



APPROVALS – GETTING STARTED GUIDE

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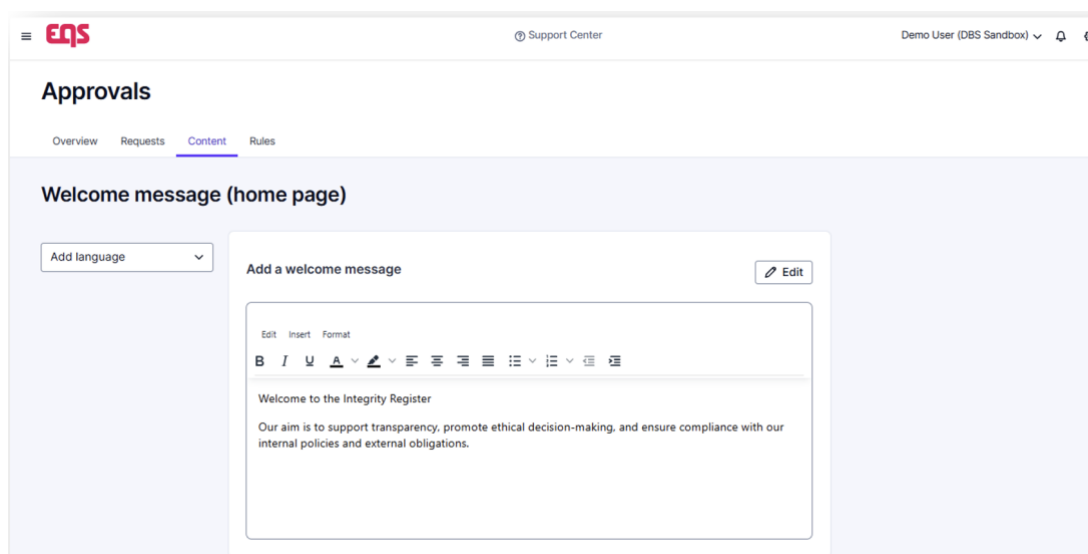
1. Learn More

This guide is a companion to the [Approvals Go Live Guide](#). Once you are confident that your account is live, please read through these additional resources. The information below is shared to help you learn more about Compliance Cockpit and to guide you through any configuration updates that you may want to make to your Compliance Cockpit account. After reviewing this configuration guide, learn more about Managing Requests using resources from the [Knowledge Base](#) and from the [Upgrade Page](#).

1.1. Configuration

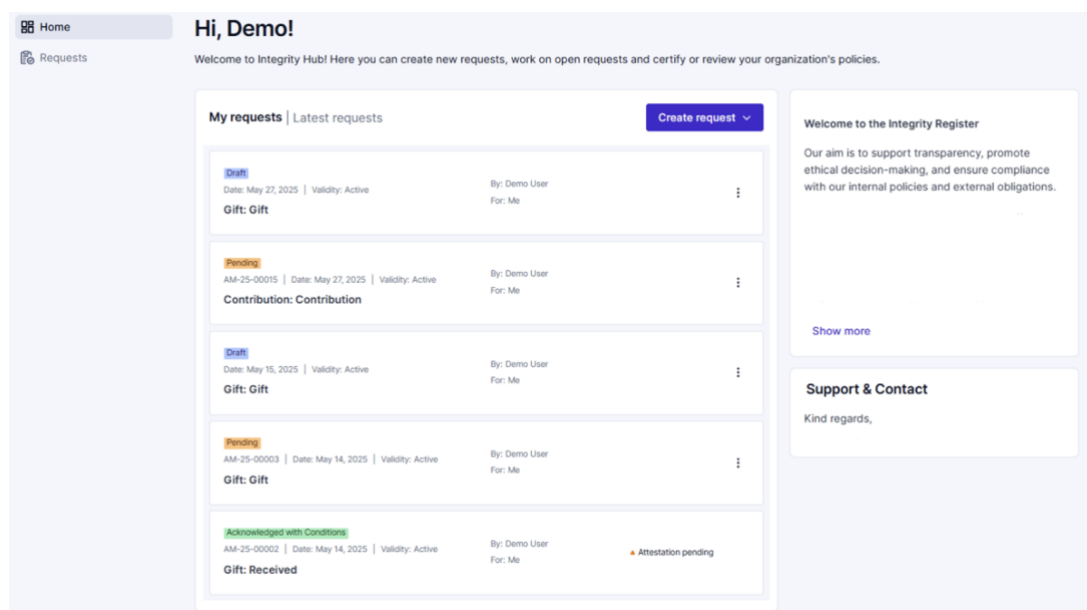
1.1.1. Content

In the Approvals module, the **Content** tab gives you the opportunity to post a rich text message on the home page of EQS Integrity Hub. This message can contain links to external documents and websites.



Using the language selector, you can post messages in several languages.

Please contact support if you wish to update the **Support and Contact Details** that are found in the bottom right corner of Integrity Hub.



1.1.2. Request Form Amendments

Please contact support if you require changes to your questionnaires, additional questionnaires or translations.

Please refer to the section on [Future Enhancements for 2025!](#)

1.1.3. Rule Engine

Rules in the Approvals Rule Engine have been configured to mirror Convercent Notification Profiles as closely as possible.

They can be amended to meet the needs of your organization over time. Before doing this there a few important points to consider:

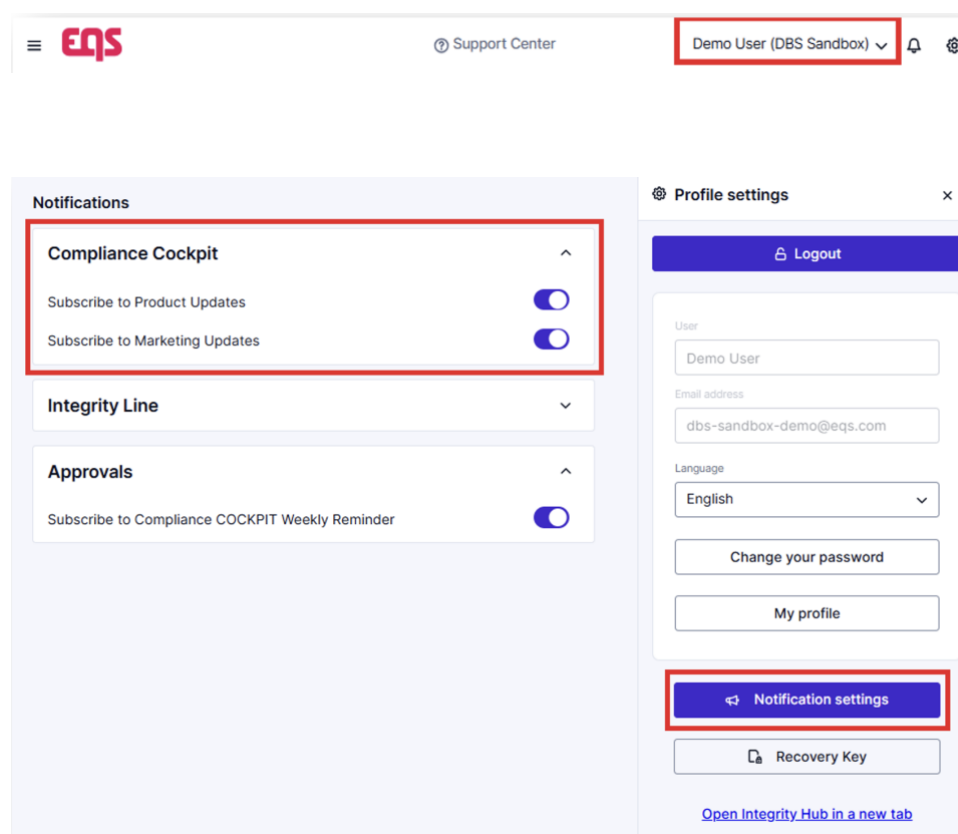
01. There is only one rule set. **If the rule set gets deleted, it is permanently gone and cannot be retrieved.** Please ensure you have a detailed record of your requirements and a screenshot you the current rule set before making changes.
02. If you are confident and happy with your changes, please remember to save before leaving the rule engine otherwise you will lose your changes.

For more information about the Rule Engine, visit the [Knowledge Base](#).

2. Product Enhancements

EQS Product team regularly releases new functionality and enhancements to existing features.

Please be sure to subscribe to the EQS Compliance Cockpit product updates to stay up to date.



2.1. Future Enhancements for 2025!

2.1.1. Campaigns

EQS Campaigns is a powerful engine that enables the distribution of policies, training, and approval surveys to targeted mass audiences for maximum engagement.

2.1.2. Approval Form Builder

Later this year a new form builder will be available in EQS Compliance Cockpit for customers to make changes and create new forms without relying on EQS Support.