

Approvals

Universal Controller 7.9.x

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1 Approval Tasks

[Approval Task](#)

2 Approval Instances

[Monitoring Approval Task Instances from the Approvals List](#)

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3 Monitoring Approval Task Instances from the Approvals List

- [Overview](#)
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3.1 Overview

The Approvals list displays the same task instance information as the [Task Instances List](#), but only for Approval Task instances. The default columns of the Approvals list are chosen to display information most relevant to Approval Task instances, so it is easy to monitor Approval status and issue Approve and Reject commands from here.

Unlike the Activity Monitor, the Approvals list is not automatically refreshed.

You also can monitor activity for a specific task by displaying [task-specific Task Instances Details](#).

3.2 Displaying the Approvals List

From the [Automation Center](#) navigation pane, select **Approvals**. The Approvals list displays.

Instance Name	Status	Invoked By	Start Time	End Time	Approver Status	Updated
stonebranch-approvaltask-05	Approval Required	Manually Launched	2025-09-25 10:34:18 -0400		User, Administrator, Pending, -	2025-09-25 10:34:18 -0400
stonebranch-approvaltask-04	Approved	Manually Launched	2025-09-25 10:34:18 -0400	2025-09-25 10:47:54 -0400	User, Administrator, Approved, - Group, Administrator Group, Approved, Administrator	2025-09-25 10:47:54 -0400
stonebranch-approvaltask-03	Approval Required	Manually Launched	2025-09-25 10:34:18 -0400		User, Administrator, Rejected, - Group, Everything Group, Pending	2025-09-25 10:47:58 -0400
stonebranch-approvaltask-02	Rejected	Manually Launched	2025-09-25 10:34:18 -0400	2025-09-25 10:48:13 -0400	User, Administrator, Rejected, -	2025-09-25 10:48:13 -0400
stonebranch-approvaltask-02	Approved	Manually Launched	2025-09-25 10:34:19 -0400	2025-09-25 10:48:19 -0400	User, Administrator, Approved, -	2025-09-25 10:48:19 -0400
stonebranch-approvaltask-01	Approval Required	Manually Launched	2025-09-24 11:10:21 -0400		User, Administrator, Pending, -	2025-09-24 11:10:22 -0400
stonebranch-approvaltask-01	Approval Required	Manually Launched	2025-09-25 10:34:18 -0400		User, Administrator, Pending, -	2025-09-25 10:34:18 -0400

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3.2.1 Approvals List Column Descriptions

The following table describes the default columns of information displayed on the Approvals list.

Column	Description
Instance Name	Name of this task instance.
Status	Current status of the task instance.
Invoked By	System-supplied; how the task instance was launched. One of the following: <ul style="list-style-type: none"> • Trigger: (Trigger Name) - The instance was launched by the named trigger. • Workflow: (Workflow Name) - The instance was launched by the named workflow. • Manually Launched - The instance was launched by a user. To determine the name of the user: <ol style="list-style-type: none"> a. From the Activity Monitor or Task Instances list, click the task instance name to open the record. b. The Execution User field identifies the user who launched the task instance.
Start Time	Date and time the task instance started.
End Time	Date and time the task instance ended.

Column	Description
Approver Status	<p>System-supplied; A list of approvers and their corresponding approval status. The table includes the following columns:</p> <ul style="list-style-type: none"> • Type: The type of approver (User or Group). • Approver Name: The name of the User or Group who can approve the task instance. • Status: The approval status of the approver (Approved, Rejected, or Pending). • Reviewed By: If Type = Group; the User who approved or rejected the task instance on behalf of the Group. <p>When the Approver Status changes after an Approve or Reject operation, the Approval Criteria will be evaluated. If the Approval Criteria are satisfied, the instance will enter the Approved status. If the Approval Criteria cannot be satisfied (even if the remaining Pending Approvers approve), then there is no longer a path to approval, so the Approval Task Instance will enter the Rejected status. Otherwise, it will remain in the Approval Required status.</p> <p>While the Approval instance remains in the Approval Required status, the Approver Status for any User or Group can be changed to Approved or Rejected.</p>
Updated	Date and time this task instance ended or was last updated.

3.3 Approvals List Task Bar

An Approvals list task bar displays across the top of the Approvals list, which allows you to select which Approval task instances display on the list.



3.3.1 Time Constraint

The Time Constraint drop-down list in the Approvals list task bar allows you to select a time frame for which you want task instances to display on the list.

The default time constraint, as specified by the [Task Instances Time Constraint](#) user preference, is 48 hours.

Note

If the `uc.task_instances.time_window.maximum` property is specified, time constraint options beyond the maximum value will be removed from this list.



3.3.2 Filtering

The **Filter** field and **Filter** icon in the Approvals list task bar allows you to filter the list so that only task instances matching the specified criteria within the selected time constraint display on the list.



See [Filters](#) for detailed information on applying and saving filters.

3.4 Displaying Approval Task Instance Details

To display Details for a [specific task instance](#), either:

- Click the **Instance Name** of the task instance to display the Details below the list.
- Click the **Details** icon next to the **Instance Name** of the task instance to display a Details pop-up.

From the task Instance Details, you can also display additional Details about the task instance:

Show Metadata	Displays Metadata for the task instance, including a status history.
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Show Details	Displays complete database details for the task instance.
Show Variables	Displays a list of all variables available to the task instance, including any variables inherited from the parent or embedded (sub-Workflow) Workflow of the task instance.

3.5 Issuing Commands Against Approval Task Instances

Where applicable, you can manually intervene in processing by [issuing a command](#) against one or more task instances. This includes [Approve](#) and [Reject](#), as well as any other applicable commands.

For information about the commands available for each type of task, see [Supported Commands](#).