

ShreX: SharePoint end User Guide

Approval Workflow



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Contents

[Start Approval Process 2](#_Toc110344974)

[Approve/Reject Approval Request 3](#_Toc110344975)

[Unpublish Document 4](#_Toc110344976)

# Start Approval Process

* Click on ShareX:Publish option to start approval process on the document.

* Document status will be changed to In Progress once you start the approval process. Document will be locked from further editing.

* Email will be triggered to Approver users (users of ShareX Approver Group) which contains link for the document as well as link for Approval Page

# Approve/Reject Approval Request

* Below is the approval page. Approval user can approve/reject the request.



* If user approves the request, Document status will be changed to approved. Document will be locked until its unpublished.
* If user rejects the request, Document status will be changed to rejected. Document will be unlocked for further updates.
* Requester user will be notified on approve/reject of the document.

# Unpublish Document

* Only approver users can unpublish the document.


* Once the document is unpublished, status will be changed to unpublished and it will be unlocked for editing.
* Requester will be notified by email when the document is unpublished.