

### CONTENT

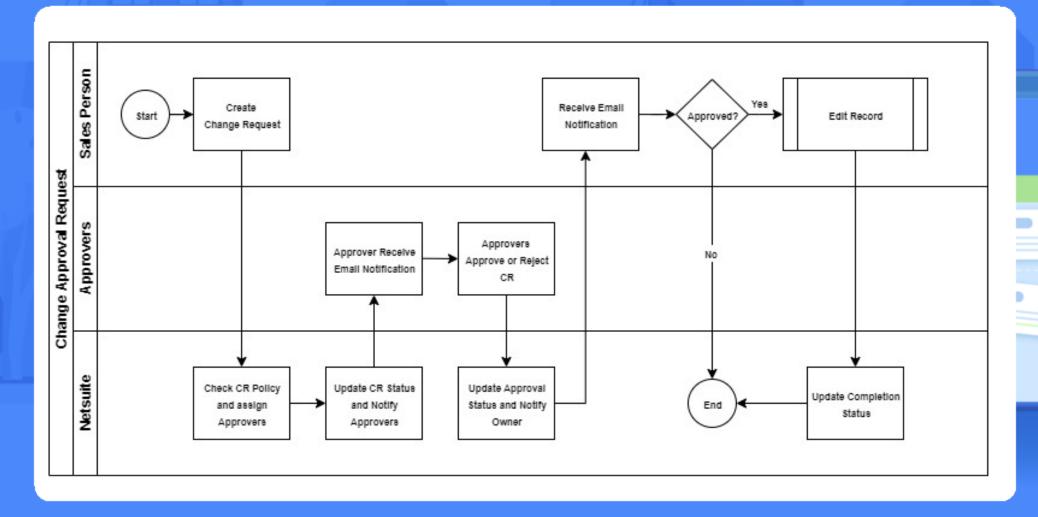
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  - □ Change Policy
  - □ Change Approval Request
  - Approval Status (LIST)
  - □ Completion Status (LIST)

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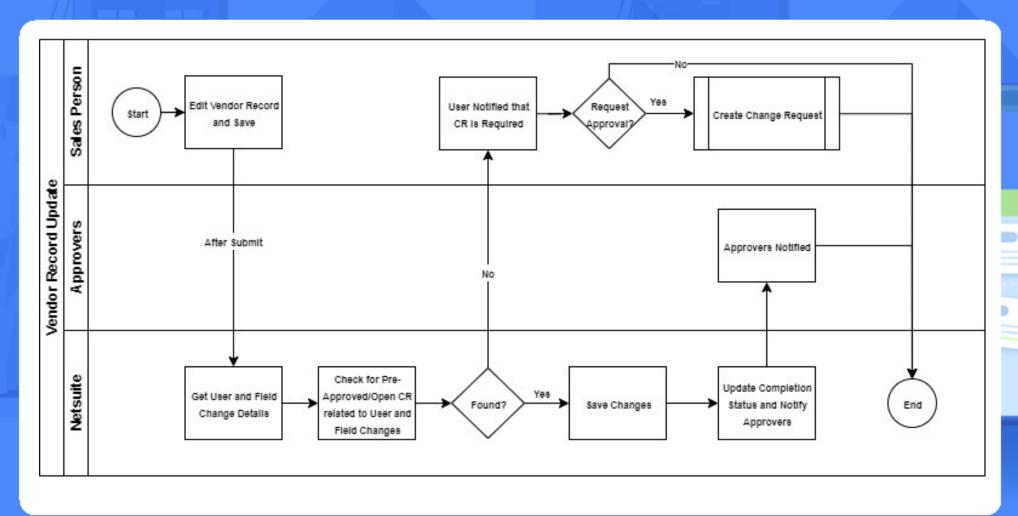
- Change Approval Request Process
- Vendor Record Update Process

### PROCESS FLOW DIAGRAM

# CHANGE APPROVAL REQUEST



### **VENDOR RECORD UPDATE/EDIT**



- Change Approval Policy
- Change Approval Request
- Approval Status (LIST)
- Complete Status (LIST)
- Change Approval Type (LIST)

### DATA CUSTOMIZATIONS

### **CHANGE APPROVAL POLICY**

#### **CUSTOM RECORD TYPE**

Name: Change Approval Policy

ID: customrecord\_change\_approval\_policy

Fields:

Name	ID	Туре	List/Record
Finance Approvers	custrecord_finance_approver	Multiple Select	Employee
Sales Manager Approvers	custrecord_sales_managers_approvers	Multiple Select	Employee
Default Policy	custrecord_is_default_policy	Check Box	

## **CHANGE APPROVAL REQUEST**

#### **CUSTOM RECORD TYPE**

Name: Change Approval Request

ID: customrecord\_change\_approval\_request

Fields:

Name	ID	Туре	List/Record
Change Type	custrecord_cr_change_type	List/Record	Change Approval Type
Affected Employee	custrecord_cr_affected_employee	List/Record	Employee
Description	custrecord_cr_description	Free-Form Text	
Mandated Approvers	custrecord_cr_mandated_approvers	Multiple Select	Employee
Approval Status	custrecord_cr_approval_status	List/Record	Approval Status
Approval Notes	custrecord_cr_approval_notes	Free-Form Text	
Completion Status	custrecord_cr_completion_status	List/Record	Completion Status
Approved By	custrecord_cr_approved_by	Multiple Select	Employee
Approved Date	custrecord_cr_approved_date	Date/Time	

# **Approval Status**

#### **CUSTOM LIST TYPE**

Name: Approval Status

ID: customlist\_change\_approval\_status

Name	Internal ID
Not Started	1
Pending Approval	2
Approved	3
Rejected	4

# **Completion Status**

#### **CUSTOM LIST TYPE**

Name: Completion Status

ID: customlist\_completion\_status

Name	Internal ID
Open	1
Completed	2
Cancelled	3

# **Change Approval Type**

#### **CUSTOM LIST TYPE**

Name: Change Approval type

ID: customlist\_change\_approval\_type

Name	Internal ID
Vendor	1
Customer	2

- Check for Change Approval Policy
- Check Pre-Approved Change Request

### **SCRIPTS**

# **Change for Change Approval Policy**

TYPE: User Event

NAME: Check for Change Approval Policy ID: customscript\_check\_cr\_approval\_policy

API VERSION: 2.0

SCRIPT FILE: CheckChangeApprovalPolicy.js

#### **DESCRIPTION:**

The script checks the default Approval Policy record and fetch the assigned Approvers from it.

# Check Pre-Approved Change Request

TYPE: User Event

NAME: Check Pre-Approved Change Request ID: customscript\_check\_pre\_approved\_cr\_cs

API VERSION: 2.0

SCRIPT FILE: CheckPreApprovedChangeApprovalCS.js

#### **DESCRIPTION:**

The script controls the editing of the record, allowing edits only when an existing Approved, and not Completed Change Approval Request is found for the current User.

► Thank you!

