Approving Webforms

The OTIS Way!

Formstack:

- Allows users to digitally approve or deny webform submissions.

**Note:** When an end user submits a Form, the Approvers will be notified via email so they can review the submission and approve or deny and add notes for their team regarding the status of the submission.

**MAKE SURE TO CHECK YOUR OTIS EMAIL CAREFULLY FOR WEBFORM APPROVAL REQUESTS.**

**Emails From:** noreply@formstack.com

**Additional Support:**

- **Approval Workflow:**
  https://support.formstack.com/customer/portal/articles/1374495
- **Technical:** Jean-Marie Venturini (jventurini@otis.edu)
1. Log into your Otis Email.

2. Select email from Formstack:

3. Images will automatically be blocked. Make sure to allow images in the email. Submission content is included in the email for your review.

4. Select APPROVE OR DENY:
5. You will be redirected to a website to confirm your selection and to add comments as needed.

6. Select Submit Comments. The page will reload showing your comment.

Your comment has been saved. Feel free to add another comment below.

7. You are done! You can close the browser window.
The form administrator can log into Formstack and view submissions to review who has approved or denied the submission and any entered comments. This ensures a record of approvals is kept for each submission.

Double click on a specific submission to view.