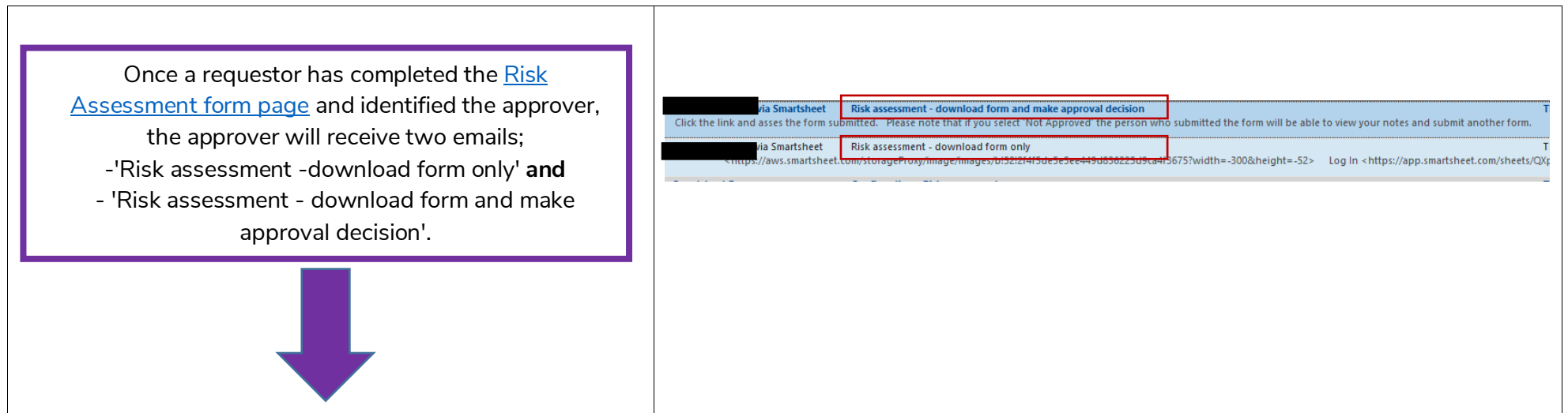


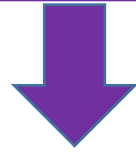
# Getting your section back together safely.

## Approver Guide

Below is a user - guide detailing the process journey for members **APPROVING** a request to re-start a Scout group.



The 'Risk assessment - download form only' email is for downloading the form – **please note:** the link will only work once.

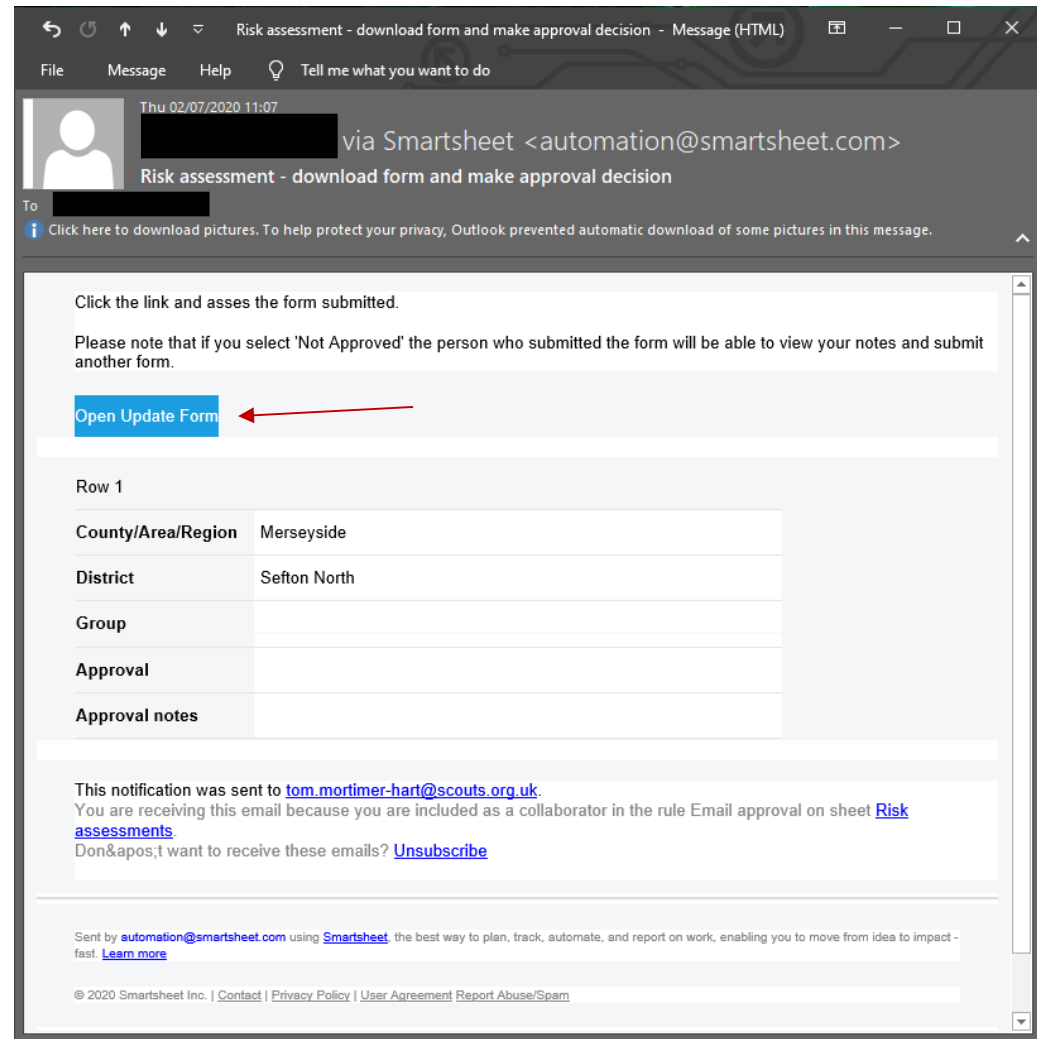


The screenshot shows an email interface with the following content:

- Sender: via Smartsheet <automation@smartsheet.com>
- Subject: Risk assessment - download form only
- Scouts logo and a "Log In" button.
- Text: "Click the link below 'attachment added' and assess the form submitted. Please note that if you select 'Not Approved' the person who submitted the form will be able to view your notes and submit another form. As the link within this email will work only once a second email will be sent to you for you to make your decision."
- Section: **Risk assessments** (Changes since 7/2/20 11:06 AM)
- Summary: 1 row added, 1 row changed, 1 attachment added
- Summary: 1 row added or updated (shown in yellow)
- Row 1: Changes made by web-form@smartsheet.com
- Attachment: 1 attachment added: covid-19-restart-risk-assessment.pdf (143k) added by web-form@smartsheet.com on Row 1. A red arrow points to this attachment.
- Footer: "You are receiving this email because you are subscribed to a workflow 'Email approval' (ID# 4840536021460868) on sheet Risk assessments. Your notifications include changes made by you. Exclude your changes from all notifications. Don't want to receive this notification? Unsubscribe"
- Bottom: "Please do not reply to this mail. For support or questions, please contact us at www.smartsheet.com/gethelp"
- Copyright: © 2020 Smartsheet Inc. | Contact | Privacy Policy | User Agreement | Report Abuse/Spam

The 'Risk assessment - download form and make approval decision' email requires response from the approver.

Select 'Open Update Form' which will direct you to a web page to provide feedback and approve.



The screenshot shows an Outlook email window titled "Risk assessment - download form and make approval decision - Message (HTML)". The sender is "via Smartsheet <automation@smartsheet.com>". The subject is "Risk assessment - download form and make approval decision". The email body contains the following text:

Click the link and assess the form submitted.

Please note that if you select 'Not Approved' the person who submitted the form will be able to view your notes and submit another form.

[Open Update Form](#)

Below the text is a table with the following data:

Row 1	
County/Area/Region	Merseyside
District	Sefton North
Group	
Approval	
Approval notes	

At the bottom of the email, there is a footer with the following text:

This notification was sent to [tom.mortimer-hart@scouts.org.uk](mailto:tom.mortimer-hart@scouts.org.uk).  
You are receiving this email because you are included as a collaborator in the rule Email approval on sheet [Risk assessments](#).  
Don't want to receive these emails? [Unsubscribe](#)

Sent by [automation@smartsheet.com](mailto:automation@smartsheet.com) using [Smartsheet](#), the best way to plan, track, automate, and report on work, enabling you to move from idea to impact - fast. [Learn more](#)

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Once on the webpage, the approver can approve or decline the risk assessment. There is a section within the approval window to record notes, which will be shared with the requestor.

## Risk assessment - download form and make approval decision

Click the link and assess the form submitted.

Please note that if you select 'Not Approved' the person who submitted the form will be able to view your notes and submit another form.

### County/Area/Region

Merseyside ▼

### District

Sefton North ▼

### Group

### Approval

▼

### Approval notes

Submit Update

