Approving Work

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Note/Tip:

1) Click the link from Salesforce case

2) Click the radio button next to **Approve, Reject,** or **Request Edits** and click **Next**

Sandbox: ITS Work Order | Confirmation Needed

C CETTesting <cettesting@...   Friday, June 21, 2024 at 3:27 PM
To: Staci Smith

Hi Staci Smith,

Please use the link below to confirm all work is completed for Case #00563978.

Link: Work Approval

Thank you.

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Case Number : 00575209
Subject : test am
Description :

Please confirm that all work related to your case is complete.

Your action
- ● Approve
- ○ Reject

Please click next to submit your response!

Next

3) If **Reject** is selected, input rejection comments will be required

Case Number : 00575209
Subject : test am
Description :

Please confirm that all work related to your case is complete.

Your action
- ○ Approve
- ● Reject

* Rejection Comments
[   ]

Please click next to submit your response!

Next

4) Click **Finish**

Case AIM Work Approval

Your response to the completed work related to your case is submitted.

Finish

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