How to Submit a Change for Review

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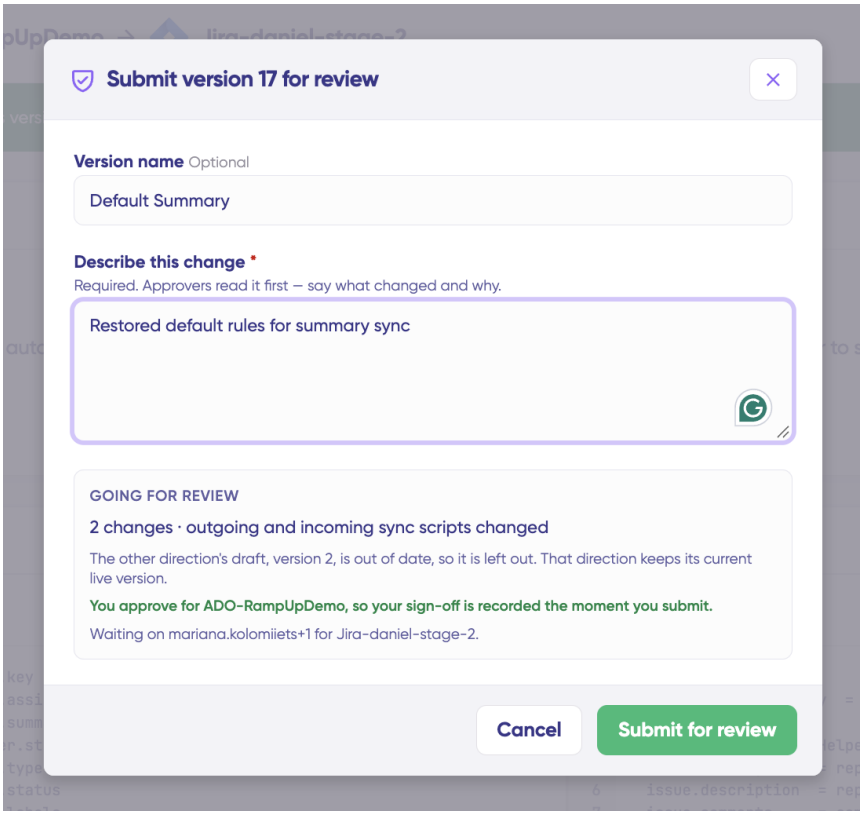
With publish approval on, you submit a draft for review instead of publishing it. The draft goes live after an approver on each side has approved it.

Before you start

- Publish approval is on, and each side has an approver.
- You're an Owner or a Collaborator. If you're ticked as approver on both sides, you publish directly instead.

Submit a draft

1. Open the connection, and open the latest draft or select **New version**.
2. Edit the scripts, triggers or rules. Save changes.
3. Optionally run a Test Run on sample items.
4. Select **Submit for review**.
5. Enter a **Version summary**. It's required. Approvers read it first, so say what changed and why.
6. Optionally enter a **Version name**.
7. Check the dialog, then submit.



The version moves to **In review** and editing is switched off ("Editing is off while this version is in review"). The dialog shows which sides are waiting. If you're an approver for a side, your approval for that side is recorded the moment you submit.

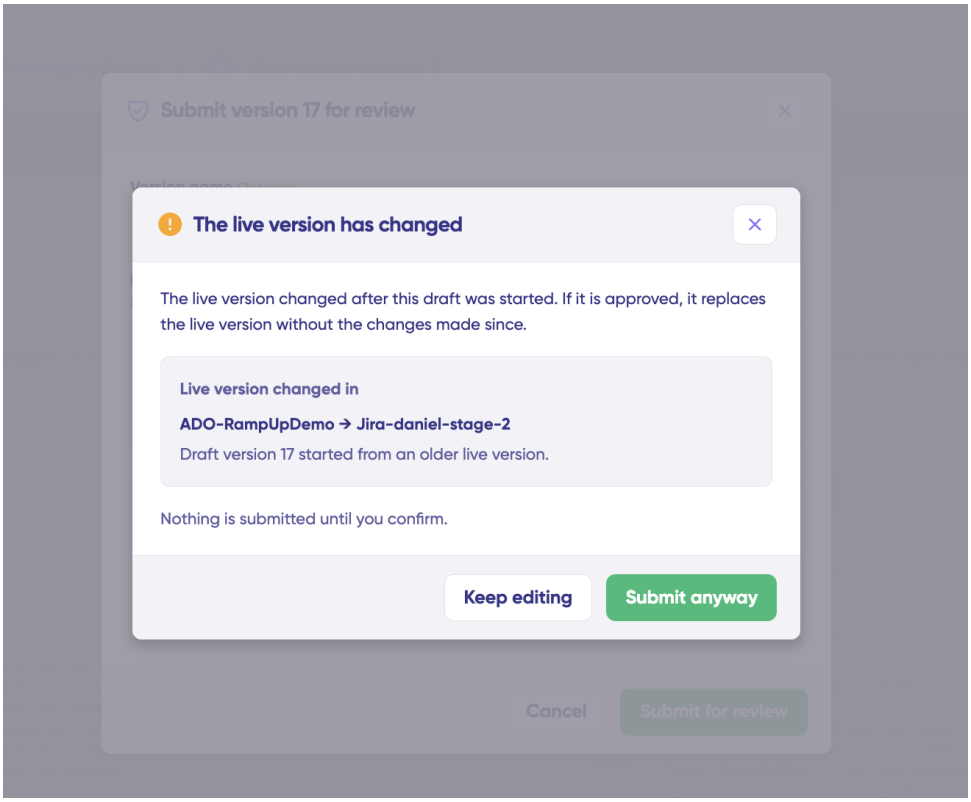
Both directions go together

If the other direction also has a draft, it goes for review in the same step and goes live with the first. A draft in the other direction that is out of date is left out, and that direction keeps its current live version.

If the live version changed while you worked

When someone publishes a newer live version after you started your draft, Exalate asks you to confirm before it submits. The dialog **The live version has changed** says "The live version changed after this draft was started" and names the direction that changed under **Live version changed in**.

Nothing is submitted until you confirm. Select **Submit anyway** to go ahead, or **Keep editing** to go back to the draft.



If the live version changes again while the dialog is open, you're asked to confirm once more.

While you wait

You see which side is waiting and who its approvers are. Only one version can be in review at a time on a connection.

To take it back, select **Withdraw from review**. Only the person who submitted can do this. The version returns to draft and its approvals are cleared.

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If an approver asks for changes

The draft shows **Changes requested** with the approver's name and the side. Select **Read the note**, fix the draft and submit again. Each round is a new cycle, and **Earlier review rounds** keeps the history.

When it goes live

After the last approval the version is published on both sides. Open **Activities** from the connection's three-dot menu to see every step.

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