

Request an app and add it to the Workspace tab

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After you receive the necessary permissions from your system administrator, follow the next steps to approve requested applications:

1. In **Catalog**, click on the **Request** button of a tile.
2. In the Side Menu, go to **Filters > Approvals**.
3. Select the app you previously requested and click **Approve** in the table toolbar.
4. When prompted if you want to approve the app, click **Confirm**.
5. Go to the **Workspace** tab again and you will see that the app has been added.



Notes

Removing a requested app – In the case of a previously requested app, if you remove it from the **Workspace** tab and the **Approvals** filter, you just have to repeat the request process described above.

Rejecting an app – If for whatever reason you decide at step 3 to reject the application, you will be prompted to write a message. When you finish, the app will be move to the **Rejected** filter and your system administrator will receive your message.