

Using a Manual Approval Policy

The manual approval policy is used to install only packages that are approved by an administrator.

When you create a manual approval policy and associate it with a group, you can approve or reject packages that are available for approval.

Manual Approval Policy page

Edit Manual Approval Policy ⓘ **MANAGE APPROVALS** ← Approved and rejected packages can be managed from here **RUN POLICY**

Type: Manual Approval

INFO

* Policy Name: Manual Approval Policy

Notes: [Text Area]

Policy Status: Active Inactive

Install Optional and Recommended Windows Updates: Yes No

[VIEW POLICY ACTIVITY LOG](#)

GROUPS **+ ASSOCIATE GROUPS**

This policy is not assigned to any group(s).

DEVICE TARGETING **New**

Select attributes to filter the devices in the associated groups. You may configure up to 10 filters per policy.

SCHEDULE

Select All

Months: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Weeks: 1ST 2ND 3RD 4TH 5TH

Days: MON TUE WED THURS FRI SAT SUN

Scheduled Start Time: Local Time Of Device UTC

12:00 AM

If a device misses a configured patch time, it will patch the next time the device checks in.

Manage Approvals from the Package Ready For Approval page

Packages Ready For Approval 🔔

RESET FILTERS 🔍 Search Packages

Operating System (1) ^

- Windows
- macOS
- Linux

Status (1) ^

- Pending
- Approved
- Rejected

<input type="checkbox"/>	Package Name	OS	Current Status	Created	Policy
<input type="checkbox"/>	Update For Windows Server 2008 R2 X64 Edition (KB2506928) - 100	Windows	pending		Manual Policy test - AD
<input type="checkbox"/>	Update For Windows Server 2008 R2 X64 Edition (KB2545698) - 100	Windows	pending		Manual Policy test - AD
<input type="checkbox"/>	Update For Windows Server 2008 R2 X64 Edition (KB2547666) - 100	Windows	pending		Manual Policy test - AD
<input type="checkbox"/>	Security Update For Windows Server 2008 R2 X64 Edition (KB2585542) - 105	Windows	pending		Manual Policy test - AD
<input type="checkbox"/>	Update For Windows Server 2008 R2 X64 Edition (KB2592687) - 205	Windows	pending		Manual Policy test - AD
<input type="checkbox"/>	Update For Windows Server 2008 R2 X64 Edition (KB2603229) - 100	Windows	pending		Manual Policy test - AD
<input type="checkbox"/>	Security Update For Microsoft .NET Framework 3.5.1 On Windows 7 And Windows Server 2008 R2 SP1 For X64-Based Systems (KB2604115) - 104	Windows	pending		Manual Policy test - AD
<input type="checkbox"/>	Update For Windows Server 2008 R2 X64 Edition (KB2607047) - 100	Windows	pending		Manual Policy test - AD
<input type="checkbox"/>	Update For Windows Server 2008 R2 X64 Edition (KB2608658) - 101	Windows	pending		Manual Policy test - AD
<input type="checkbox"/>	Security Update For Windows Server 2008 R2 X64 Edition (KB2620704) - 101	Windows	pending		Manual Policy test - AD

Packages per page: 10 1-10 of 373

REJECT (0) APPROVE (0)

BACK

The basic manual patch approval process is as follows:

Requirement: This assumes that a manual policy already exists and is associated with a group. For information about creating a manual approval policy, see [Creating a Manual Approval Policy](#).

1. Go to the **Manage > System Management** page and find the manual approval policy you want to approve patches for.

2. To see the list of packages, open the **Packages Ready For Approval** page:

- From the **System Management > Policies** page, click the Name of the policy to open the policy and click **Manage Approvals**, or
- From the **System Management > Policies** page, click the **Actions** menu on right, and click **Manage Approvals**.

AUTOMOX Devices Software Manage Reports

DASHBOARD / MANAGE / POLICIES

Policies

Search Policies

Show Unused Policies (0)

CREATE POLICY COLUMNS

Name	Type	Has Device Targeting	Schedule	Schedule Time	Devices	Groups	Status	Actions
Accounts	Patch All	No	Every Monday every week of every month	12:00 am local time of device	0	3	Off	...
Default Policy	Patch All	No	Every day every week of every month	12:00 am local time of device	0	1	On	...
Mac only	Patch Only	Yes	Every Sunday every week of every month	12:00 am local time of device	View Devices	1	Off	...
Manual Approval Policy	Manual Approval	No	Every Monday every week of every month	12:00 am local time of device	1	1	On	...
SeverityPolicy	By Severity	No	Every day every week of every month	12:00 am local time of device	0	1	On	...
XP Zero Day Patch	Worklet	No			1	2		...

Policies per page: 25

Manage Approvals

Associate Groups
Deactivate Policy
Run Policy
View Policy Activity Log
Remove Policy

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Note: The policy must be associated with at least one group for any packages to be available for approval.

3. From the **Packages Ready For Approval** page, select the check box for the package and click **Approve** or **Reject**. You can do this for multiple packages at the same time.

- When you select **Approve**, the software is approved for your policy and will be applied on your policy's next scheduled update.
- When you select **Reject**, the package is not scheduled for remediation and the software status changes to **Rejected**. You can use the filter on the left to view by OS or status.

Note: To search for specific packages by name use the general search box or filter by OS or Status.