# Approver: Approve or Reject an Assignment Amendment

This document provides Approvers with the steps necessary to take action (i.e., approve or reject) changes to an assignment’s Contract Terms (i.e., assignment amendments.) This guide uses standard IQN VMS configuration. Your specific setup may vary slightly based on your company's configuration. (NOTE: Mobile approvals are covered in separate documentation.)

## To approve an assignment amendment (Contract Terms):

1. Log in to IQNavigator using your *user name* and *password*. *Make your Buyer Organization selection during login or use the Change Organization feature once your Home dashboard appears.*
2. Click **Assignment** in the Pending Actions section for a quick review of pending assignment amendment approvals.
3. Hover over any assignment item in the Pending Actions section and click the GO arrow icon  to open the full record, or,
4. Click the Action items tab in the Header Menu and expand the Assignments section to view the full list of pending assignment amendment approvals. Use the hyperlink in the Approval Item column to open the amended assignment. The Position Details screen appears.
5. Review the amended Contract Terms. Amended details are highlighted in a separate section at the top of the Contract Terms section.
6. Click **Approve** to accept the amendment(s). The record updates to a status of Amendment offered and routes to the Supplier for acceptance.
7. Click **« Back** to exit the Positions Detail screen.

## To reject an assignment amendment:

Complete Steps 1 through 5 as described above.

1. Click **Reject** to reject the amendment. A pop-up dialog window appears.
2. Select your rejection reason(s) from the displayed list or use the Other Reason text box to provide an explanation for your action.
3. Click **Submit** to exit the dialog window and return to the Position Details screen. A Rejection Successful alert message displays and a notice goes to the business stakeholders.
4. Click **« Back** to exit the Positions Detail screen.

*Optional*: Use the **Retract** option when you want to cancel the current amendment(s) and restore the assignment to its previous version. Either the Hiring Manager or the Approver can retract an amendment at any time prior to final supplier acceptance.