

# 123 Form Builder - Approval Workflow

Add an Approval Workflow to 123 Form Builder 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 123 Form Builder form to add the approval workflow to (<https://www.123formbuilder.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](mailto:FormApprovals-56d57835-344a-4341-94c7-1b7cc6638e96@approvaldonkey.com)

## Step 2 – Paste the Panel Email address into 123 Form Builder

- If not already, sign into your 123 Form Builder account and go to the 'My Forms' section
- Select the appropriate form and then 'Edit Form'
- Go to the 'Settings' menu and select 'Notifications'
- Either 'Edit' an existing recipient or select 'New Recipient'
- Paste the Panel Email address into the 'send notification to' field
- Select Save Notification and that's it, all done

## Edit notification



Also   when

\*\*\*All Submissions\*\*\*

CANCEL

SAVE NOTIFICATION

Form Owner (You) ?

Form User (Sender)

Payments Notifications

### RECIPIENTS

#### EMAIL

#### RULES

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

ALL SUBMISSIONS

Edit

Delete

New Recipient

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](mailto:info@approvaldonkey.net)