

Add an additional decision step to a control

This feature allows you to add an additional decision step to a control if needed. To do this, you must have the superuser role.

STEP 1

From the menu, navigate to the list of controls in **Configuration**→ **Controls**, then identify the control from the list or use the search bar to look for the control. Click on the control name or select **Modify** from the control options accessible at the end of the line with the three dots (:).

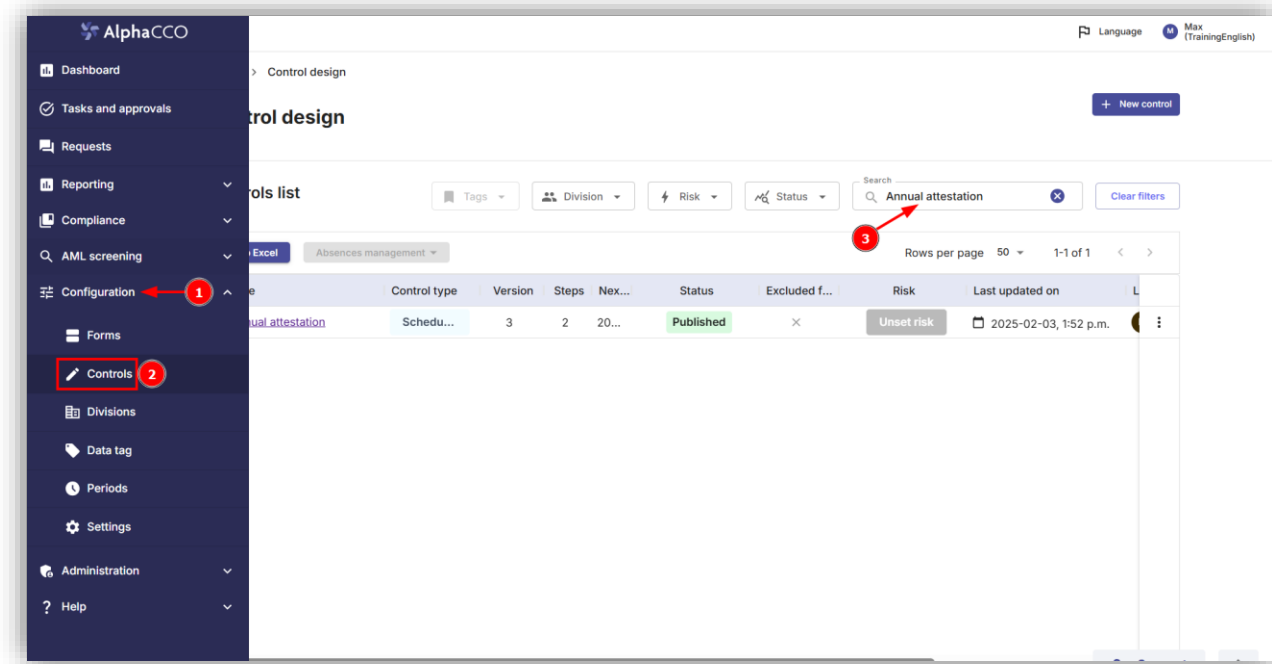


Figure 1: List of controls

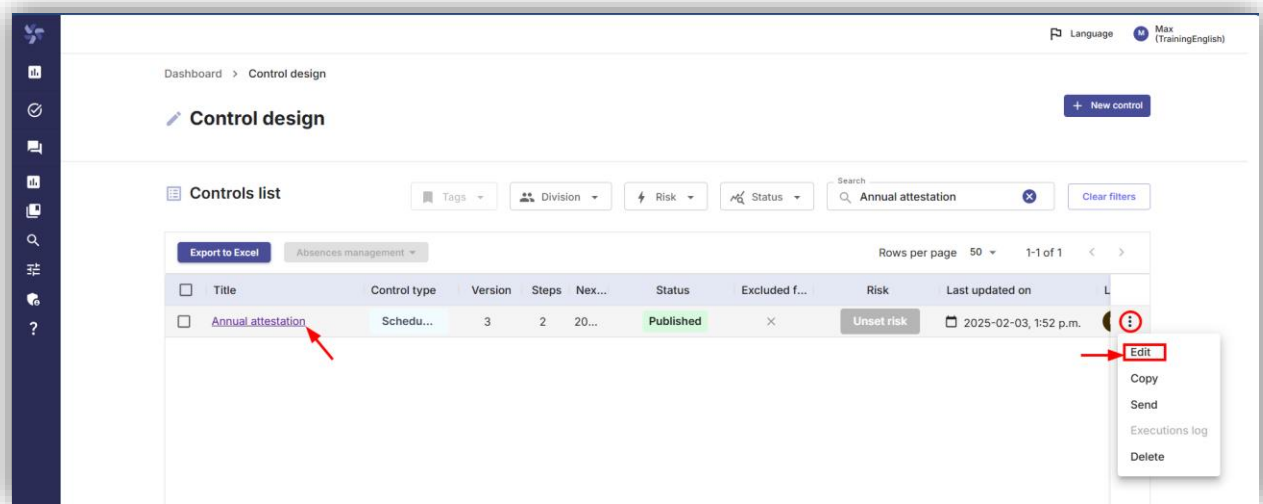


Figure 2: Access the control modification

STEP 2

Go to the last step of the control then click on the icon (+) and select **Decision** to add.

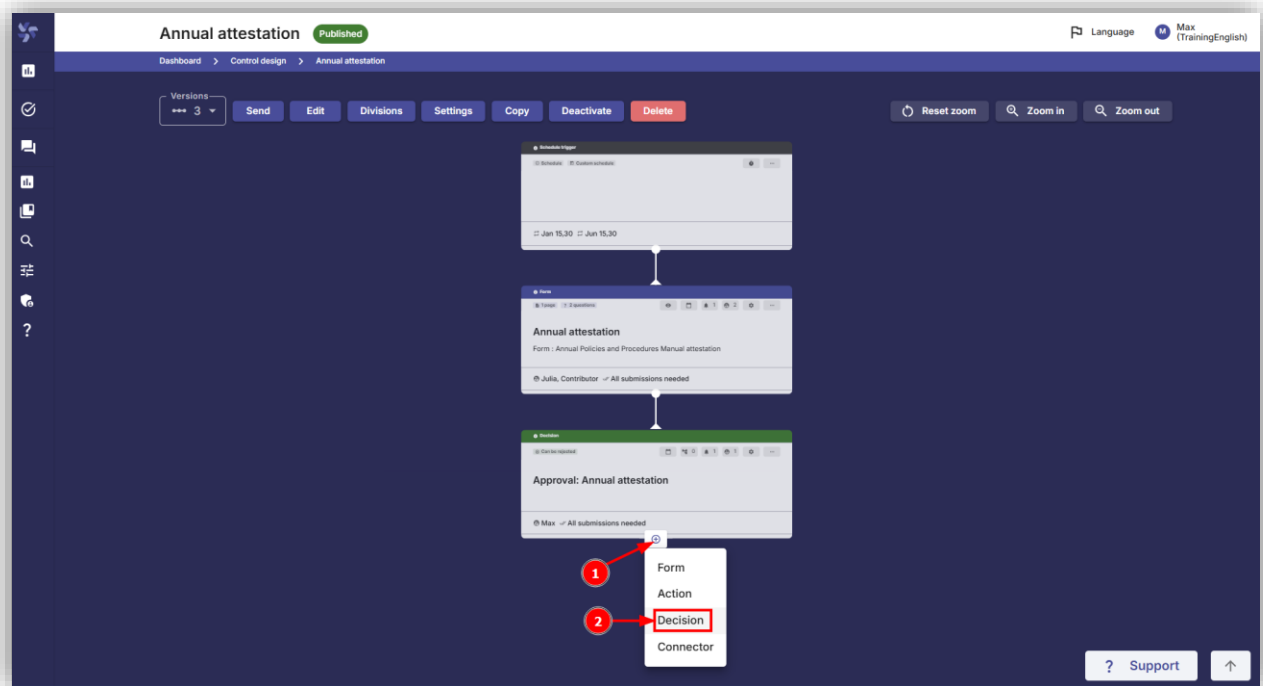


Figure 3: Adding an additional decision step

STEP 3

Give a title to the decision step, then select **Approve** or **Validate** according to the desired terminology. It is also possible to add approval instructions. If the approver is to be authorized to reject the submission or the previous decision, then tick “**The decision can be a rejection**” option. If subsequent steps following a rejection should not be triggered, then select **Rejection will end the control**. You can also select **Allow approver to approve own request** if you wish the requester to be part of the approvers in the case of a request-type control. Click **Save** after the decision parameters have been selected.

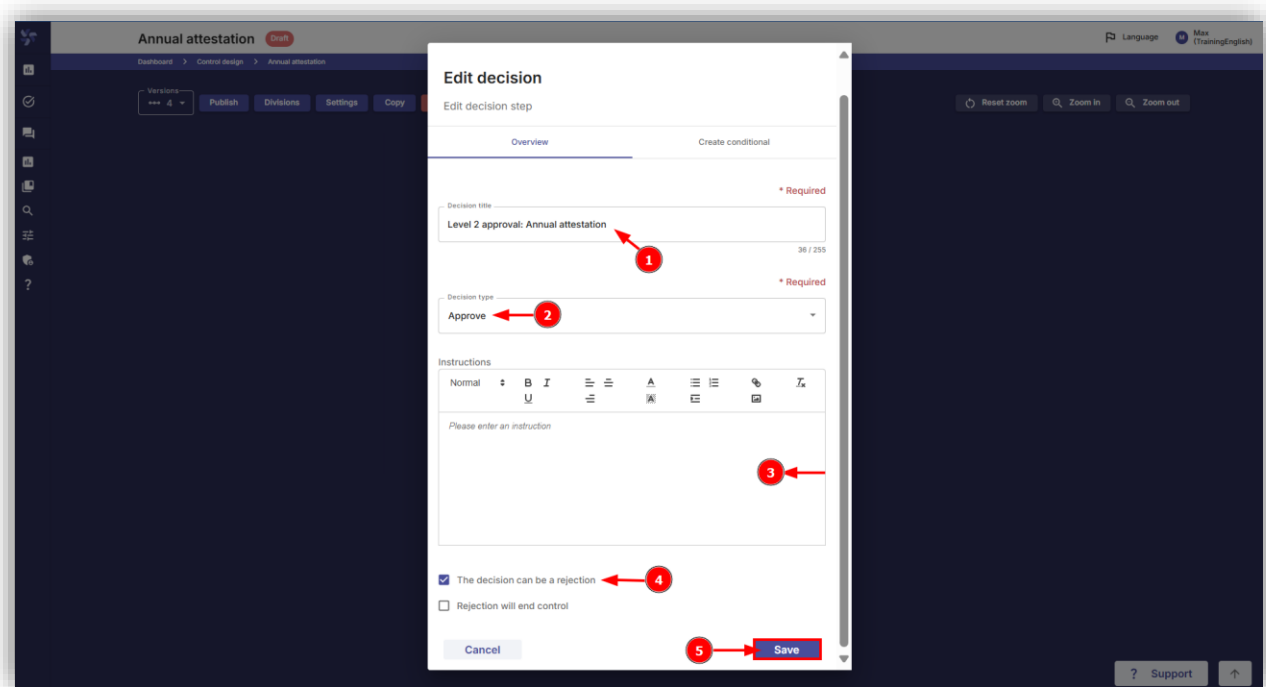


Figure 4: Window for modifying decision step parameters

STEP 4

Click on the **Assign users** icon (👤) to define assignments of the decision step. Assignments can be individuals, groups and/or roles. It is also possible to specify the required number of approvals before proceeding to the next step in the control execution. This applies when the approval is assigned to multiple individuals, a group of people, or specific roles. Once all parameters have been set, click **"Save"** to confirm the configuration.

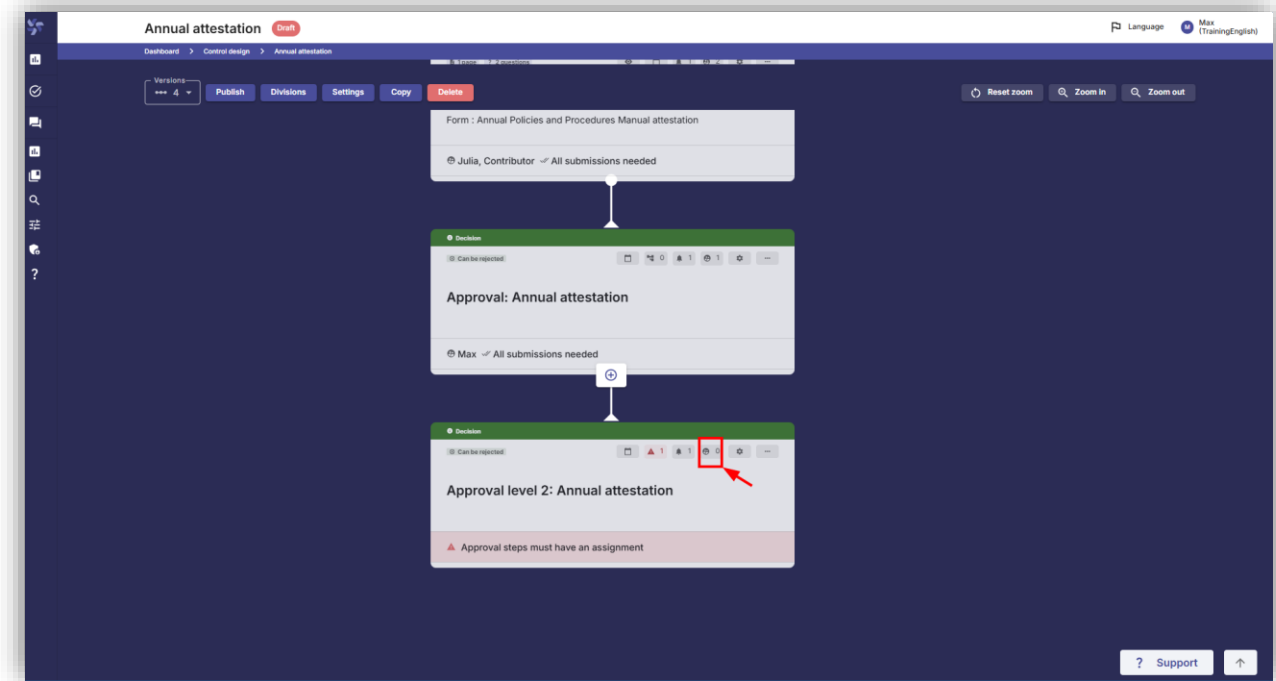


Figure 5: Decision step assignment selection button

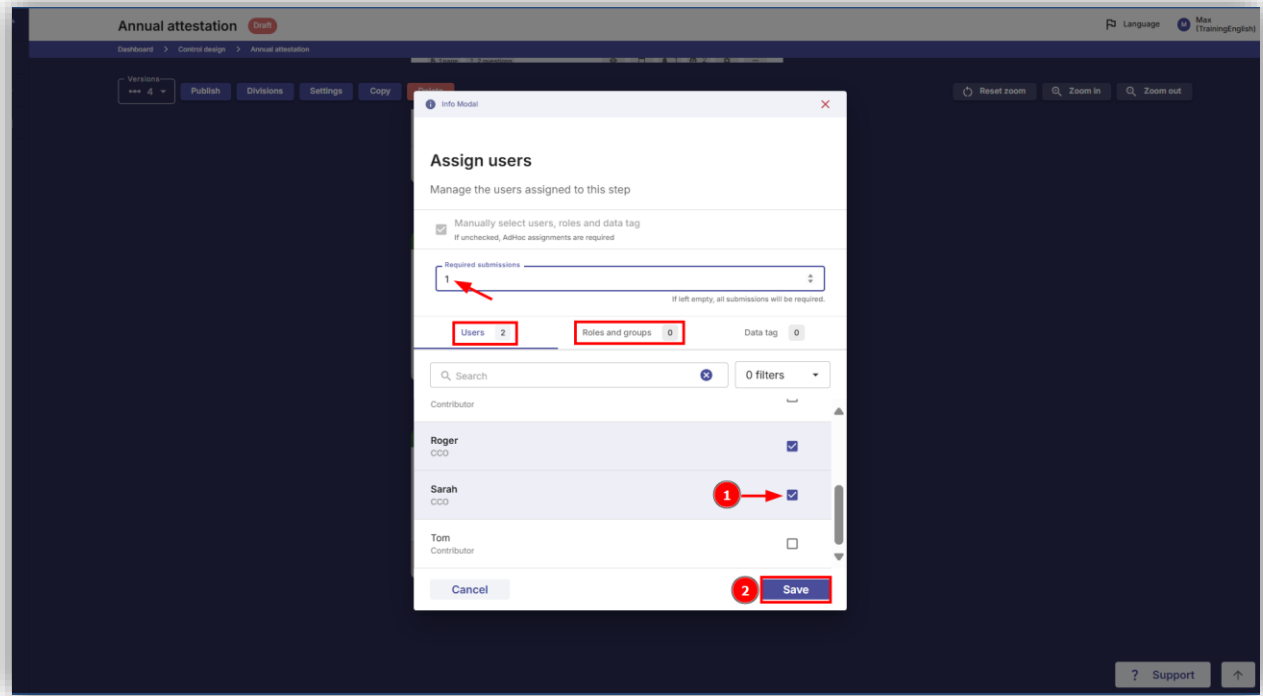
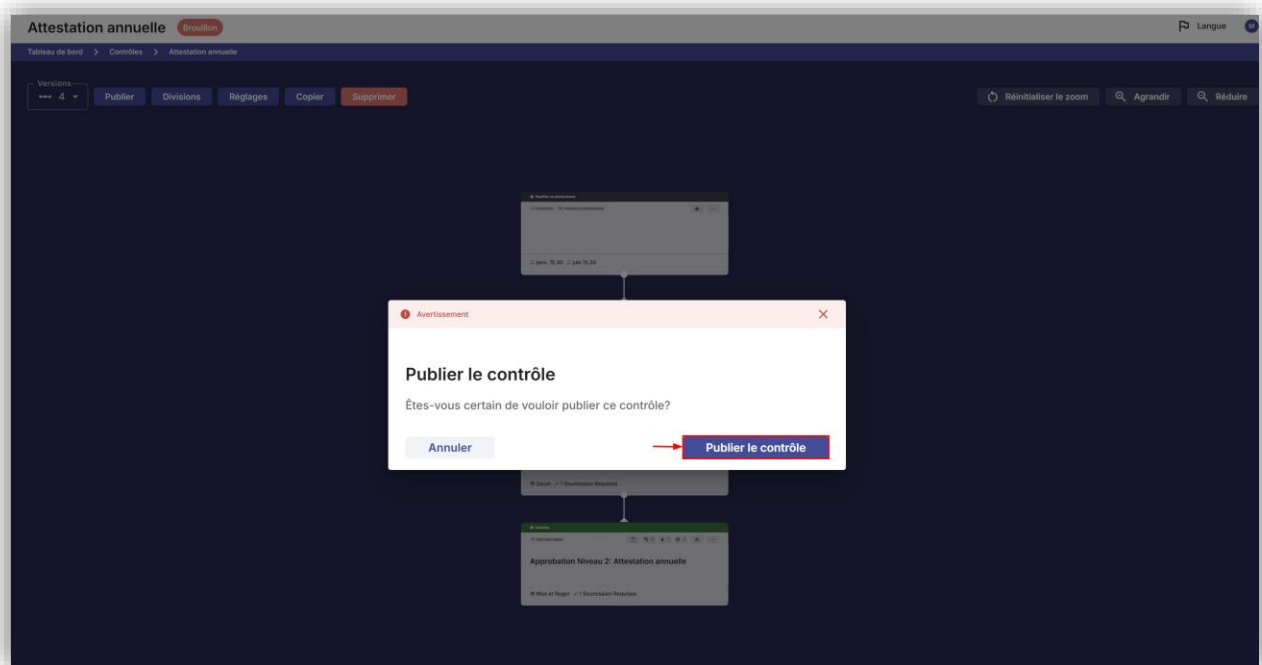
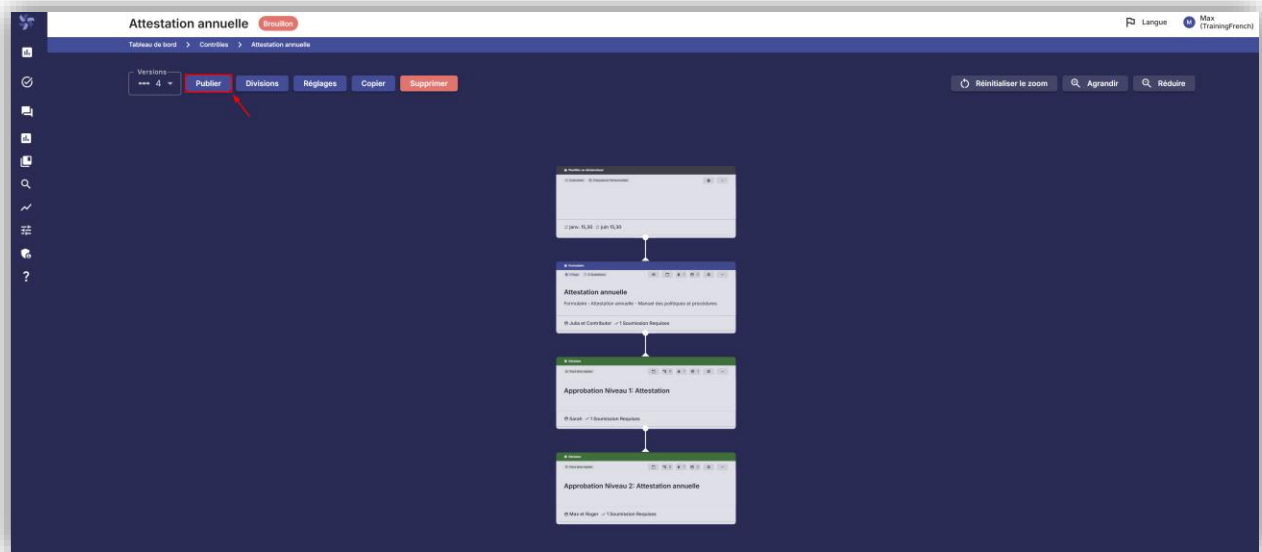


Figure 6: Decision step assignment window

STEP 5

Click on the **Publish** button once configuration is complete, then click on **Publish control** to make it active.



Figures 7,8: Button to confirm and publish the control

NOTES

Please note that this document is a brief guide. The AlphaCCO Application Support Team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at support@alphacco.com