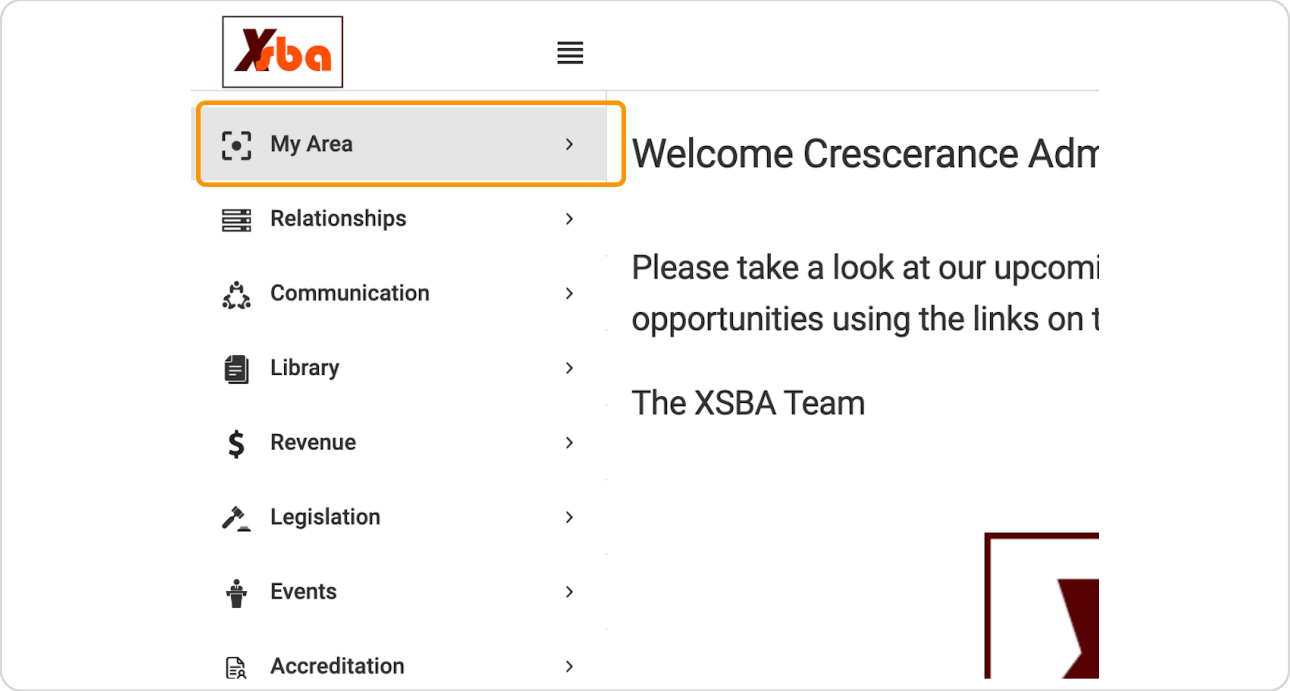
How to send a reminder to Approvers for Pending Requests

10 Steps View most recent version

Created by	Creation Date	Last Updated
Engagifii Inc.	November 22, 2023	November 22, 2023

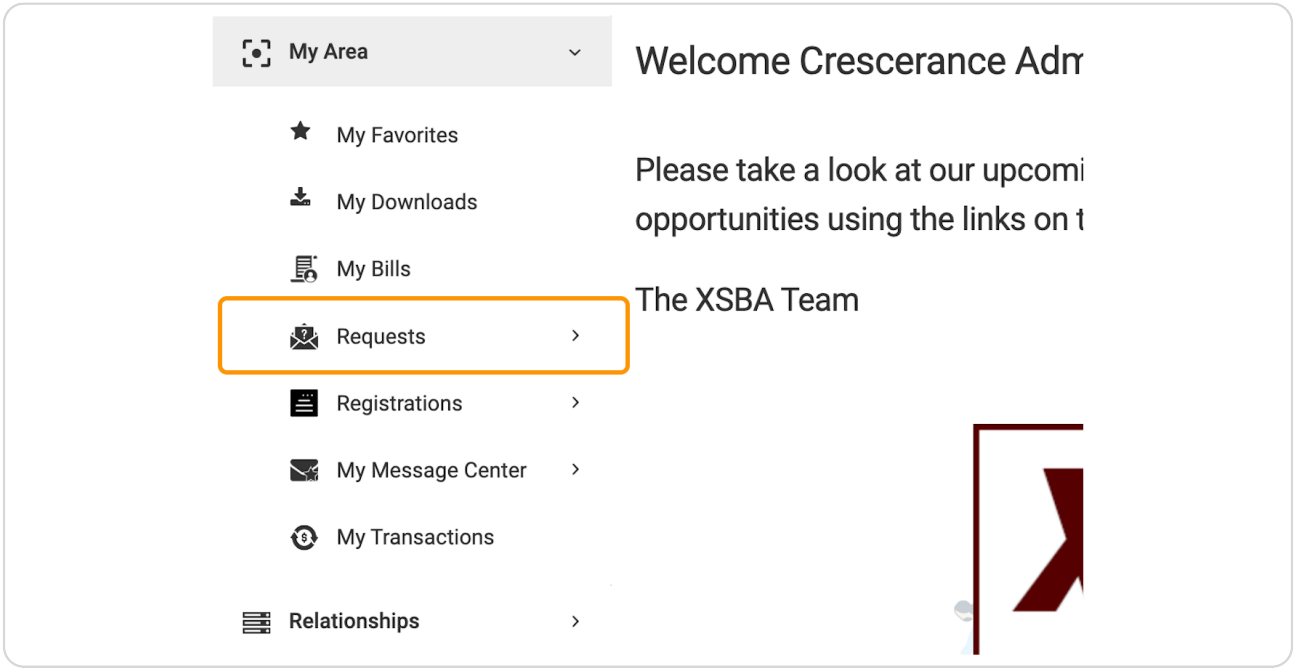
STEP 1

Click on My Area



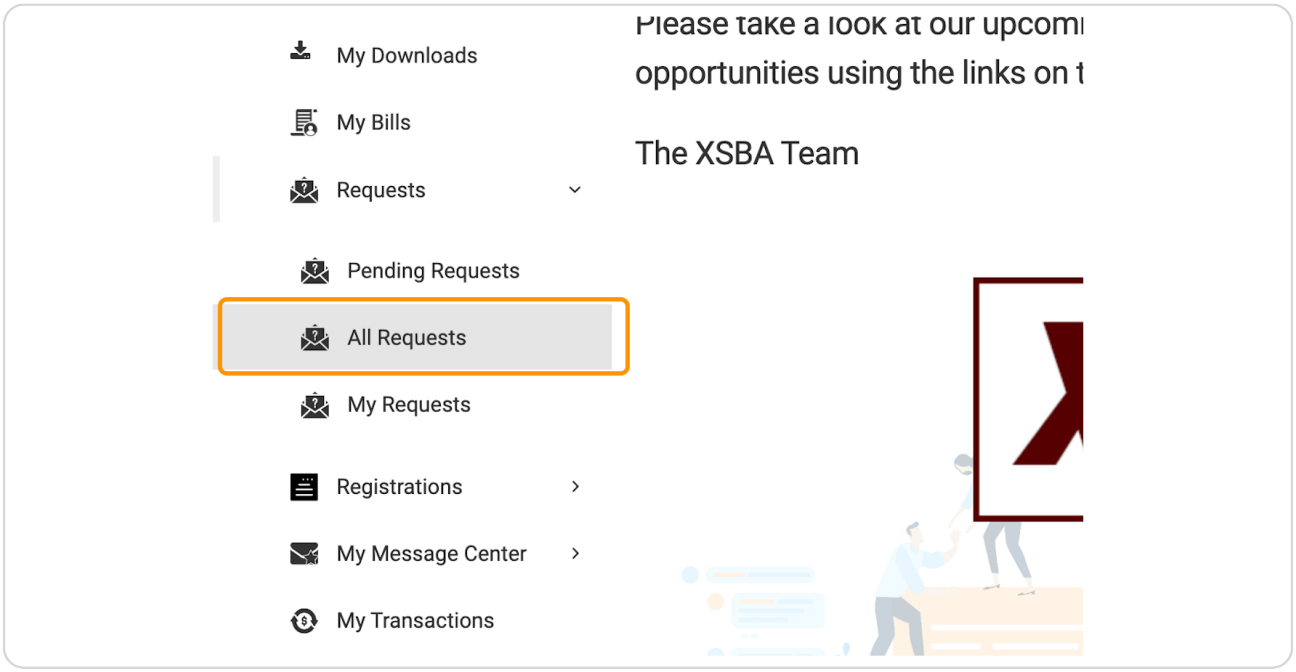
STEP 2

Click on Requests



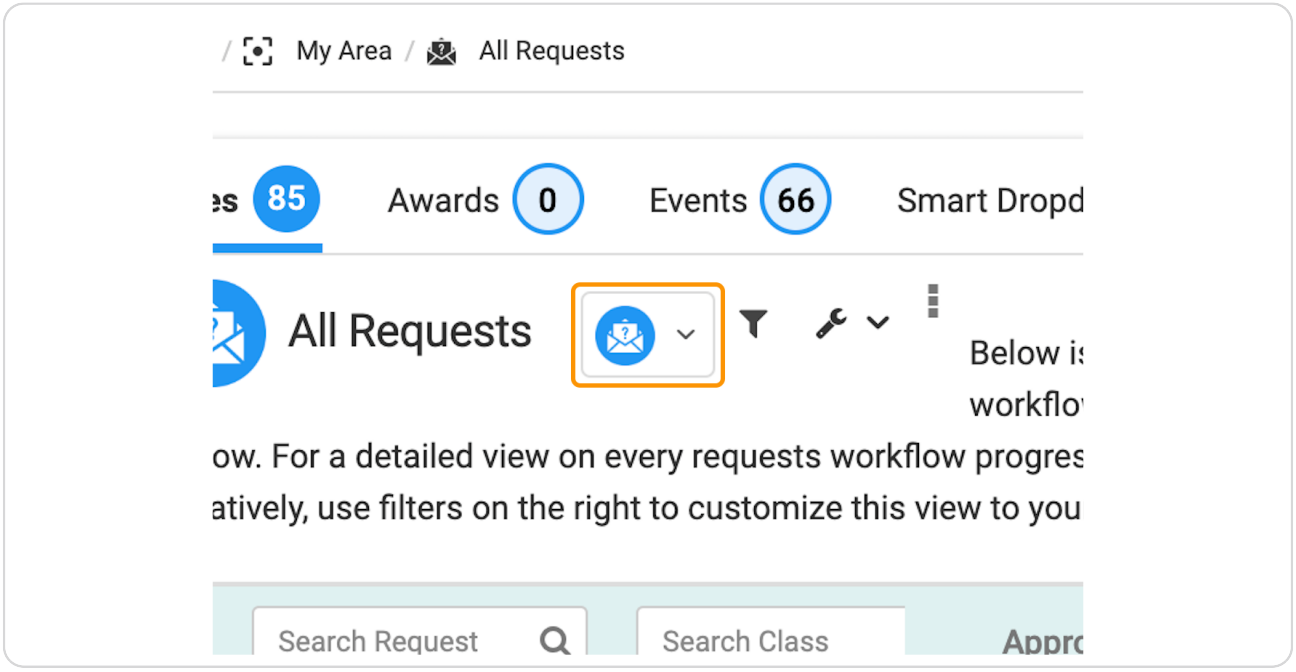
STEP 3

Click on All Requests



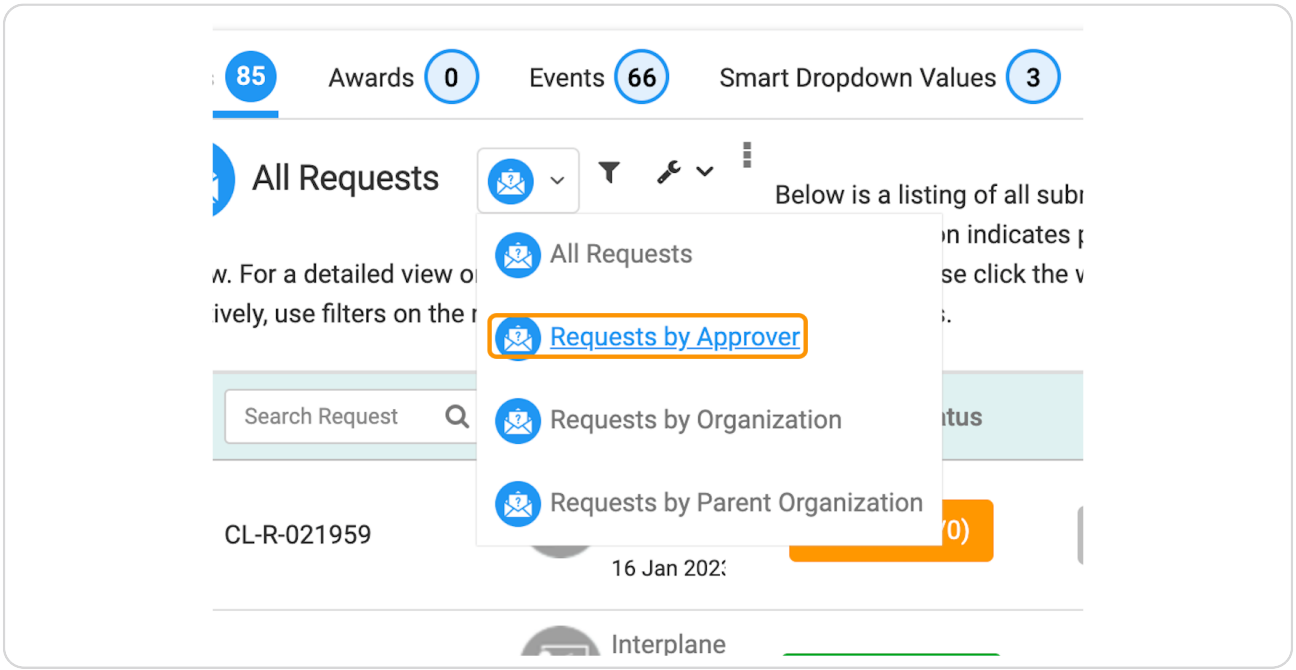
STEP 4

Click on highlight



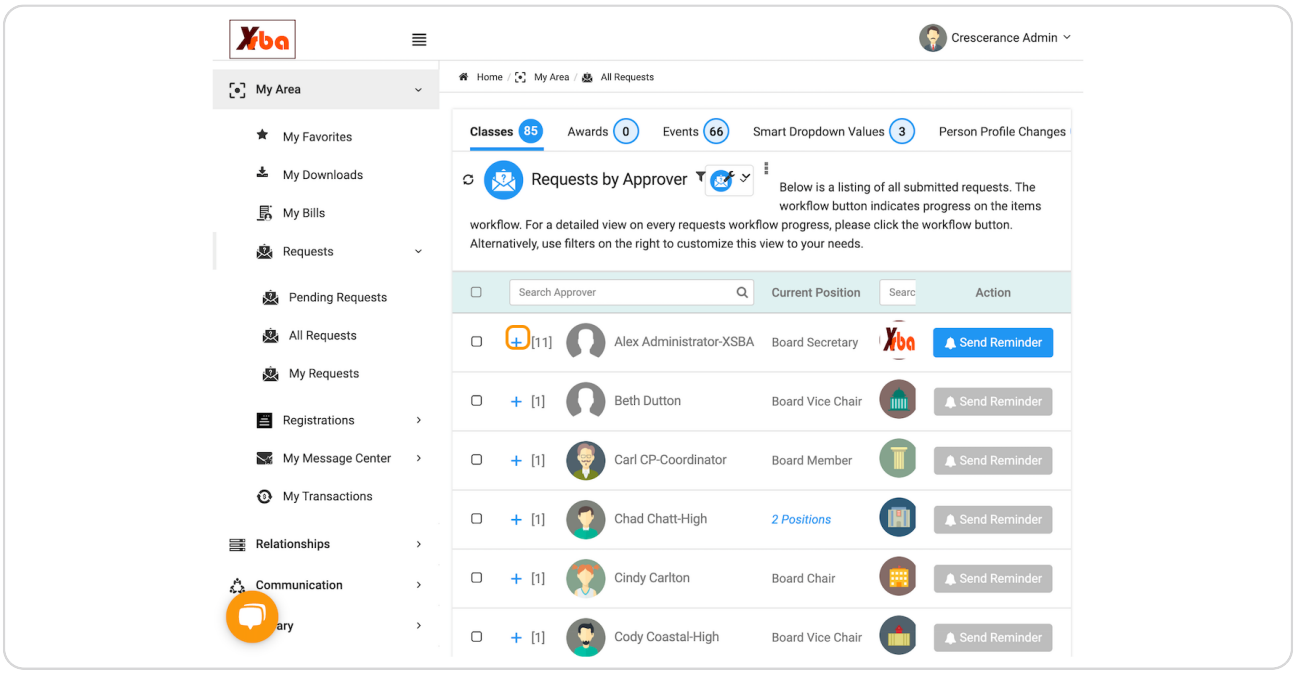
STEP 5

Click on Requests by Approver



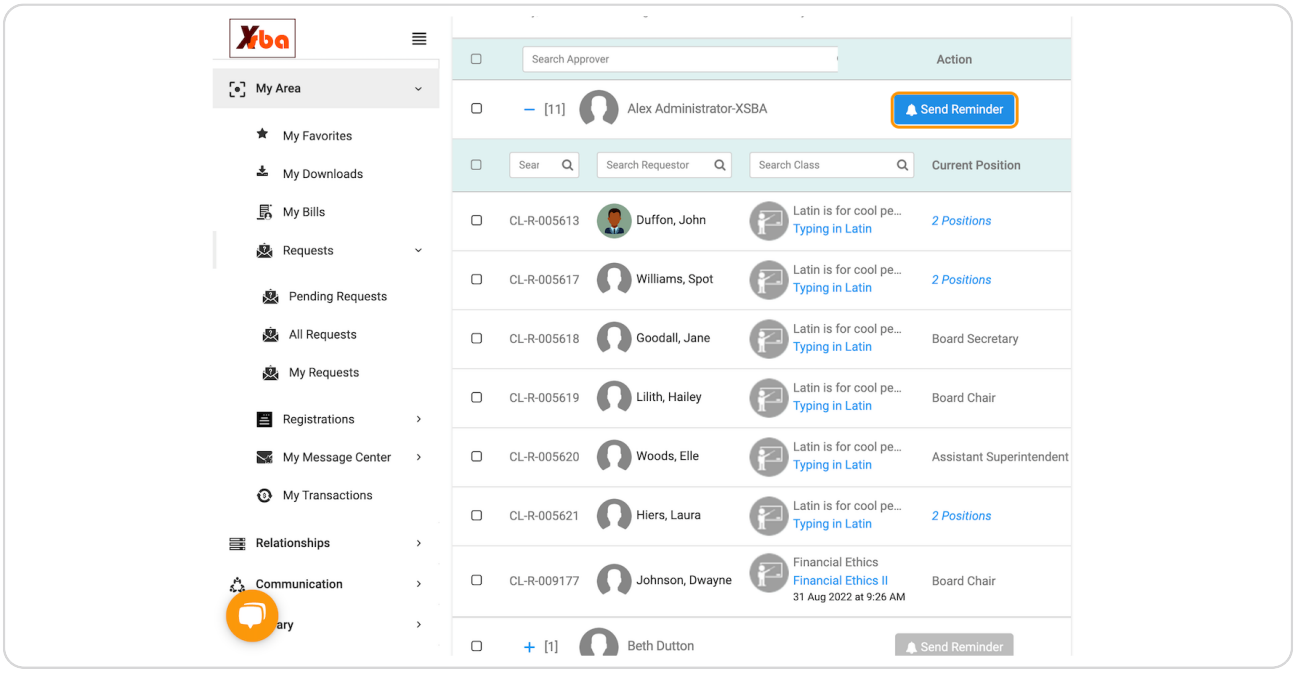
STEP 6

You can view the pending requests awaiting an approver to approve.



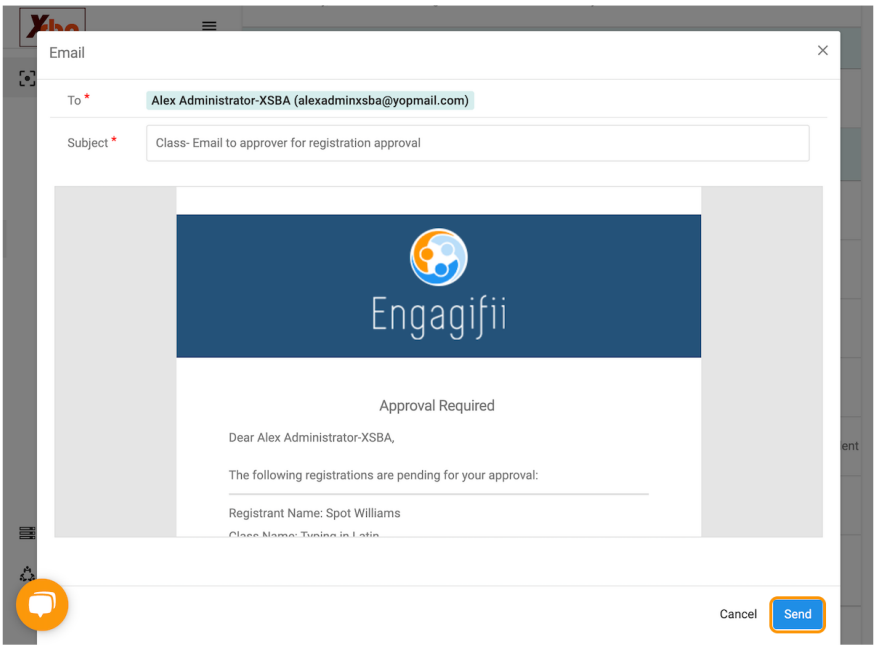
STEP 7

Click on Send Reminder



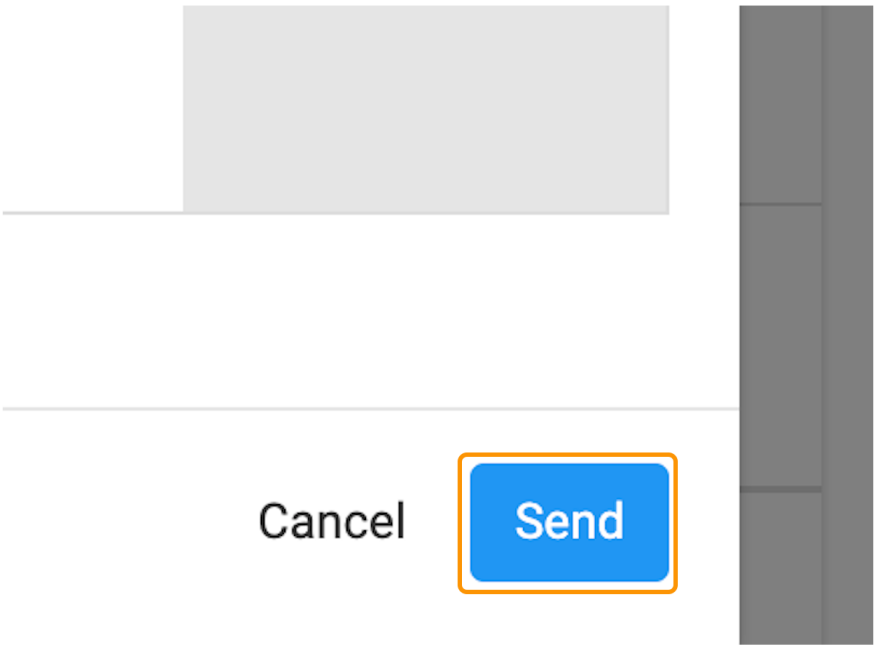
STEP 8

An email with a list of pending approvals will populate.



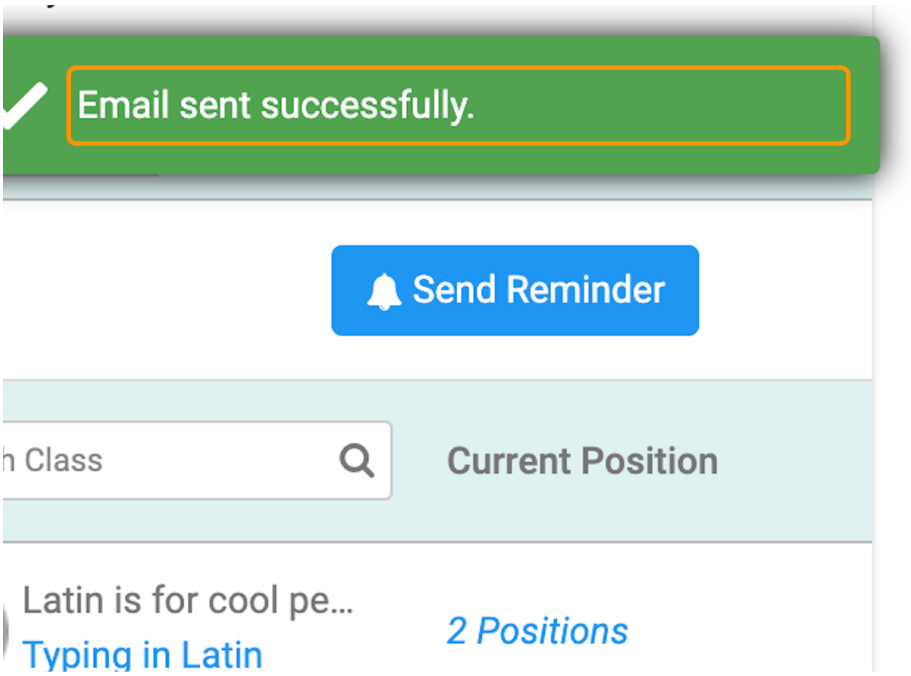
STEP 9

Click on send



STEP 10

Reminder Email is Sent



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