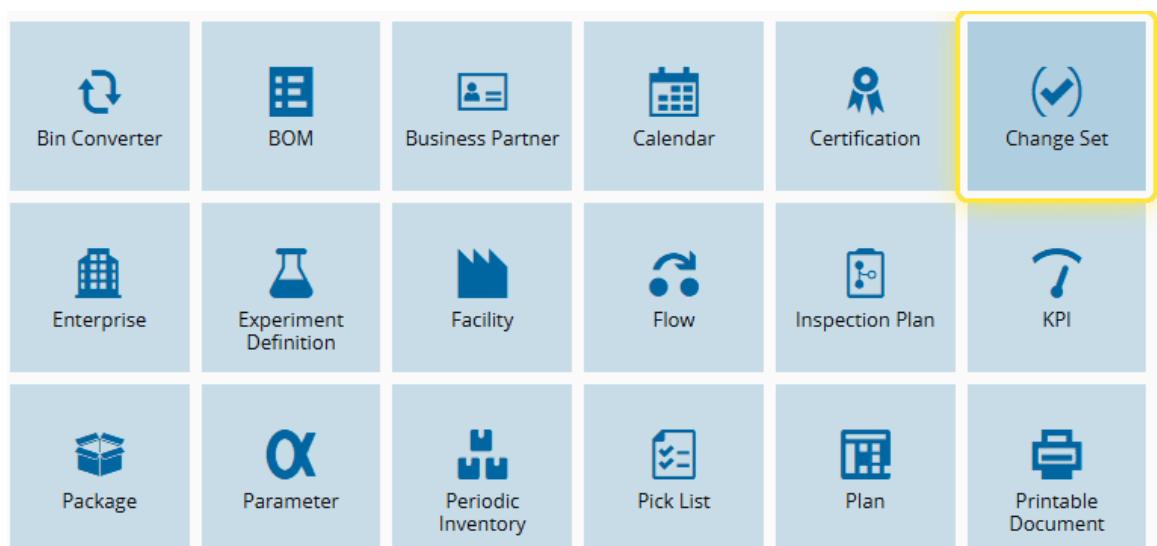


## How to: Set a Change Set Observer

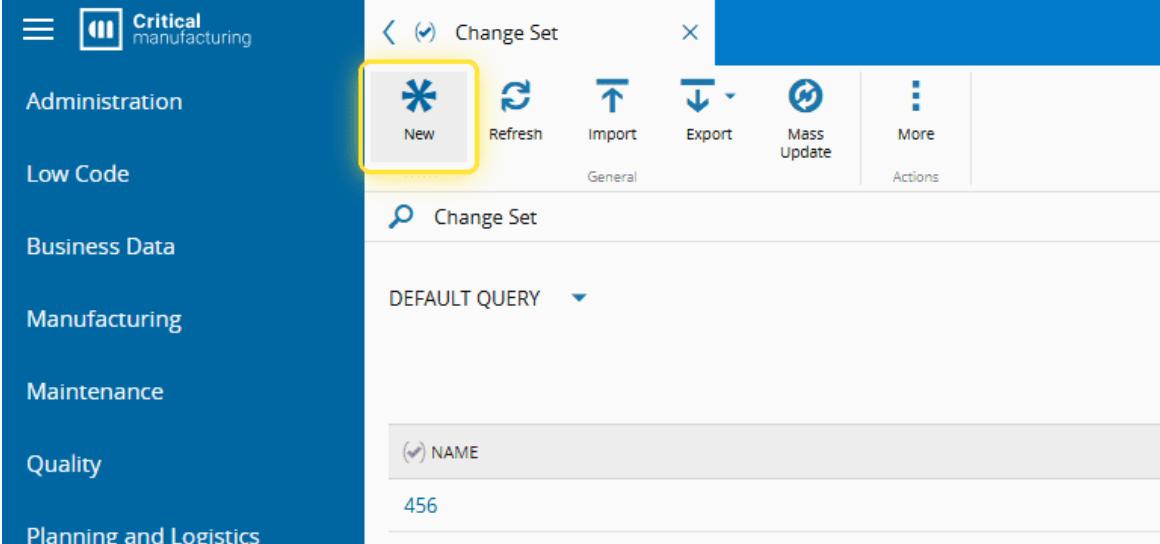
1. Go to the Business Data menu.



2. Select the Change Set entity.



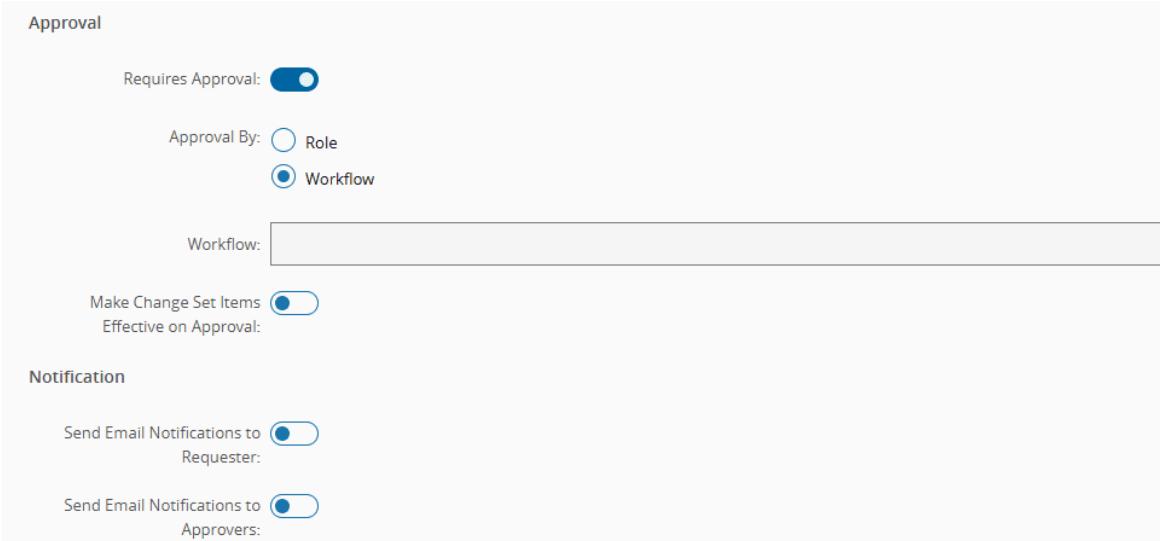
3. Create a new Change Set, or go to an existing one.



The screenshot shows the 'Change Set' screen in the Critical Manufacturing software. The left sidebar includes categories like Administration, Low Code, Business Data, Manufacturing, Maintenance, Quality, and Planning and Logistics. The main area has a toolbar with buttons for New, Refresh, Import, Export, Mass Update, and More. A search bar and a dropdown for 'DEFAULT QUERY' are also present. Below these are sections for 'NAME' and '456'.

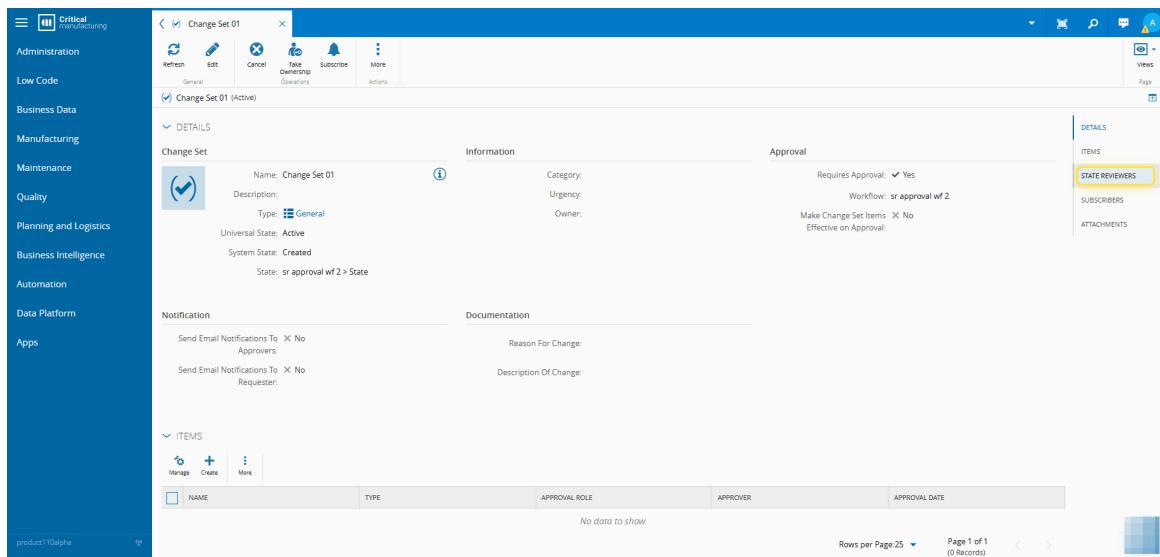
#### 4. Select an approval workflow.

Observers are only allowed for change sets with approval workflows.



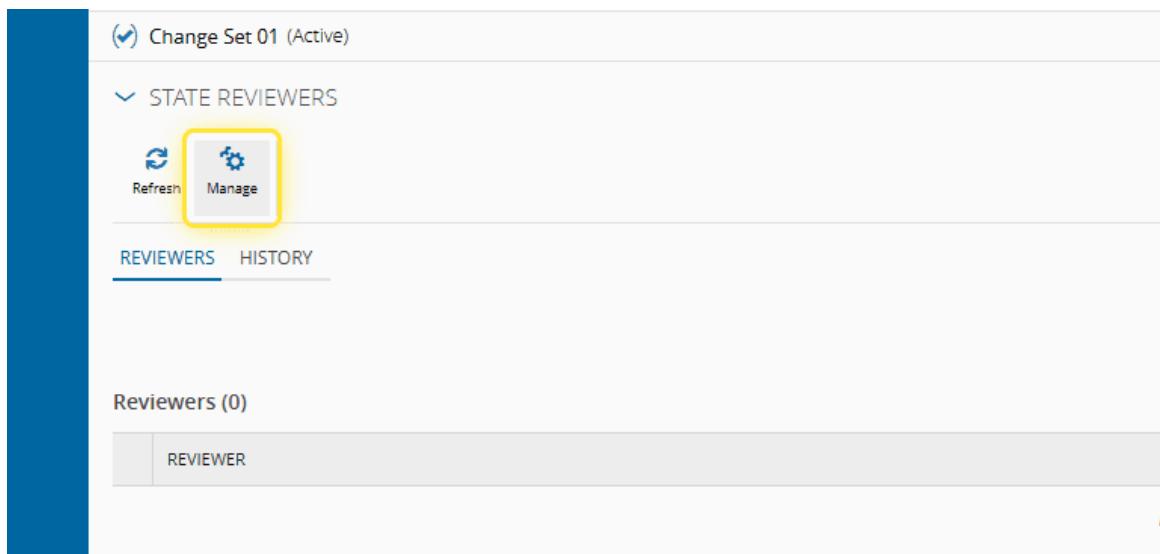
The screenshot shows the 'Approval' configuration screen. It includes sections for 'Approval' settings (Requires Approval: , Approval By:  Workflow, Workflow: [empty text box]), 'Effective on Approval' (Make Change Set Items: , Effective on Approval: [empty text box]), and 'Notification' settings (Send Email Notifications to Requester: , Send Email Notifications to Approvers: ).

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



The screenshot shows the 'Change Set 01 (Active)' details page. The left sidebar contains a navigation menu with various categories like Administration, Low Code, Business Data, Manufacturing, Maintenance, Quality, Planning and Logistics, Business Intelligence, Automation, Data Platform, and Apps. The main content area displays the 'Change Set' details, including Name: Change Set 01, Type: General, and Universal State: Active. The 'Approval' section shows Requires Approval: Yes, Workflow: sr\_approval\_wf\_2, and Make Change Set Items: No. The 'Notification' and 'Documentation' sections are also visible. On the right, there are tabs for DETAILS, ITEMS, and STATE REVIEWERS, with the STATE REVIEWERS tab currently selected. The 'ITEMS' section shows a table with columns: NAME, TYPE, APPROVAL\_ROLE, APPROVER, and APPROVAL\_DATE. The table is empty, showing 'No data to show.' Below the table are buttons for Manage, Create, and More. The bottom right corner shows pagination: Rows per Page: 25, Page 1 of 1 (0 Records).

6. Select the Manage button.



The screenshot shows the 'STATE REVIEWERS' page for Change Set 01. The left sidebar has a 'STATE REVIEWERS' section with a 'Manage' button, which is highlighted with a yellow box. Below the sidebar, there are tabs for REVIEWERS and HISTORY, with 'REVIEWERS' being the active tab. The main content area shows 'Reviewers (0)' and a table with a single column labeled 'REVIEWER'. The bottom right corner shows a small blue icon.

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

Manage Change Set State Reviewers

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

Approvals

APPROVALS	STATE
State	
New state	

No Items Found

8. Select the add button.

Manage Change Set State Reviewers

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

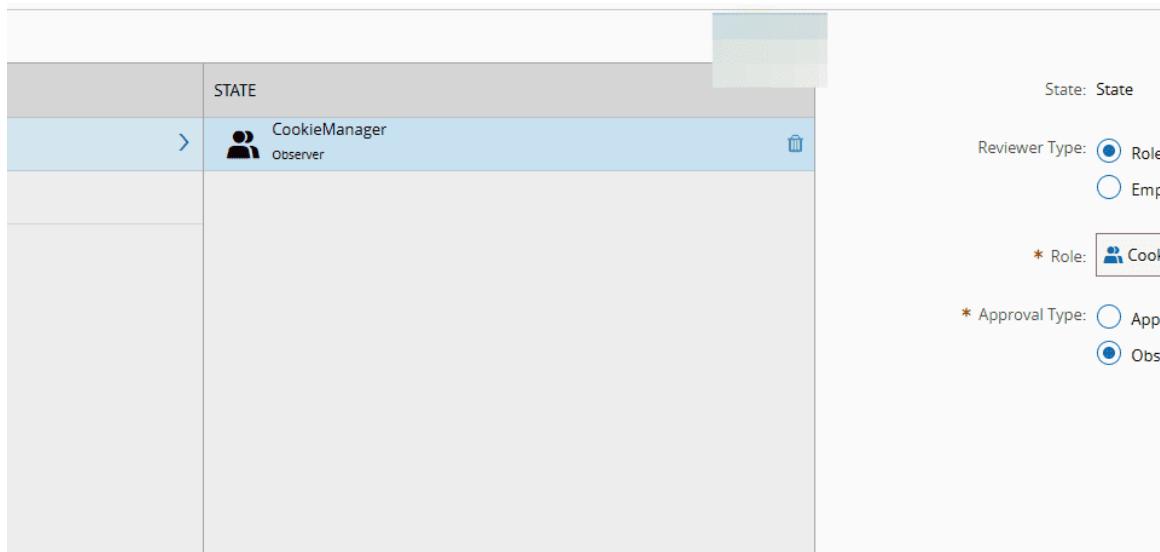
Approvals

APPROVALS	STATE
State	
New state	

No Items Found

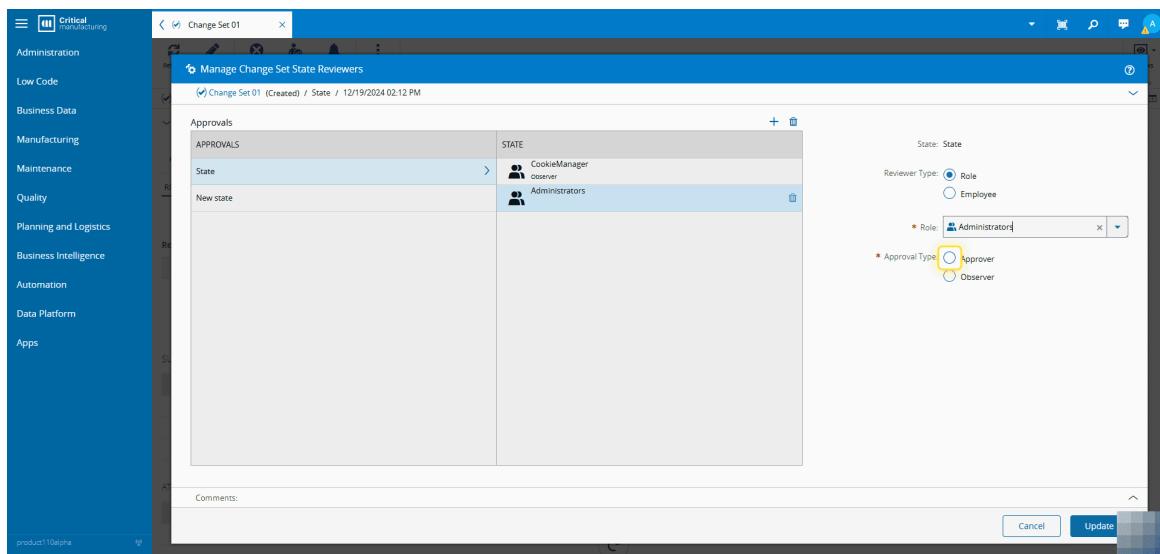
**+**

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.

