How to Review, Approve or Request Changes

Last Modified on 11/16/2026 4:20 am EST

If you're ticked as an approver for a side, you decide whether a change goes live on that side.

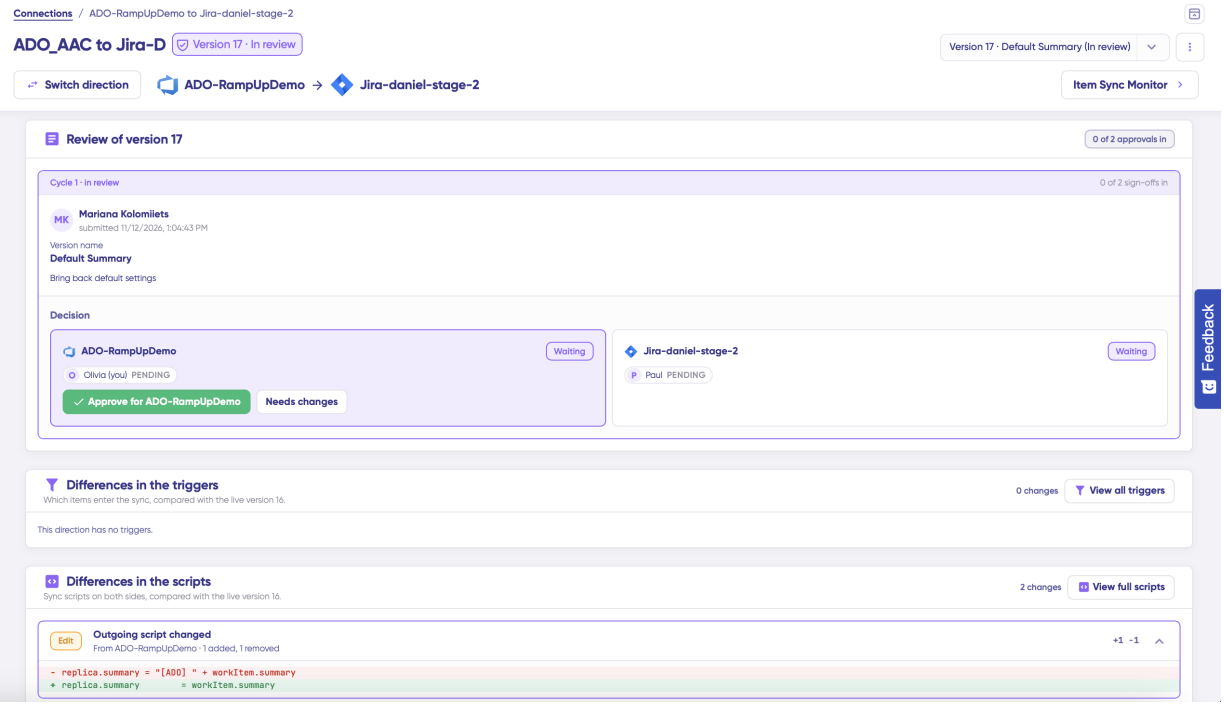
Before you start

- You're an Owner or Collaborator ticked for **Approves publishing** on a side.
- A version on the connection is **In review**.

Exalate doesn't email approvers about waiting reviews. You see them when you open the connection, so ask the author to tell you.

Review a change

1. Open the connection and select the version that is in review.
2. Read **Review of version N**. It shows the cycle and the author's summary.
3. Read the differences: **Differences in the integration rules**, **Differences in the triggers** and **Differences in the scripts**. They compare the version with the live one.
4. Select **View full scripts** to read everything, not only what changed.
5. If the other direction is part of the review, select **Review the other direction**.



Approve

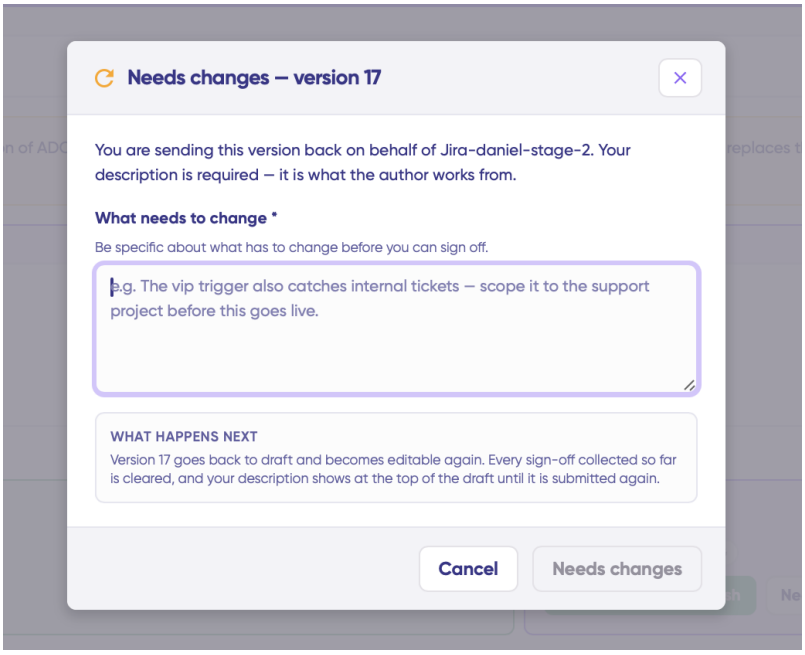
Select **Approve for {side}**. The other side still has to approve.

If yours is the last approval, the button reads **Approve and publish**. The version goes live immediately.

If the live version changed after the draft was started, the dialog **The live version has changed** asks you to confirm first. Select **Approve anyway**, or **Back to review** to take another look. On the last approval, the button reads **Approve and publish anyway**.

Ask for changes

1. Select **Needs changes**.
2. Under **What needs to change**, write 1 to 500 characters. Be specific, because it's what the author works from.
3. Confirm.



The version goes back to draft and becomes editable. Every approval is cleared, and your note shows at the top of the draft until it's submitted again.

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