Course Inventory Workflow Document

Introduction

This document contains information for getting started with the Course Inventory Workflow. In the phase of the project, the Course Inventory Request forms will be routed through the University for Approval. The forms will be routed to department chairs, college deans, curriculum chairs, UCAP, etc. In order to get started, you will need to know how to …

- Subscribe to the WINGS Workflow Channel,
- Navigate to the Workflow Application,
- Assign a Workflow Proxy (optional),
- Take action on a task in your Worklist,
- Etc.

Notes:

How to subscribe to the WINGS Workflow Channel

- Logon to WINGS with your campus signon, e.g., w001wln
- http://wings.wright.edu
- Click on "Content/Layout"
- Click on "New Channel"
- Select Category "Applications"
- Select Channel "SCT Workflow Worklist"
- Click "Add Channel"
- Click on "Back to Home Tab"

Notes:

How to get to the Workflow Application

- From the Worklist Channel ...
- Click on the "Open Workflow" link,
- The system will take you to the Workflow Application,
- Here you can ...
- Get to your Worklist,
- Search for Workflows,
- Look at your User Profile,
- Set a proxy

Notes:

How to assign a Workflow Proxy

Description

- From the Workflow Application ...
- Click on "User Information"
- Look for the "(REG) Course Inventory Role"
- Click on "Add Proxy"
- Select the user id of your proxy
- Set an effective to-date
- Click both confidential check boxes
- Click "Save"

Note, if you do not see the user id of your proxy,
please send me (wallace.neikirk@wright.edu) the user id of that person
and I will add them to the proxy list.

Notes:

When a task arrives in your Worklist

Description

- Click on the task,
- The system will bring up the request form,
- You may have the authority to edit the form,
- Scroll to the bottom to check Notes & Attachments,
- Scroll to the bottom to take action on the form,
- For example: Review, Approve, Reject, etc.

Notes:

How to “Release” a task back to the Worklist

Description

When a task arrives in your Worklist, you and your proxies can see the task. The task is in a “Ready” state. If someone clicks on the task, then that person claims the task. The task is in a “Performing” state. The others cannot see the task. If you change your mind and want to return the task back to the Worklist, then

- From the Worklist Channel ...
- Click on the "Spy Glass" icon to the far right of the task,
- Simply click on the “Release” link,
- This will return the task back to the Worklist,
- Now the task is in a “Ready” state,

Notes:

How to get help

- Currently, we are working under a *train-the-trainer* scheme.
- There should be someone in your college that has the details of this process.
- If you cannot find that person, call the help desk x4827.
- If you need more information, please contact me (wallace.neikirk@wright.edu).

Notes:

Diagram of the Course Inventory Workflow

- If you would like to see a diagram of the Course Inventory Workflow process, click to see the Workflow Diagram

Notes: