

Enabling Approval Workflow

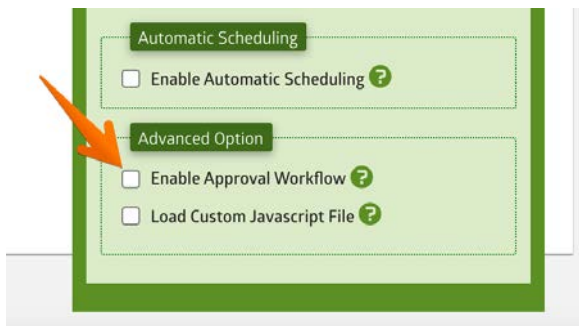
How to use approval workflow on your form

To enable Approval Workflow, edit your form and click the **Form Properties** tab. Then click the **show more options** link.



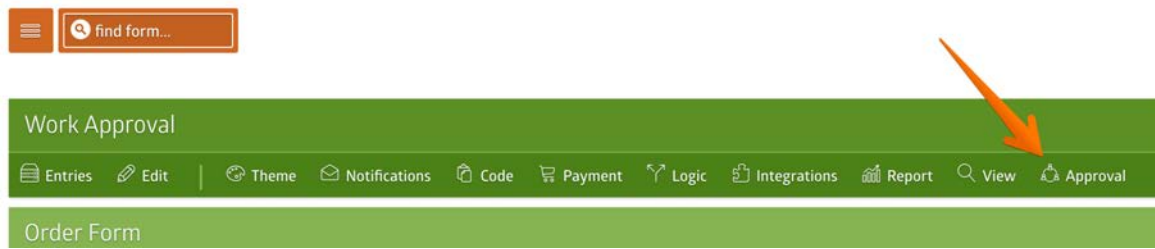
The screenshot shows the 'Form Properties' tab selected in a form editor. The tab bar at the top has three options: 'Add a Field', 'Field Properties', and 'Form Properties'. The 'Form Properties' tab is active and highlighted in green. Below the tab bar, the form configuration area is visible. It includes a 'Form Title' field with the text 'Work Approval', a 'Description' field with the text 'This is your form description. Click here to edit.', and a checkbox labeled 'Hide Title and Description from Public View'. Below these is a 'Submission Confirmation' section with two radio buttons: 'Show Text' (selected) and 'Redirect to Web Site'. The 'Show Text' option has a text box containing 'Success! Your submission has been saved!'. At the bottom right of the form configuration area, there is a red dashed link labeled 'show more options'. Two orange arrows are present: one pointing to the 'Form Properties' tab and another pointing to the 'show more options' link.

Turn on the **Enable Approval Workflow** option under the **Advanced Option** section and then save your form.



The screenshot shows the 'Advanced Option' section of the form editor. It is a green-bordered box containing two checkboxes: 'Enable Automatic Scheduling' and 'Enable Approval Workflow'. The 'Enable Approval Workflow' checkbox is selected. Below it is another checkbox labeled 'Load Custom Javascript File'. An orange arrow points to the 'Enable Approval Workflow' checkbox.

Once you've saved your form, you should see the **Approvals** menu icon on your form manager.



And that's it! You've successfully activated the approval workflow on your form. You can click the **Approval** icon to add approvers and configure other settings.