

## Dropboxes: Approval or Comments

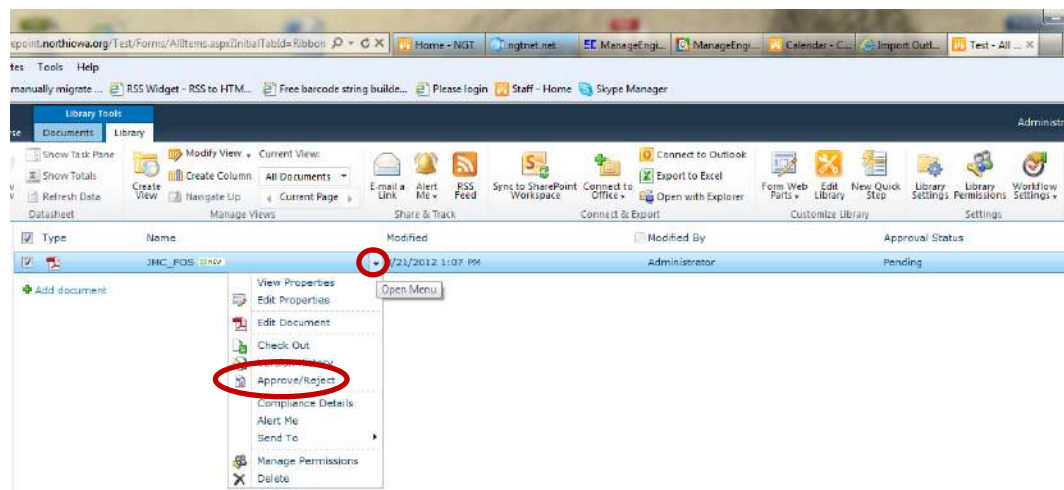
---

With the dropboxes, users will only see their own documents unless the site/library administrator approves the file. Comments can also be added to the file for the user to see.

### To Approve a File:

If a file is **Approved**, all users with access to the dropbox will be able to view the file.

Hover over the name and click the dropdown arrow. Click **Approve/Reject**.



In the **Approve/Reject** dialog box, you can select:

**Approved:** Item visible to all users.

**Rejected:** Item will be visible to only the creator and administrator.

**Pending:** Item will be visible to only the creator and administrator.

You can also add **Comments** that can be viewed when looking at the items properties.

Approve/Reject

**Approval Status**  
Approve, reject, or leave the status as Pending for others with the Manage Lists permission to evaluate the item.

Approved. This item will become visible to all users.

Rejected. This item will be returned to its creator and only be visible to its creator and all users who can see draft items.

Pending. This item will remain visible to its creator and all users who can see draft items.

**Comment**  
Use this field to enter any comments about why the item was approved or rejected.

OK Cancel

Click **OK**.