



Reviewing Ideas

Quick Reference Guide

Reviewing Ideas

The Idea Manager will be responsible for approving or deferring an Idea. *Only users in the Demand Manager group can approve or defer an Idea.*

To review an Idea:

1. Navigate to Idea and select the navigation item appropriate for your review.
2. Click on the Idea you want to review.
3. You can **Accept** or **Defer** an Idea. When you accept, a Demand will be created. When you defer you will be able to **Reset to Draft**.

