

Approach	When to use	Pros	Cons
Content approvals in SharePoint	<ul style="list-style-type: none"> Simple document approvals in a document library 	<ul style="list-style-type: none"> Quick to setup Simple notifications 	<ul style="list-style-type: none"> Must visit the library and find the specific documents to approve No dynamic notifications enabling inbox approvals
Approvals in Teams	<ul style="list-style-type: none"> One time approvals Simple approval processes 	<ul style="list-style-type: none"> Nearly no setup needed Audit trail for simple decisions No technical knowledge 	<ul style="list-style-type: none"> No complex options or dynamic content
Approval templates	<ul style="list-style-type: none"> Need additional control over default approvals 	<ul style="list-style-type: none"> Fast changes to cater specific scenarios No technical knowledge 	<ul style="list-style-type: none"> No complex options or dynamic content
Power Automate - Approvals	<ul style="list-style-type: none"> Complex requirements Want to leverage the Approvals UI and features Dynamic content 	<ul style="list-style-type: none"> Very flexible to customise Third-party integration options 	<ul style="list-style-type: none"> Technical knowledge required to create these workflows Time requirements for development, testing and maintenance
Power Automate - Send email with options	<ul style="list-style-type: none"> Complex requirements Require a custom UI for your notifications Dynamic content 	<ul style="list-style-type: none"> Very flexible to customise Third-party integration options UI customisation 	<ul style="list-style-type: none"> Technical knowledge required to create these workflows and the HTML structure of the emails Time requirements for development, testing and maintenance
Approve with Adaptive Cards	<ul style="list-style-type: none"> Complex requirements Require a custom UI for your notifications Dynamic content Both outlook and teams are wanted to be used 	<ul style="list-style-type: none"> Very customisable, with extensive controls available Works with the Approvals actions in Power automate 	<ul style="list-style-type: none"> Power Automate learning is required to get complexities into your process A little learning curve can be found in picking up adaptive cards
Approve within Power Apps	<ul style="list-style-type: none"> Most complex scenarios Require custom UI / Power App integration 	<ul style="list-style-type: none"> Unlimited customisation Integration with the rest of the Power Platform 	<ul style="list-style-type: none"> Extensive technical knowledge to create and maintain Large time requirements for development, testing and maintenance