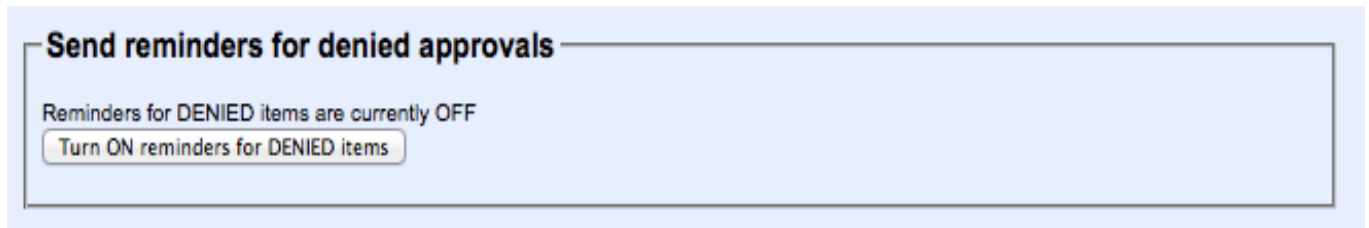
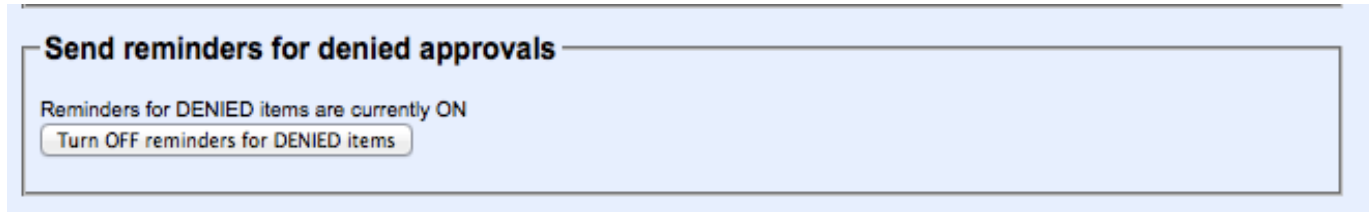
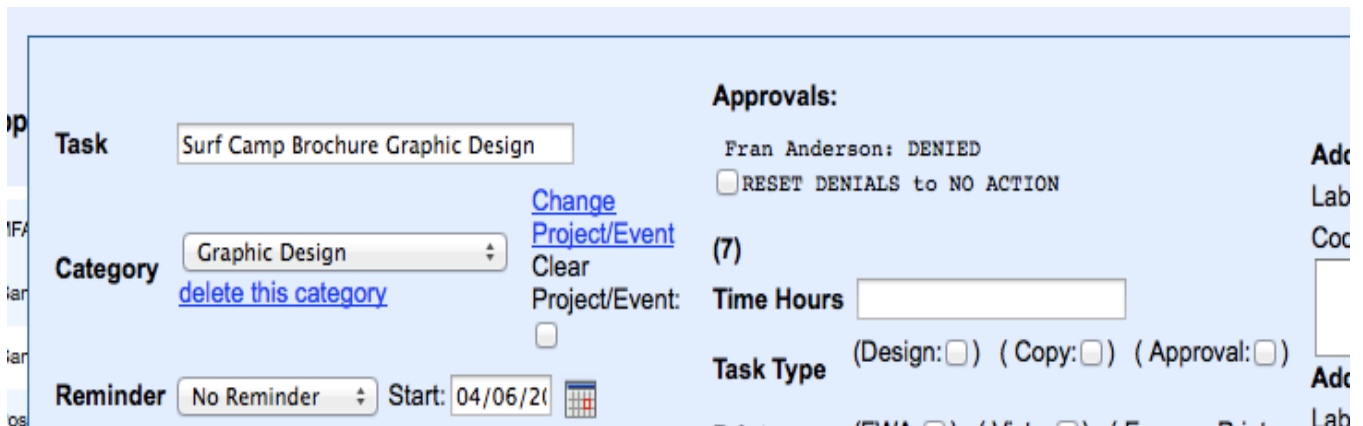


If you would like for the approval reminders to automatically stop, when someone “denies” an approval and restart when you have made the changes or updated the file, Here is what to do and how it works.

1. As the Administrator, click on Manage Users. At the bottom you will see the button/bar “Send reminders for denied approvals” option. Click on the bar to activate the feature, to “not” send reminders when denied. It will then say they are off.



2. So when someone denies an approval, the reminders stop and the Task Editor Window will look like this. Notice the check box “RESET DENIALS to NO ACTION”.



3. So when you attach a new file with changes, etc. check the box “RESET DENIALS to NO ACTION” and click Save. When you reopen you will see that it now says No Action, and the reminders will start again (once you have saved it).

Task

Category [delete this category](#)

[Change Project/Event](#)
 Clear Project/Event:



Approvals:
 Fran Anderson: NO ACTION

(7)

Time Hours

Task Type (Design:) (Copy:)

4. Below are screen shots showing the Approval Screen. The first shows the Approver checked denied, then Update Approvals, as before. The second one shows the software automatically changed it back to No Action, when the check Box “RESET DENIALS to NO ACTION” was checked and Saved.

| | | | | | | |
|---|-----------------------------------|---------------|----------------|----------|----------|--|
|  | Surf Camp Brochure Graphic Design | Fran Anderson | Graphic Design | 02/01/14 | 02/14/14 | <input checked="" type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> No Action |
|  | Surf Camp Brochure Graphic Design | Fran Anderson | Graphic Design | 02/01/14 | 02/14/14 | <input type="radio"/> Approved <input checked="" type="radio"/> Denied <input type="radio"/> No Action |