

1. Login to the Collaborative Workspace and navigate to the **Collaborative Workspace** grouping of dashlets on the Dashboard.

Collaborative Workspace									
Documents to Approve		Documents to Sign Pending Collaborative Reviews Docum		Document Life Cyc	nent Life Cycle				
1 - 7 of 7 (1 selected)									
	Title	Category			Document type				
🗹 🔶 🖬	Test Doc 1	Change C	Change Control Documents		Change Control				

2. Click on the **Documents to Approve** dashlet to find any documents which require your approval. Choose a document and click the arrow to open it.

🖌 Expand	💕 Re	🌣 More	•						
Metadata	Queries	Versions	History						
March 2021 CMP									
Document Metadata 🔹									
CC with Signature: Approval stage 1 -									
Status*			•						
Index									
Interna Manag		Operations	* *						
Comme	nts								

3. To approve the document, it must be **Claimed**. Click **Claim** at the top of the metadata pane, then choose the appropriate status from the **Status** field.

Click Save.

Click **Yes** when the **Document Approval** box opens to approve the document.

Document Approval	×								
Pre you sure you want to approve this document? Document Type: Change Control Documents/Change Control Control									
No Yes									

Note: Additional steps such as **e-Signature** may be required depending on the type of document workflow. See related job aid **Finding and Signing Documents for Signature** forguidance

