Date:07/07/2023

Name: Shashikumar Reddy

Step1:

Create three classic email templates.

1. Pending Status
2. Approved
3. Rejected

Step2:

- Then go to the Approval Process:

- Attach the Pending status email template to Initial Submission Actions.

- Attach the Approved status email template to Final Approval Actions.

- Attach the Rejected status email template to Final Rejection Actions.

Plan
Shashi

Related	**Details**

Plan Name
Shashi

Project

Start Date

End Date

Formula-date
-6.00

Enter the amount
✔

Amount
20,000.00

Owner
Shashikumar Reddy

Number-of-Days

Created By
Shashikumar Reddy, 07/07/2023, 5:04 pm

Last Modified By
Shashikumar Reddy, 07/07/2023, 5:04 pm

Approval Process Screenshot:

SETUP
Approval Processes

	Record Lock		Lock the record from being edited
Edit | Remove	Email Alert		Pending

Approval Steps ℹ️

Action	Step Number	Name	Description	Criteria	Assigned Approver	Reject Behavior
Show Actions | Edit	1	user1		(Plan: Amount LESS THAN 100000) AND (Plan: Amount GREATER THAN 1000) , **else** Next Step	User:user1 approver	Final Rejection
Show Actions | Edit	2	user2		(Plan: Amount GREATER THAN 100000) AND (Plan: Amount LESS OR EQUAL 200000) , **else** Next Step	User:user2 approver	Final Rejection
Show Actions | Edit	3	user3		Plan: Amount GREATER THAN 200000	User:user3 approver	Final Rejection

Final Approval Actions ℹ️   [Add Existing] [Add New ▼]

Action	Type	Description
Edit	Record Lock	Lock the record from being edited
Edit | Remove	Email Alert	Approved

Final Rejection Actions ℹ️   [Add Existing] [Add New ▼]

Action	Type	Description
Edit	Record Lock	Lock the record from being edited
Edit | Remove	Email Alert	Rejected

Pending Status Mail:

Approved Application:

Rejected Application: