



# How to: Approve/Cancel/Reject/Rework/ Cancel a Change Set

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## DOCUMENT ACCESS

Public

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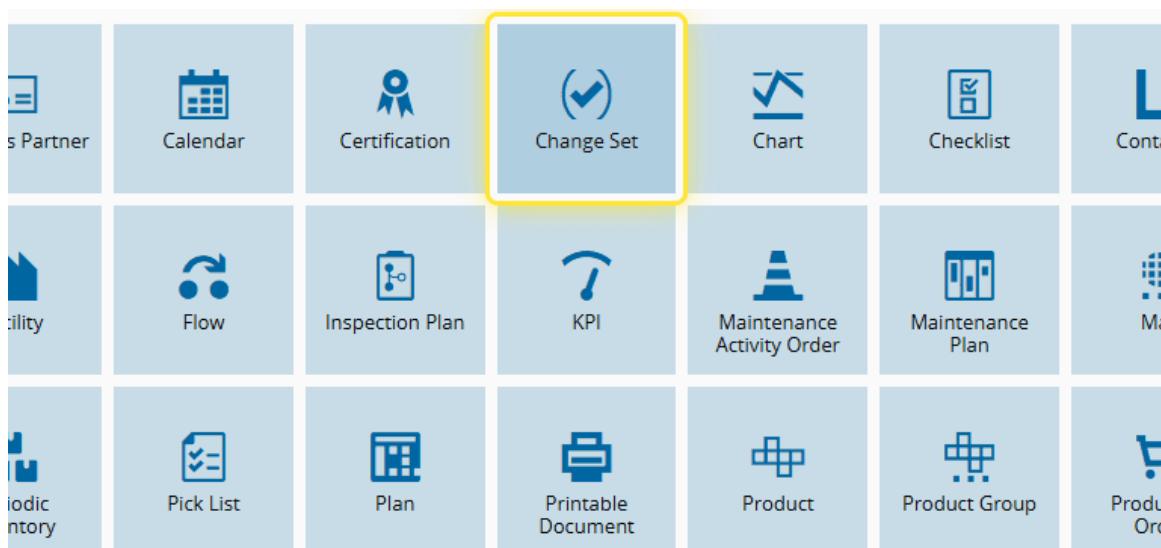
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## How to: Approve/Cancel/Reject/Rework/Cancel a Change Set

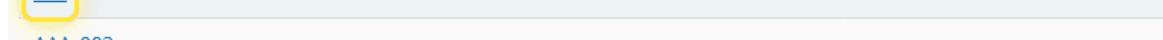
1. Go to the Business Data menu.



2. Select the Change Set entity.



3. Select the Change Set.



Change Set

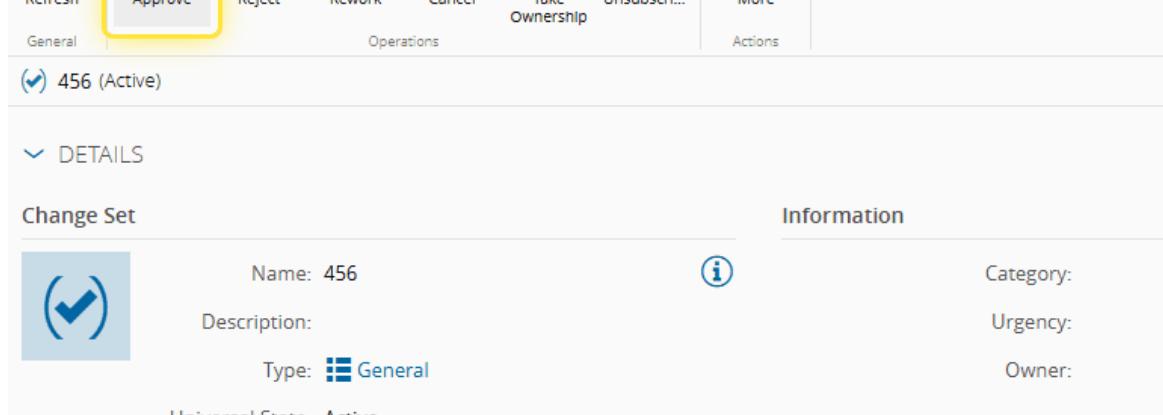
DEFAULT QUERY ▾

NAME	DESCRIPTION
456	

#### 4. Choose the operation to be performed.

This scenario is exemplifying the Approve operation.

The overall state of a change set depends on the approval process in place, whether it involves a single role or a more complex approval workflow.



456

Approve

Refresh

Reject

Rework

Cancel

Take Ownership

Unsubscribe

More

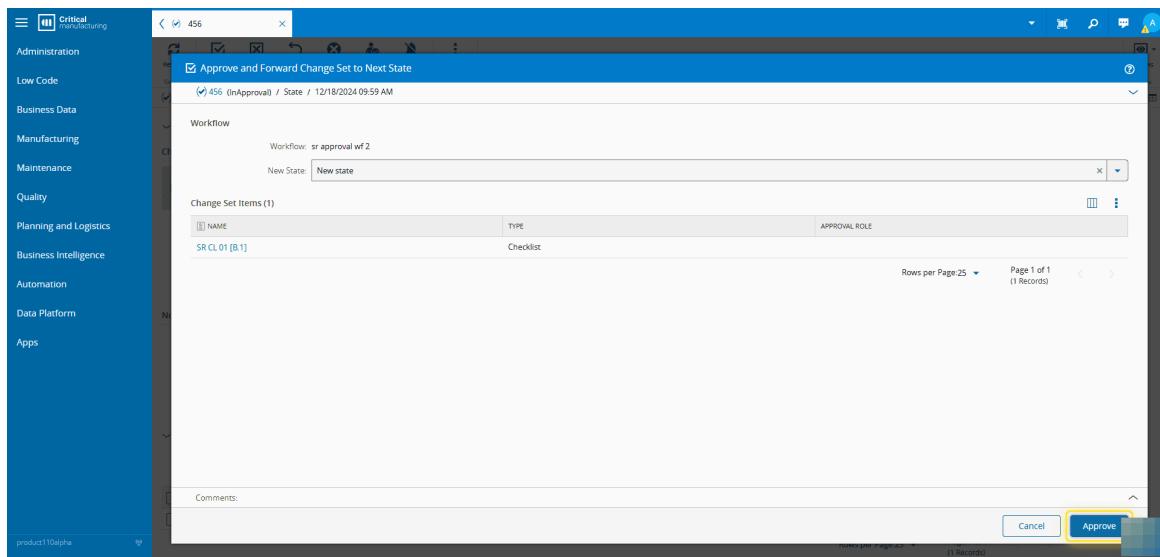
456 (Active)

DETAILS

Change Set		Information	
	Name: 456		Category:
	Description:		Urgency:
	Type: General		Owner:

#### 5. Select the Approve button.

The Cancel, Reject, and Rework options have similar wizards, which behave in the same way.





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