

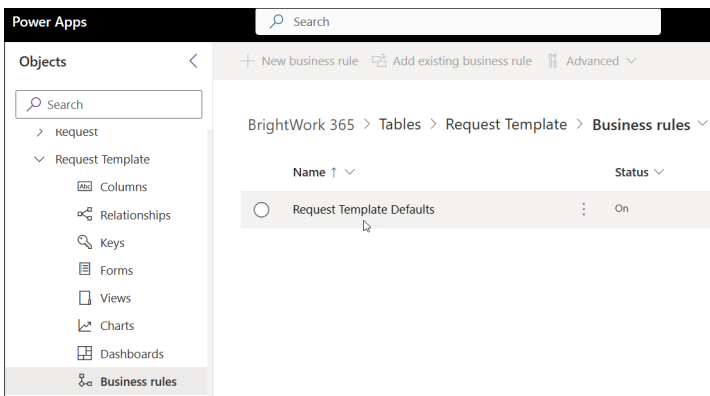
Configure Default Template Approval Labels

Note

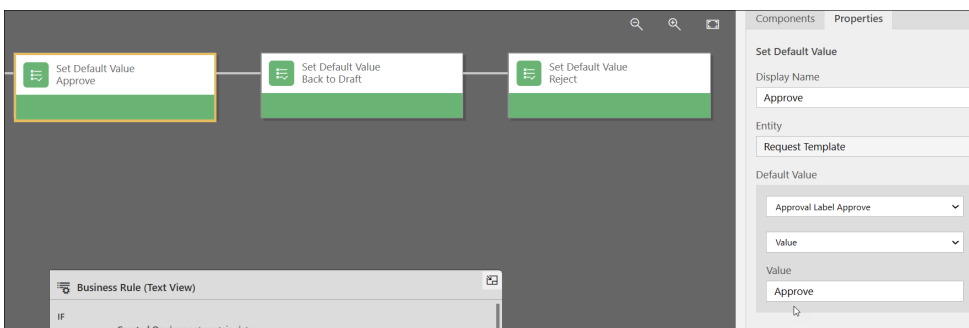
- This article is for BrightWork 365 Release February 2023 (v1.6) and newer.
- These configuration changes can be done in the BrightWork 365 managed solution.
- The BrightWork Template Editor security role is required to make these configuration changes.

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.

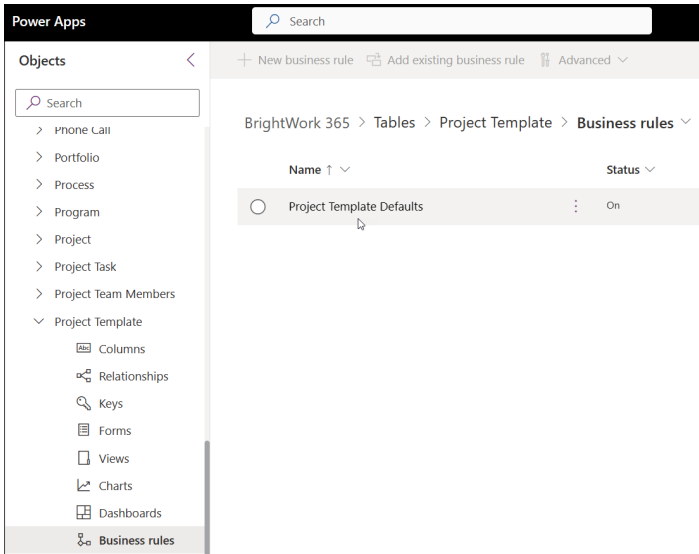


6. Click **Apply**.
7. Save and activate the rule.
8. Close the rule.

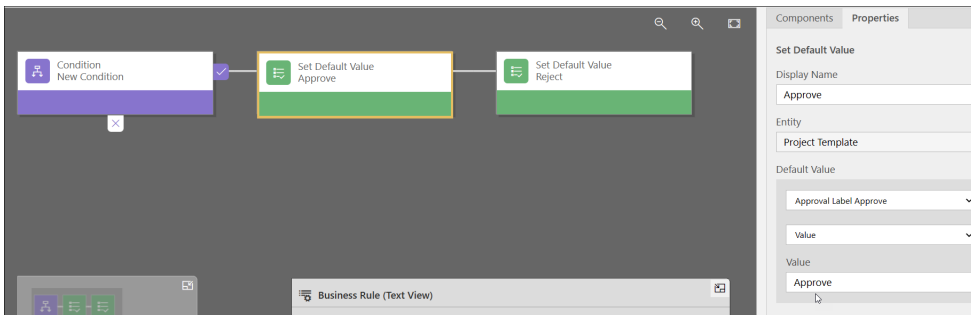
Project Templates Default Approval Labels

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

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



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



- Click **Apply**.
- Save and activate the rule.
- Close the rule.