# NC eProcurement
Approval Tasks

After a **Project Owner** submits a document for approval, the designated users, or approvers, receive notification of a task to complete. The **Approval Task** allows approvers to either **Approve** or **Deny** Sourcing Project documents, in this case an Award Recommendation, and provide comments on their reasons for doing so.

I.   Approval Task Notifications

1. When a user is selected as a document approver within a Sourcing Project, the user receives notifications about the **Approval Task** via email and/or a dashboard notification.

2. The email notification contains a link that will take the user directly to the **Task** within the system.


3. If a **'Due Date'** was attached to the task, the approver will also receive a Dashboard Notification allowing them to access the **Task** from the **'To Do'** portlet.

4. The approver can also find the **Task** by selecting **'My Tasks'** from the **'Common Actions'** portlet and choosing the **Approval Task** from the subsequent list.
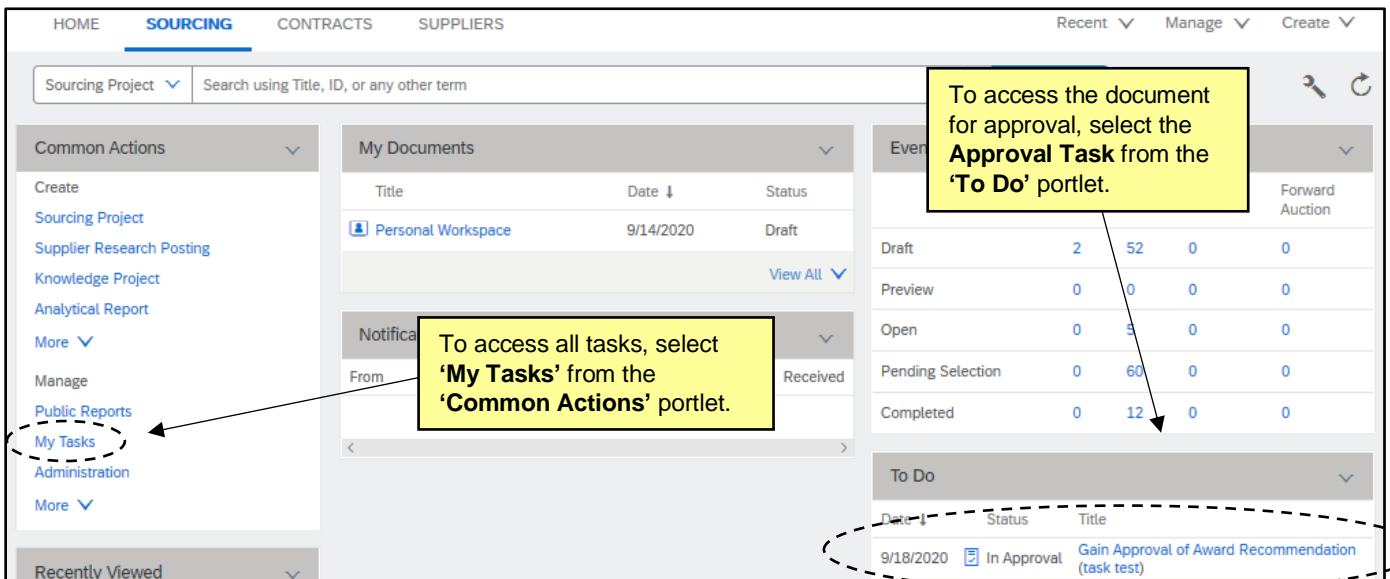
II. Approving or Denying a Document

1. After opening the **Task**, the approver can download the document sent for approval by clicking the arrow to the right of the document name and selecting **'Download'** from the drop-down menu.

2. After reviewing the downloaded **MS Word** document, the approver can return to the **Approval Task** and click either **'Approve'** or **'Deny'** depending on the appropriate action for the document.
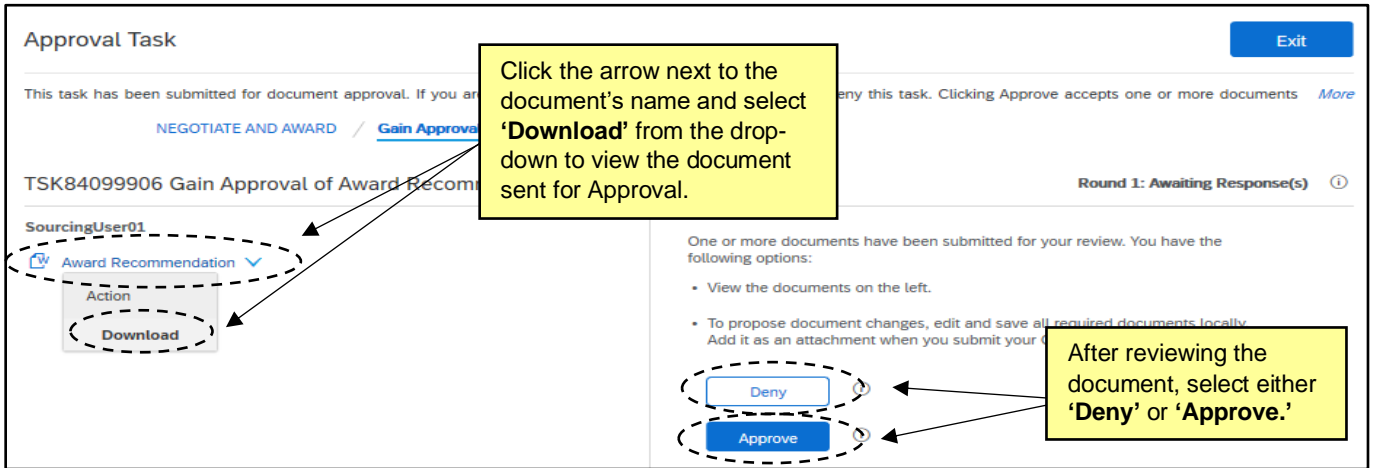
3. If the approver clicks **'Approve,'** the workflow continues to the next approver if there is one, and the **Project Owner** is notified that the document has been approved by that approver.

4. If the approver clicks **'Deny,'** a new round of approvals will be necessary. Approvers should include a message on the subsequent page explaining the reason for the **Denial.** If necessary, they can include an edited document to return to the **Project Owner** either by selecting **'Browse'** beneath **'Attach Revised Document'** and browsing for the appropriate document or by using the **drag-and-drop** function just below that.
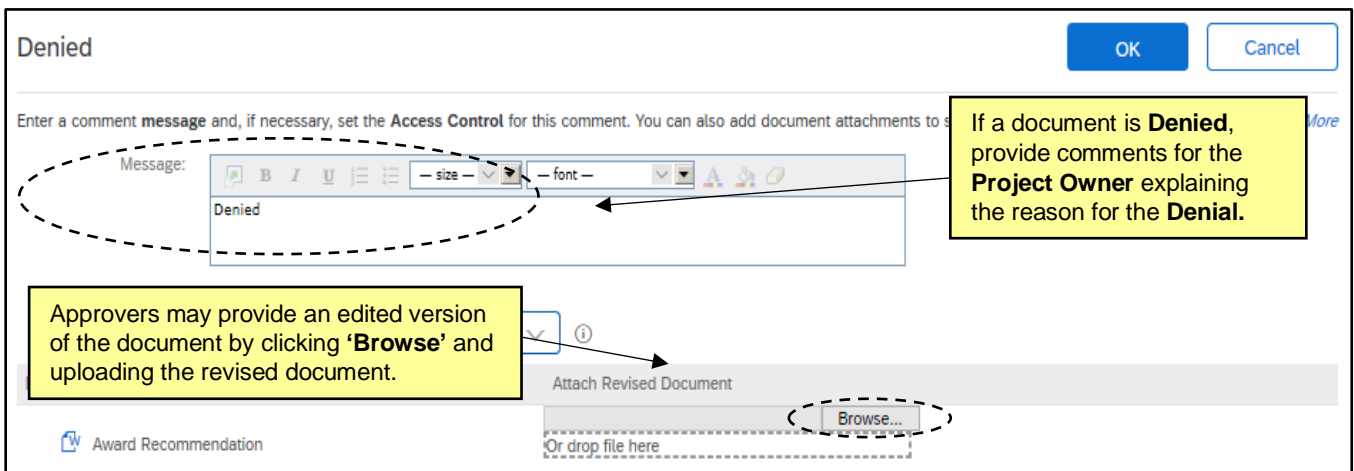
5. The **Project Owner** will be notified that the document was **Denied,** and the document will enter a new round of approvals. All required approvers will see the document again with any changes made by the **Project Owner** in response to the **Denial**, and the approvers will once again have the option to **Approve** or **Deny** the document.