Press „Quick Links” tile on your homepage.

Choose „Pending Requests”:
All pending requests will appear. They are separated into 4 groups:

1. **Requests waiting for my approval**
   - Requests that are waiting for your approval or send back

After clicking on the request, you can enter a comment, approve the process or send it back.
2. **Still in progress requests that I approved**  
   - Requests that you have already approved or sent back, but waiting for another approval

You can find out here who else has to approve the request.

3. **My requests waiting for approval**  
   - Requests that you have created and waiting for another approval  
   - After opening the request you see his state and you can contact approval person or add a comment
After clicking on request you can see „Activity” title, where are comments of approval participants and approval process.
You can still post more comments for all approvers.

The published comment will appear at the right part of the screen in „Activity” title. All the workflow participants can see your comment.
**TIP:** How do you find out where the workflow is waiting? Just click on ,,View workflow participants‘’, where you can also find out who exactly should the WF approve or who is informed about it (CC role).

Then you the screen below will appear.

You can still post more comments for all approvers.
4. **Requests to view as a contributor**
   - The list of requests you are informed about, but not approving

You can still add a comment for explanation, which are visible for all approvals.