

Approvals, Access Controls & Automations

Fabric Planning · Self-Paced · 30-45 min

The Big Picture

The Asset Management app from E1 works — but right now anyone can write anything to the database. As more people start using it, that becomes a data-quality risk: unreviewed edits, accidental deletes, and no guardrails around who can change what.

This exercise adds the checks and balances a real governed app needs. You'll require changes to be reviewed before they're committed, lock down who can insert, update, and delete rows, and then automate a routine task — retiring an asset — so it happens consistently at the click of a button instead of by hand.

By the end, the same app is safer to share: every change is accountable, every permission is deliberate, and a common workflow runs itself.

The 3 Pieces

Three layers of governance added to the Assets sheet — review changes before they land, control who can do what, then automate a routine update.



Approval Workflows

Require changes to be submitted for review before they write to the database. A pending edit reverts until an approver accepts it — with multi-level and rule-based routing for tighter oversight.



Access Controls

Decide who can insert, update, and delete rows — from no one, to everyone in the domain, to specific users or rule-based access. Deletes can be permanent or a reversible soft delete.



Automations

Replace a manual, multi-field edit with a one-click workflow. A button triggers a flow that finds the Depot location and retires the asset — consistently, every time.

Key Terms

Approval Workflow

A rule that holds a change as pending until an approver accepts it. While pending, the cell reverts and shows a note indicator; on approval the change commits and is logged.

Multi-level / Rule-based

Approvals can require up to three sequential approvers (multi-level), or route to different approvers based on conditions you define (rule-based), with a default fallback.

Row Access Control

Per-operation permissions for insert, update, and delete — set to no one, all users in the domain, specific users, or rule-based access scoped by business filters.

Soft vs. Hard Delete

A hard delete removes the row from the table; a soft delete flags it via a status column instead, so the record is retained and can optionally still be shown.

Automation

A triggered flow built from actions. Here a button-click trigger runs a Find Record then an Update — setting Status to Retired, clearing Assigned To, and moving the asset to Depot.

Your Deliverable at the End of E1

1

Enable Approvals

- Require approval for all changes
- Assign yourself as approver
- Edits now Submit for Review

2

Route Approvals

- Optional multi-level (up to 3)
- Optional rule-based routing
- Reviewed, then committed & logged

3

Set Row Access

- Add: all users in domain
- Update: all users in domain
- Delete: no one

4

Choose Delete Type

- Hard delete removes the row
- Soft delete flags via column
- Applied across the three sheets

5

Build the Automation

- Button-click trigger
- Find Depot, then Update asset
- Retire: status, location, owner

6

Wire up & Test

- Retire Asset button column
- Click to run the workflow
- Verify via Run History & Audit