Screens and Notification(Optional)

> ✅ **Recommendations**
>
> To have better user experience brought to you by Parallel Approval Process (**PAP**), please refer to the following suggested configurations.

Set Fields as mandatory

Approver field should be set as mandatory when using Parallel Approval Processn (**PAP**) add-on. When user creating a JIRA issue, the user can select approver(s) and submit the issue to selected approver(s) for further actions.

From **Issue > field configuration**, set '**Approver**' as mandatory.

> ✅ Approver can be managed by using project role to avoid manual selection.

Configure screens

User can change members in the Approver list in the approval process when necessary. And user has the capability to check whether an approver has executed expected actions or not.

1. From **Issues > Screen**, add **Create issue/ Edit Issue screen** for **PAP** add-on with below fields to be added:
   - Summary
   - Poriorty
   - Description
   - Approver
   - Attachement
   - *Other fields can be added if necessary*
2. From **Issues > Screen**, add **View Screen** for PAP add-on with below fields to be added:
   - Summary
   - Description
   - Approver

- Approved By

- Attachement

3. From **Issues > Screen schemes**, choose '**associate an issue operation with a screen**'.

  - Associate **Create Issue** operation with **Create Issue /Edit issue screen**

  - Associate **Edit Issue** operation with **Create Issue /Edit issue screen**

  - Associate **View Issue** operation with **View issue screen**

4. From **Issues > Screen**, add **Approval feedback screen** which is used to record feedback provided during approval process. This screen can have no fields configured.
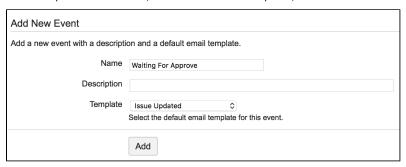
Configure email notification

To inform approver about the requests, we highly recommend dedicated events and notification scheme to be configured for **PAP** add-on.

1. From **System > Events**, add new event

   Event name: **Waiting For Approve** (*Can be customized as required*)

   Email Template:**Issue Created**(*Can be customized as required*)

Add New Event
Add a new event with a description and a default email template.

Name	Waiting For Approve
Description	
Template	Issue Updated ⌄
	Select the default email template for this event.
	Add

2. From **Issues > Notification schemes**, add new email notification schemes and set '**User custom field value**' as '**Approver**' for the '**Waiting For Approve**' event.

Add Notification

Notification Scheme: **Default Notification Scheme**

Please select the type of Notification you wish to add to scheme:

Events
```
Issue Created
Issue Updated
Issue Assigned
Issue Resolved
Issue Closed
Issue Commented
Issue Comment Edited
```
(Select the notifications that you want to assign)

- ○ Current Assignee
- ○ Reporter
- ○ Current User
- ○ Project Lead
- ○ Component Lead
- ○ Single User   [   ] 👥
  Start typing to get a list of possible matches.
- ○ Group   [Choose a group   ▼]
- ○ Project Role   [Choose a project role ◇]
- ○ Single Email Address [   ]
  Notifications will be sent **only** for public issues. Public issue
  'Browse Projects' permission to 'Anyone'(any non-logged-in
- ○ All Watchers
- ● User Custom Field Value   [Approver ◇]
- ○ Group Custom Field Value [Choose a custom field ◇]

[Add]   Cancel

✓ Don't forget to associate above schemes with **PAP** projects in JIRA.