

Cognito Forms - Approval Workflow

Add an Approval Workflow to your Cognito Form in 2 easy steps.

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 Cognito Form to add the approval workflow to (<https://www.cognitoforms.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 Cognito Forms

- If not already, sign into your Cognito Forms account and select 'Build'
- Select the 'Submission Settings' section and go to 'Notification Emails'
- In the 'To' field paste the Panel Email address
- Select Save and that's it, all done

Notification ✕

From

Cognito Forms ▼

Email address for replies to the notification.

To

FormApprovals-56d57835-344a-4341-94c7-1b7cc663f

Separate recipients with a semicolon (;).

Subject

Basic Contact Form - Name

Message

[View full entry at CognitoForms.com.](#)

Send When Submitted

Always When Never

Send When Updated

Always When Never

Attach?

Uploaded files

Documents

Include?

Entry details

Org & Form name

Include Sharing Link?

Edit link

View link

Now whenever your form is submitted it will automatically go 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