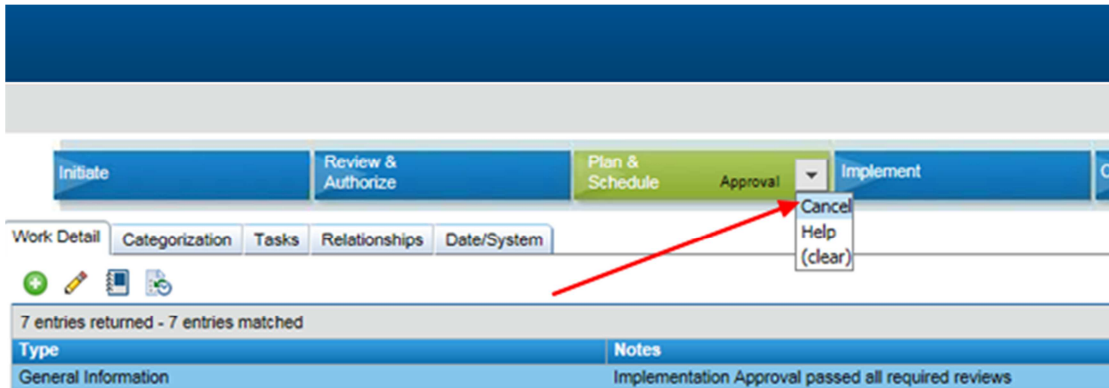


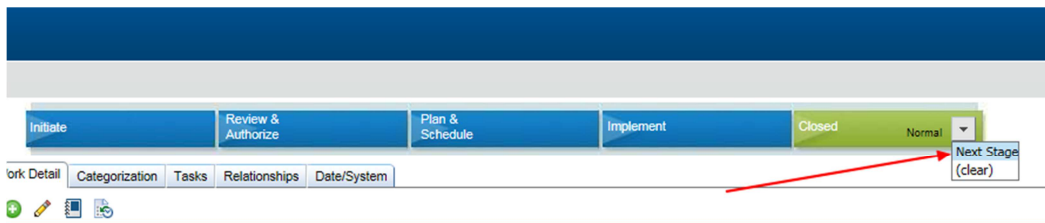
How to Modify a Change Request that is in the Approval Stage

Sometimes a manager might want to change the Class on a Change Request from Standard to Normal (or vice versa) depending upon the need for CAB review. At other times a Change Request may need additional information added so the Coordinator or Manager wants to put the Change Request back to a In progress stage so the Coordinator can further update it.

1. **Cancel** the Change Request (don't worry, you will not lose your information)



2. **Next Stage** your Change Request back to Draft Status.



3. The Change Request is now in **Draft Status**. You can now make adjustments to the request.

Example of an adjustment to Class.

The screenshot shows a form with the following fields and options:

- Class*: Normal (selected), Emergency, Expedited, Latent, Normal, No Impact, Standard, (clear), Medium
- Change Reason
- Target Date
- Impact*
- Urgency*
- Priority
- Risk Level*

- Once you made your adjustments/changes to the Change Request, you can Next Stage to proceed as before. If needed use Next Stage to advance it to the desired approval stage.

