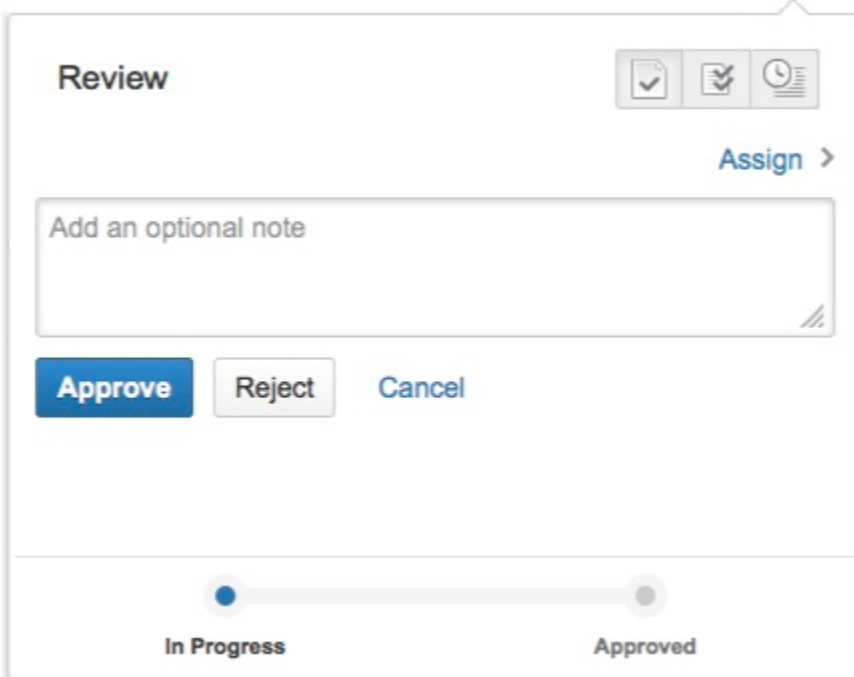
If there is an approval defined in the workflow, you need to approve or reject the approval to change the workflow state.

Depending on the workflow:

- Approving an approval moves the workflow to the next state.
- Rejecting an approval moves the workflow to the previous state, or the workflow remains in the same state.

To approve or reject an approval:

1. Select  to display the workflow window.



The image shows a 'Review' dialog box with a title bar. In the top right corner, there are three icons: a checkmark, a crossed-out checkmark, and a clock. Below the title bar is an 'Assign >' link. A text input field contains the placeholder text 'Add an optional note'. Below the input field are three buttons: 'Approve' (highlighted in blue), 'Reject', and 'Cancel'. At the bottom of the dialog, there is a progress bar with a blue dot on the left and a grey dot on the right. Below the bar, the text 'In Progress' is aligned with the blue dot, and 'Approved' is aligned with the grey dot.

2. Add a note, if required. The note will appear in the page activity.
3. Click **Approve**, and the workflow moves to the next state, or click **Reject**, and the workflow changes to the previous state.