BrightWork Approvals

> **Note** The BrightWork Approvals module is only active for Requests and Projects created in BrightWork 365 version 2025-2 and later.

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Project Management Context

In addition to the ability to view or manage approvals within Requests, Projects, and Microsoft Teams, all approvals can be managed centrally in BrightWork Approvals by the associated nominated Approvals Coordinator and the BrightWork PMO Manager. These users can intervene when approvals are stuck or not progressing and will be informed of any changes via email notifications.

Management features include:
- Approval coordinators can see approver actions as approvals progress.
- Approvals sent to Approvers whose user accounts are not enabled will now be cancelled and the Approvals Coordinator and Requestor will be notified.
- Approval coordinators can cancel approvals assigned to them.

Access BrightWork Approvals

To access BrightWork Approvals, navigate to **Admin Area > BrightWork Approvals**.
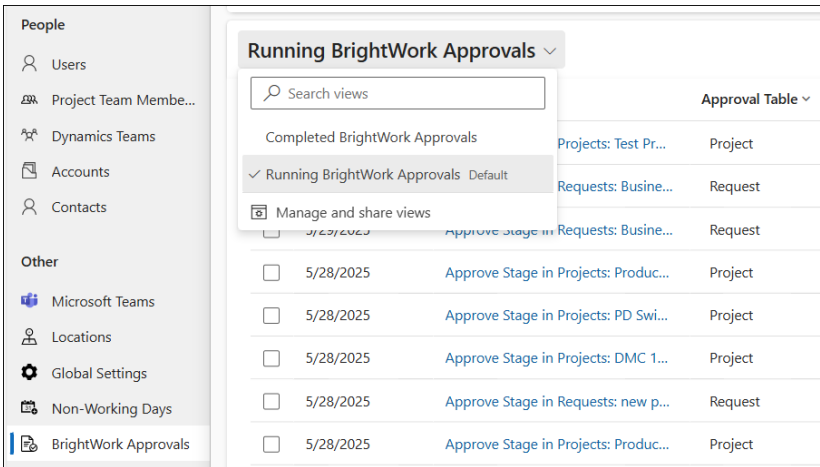
BrightWork Approvals - Details

- There are two views: Running BrightWork Approvals, Completed BrightWork Approvals.

- Multiple cancellations can be done from the view.
- The BrightWork PMO Manager can see all requests, while the nominated Approvals Coordinator only sees the requests assigned to them.
- Once a request is cancelled it moves into the Completed drop-down view.

Reassign a Running Approval

A running approval can be reassigned to yourself or another user: