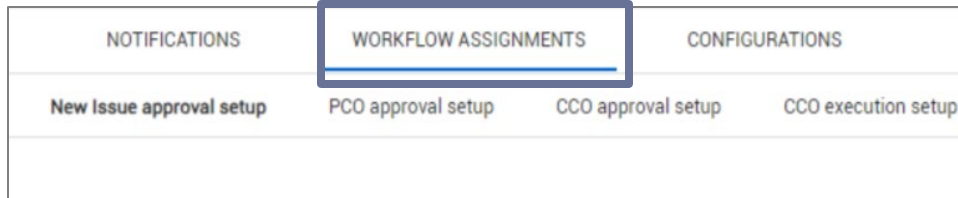
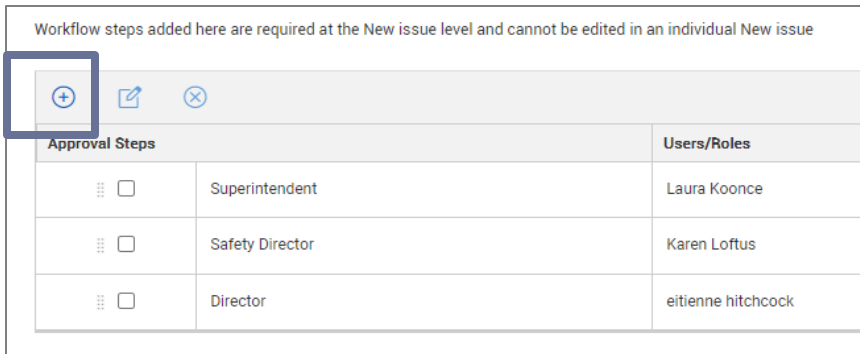


GENERATE A WORKFLOW IN SETTINGS FOR NEW ISSUE SETUP

1. On the Settings page, select the Workflow Assignments tab. Select New Issue approval setup.

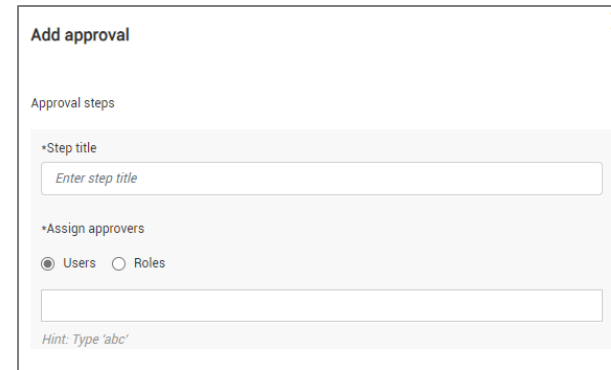


- With approval workflows set up, when a new issue is created, the appropriate employee is notified via email to review and either approve or reject the issue.
2. Add an employee by selecting the “+” icon to open the approval window.

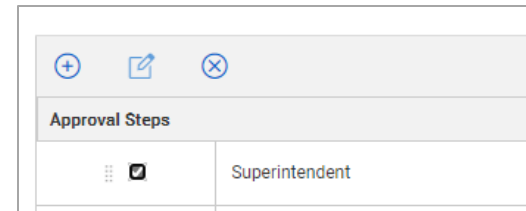


- **NOTE:** Workflow steps added here are required at the New Issue level and cannot be edited in an individual New Issue.

4. Add Approval. Fill in the required fields for Approver title and role.
5. Click **Save**.



4. To Add or Delete an Approver, select the checkbox and the appropriate icon.



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