



How to: Create an Approval Workflow

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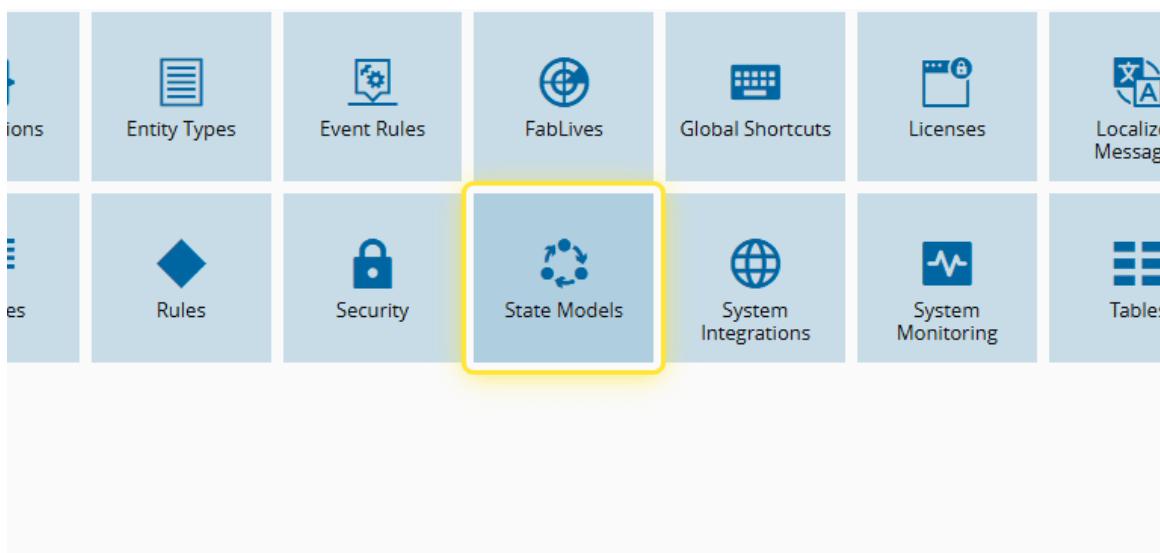
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How to: Create an Approval Workflow

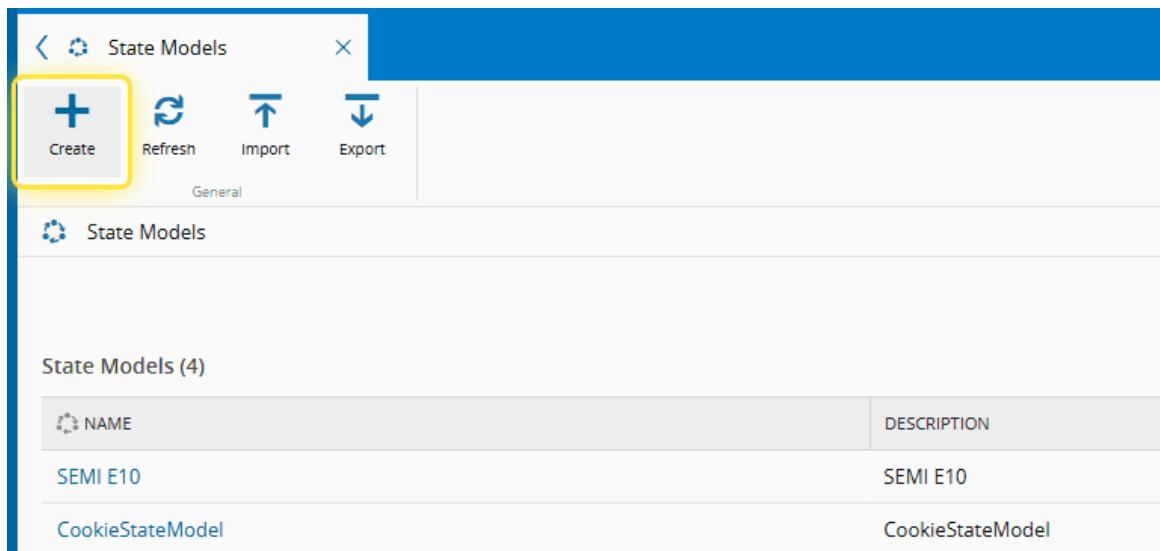
1. Go to the Administration menu.



2. Select the State Models.



3. Select the Create button.

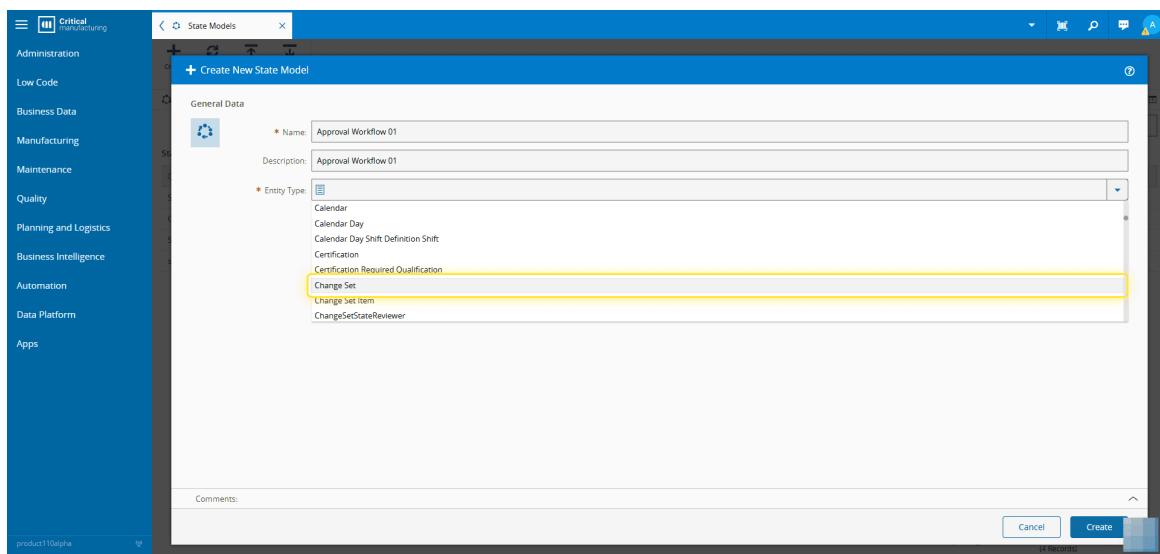


State Models (4)

NAME	DESCRIPTION
SEMI E10	SEMI E10
CookieStateModel	CookieStateModel

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

The entity type should be Change Set.



General Data

* Name: Approval Workflow 01

Description: Approval Workflow 01

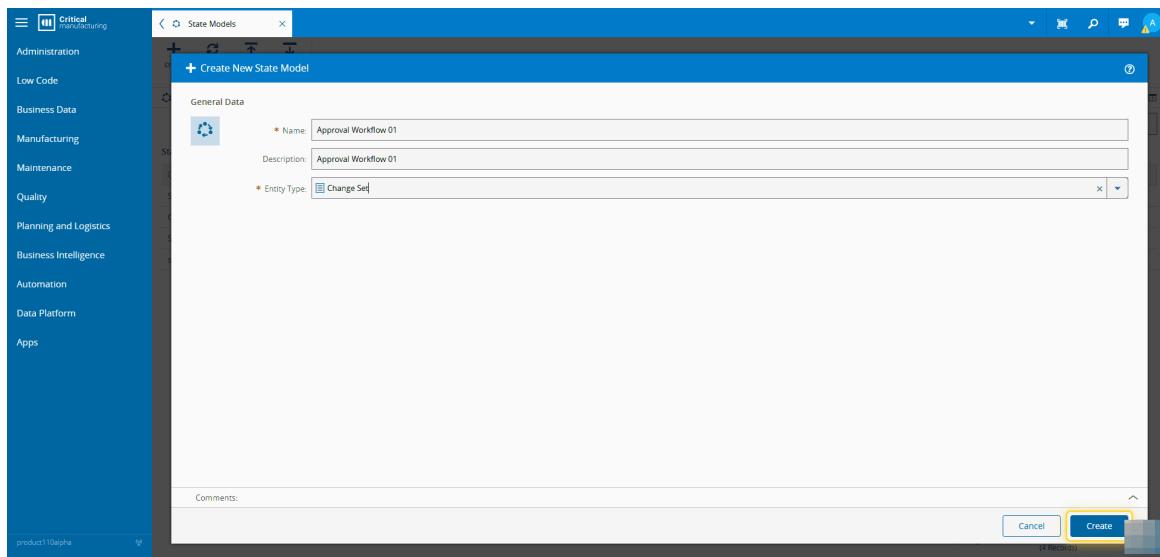
* Entity Type:

- Calendar
- Calendar Day
- Calendar Day Shift Definition Shift
- Certification
- Certification Required Qualification
- Change Set**
- Change Set Item
- ChangeSetStateReviewer

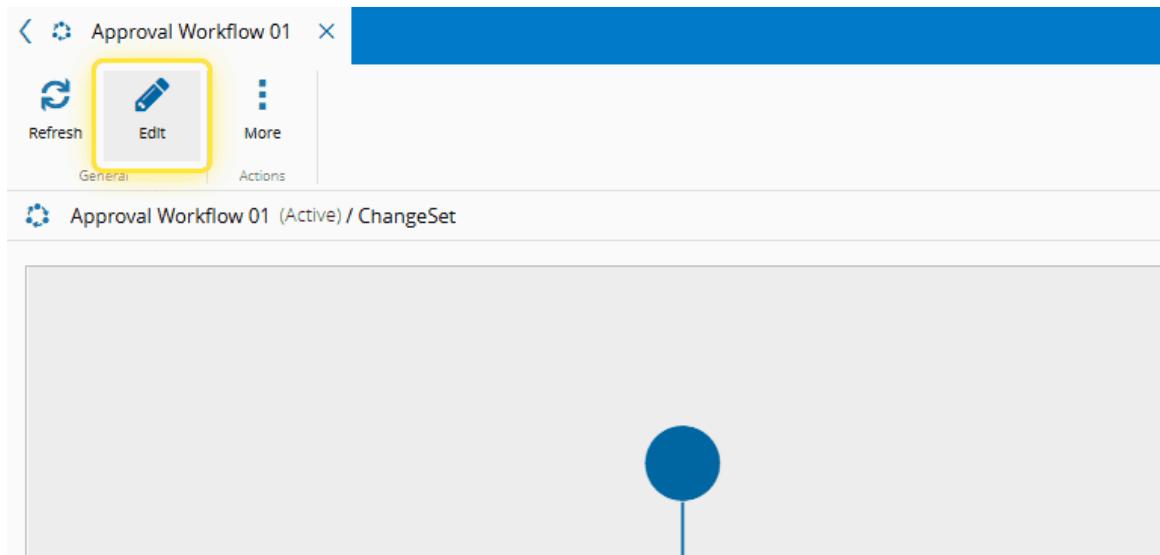
Comments:

Cancel Create

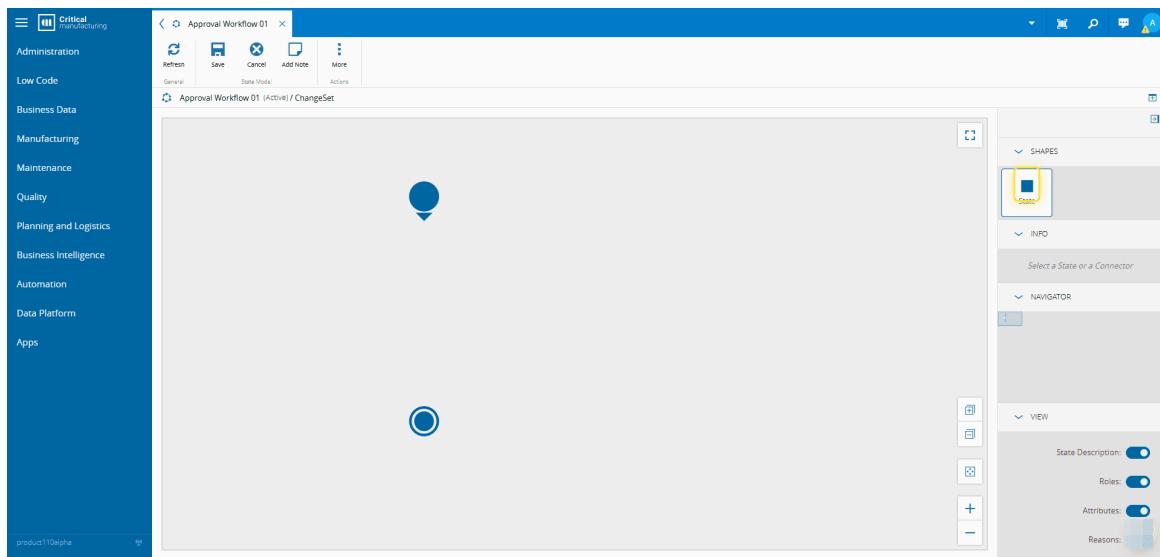
5. Select the Create button.



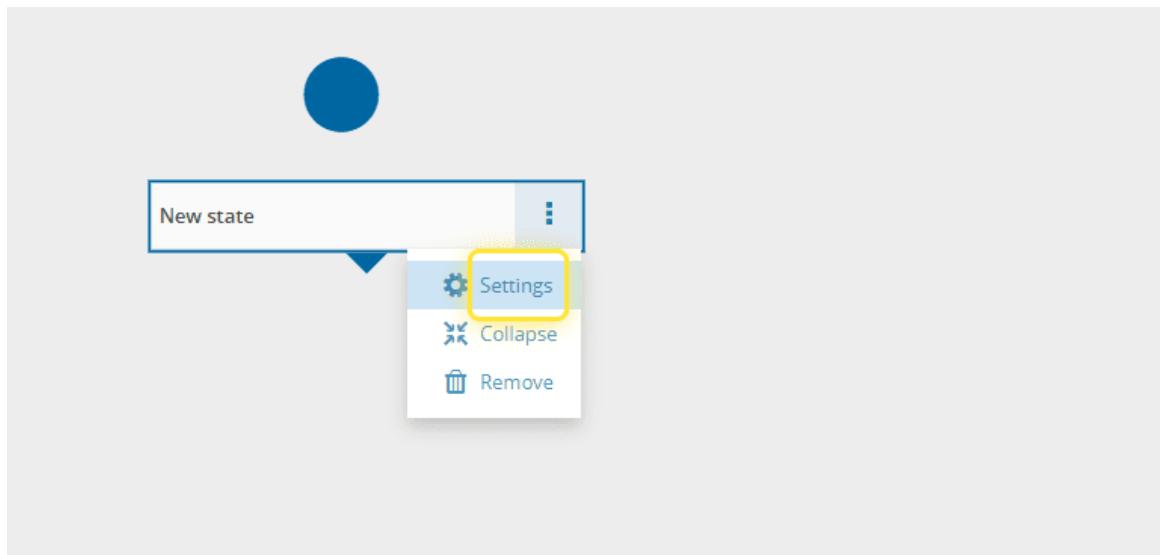
6. Select the Edit button.



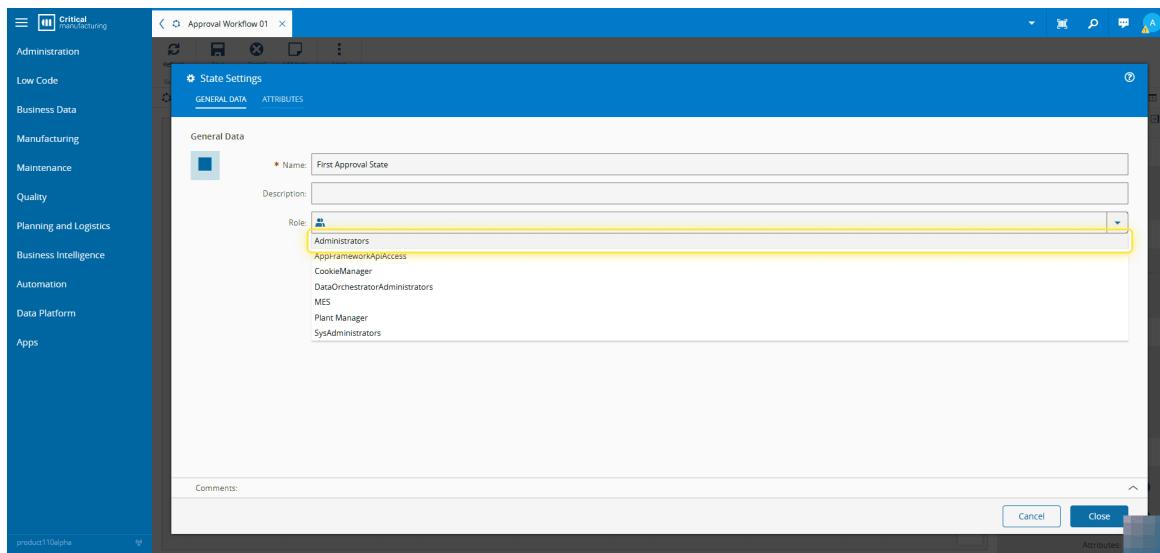
7. Drag and drop the needed states.



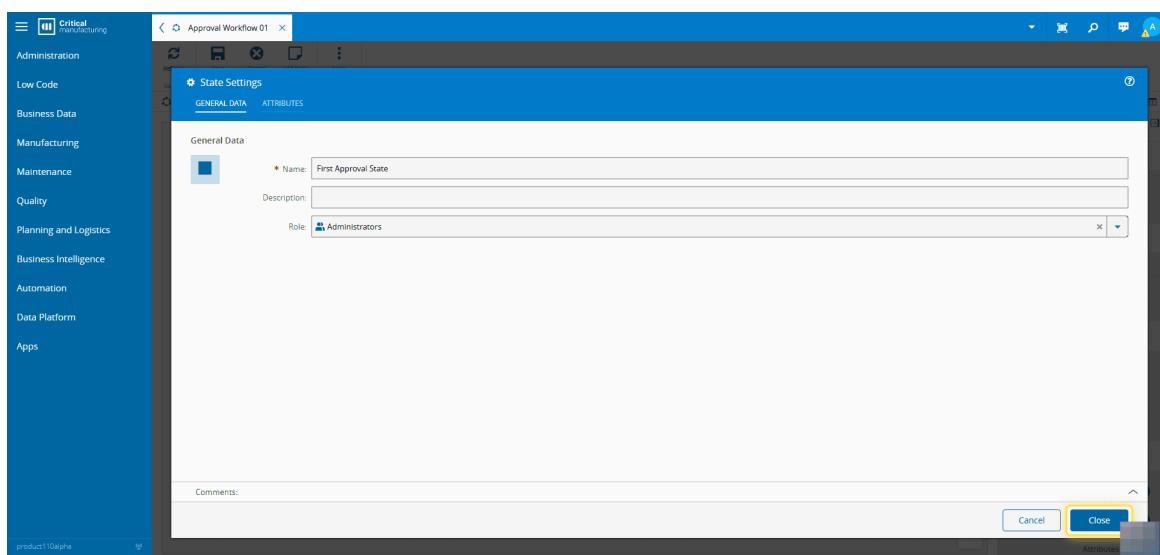
8. Go to the settings of each state.



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



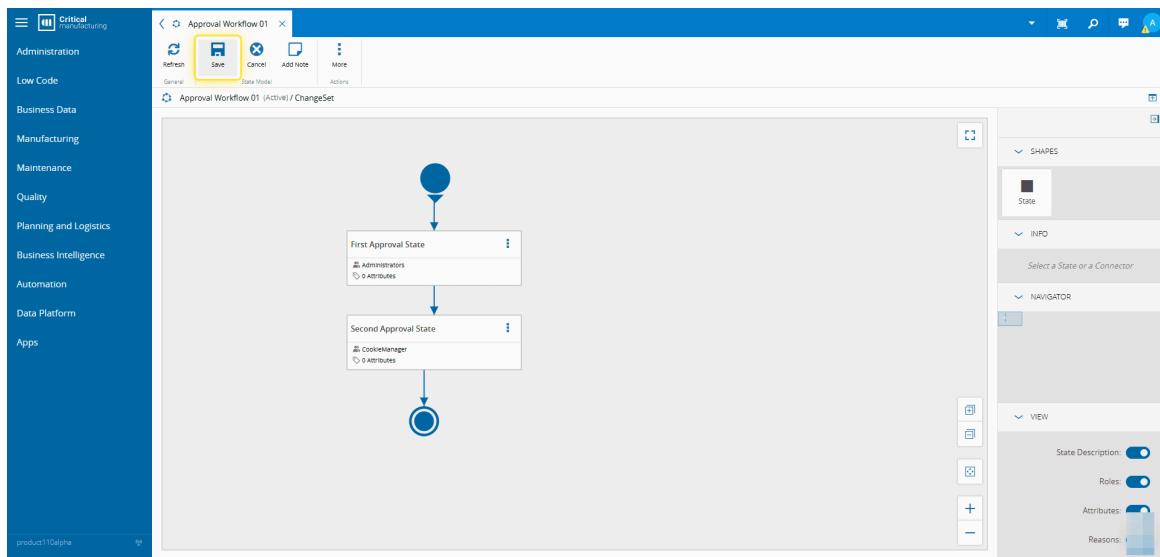
10. Select the Close button.



□ 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.





Legal Information

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