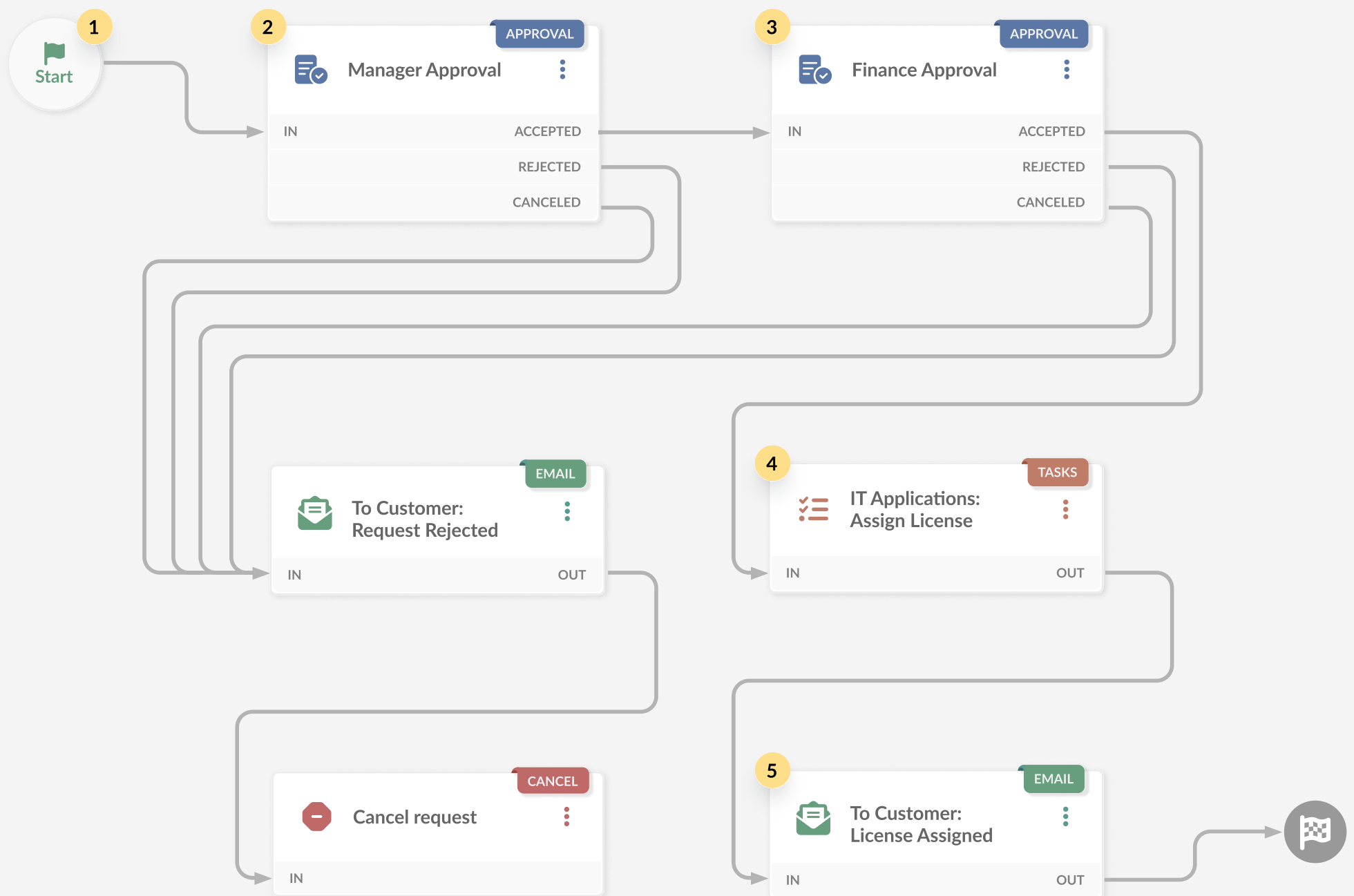


Software Request Workflow Template

This workflow template outlines the standard stages of the software request process. It serves as a practical guide to implement an effective program, but keep in mind to modify and adjust it to your organization's specific processes and guidelines.



1. Start

The process begins when a user submits a request for a software license. The user fills out a form detailing the specific software needed, the reason for the request, and any other relevant information

2. Manager approval

The manager reviews the request to determine if the software is necessary and aligned with the team's current needs and budget.

Based on this assessment, the request can be:

- **Accepted:** The request is approved and moves to the next step.
- **Rejected:** The request is denied. Based on their assessment, the manager can ask for further information.
- **Canceled:** The request is canceled, so the workflow skips ahead to a notification stage where the requester is informed of the rejection.

3. Finance Approval

After manager's approval, the request moves to the finance department. The finance team's responsibility is to confirm that the request fits within the available budget and complies with organizational procurement policies.

The outcomes at this stage include:

- **Accepted:** The request is financially approved and proceeds to the IT team.
- **Rejected:** The request is denied due to budget constraints or other financial concerns, with a rejection email sent to the requester.
- **Canceled:** The process is canceled at this point, with no further action taken.

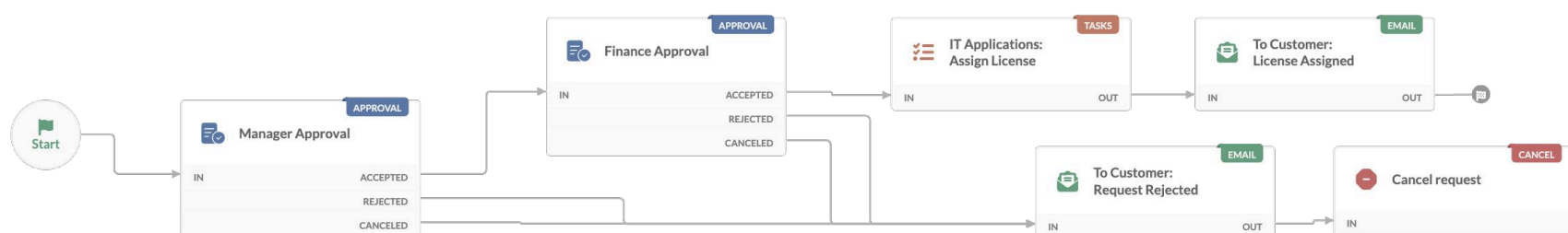
4. IT Applications - Assign License

Upon financial approval, the request moves to the IT team. The IT department assigns the appropriate software license based on the request. They ensure compatibility, availability, and compliance with company policies.

5. To Customer - License Assigned (Email)

Once the software license is successfully assigned, the IT team sends an automated email to the requester.

Keep in mind that the template was designed vertically for visual purposes, but in the platform you will find it horizontally:



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