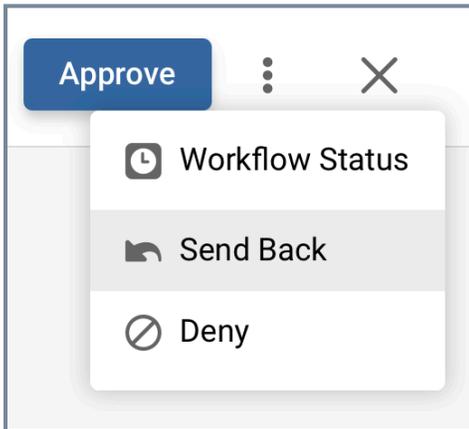


## Kuali Build - Approver Actions

Assigned Approvers must take action in the document to **Approve**, **Send Back** or **Deny**.

Locate the document by **using the link from the email you received** or by going to [your Action List](#). Once you have reviewed the document, select an action from the top header area of the document.



If selecting **Approve**, you will have an **optional comment box** to add notations if you desire which will display in the Workflow Status history.



If you have critical questions or the submission is not ready for approval, use the **Send Back** option (if it is not disabled by the Admin) to return the document **to a prior workflow step or the Submitter**. Include a comment (suggested) which will display in the **Workflow Status** history.

If the document should not continue, use the **Deny** option (if it is not disabled by the Admin). This action requires you to **input a Comment for the Deny action** which will display in the Workflow Status history.