

Table of Contents

Approve a Contract or Agreement.....	1
--------------------------------------	---

Approve a Contract or Agreement

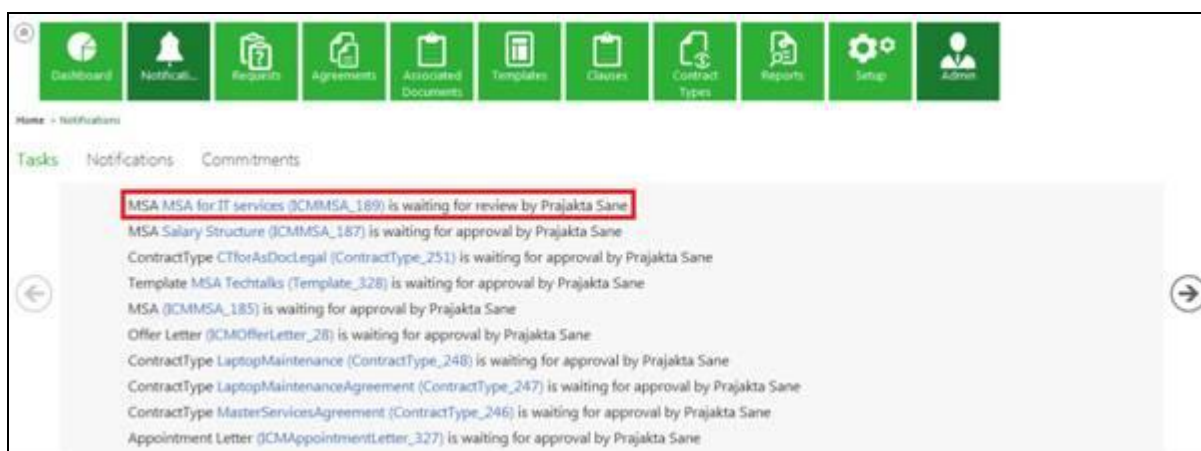
A user role defines controls or permissions given to a user. ICM has the following predefined user roles for the Agreements feature:

- Contract Admin
- Primary owner
- Approver
- Reviewer
- Deviation approver

You can approve or reject a document, if you are assigned the role of the approver. In this example, we will go through how to approve or reject an MSA for IT Services Agreement.

To approve an agreement:

1. On the ICM Home page, click **Notifications**.
2. On the *Notifications* page, under *Tasks* tab, click the **agreement** name that you want to approve.



3. The *Agreement Details* page appears.
4. On the *Agreement Details* page, click **Approve**. The **Add Note** dialog box appears.

MSA - MSA for IT services

MSA - Summary

Status : Review Pending from Prajakta Sane

Created By	CLM Admin	Created On	05/10/2016
Organization Unit	/icertis		

Details

Created Date	05/10/2016	Created By	CLM Admin
Type Of Paper	Own	Contract Type Name	30MMSA
Account Address1	Pune	Account address2	Bangalore

Buttons: [Refresh](#) [Refresh](#) [Refresh](#) [Refresh](#) [Refresh](#) [Refresh](#)

5. Enter the appropriate notes and click **Add**. The status of the agreement changes to **approved**.

Add Note

Rich text editor toolbar with buttons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Link, Unlink, Table, Table Border, Table Cell, Table Row, Table Column, and Source Code.

Format: (inherited font) (inherited size)

Approved.

Buttons: [Add](#) [Cancel](#)