

IRIS OpenSpace

Document approval guide

A simple guide to finding and approving documents in IRIS OpenSpace.

How to approve documents [↗](#)

When you log in, you will normally arrive on your Dashboard. If there are documents for you to approve, a number will appear next to Awaiting Approval.

1. Log in

Go to the IRIS OpenSpace login page and enter your username and password.

2. Click Awaiting Approval

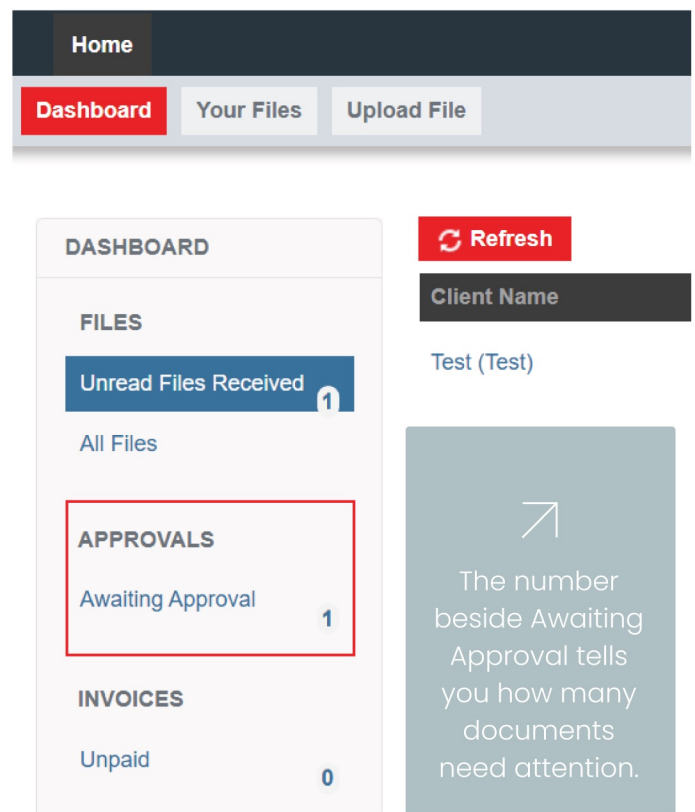
On the Dashboard, look for Awaiting Approval on the left. If a number is shown beside it, click the link to see the files requiring your approval.

3. Open and review the file

Select the document name and review the document carefully before approving.

4. Approve or reject

If everything is correct, select Approval / Approve. If changes are needed, select Reject or contact Carston ETL before approving



Useful notes [↗](#)

- If your email address is linked to more than one client or company, use Awaiting Approval to find all the documents that need approval.
- If there is a zero beside Awaiting Approval, there may not be anything currently awaiting your approval.
- On a mobile or tablet, you may need to select the information icon beside the document before the approve option appears.
- Please only approve a document once you have read it and are happy that it is correct and complete.

If you cannot see the document you expected, please contact us and we will check the portal area for you.