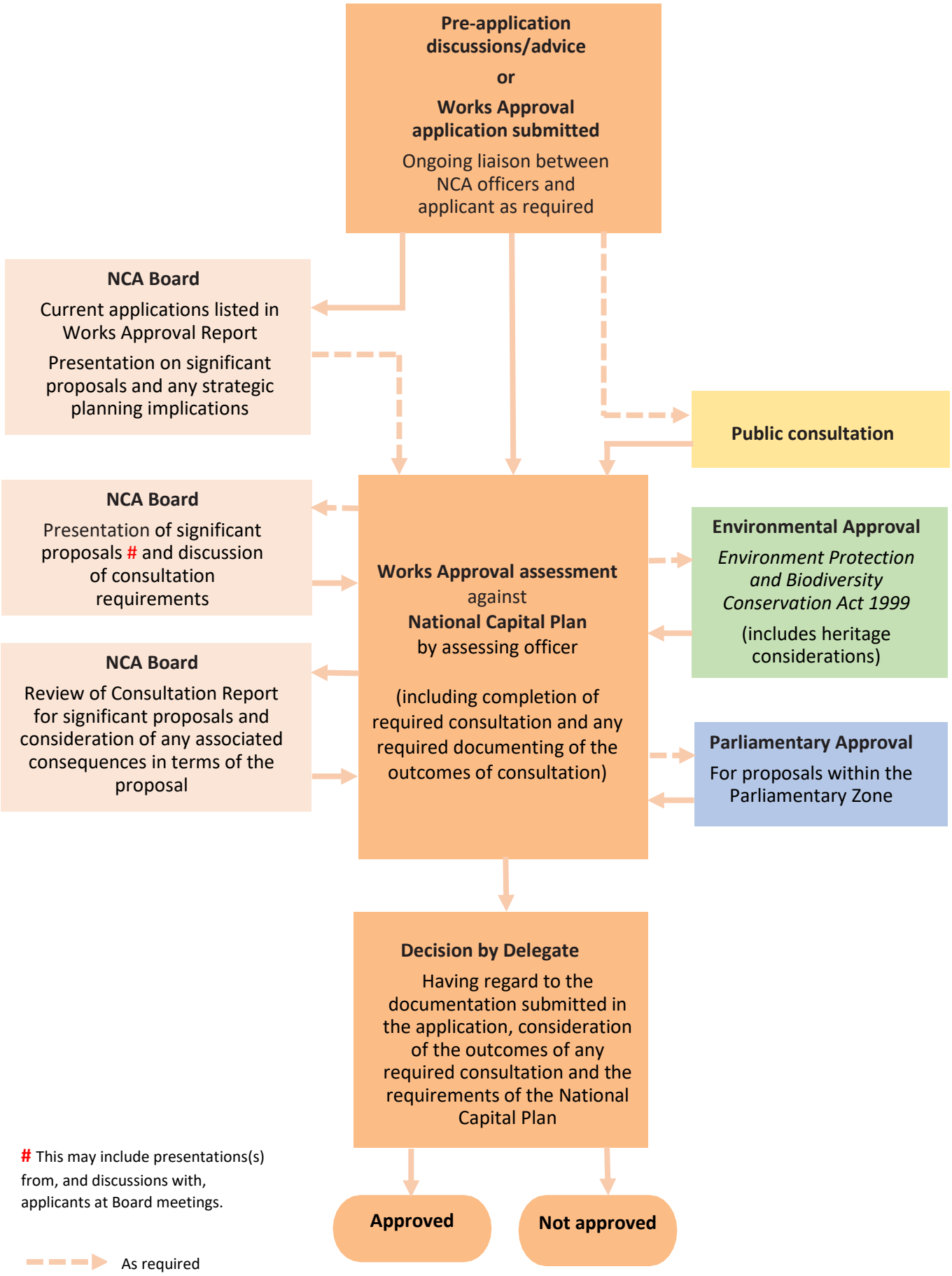Works Approval Workflow – standard process