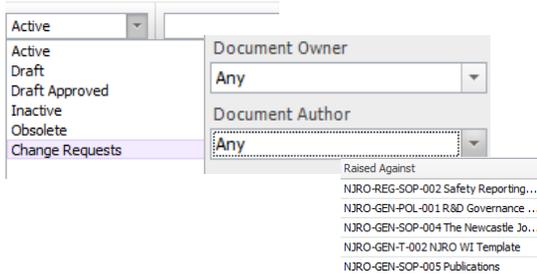


# Accepting / Rejecting a New Change Request

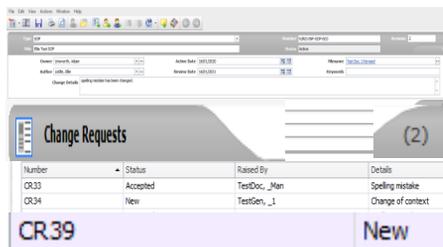


Q-Pulse will inform you via **email** if you have a **change request** against a document. You can either open the document details via the email or go through the **Documents Module** where it will be shown in the **'My Actions'** box.

You can also change the register at the top of the screen to **Change Requests** and change the **Document Owner** or **Author** to your name using the **search** icon., then find and click on your document.



Click on the **Change Request tab** and it will show all the change requests for that document and who has raised it. Click on **New** change request.



Change the **status** from New to **Accepted** or **Rejected**.

**If the change is accepted:**

Add an **Implement By** date (this can be the document review date if the change is **minor** and can wait or if the review date is near. If the change is **major** then you will need to add a realistic time frame to implement the change – *try to make this within two weeks*).

Add a **Response Comment** to explain what you plan to do. Click **OK**.

**If the change is rejected:**

Add a **Response Comment** to explain why. Click **OK**.

The **status** will change to **Accepted** or **Rejected**. Click on the **Save** icon.

