

# Formstack - 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 Formstack form to add the approval workflow to (<https://www.formstack.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 Formstack

- If not already, sign into your Formstack account and go to the 'Forms' section and Select 'Settings' on the appropriate form
- Select 'Emails & Actions' and then 'Add a Notification Email'
- Paste the Panel Email address into the 'To' field, as below
- Config any further settings and select 'Save Notification Email' and that's it, all done

### Notification Email Settings

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EMAIL NAME (optional)

Notification Email

EMAIL FROM

noreply@formstack.com

TO

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






Separate email addresses by commas

Now whenever your form is completed it automatically goes through the Approval Donkey workflow you have just added. Give it a test run now.

#### Notification Emails (FOR YOU)

Notification Emails are an easy way to keep yourself (and others) informed of any new submissions to your form.

Add a Notification Email

	<p>Notification Email</p> <p>All submitted data sent to: FormApprovals-56d57835-344a-4341-94c7-1b7cc6638e96@approvaldonkey.com</p>	 Edit	 Logic	 Test	
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**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)