

# Set a single approval required

*This functionality makes it possible to define a single approval required when several users are assigned to the approval step. Once one of the users assigned approves the task first, other approval tasks are automatically cancelled. To do this, you must have the superuser role.*

## STEP 1

From the menu, navigate to the list of controls (under Configuration → Controls), to do so go to **Configuration**→**Controls**, then search for a control and click on the name of the control.

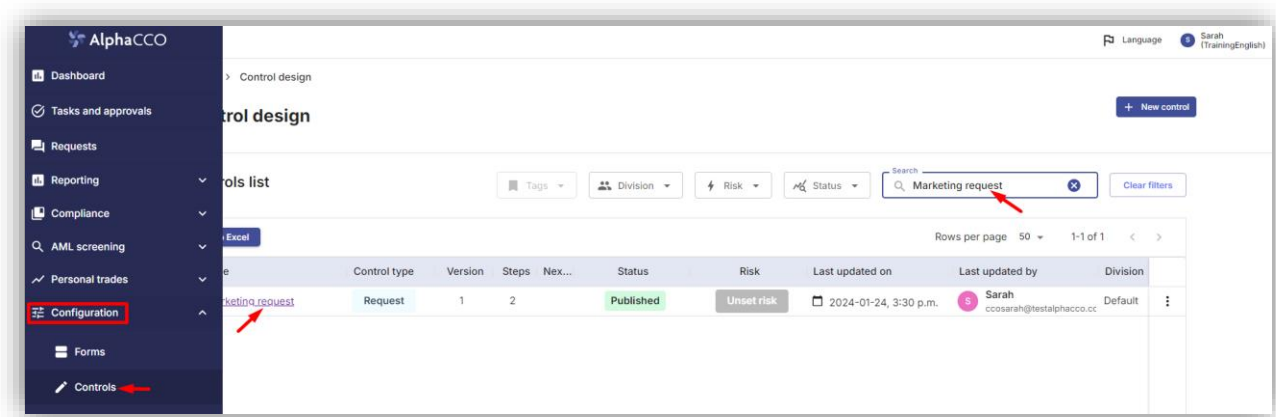


Figure 1: controls list

STEP 2

In the control configuration page, we observe that All submissions are required in the approval step, click on the **Assign** button to define a single approval required.

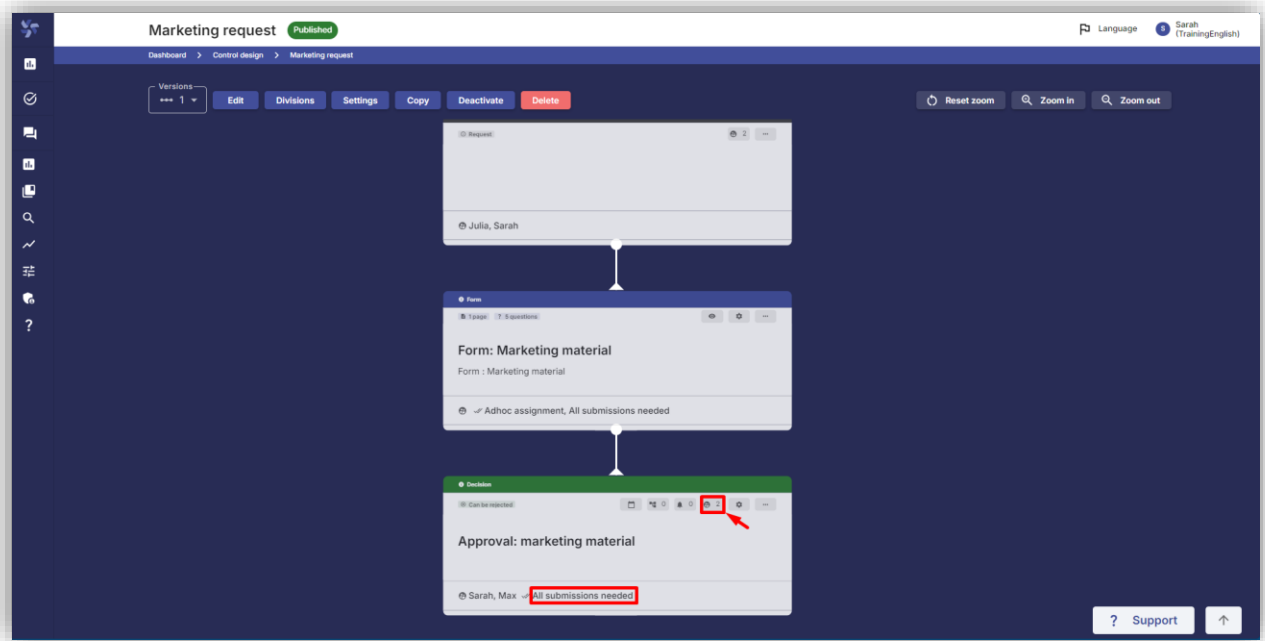


Figure 1: Approval step with all approvals required

STEP 3

In the window that appears, define 1(one) in the required submissions and click **Save**.

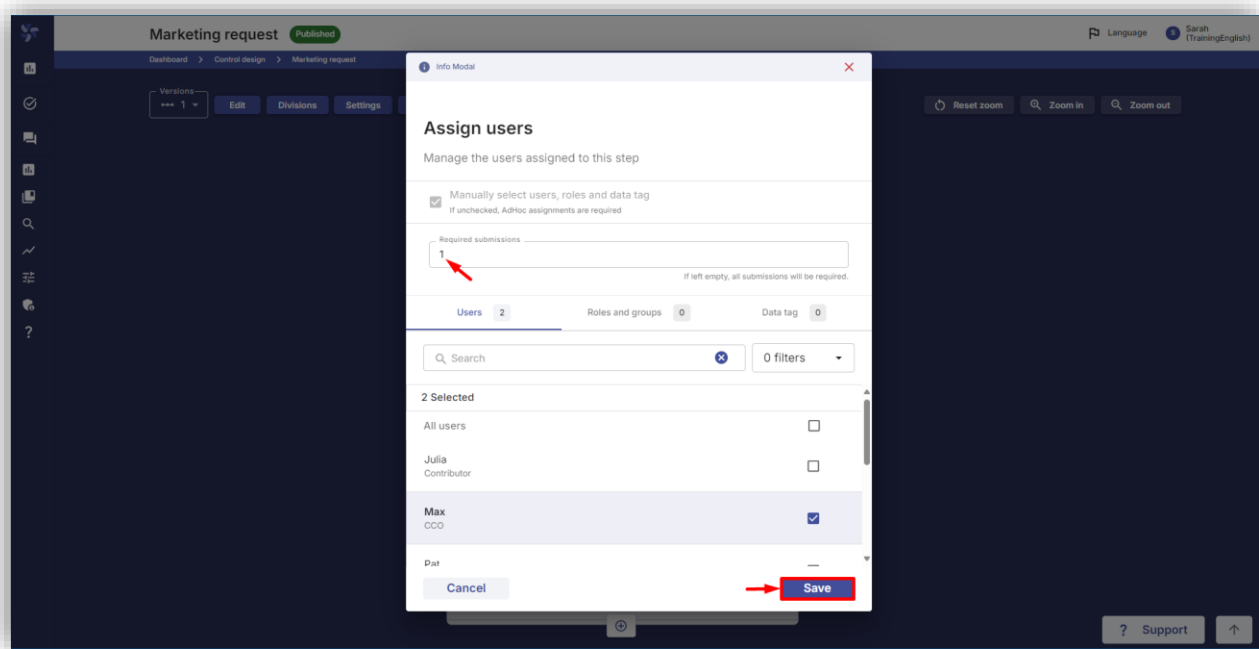
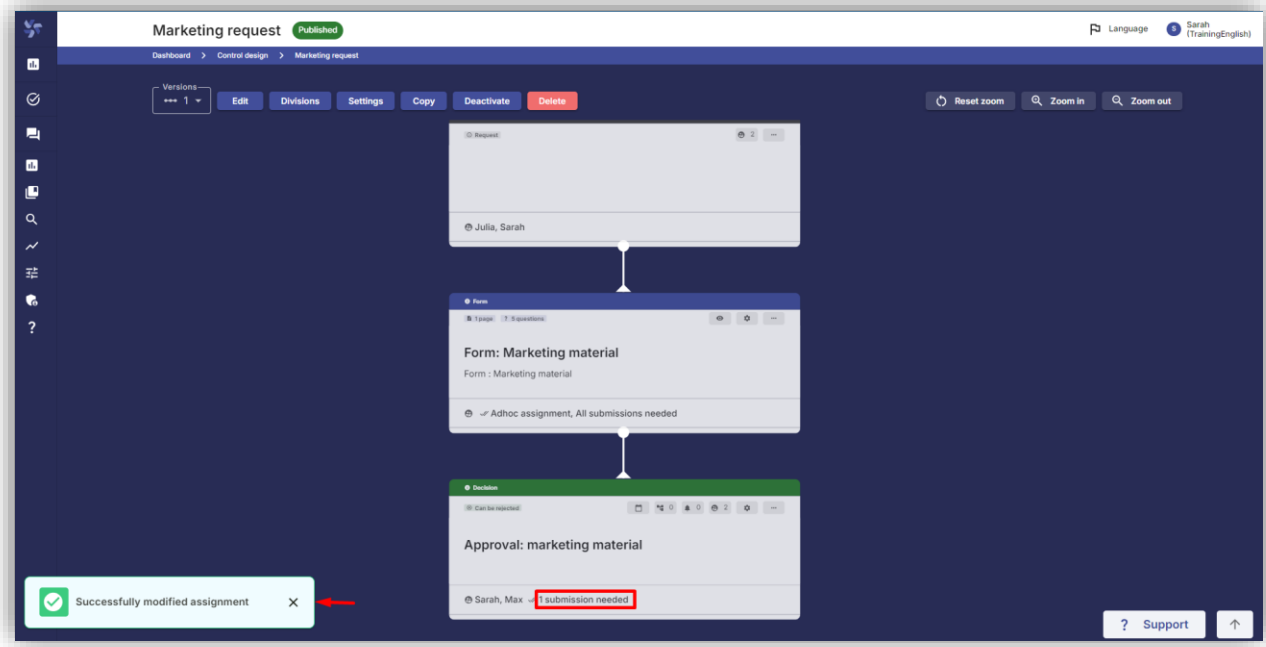


Figure 3: Assignment parameter modification window

**STEP 4**

A confirmation message is displayed, and a single approval is now required to approve the control.



*Figure 2: Approval step after the modification*

**NOTES**

Please note that this document is a brief guide. The AlphaCCO support team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at [support@alphacco.com](mailto:support@alphacco.com).