

# Approval Processes

## Housekeeping

Here is the [ERD](#) for the Approval Process Objects. Typically reporting will be done from the Process Instance Step => Process Instance => Process Definition or from the Process Instance => Process Definition.

## Process Instance Steps

Process Steps show any pending, completed, or recalled approval process steps.

[SOAP API Developer Documentation](#)

### Retrieve all Process Steps that are Pending Approval

```
SELECT Id, ProcessInstance.TargetObjectId, CreatedBy.Name, Actor.Name, OriginalActor.Name,
ProcessInstance.Status, ProcessInstance.TargetObject.Type, ElapsedTimeInDays,
ElapsedTimeInHours, ElapsedTimeInMinutes
FROM ProcessInstanceWorkitem
WHERE ProcessInstance.Status IN ('Pending', 'Started')
```

### Retrieve all Process Steps that are Pending Approval and apply to a specific object

```
SELECT Id, ProcessInstance.TargetObjectId, CreatedBy.Name, Actor.Name, OriginalActor.Name,
ProcessInstance.Status, ProcessInstance.TargetObject.Type, ElapsedTimeInDays,
ElapsedTimeInHours, ElapsedTimeInMinutes
FROM ProcessInstanceWorkitem
WHERE ProcessInstance.Status IN ('Pending', 'Started') AND ProcessInstance.TargetObject.Type =
' Opportunity'
```

## Getting Metrics on Approval Process Completion

[Process Instance SOAP API Developer Documentation](#)

[Process Definition SOAP API Developer Documentation](#)

```
SELECT
ProcessDefinition. Name, SUM( ElapsedTimeInDays), SUM( ElapsedTimeInHours), SUM( ElapsedTimeInMinutes
), COUNT( Id), Status, TargetObject. Type
FROM ProcessInstance
WHERE ProcessDefinition. State = ' Active' AND Status IN ( ' Approved' , ' Rejected' )
GROUP BY ProcessDefinitionId, ProcessDefinition. Name, Status, TargetObject. Type
```

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Revision #1

Created 17 June 2021 18:05:06 by JD

Updated 17 June 2021 18:56:58 by JD