

Approval Workflow

#	Template name	Department	Designation	Template Mode	Module	Reporting To	No of Employee	Status	Action
1	WFH Template Strict	TEST DEPT	Tester,Software Tester Level 1,Software Tester level 2,Software tester Level 3,Senior Software Tester	Strict	WFH Request Approval	Three Levels	6	<input checked="" type="checkbox"/>	
2	Workflow Setup	TEST DEPT	Tester,Software Tester Level 1,Software Tester level 2,Software tester Level 3,Senior Software Tester	Strict	Travel Expense Approval	Three Levels	4	<input checked="" type="checkbox"/>	

In this section, you can set up and manage the approval process within your organization.

You'll find a filter that allows you to search templates either by employee or by approver. The list below shows all existing approval templates with details such as template name, department, designation, mode (strict or flexible), module, number of reporting levels, number of mapped employees, status, and an action column. If a template is not verified yet, you'll see an edit icon to update it. If it's already verified, an eye icon will appear so you can only view the template details. You'll also see a delete icon to remove templates if needed.

To create a new approval workflow, click on the *Add Approval* button in the top right corner. A pop-up will appear where you can enter the basic details including template name, department, designation, module, mode, and select the employees you want to map from the dropdown. Below that, there's a *Configure* button - clicking this will open the section to add approvers. To define the approval hierarchy, click on *Add Approver Level*. Two dropdowns will appear: in the first one, you can choose whether the approver is based on a role or an individual employee.

In the second dropdown, you can then select the specific role or employee. You can repeat this step to add multiple levels of approvers as required. Once everything is configured and saved, the template will be listed among other existing approval workflows.

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