

Canceling page review or approval requests

Override a page review or approval request if you no longer want a user to review or give final approval of a page.

Requirements: You must have a job role that includes the Annotate right and the Give Final Approval right.

1. Locate the job and click the job name.
2. Perform one of the following steps:
 - To cancel the review or approval request on all pages, click **Select All**.
 - To cancel the review or approval request for specific pages, select the specific pages.
3. Click **Request Approval**.
4. In the Request Approval dialog box, select the users to review or approve the page.
5. Select **Override Current State**.
6. Click **Apply**.