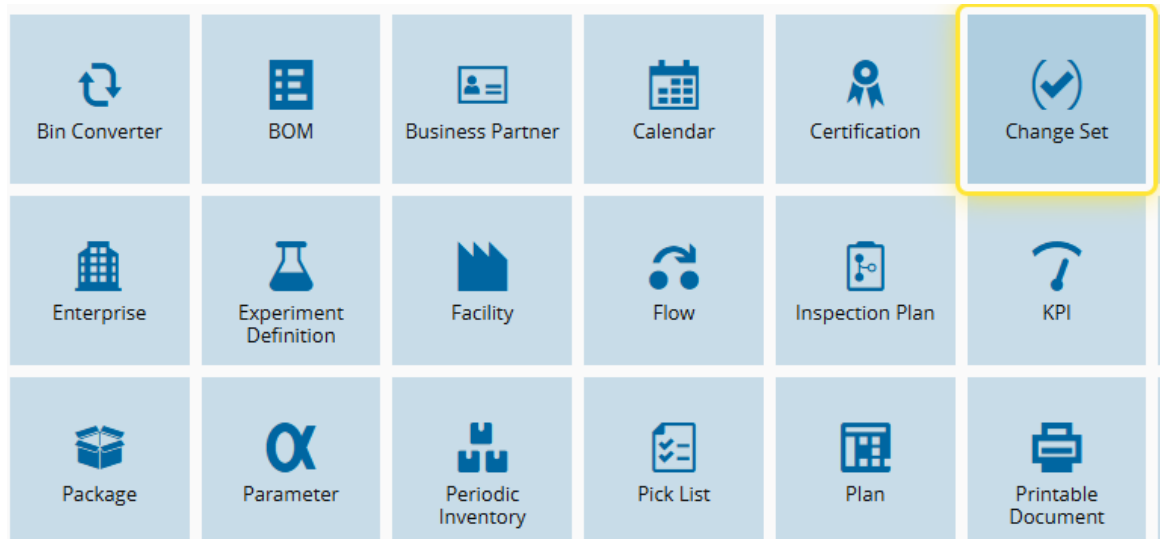


## How to: Set a Change Set Observer

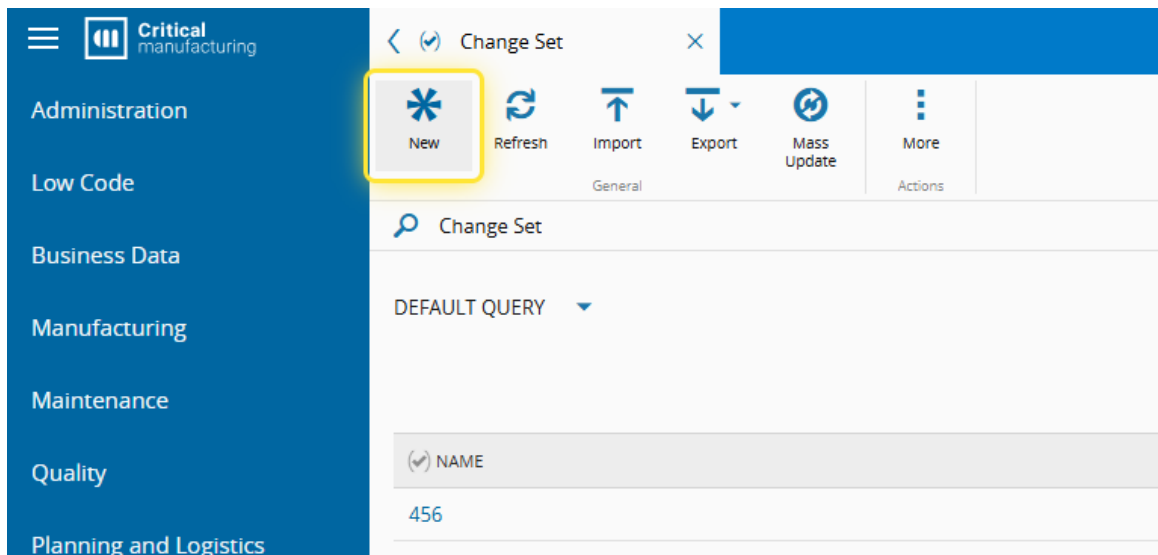
1. Go to the Business Data menu.



2. Select the Change Set entity.

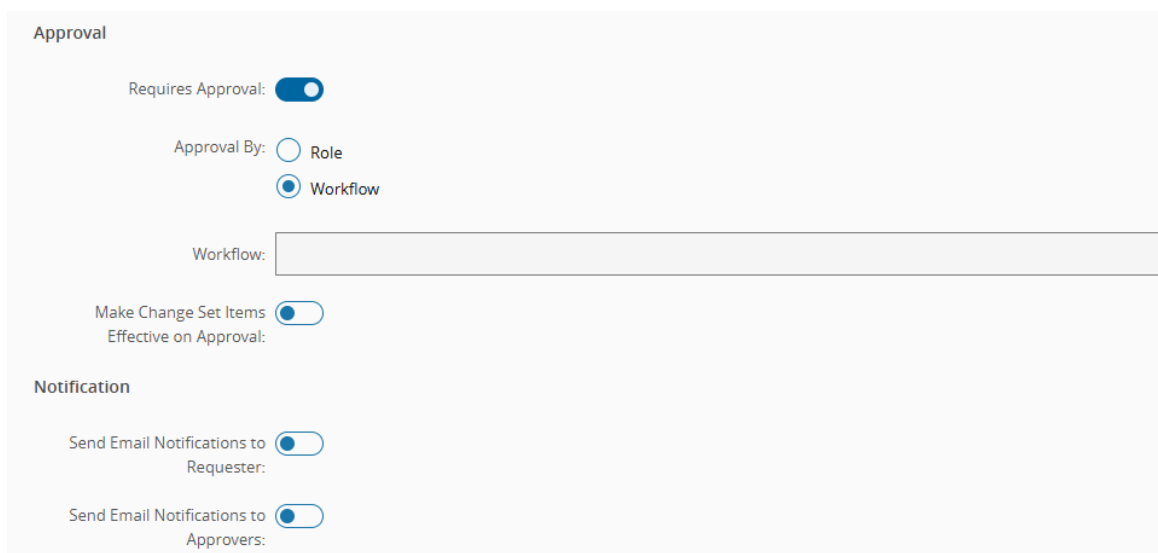


3. Create a new Change Set, or go to an existing one.



#### 4. Select an approval workflow.

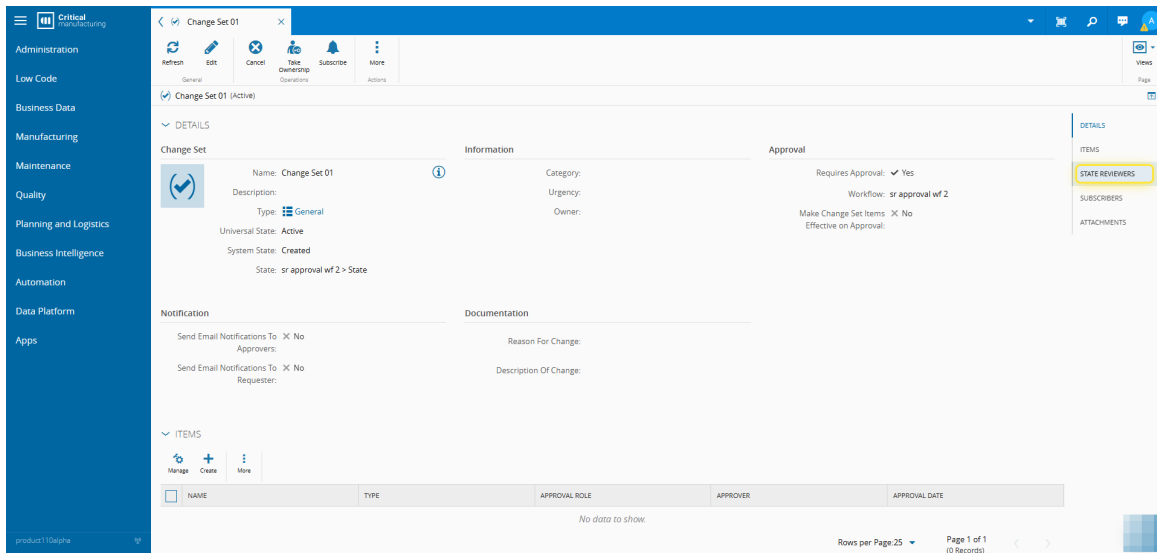
Observers are only allowed for change sets with approval workflows.



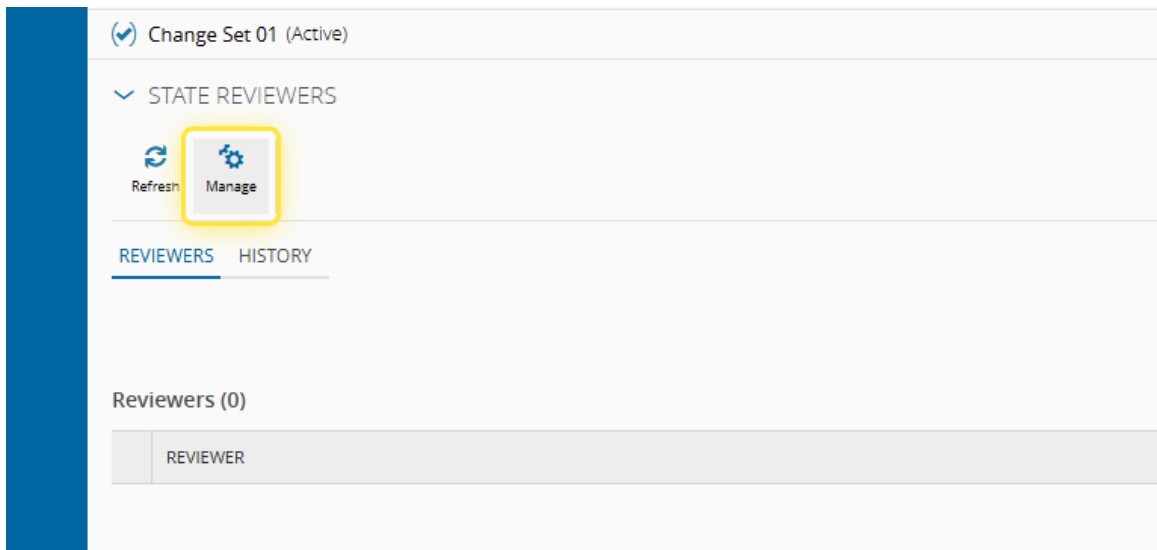
The screenshot shows the 'Approval' configuration panel. It has a title 'Approval' and several settings:

- Requires Approval:** A toggle switch that is currently turned on.
- Approval By:** Two radio buttons: 'Role' (unselected) and 'Workflow' (selected).
- Workflow:** A text input field that is currently empty.
- Make Change Set Items Effective on Approval:** A toggle switch that is currently turned on.
- Notification:** Two toggle switches:
  - Send Email Notifications to Requester:** A toggle switch that is currently turned on.
  - Send Email Notifications to Approvers:** A toggle switch that is currently turned on.

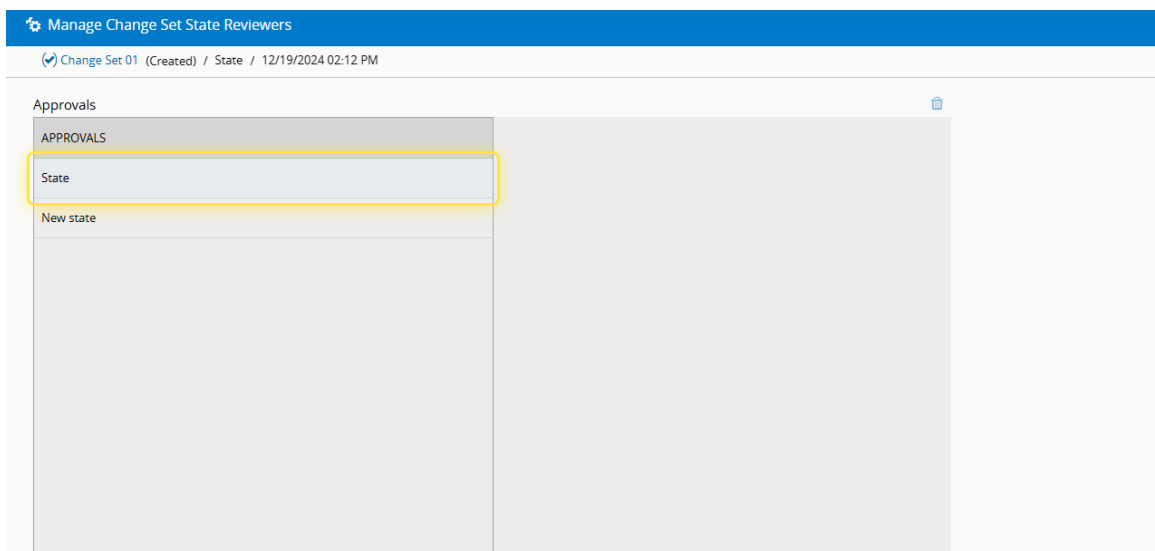
#### 5. Go to the State Reviewers section.



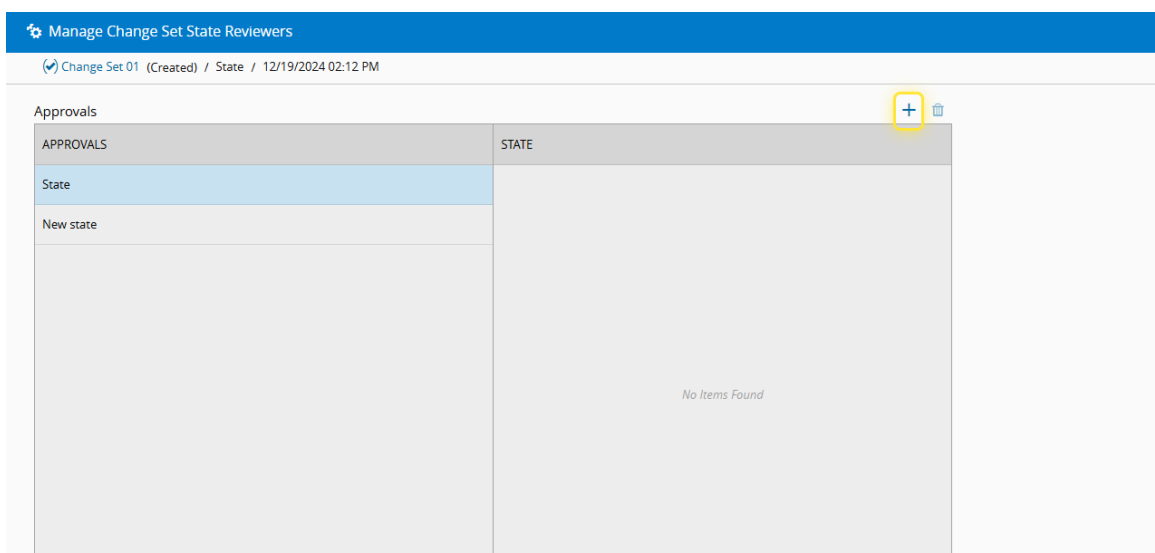
6. Select the Manage button.



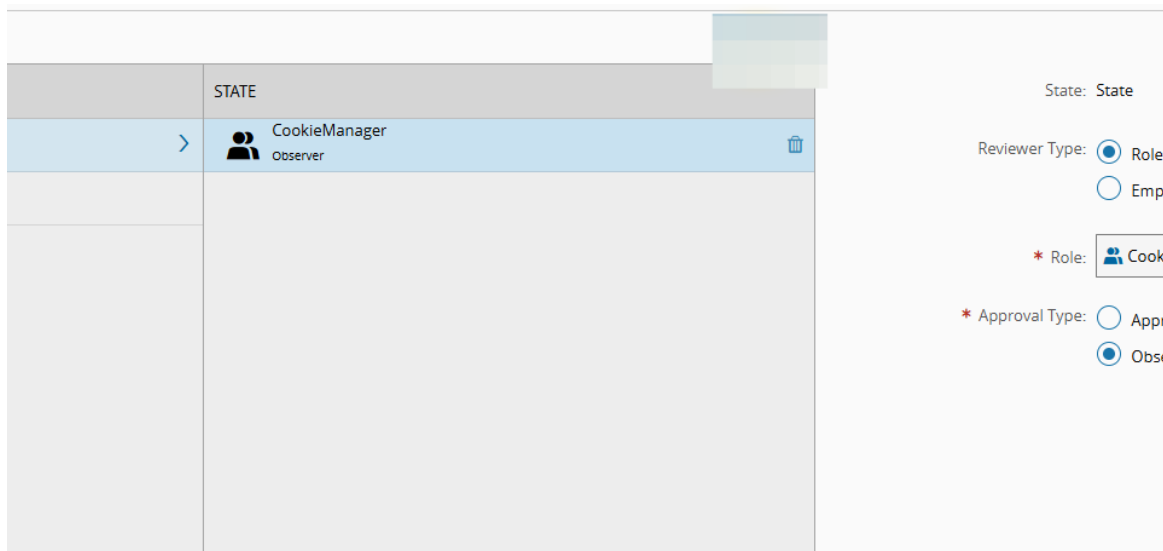
7. Choose the state where the Observer is to be added.



8. Select the add button.

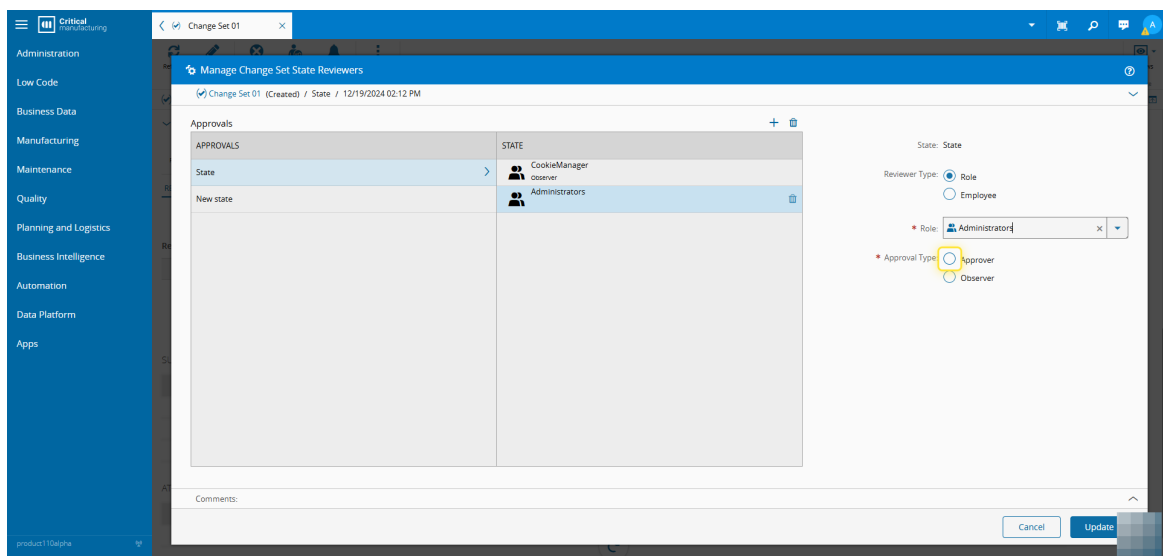


9. Set the information about the Observer.

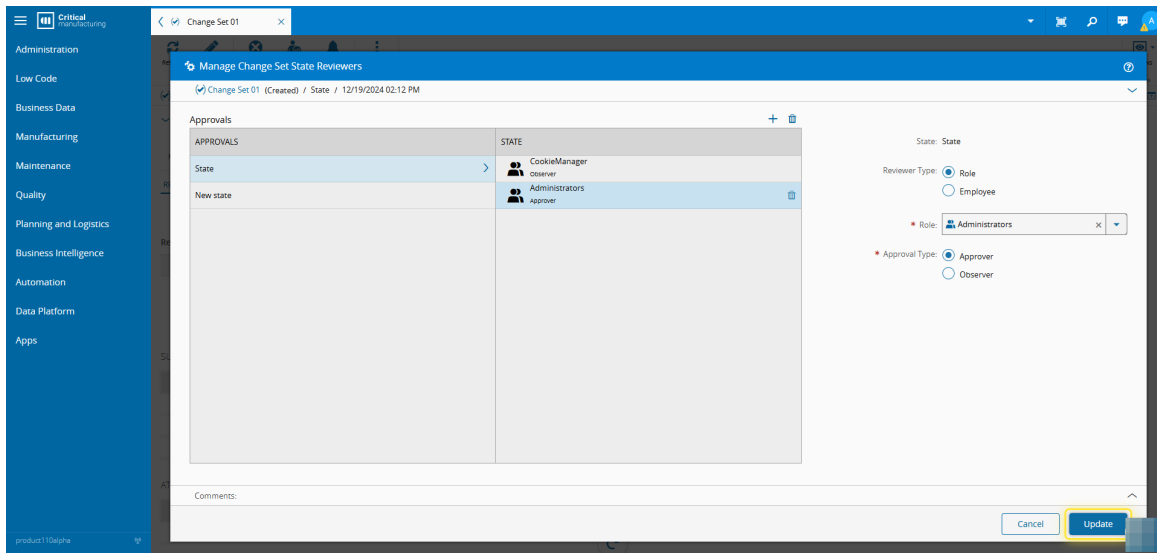


10. Set the information about the Approver of this state.

When managing the information on state reviewers and adding a reviewer, the system asks for the Approval Role or Employee in the specific state to be set.



11. Select the Update button.



Administration

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Change Set 01

### Manage Change Set State Reviewers

Change Set 01 (Created) / State / 12/19/2024 02:12 PM

| APPROVALS | STATE                         |
|-----------|-------------------------------|
| State     | CookieManager<br>CookieServer |
| New state | Administrators<br>Approver    |

State: State

Reviewer Type:  Role  Employee

\* Role: Administrators

\* Approval Type:  Approver  Observer

Comments:

Cancel Update