



**Critical**  
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# How to: Create an Approval Workflow

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## DOCUMENT ACCESS

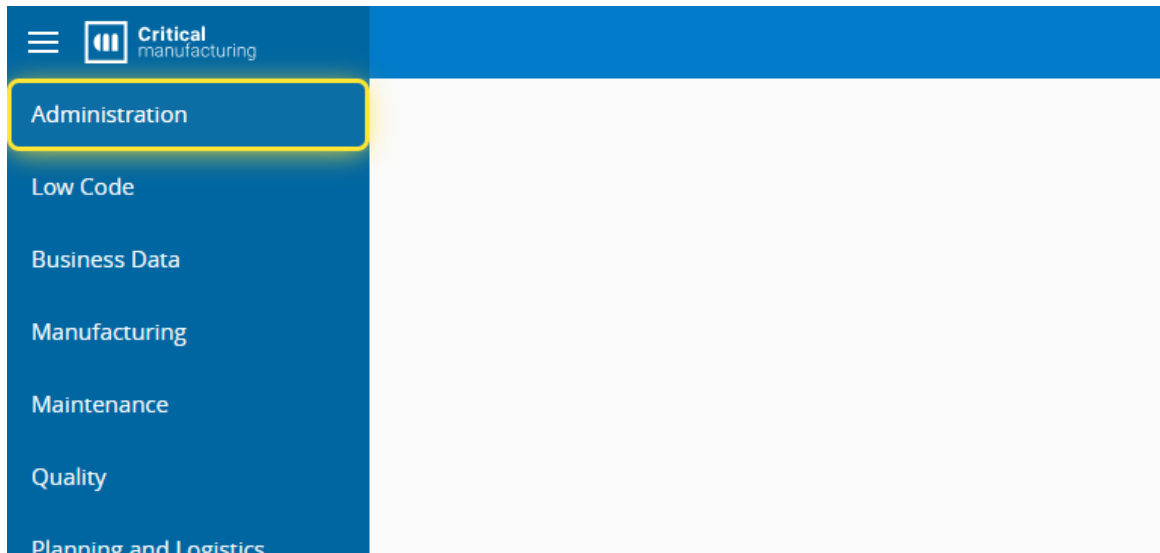
Public

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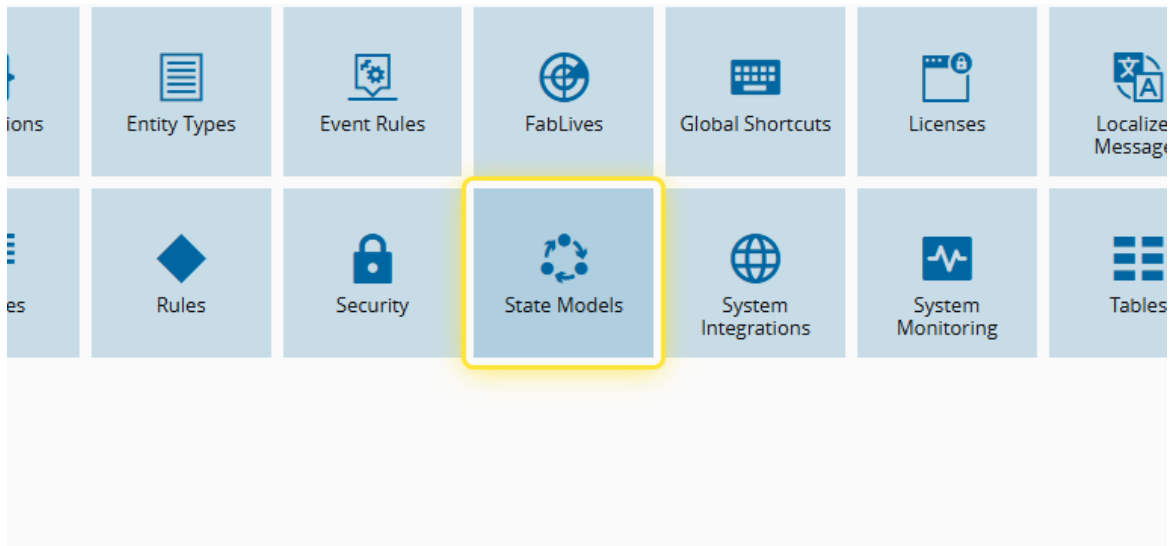
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## How to: Create an Approval Workflow

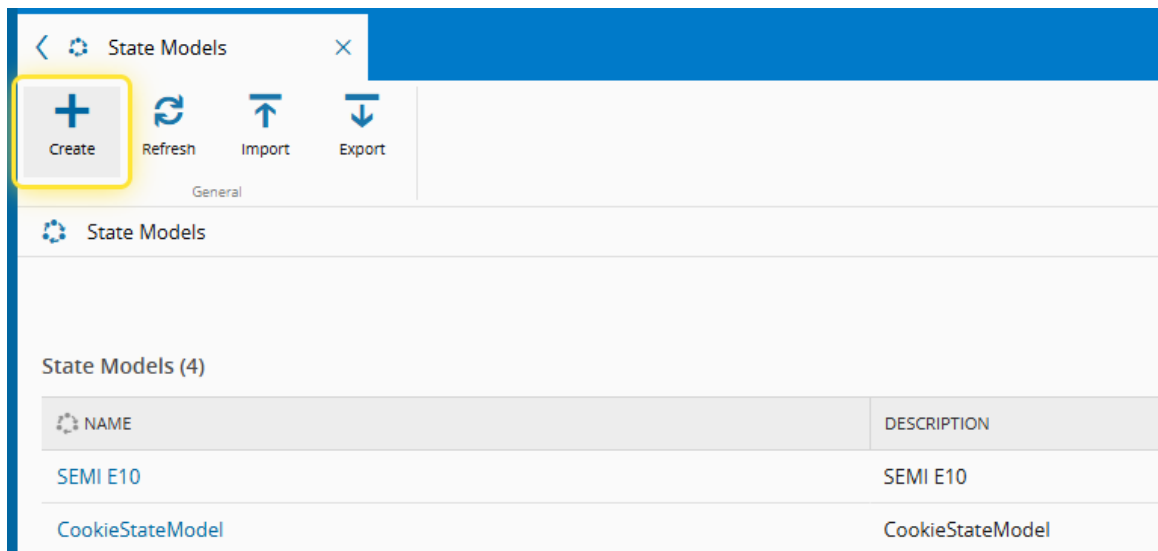
1. Go to the Administration menu.



2. Select the State Models.

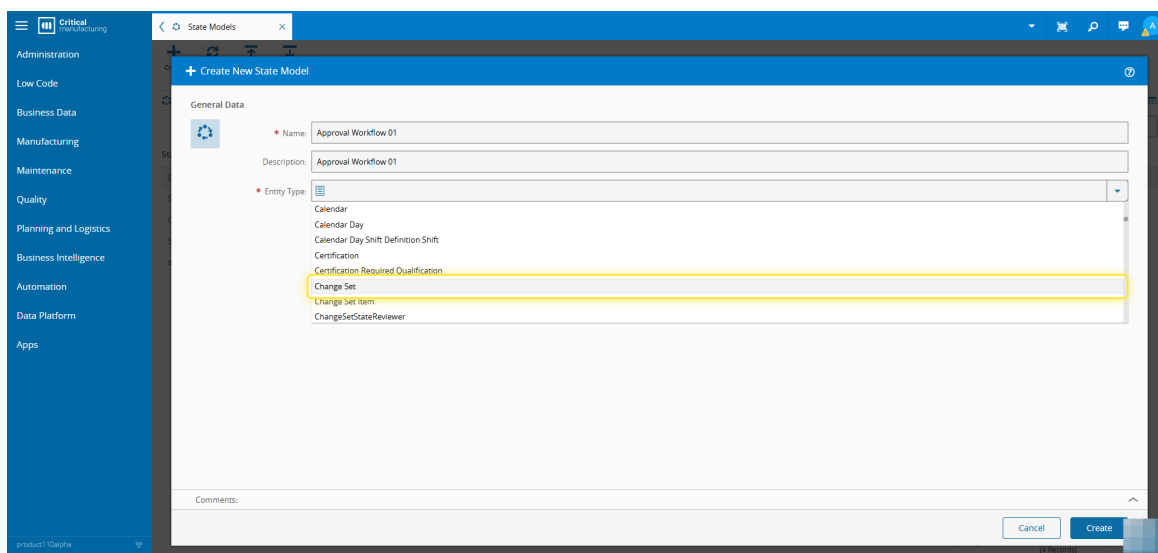


3. Select the Create button.

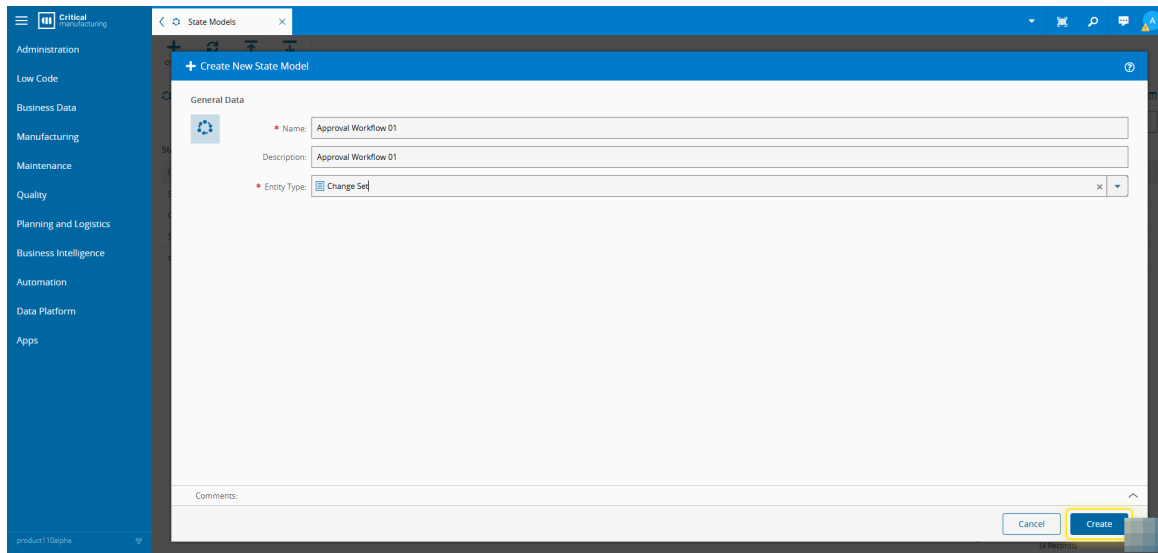


4. Set a name, a description and the entity type.

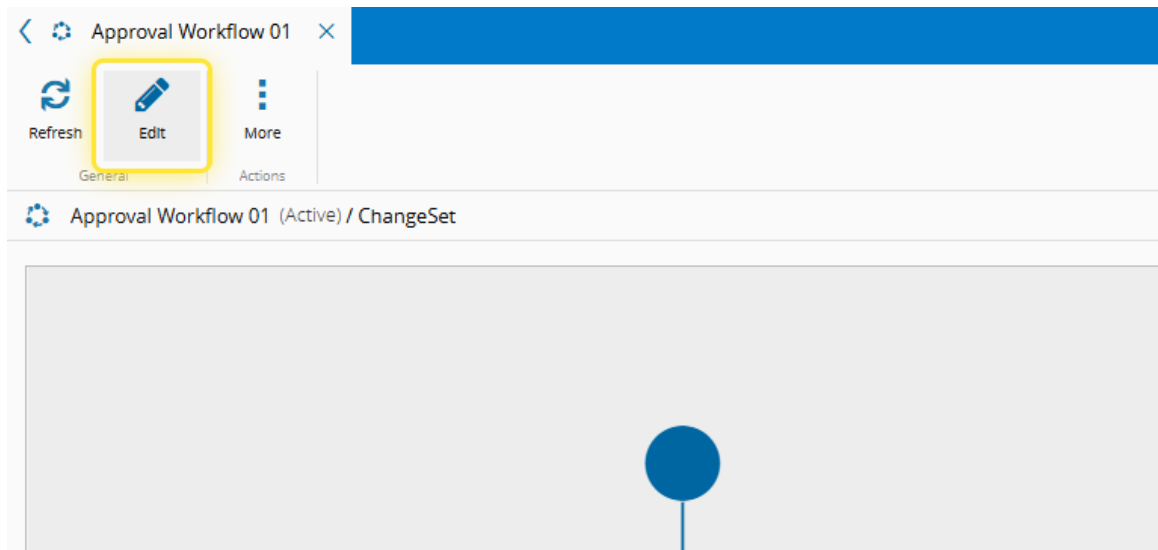
The entity type should be Change Set.



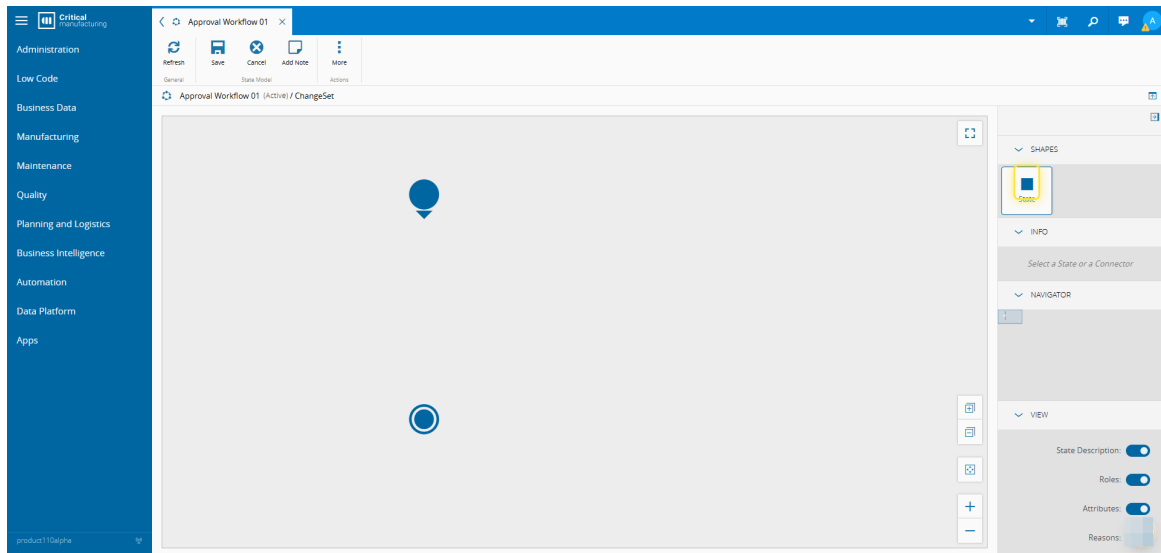
5. Select the Create button.



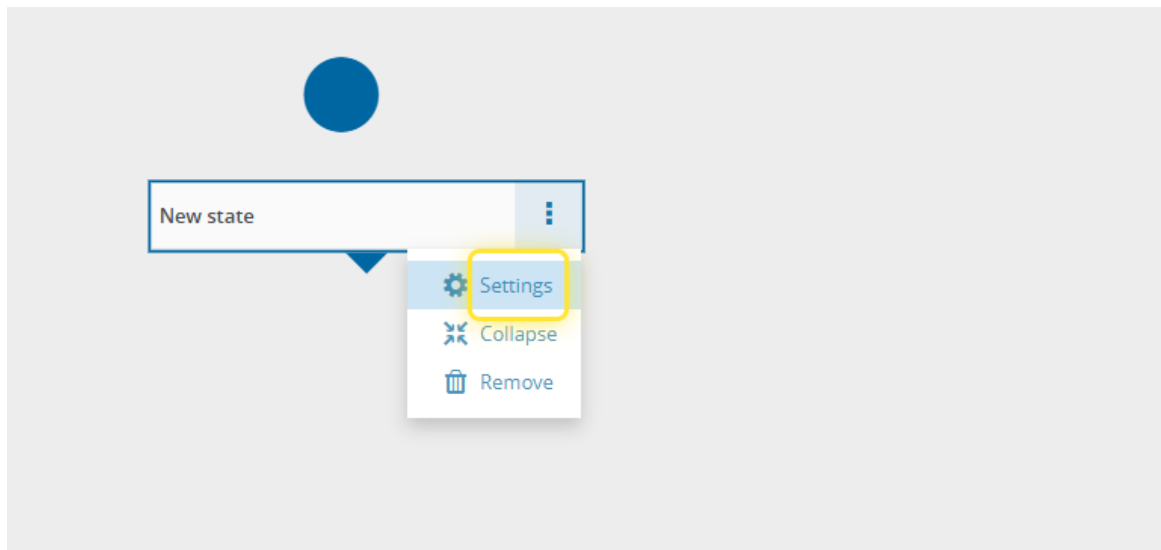
6. Select the Edit button.



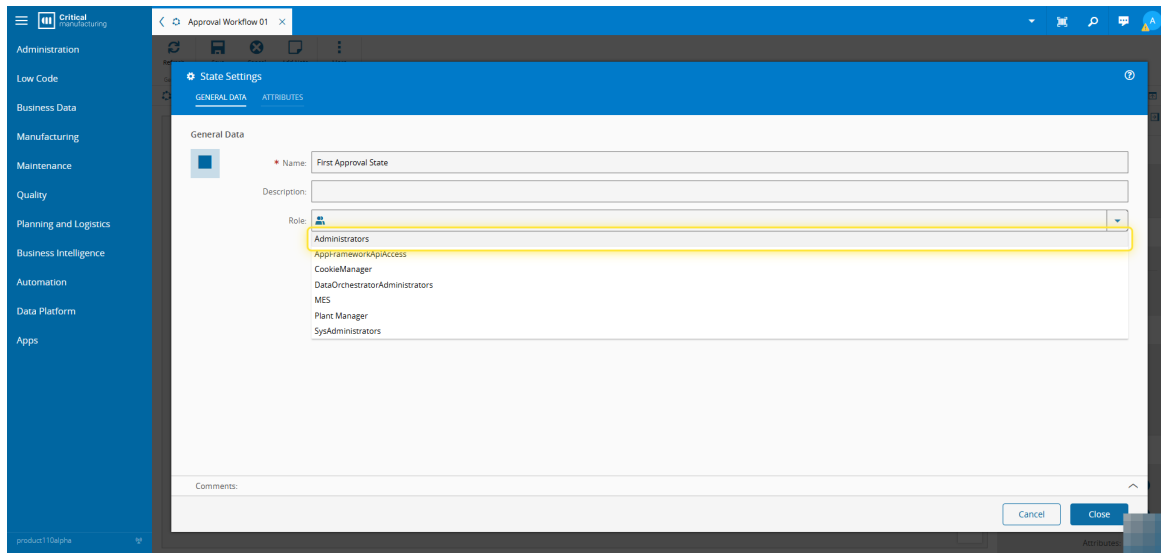
7. Drag and drop the needed states.



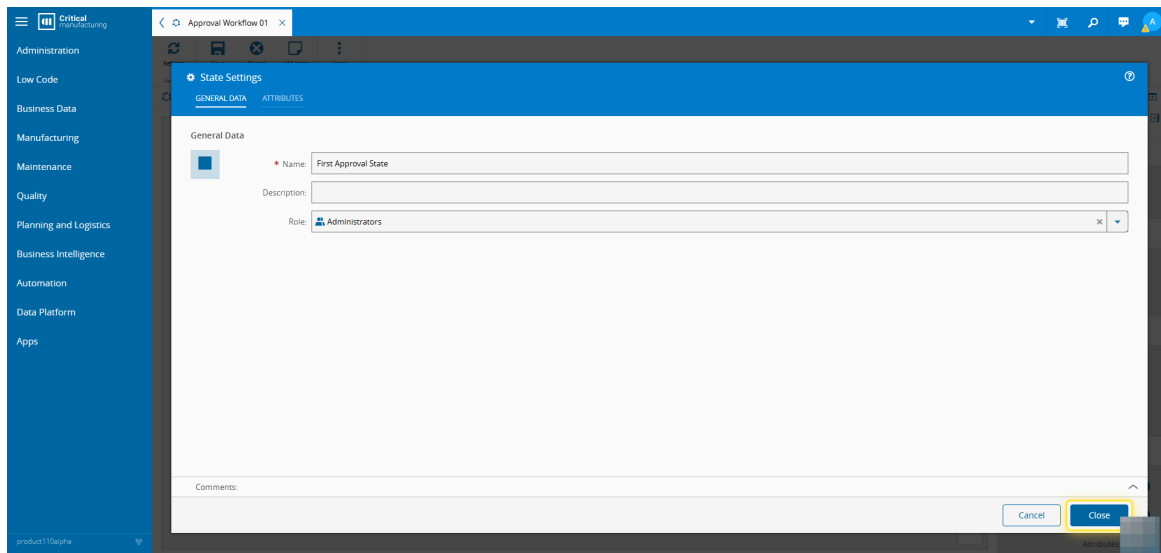
8. Go to the settings of each state.



9. Set the name of the state and Role that needs to approve it.



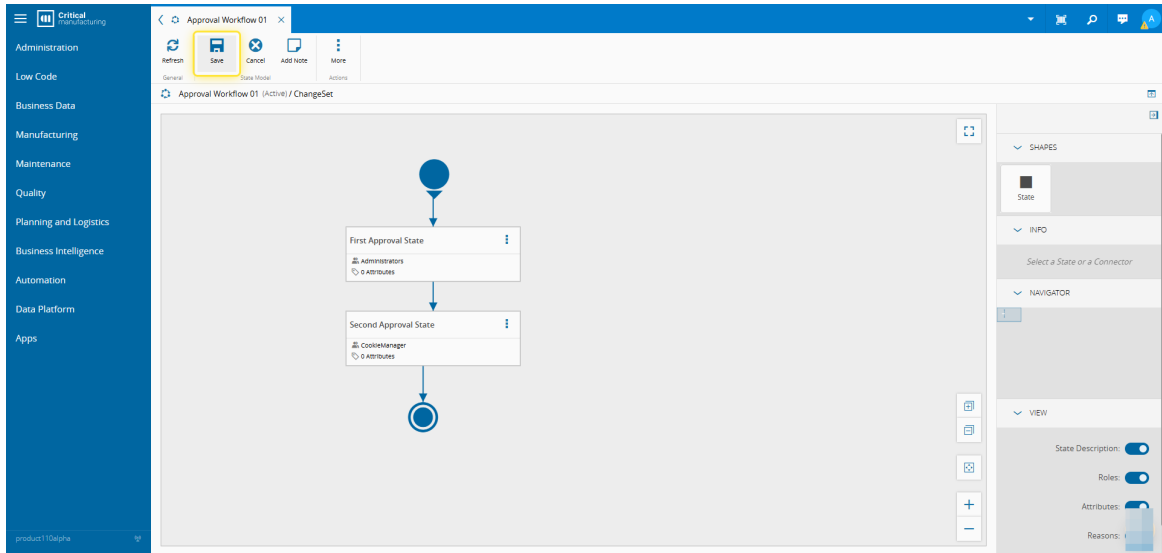
10. Select the Close button.



□ Do this as many times as you need to obtain the desired approval workflow.

11. Select the Save button.

Make sure the beginning of the state model is linked with the first state, the end of the state model is linked with the last state and that the states are linked.





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