**Approval Process**

An approval process automates how records are approved in Salesforce.

An approval process is combination of steps for a record to be approved and person has to approve it each step.A step can apply to all the records to that object or just record that meets the certain criteria. An approval process also specifies the actions to take when a record isapproved, rejected, recalled, or first submitted for approval.

**File Suffix :** The suffix is .approvalProcess and are stored in the approvalProcesses folder.

**Fields :**

1. Active : *Required*. It shows whether Process is active or not?
2. allowRecall : Whether to allow submitters to recall approval requests.If set to false, only administrators can recall approval request.
3. allowedSubmitters : *Required*. An array of users who will be submitting the records.
4. approvalPageFields : Shows which fields will be displayed on approval page.
5. approvalStep : Array of approval steps.
6. entryCriteria : Determines which records can enter approval process.
7. finalApprovalActions/finalRejectionActions : Specifies which action has to be executed after approval/rejection.
8. finalApprovalRecordLock/finalRejectionRecordLock : Whether to keep the record locked after its finally accepted/rejected.
9. Label : *Required.* Name of the approval Process.
10. recallActions : Specifies which workflow actions to execute when a pending approval request is withdrawn.

**Example:**

<?xml version="1.0" encoding="UTF-8"?>

*<!--Approval Process Component-->*

<ApprovalProcess xmlns="http://soap.sforce.com/2006/04/metadata">

*<!--Inactive Process-->*

<active>false</active>

*<!--only administrators can recall approval requests-->*

<allowRecall>false</allowRecall>

*<!--Array of users who will be submitting the record along with their type -->*

<allowedSubmitters>

<type>owner</type>

</allowedSubmitters>

<allowedSubmitters>

<submitter>manisha.gupta1@metacube.com</submitter>

<type>user</type>

</allowedSubmitters>

*<!--Fields to be displayed on approval page.-->*

<approvalPageFields>

<field>Name</field>

<field>Owner</field>

<field>MyLeadCustomField\_\_c</field>

</approvalPageFields>

*<!--Steps for approval -->*

<approvalStep>

<allowDelegate>false</allowDelegate>

<approvalActions>

<action>

<name>LeadApprovedTask1</name>

<type>Task</type>

</action>

</approvalActions>

<assignedApprover>

<approver>

<type>adhoc</type>

</approver>

</assignedApprover>

<label>Step1</label>

<name>Step1</name>

<rejectionActions>

<action>

<name>LeadRejectedTask</name>

<type>Task</type>

</action>

</rejectionActions>

</approvalStep>

<approvalStep>

<allowDelegate>false</allowDelegate>

<assignedApprover>

<approver>

<type>userHierarchyField</type>

</approver>

</assignedApprover>

<entryCriteria>

<criteriaItems>

<field>Lead.CreatedDate</field>

<operation>greaterThan</operation>

<value>3/25/2013</value>

</criteriaItems>

<criteriaItems>

<field>User.IsActive</field>

<operation>notEqual</operation>

<value>true</value>

</criteriaItems>

</entryCriteria>

<ifCriteriaNotMet>ApproveRecord</ifCriteriaNotMet>

<label>Step2</label>

<name>Step2</name>

<rejectBehavior>

<type>RejectRequest</type>

</rejectBehavior>

</approvalStep>

*<!--Specifies which email template will be used.-->*

<emailTemplate>MyFolder/LeadsNewassignmentnotification</emailTemplate>

<enableMobileDeviceAccess>false</enableMobileDeviceAccess>

*<!--entry Criteria for record to enter approval process.-->*

<entryCriteria>

<criteriaItems>

<field>Lead.AnnualRevenue</field>

<operation>greaterThan</operation>

<value>10500</value>

</criteriaItems>

</entryCriteria>

*<!-- Actions to be taken on final Approvaol/Rejection-->*

<finalApprovalActions>

<action>

<name>LeadEmailContacted</name>

<type>Alert</type>

</action>

</finalApprovalActions>

<finalApprovalRecordLock>true</finalApprovalRecordLock>

<finalRejectionActions>

<action>

<name>ProcessRejectedMessageAction</name>

<type>OutboundMessage</type>

</action>

</finalRejectionActions>

<finalRejectionRecordLock>false</finalRejectionRecordLock>

*<!--Action to be taken when a record is initially submitted.-->*

<initialSubmissionActions>

<action>

<name>LeadFieldUpdate</name>

<type>FieldUpdate</type>

</action>

<action>

<name>NewLeadEmail</name>

<type>Alert</type>

</action>

</initialSubmissionActions>

<label>SampleProcess</label>

</ApprovalProcess>