

Form Assembly - Approval Workflow

Easily add an Approval Workflow to Form Assembly

You will need the following prerequisites:

1. An Approval Donkey account (sign up for a FREE 30 day trial [here](#))
2. At least one Approval Donkey Panel (approval workflow), see a guide [here](#) for details on how to one set-up
3. A Form Assembly form to add the approval workflow to (<https://www.formassembly.com/>)

Step 1 – Copy the Panel Email Address

On the basis you have the prerequisites in place, complete the following:

- Log into Approval Donkey, navigate to the Panel you want to add and copy the Panels Email address

This can be done like any copy function e.g. Select and Ctrl C or right click and 'copy email address'

Form Approvals

FormApprovals-56d57835-344a-4341-94c7-1b7cc6638e96@approvaldonkey.com

Step 2 – Paste the Panel Email address into Device Magic

- If not already, sign into your Form Assembly account and navigate to the Form List section
- From the form list go to the 'Configure' drop down and select 'Notifications'
- Scroll down to the 'Email Responses to' section
- Replace any existing email address with the Panel Email address
- Select 'Apply' and that's it, all done

EMAIL RESPONSES TO:

info@approvaldonkey.net

Now whenever your form is completed it automatically goes through the Approval Donkey workflow you have just added. Give it a test run now.

Quick tip: Include a field to capture the submitter email address so you can forward status updates to them or set-up a Zap with Zapier to automate it.

See <https://www.approvaldonkey.com/> for any other information you may require, or send us an email to info@approvaldonkey.net