APPROVAL REQUESTS VALIDATION CHECKLIST (ONETRUST MIGRATION)

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

Use the tables below to review and validate that your disclosures 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 them during our next call.

❱ **Please note - Depending on your configuration in OneTrust, some configuration or data elements noted in the full list below may not apply to your account.**

1.1. *Reviewing Migrated Disclosure Form Submissions by Status*

❱ **Note - If you are choosing to migrate legacy disclosures from OneTrust, only submissions linked to the latest published template version and submitted by employees who are users in Compliance Cockpit will be migrated. All other legacy disclosures will be provided as a data extract at the end of the migration project.**

Use this chart to understand how the OneTrust disclosures statuses correspond to EQS Approvals statuses as you review your migrated disclosures.

OneTrust Disclosures Stage or Result Values	EQS Approvals Status Values	Where to see Approval or Rejection decisions from OneTrust in EQS
Not Started	Not Migrated	N/A
In Progress	Draft *Note: Draft Requests will not be visible in the Compliance Cockpit and will not be visible to admin users. Draft Requests will only be visible in the Integrity Hub to the user who initiated the request.*	N/A

OneTrust Disclosures Stage or Result Values	EQS Approvals Status Values	Where to see Approval or Rejection decisions from OneTrust in EQS
In Review	Pending	N/A *Note: While an "In Review" OneTrust disclosure may have preliminary decisions in OneTrust, these cannot be migrated.*
Cleared	Approved	History Tab
Auto-Cleared or Auto-Approved		N/A for Auto-Cleared or Auto-Approved
Cleared with Conditions	Approved with conditions	History Tab
Declined with Conditions	Rejected	History Tab
Declined		History Tab
Auto-Declined		N/A for Auto-Declined
Archived OneTrust Disclosures	Not Migrated. *These will be included in the OneTrust data extract.*	N/A

Note: Only the final approval or rejection decision from OneTrust (including the final comment) will be migrated. Preliminary decisions will not be migrated, but they will be available in the comprehensive data extract.

1.1.1. Templates

OneTrust	EQS	Validated	Issue
Disclosure Template (Latest version only)	Does each form in EQS Approvals match Disclosure templates OneTrust Disclosures. Including: Text, multi-select options, conditional question logic and attachments? In Compliance Cockpit, open Approvals and then click on the Forms tab to find your migrated templates.	☐	☐
Disclosure Template Translations	Do form translations match those in OneTrust? Approvals à Forms	☐	☐
Historical disclosure templates (Archived version)	Not migrated. Disclosure form submissions related to archived versions are provided in OneTrust data extraction.	N/A	N/A

1.1.2. Workflows

OneTrust	EQS	Validated	Issue
Workflows	*EQS Approvals* Rules	☐	☐

1.1.3. Data Points within Requests

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

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

OneTrust	EQS	Validated	Issue
Disclosure Id	Request Id	☐	☐
Responder	Employee	☐	☐
Result	Decision, which appears as a label at the top of the Request. The full Decision is found on the History tab of the Request. (↳ 'History' tab: Decision) *Note: Only the final approval or rejection decision from OneTrust (including the final comment) will be migrated. Preliminary decisions will not be migrated, but they will be available in the comprehensive data extract.*	☐	☐
Date Submitted	Additional details: Created Date	☐	☐
Attestation Required	Request outcome: Attestation status "Attestation pending" indicates that attestation was required for this disclosure. "Attestation not applied" indicates that attestation was not required for this disclosure.	☐	☐
Attestation Completed	Request outcome: Status will show "Attestation Completed" when complete, and the date will be captured.	☐	☐
Approvers	Progress panel on the right side of each disclosure. Note: Migration tooling will bring over the last approver only. Note: The Progress panel only appears on migrated disclosures if an individual Approver was assigned in OneTrust at the time of migration. Groups from OneTrust do not migrate. If you do not see the	☐	☐

OneTrust	EQS	Validated	Issue
	Progress panel, this means that there was no specific approver assigned in OneTrust. You can add approvers in EQS as needed via the "Manage Access" button on each migrated disclosure		
Question Responses	Question Responses	☐	☐
Question Response Attachments	Attachments will be present in Messages for both Admins and Employees	☐	☐
Justification	N/A - Justification responses will not be migrated. The text will be provided in the OneTrust data extraction	☐	☐
Notes – Approver	Notes **Note: Notes are only visible to admins, not employees.**	☐	☐
Notes – Everyone	Messages	☐	☐
Tasks	Completed tasks from OneTrust will show up on the right side of the screen, in the "Notes" area. These are only visible to Admins. **Note: Any task attachments will also appear here.**	☐	☐
Question Comments	Messages	☐	☐
Result comments	Decision Comment	☐	☐
Date Completed	Request Outcome: Outcome date	☐	☐
Approvers	Request Outcome: Outcome by Last approver only	☐	☐
Info Requests	Not migrated. Available in OneTrust data extraction	N/A	N/A
Disclosure activity log	Not migrated. Available in OneTrust data extraction.	N/A	N/A
Custom disclosure attributes	Not migrated. Responses to custom disclosure attribute questions within disclosure forms will be migrated for active templates and will be available in OneTrust data extraction for old versions of templates.	N/A	N/A
Archived disclosures from Year-over-Year (YOY) updates	Not migrated. Available in OneTrust data extraction.	☐	☐
Campaigns	Not migrated. Disclosures data associated with Campaign distribution to be migrated and/or made available in OneTrust data extraction.	N/A	N/A