

# APPROVAL REQUESTS VALIDATION CHECKLIST (CONVERCENT)

Disclosures data and configurations from Convercent Disclosures have been migrated to *EQS Approvals*. The tables below outline key Convercent Disclosure data points and where they can be found in *EQS Approvals*.

Use the tables below to review and validate that your disclosure data and configuration have migrated appropriately. We suggest that you choose 3-5 disclosures that are representative of your program and use them to validate. If any data points need to be discussed, make a note and present it during our next call. Please note that depending on your configuration in Convercent, you may not have all the configuration or data noted in the full list.

## General Metrics

| <b>Convercent Disclosures Result Values</b> | <b>EQS Approvals Status Values</b> | <b>Where to see the Final Approval or Rejection decisions from Convercent in EQS</b>              |
|---|------------------------------------|---|
| Pending                                     | Pending                            | N/A   |
| In Review                                   | Pending                            | N/A   |
| Cleared                                     | Approved                           | History Tab   |
| Rejected                                    | Rejected                           | History Tab   |
| Clearance Condition = Yes                   | Attestation Pending / Completed    | If a "Clearance Message" is associated with the attestation, that can be found in the History Tab |
| Attestation Completed                       | Attestation Completed              |   |
| Active                                      | Active                             | N/A   |
| Inactive                                    | Deactivated                        | N/A   |

## Templates

| <b>Convercent</b>   | <b>EQS</b>  | <b>Validated</b>         | <b>Issue</b>             |
|---------------------|---|--------------------------|--------------------------|
| Disclosure Template | Does each form in <i>EQS Approvals</i> match Disclosure templates in Convercent Disclosures? Including: Text, Multi select options, conditional question logic, and attachments?<br><br>Approvals → Forms | <input type="checkbox"/> | <input type="checkbox"/> |

| Convercent                       | EQS   | Validated                | Issue                    |
|----------------------------------|---|--------------------------|--------------------------|
| Disclosure Template Translations | Do form translations match those in Convercent?<br>Approvals → Forms<br><br><b>Note: We recommend focusing on EQS translations to ensure they are up to date. Your project team will train you on making revisions as needed.</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| Historical disclosure templates  | Not migrated. Disclosure form submissions related to archived versions are provided in Convercent data extraction.  | N/A                      | N/A                      |

### Notification Profiles

| Convercent            | EQS                 | Validated                | Issue                    |
|-----------------------|---------------------|--------------------------|--------------------------|
| Notification Profiles | EQS Approvals Rules | <input type="checkbox"/> | <input type="checkbox"/> |

### Data Points within Requests

Are Convercent Disclosures data points mapped to an appropriate data point in EQS Approvals?

These data points can be found in EQS Approvals → Requests.

| Convercent                            | EQS   | Validated                | Issue                    |
|---------------------------------------|---|--------------------------|--------------------------|
| Disclosure Id                         | Request Id<br><br><b>Note: The first four digits of the Convercent ID correspond to the last four digits of the EQS ID. The last two digits of the year are represented by the two digits that follow 'AM.' Example: Convercent ID: 0014aa25 → EQS ID: AM-25-00014</b><br><br>Additionally, if your Convercent Disclosure module has more than 9999 disclosures per year, then you will see this: Convercent ID: 0222ab25 → EQS ID: AM-25-10222 | <input type="checkbox"/> | <input type="checkbox"/> |
| First & Last Name<br>Disclosing party | Employee  | <input type="checkbox"/> | <input type="checkbox"/> |
| Disclosure Status                     | Status - Mapping in General Metrics table above   | <input type="checkbox"/> | <input type="checkbox"/> |
| Date Created                          | Additional details: Created Date  | <input type="checkbox"/> | <input type="checkbox"/> |

| Convercent                                 | EQS   | Validated                | Issue                    |
|--|---|--------------------------|--------------------------|
| Cleared On                                 | Request → History   | <input type="checkbox"/> | <input type="checkbox"/> |
| Clearance Conditions                       | Attestation Status and Attestation date   | <input type="checkbox"/> | <input type="checkbox"/> |
| Attestation to Clearance Conditions        | Request requires attestation  | <input type="checkbox"/> | <input type="checkbox"/> |
| Outcome By Approver                        | Progress panel on the right side of each disclosure<br><br><b>Note: Approver users' names will not show up until they have a Compliance Cockpit role with Approvals module permissions.</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| Clearance Message to Discloser             | Request → History   | <input type="checkbox"/> | <input type="checkbox"/> |
| Survey Responses                           | Request details   | <input type="checkbox"/> | <input type="checkbox"/> |
| Survey Response Attachments                | Notes   | <input type="checkbox"/> | <input type="checkbox"/> |
| Internal Team Comments, Notes, Attachments | Notes<br><br><b>Note: Notes are only visible to admins, not employees.</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| Messages - Reporting Party                 | Messages  | <input type="checkbox"/> | <input type="checkbox"/> |
| Tasks                                      | Notes   | <input type="checkbox"/> | <input type="checkbox"/> |
| Disclosure activity log                    | Not migrated.   | N/A                      | N/A                      |
| Campaigns                                  | Not migrated.   | N/A                      | N/A                      |
| Campaign data, e.g. completion rates, etc. | Not migrated.   | N/A                      | N/A                      |

Last updated: March 13, 2026