Approve or Reject Pending Items

When an item is created, it is assigned a status of **Pending** until an approver reviews and approves or rejects it. While pending, the item is generally not viewable except to its author and to those who can see drafts. Once approved, the item is visible to whoever can view the list.

An approver is not automatically notified when a new item is created. So, the approver should:

* Set an alert for the list to know when new content is added.
* Check the list periodically to see if there is content awaiting approval.
* Ask the Web Services team to create a formal approval workflow.

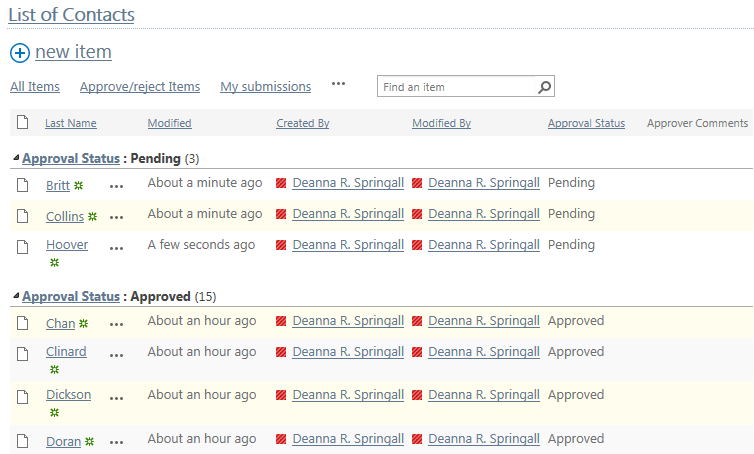
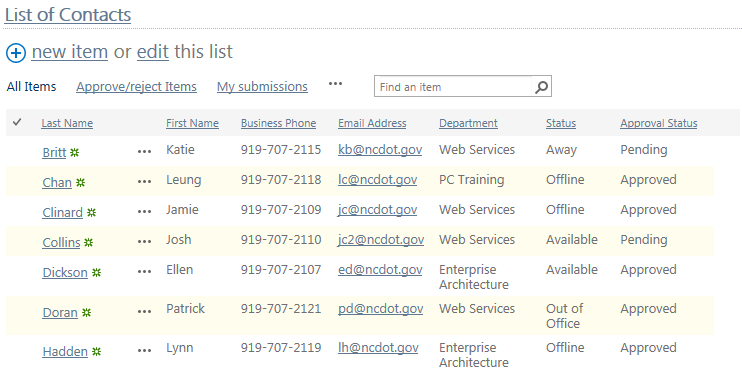
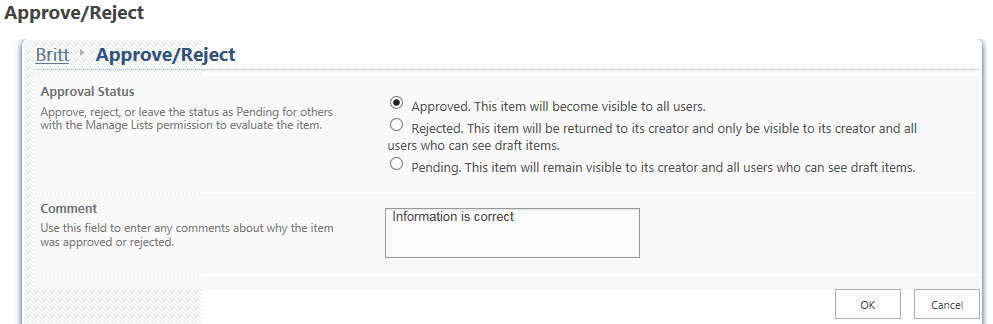
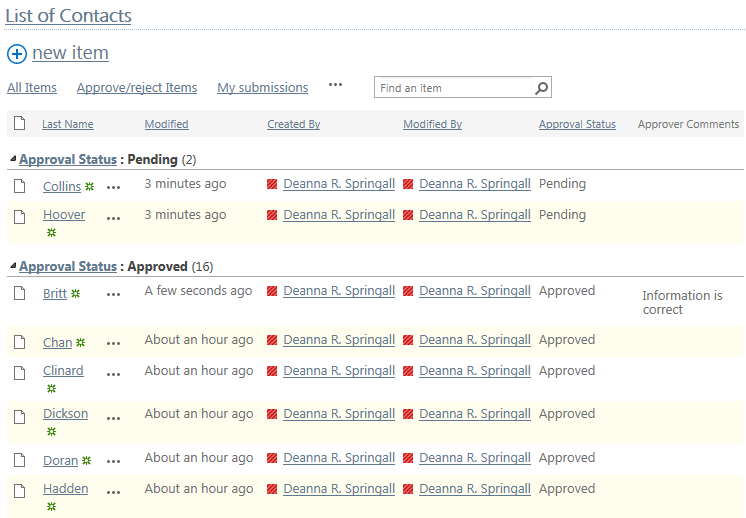
Note: The content approval setting must be enabled if you want to use this approval process.

## Content

[Approve or Reject an Item – Method 1](#_Toc421088856)

[Approve or Reject an Item – Method 2](#_Toc421088857)

## Approve or Reject an Item – Method 1

1. Navigate to the list.
2. Click either the **Approve/reject Items** or **All Items** view. The unapproved item has a status of **Pending** in the **Approval Status** column.   
     
   
3. In either view, click the ellipsis next to the title of the item, and click **Approve/Reject**.   
   
4. Click **Approved**, add comments as needed and click **OK**.   
     
   The **Approval Status** changes to **Approved** and the comments are posted.   
   

## Approve or Reject an Item – Method 2

1. In the **All Items** view, select the item by clicking the checkbox next to the title of the item.
2. On the ribbon, click the **FILES** tab. In the **Workflows** section, click **Approve/Reject**.
3. Click **Approved**, add comments as needed and click **OK**. The **Approval Status** changes to **Approved**. If the column is on in the **All Documents** view, the comments also appear.