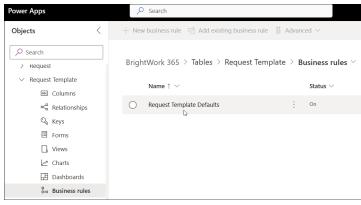
## **Configure Default Template Approval Labels**

## Note

- This article is for BrightWork 365 Release February 2023 (v1.6) and newer.
- These configuration changes can be done in the BrightWork 365 managed solution.
- The BrightWork Template Editor security role is required to make these configuration changes.

## **Request Templates Default Approval Labels**

- 1. Login to the solutions page for the BrightWork 365 environment.
- 2. Click **Solutions** and enter the BrightWork 365 solution.
- 3. Expand Tables and the Request Template table, click Business rules, and open the Request Template Defaults business rule.



- 4. Deactivate the rule.
- 5. Click the Set Default Value Approve, Set Default Value Back to Draft, or the Set Default Value Reject action to change the default value of any of those actions.



- 6. Click Apply.
- 7. Save and activate the rule.
- 8. Close the rule.

## **Project Templates Default Approval Labels**

- 1. Login to the solutions page for the BrightWork 365 environment.
- 2. Click Solutions and enter the BrightWork 365 solution.

3. Expand **Tables** and the **Project Template** table, click **Business rules**, and open the **Project Template Defaults** business rule.

| Power Apps  | ♀ Search  |  |  |  |
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| Objects <   | $+$ New business rule $ r_{\rm C}^{\rm a}$ Add existing business rule $$ $$ Advanced $$ |  |  |  |
| Search     Prone Call     Portfolio   | BrightWork 365 > Tables > Project Ter<br>Name↑ ~  | mplate > <b>Business rules</b> ><br>Status > |  |  |
| <ul><li>&gt; Process</li><li>&gt; Program</li></ul>   | O Project Template Defaults   | On   |  |  |
| <ul> <li>&gt; Project</li> <li>&gt; Project Task</li> <li>&gt; Project Team Members</li> <li>&gt; Project Template</li> <li>Columns</li> <li>~ Relationships</li> <li>~ Keys</li> </ul> | ~   |  |  |  |
| <ul> <li>☐ Forms</li> <li>☐ Views</li> <li>△ Charts</li> <li>☐ Dashboards</li> <li>&amp; Business rules</li> </ul>  |   |  |  |  |

- 4. Deactivate the rule.
- 5. Click the **Set Default Value Approve** or **Set Default Value Reject** action to change the default value of any of those actions.

|                            |                           | ର୍ ବ୍                       |   | Components Properties  |
|----------------------------|---------------------------|-----------------------------|---|--|
| Condition<br>New Condition | Set Default Value         | Set Default Value<br>Reject | I | Set Default Value Display Name Approve Entity Project Template Default Value V |
| A B B                      | Business Rule (Text View) |                             | 2 | Value<br>Approve   |

- 6. Click **Apply**.
- 7. Save and activate the rule.
- 8. Close the rule.