# Approving a time

Times and changes that need a person are on the Requests screen, waiting for Approve or Deny.

## Steps

1. Open Requests.
2. Open a request to see what is asked and what it would change.
3. Press Approve or Deny. You can add a short note.

## Good to know

The person who asked is told your answer right away.

The office may confirm a job for a technician who has not answered. The technician is told, and it is recorded who confirmed it.