

# Adding Watchers and Approvers



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View the approval flow.

- System-generated approvers cannot be removed.
- You can add approver(s)/watcher(s) to the workflow if necessary.

**Approvers** must approve requests before they can advance in the workflow.

**Watchers** can view requests, but no action on their end is required.



Add Approval Request

Add this approval request as  Approver  Watcher

Provide a reason: Optional

Email Address - bacci

Email Address	Name	ID
mbacci@bu.edu	MARY BACCI	MBACCI

Choose

Cancel OK

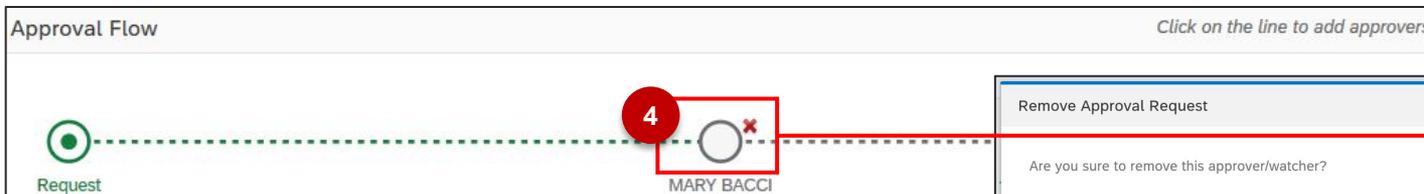
1 Hover over the approval workflow and click the + icon where you want to add an approver or watcher.

2 Click the radio button next to **Approver** or **Watcher**.

3 Search and click **Choose** next to the appropriate name. Click **OK**.

4 **Removing Approver/Watcher:** Click the remove icon next to the name to remove. Click **Remove**.

View updated approval workflow.



Remove Approval Request

Are you sure to remove this approver/watcher?

Cancel Remove



**Note:**

- Add watchers if other team members need to see your PR, but their approval is not required.
- Only added watchers/approvers can be removed.