

Introduction to Workflow

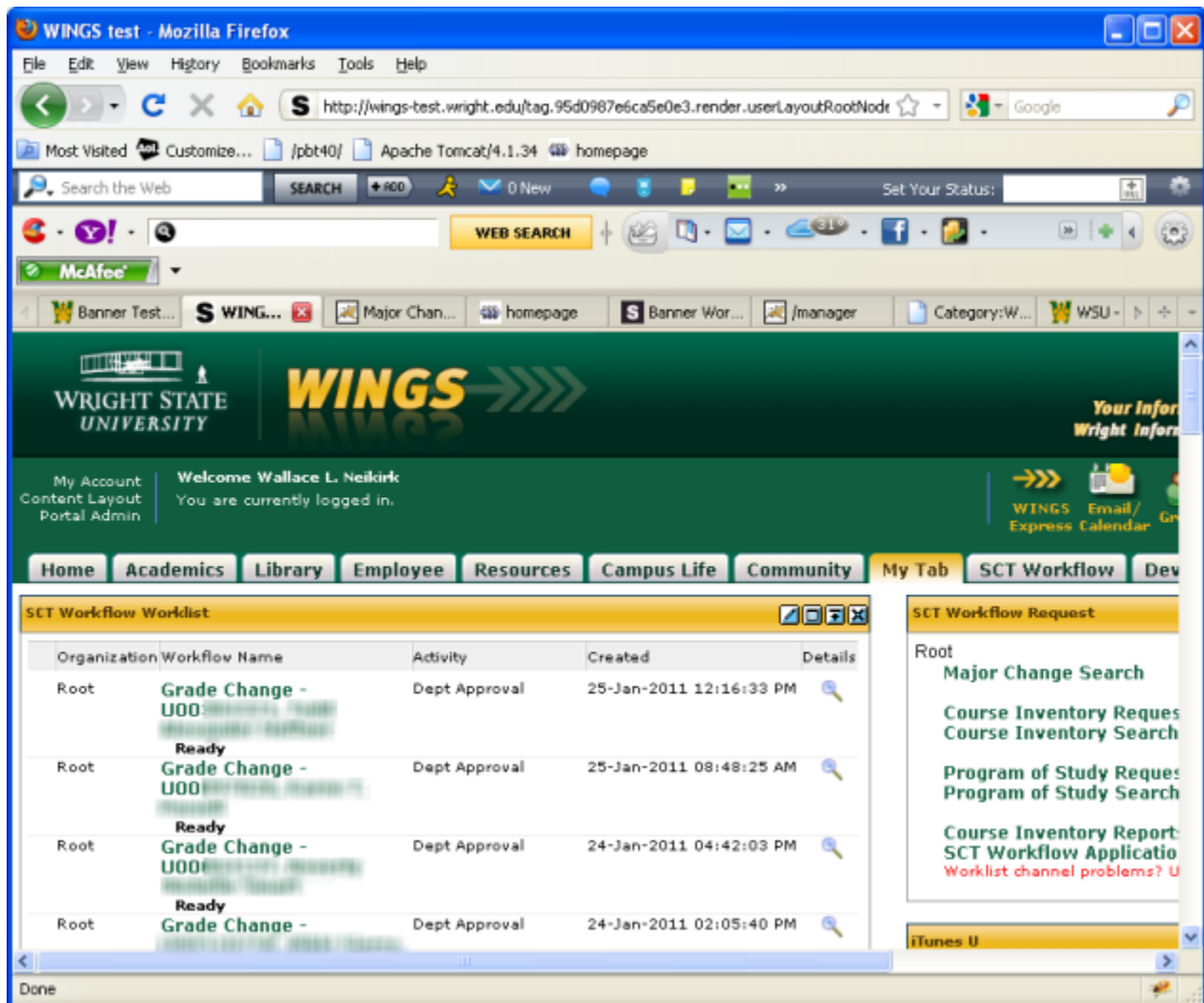
Overview

The Workflow Application is a system that coordinates activities throughout the university in order to accomplish a particular task such as defining a new course, changing a grade, hiring a new person, etc. It coordinates these activities through the Workflow Worklist Channel. You will need to subscribe to the Worklist Channel in WINGS.

Each person that is defined in Workflow will have their own Worklist. When a task arrives in your Worklist, you click on the link and complete the task. Once completed, the workflow will continue to the next person in the Workflow. SCT Workflow system is role-based. Tasks are assigned to roles, not people. So, when you are defined to Workflow you will be assigned to one or more roles, e.g., Department Chair, Curriculum Committee Chair, Dean, etc. Your roles can be proxied to other people if you need assistance or if you are going on vacation.

Note: if you are asked to log in to the workflow app, use your campus username and password. Also, if you work with proxies or within a role that has a group of people, you will have to know how to release a task back to the worklist. Finally, if you need help or have questions, contact the Help Desk at (937) 775-4827.

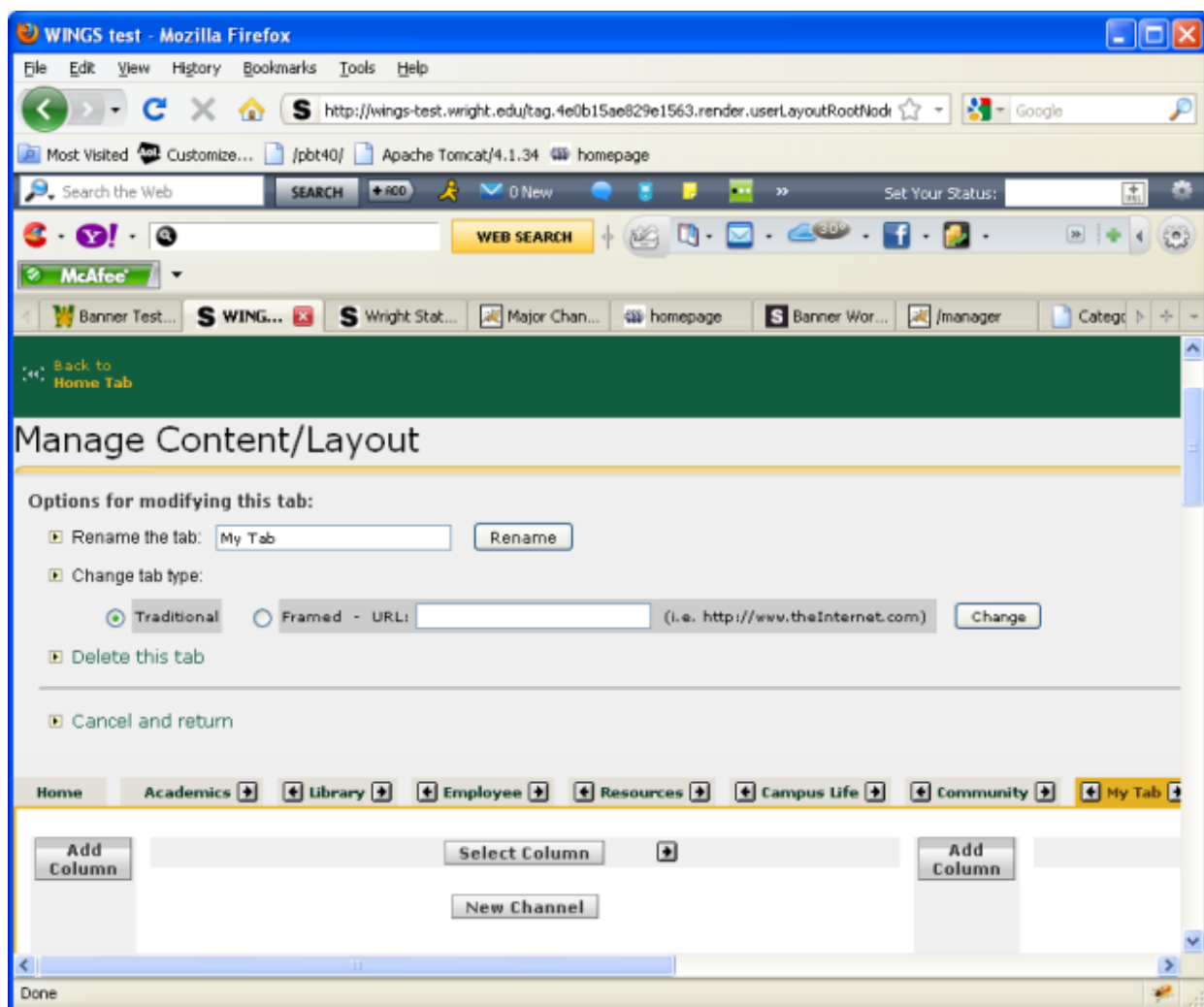
Here's a screenshot of the Workflow Worklist Channel.



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Adding the Workflow Worklist Channel to WINGS

1. Login to WINGS (<http://wings.wright.edu>) with your CAMPUS username and password.
2. Click on the **Content Layout** link in the top left corner (see a picture of this below).
3. Choose which WINGS tab you would like the channel to appear (Home, Academics, etc.).
4. Decide which column you would like the channel to appear, and click one of the **New Channel** buttons in that column.
5. In the **Select a category** drop down menu, choose **Applications**, then click **Go**.
6. **Under Select a channel**, scroll down the list until you find **SCT Workflow Worklist** and click on it.
7. Click the **Add Channel** button on the right. You'll be taken back to the Manage Content/Layout page.
8. **Optional:** Move the channel to a new position by using the arrow keys inside the channel's box.
9. Click on the **Back to...Tab** link in the top left corner to return to your WINGS layout. You should now see the **SCT Workflow Worklist** channel.



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What to do When a Task Arrives in Your Worklist

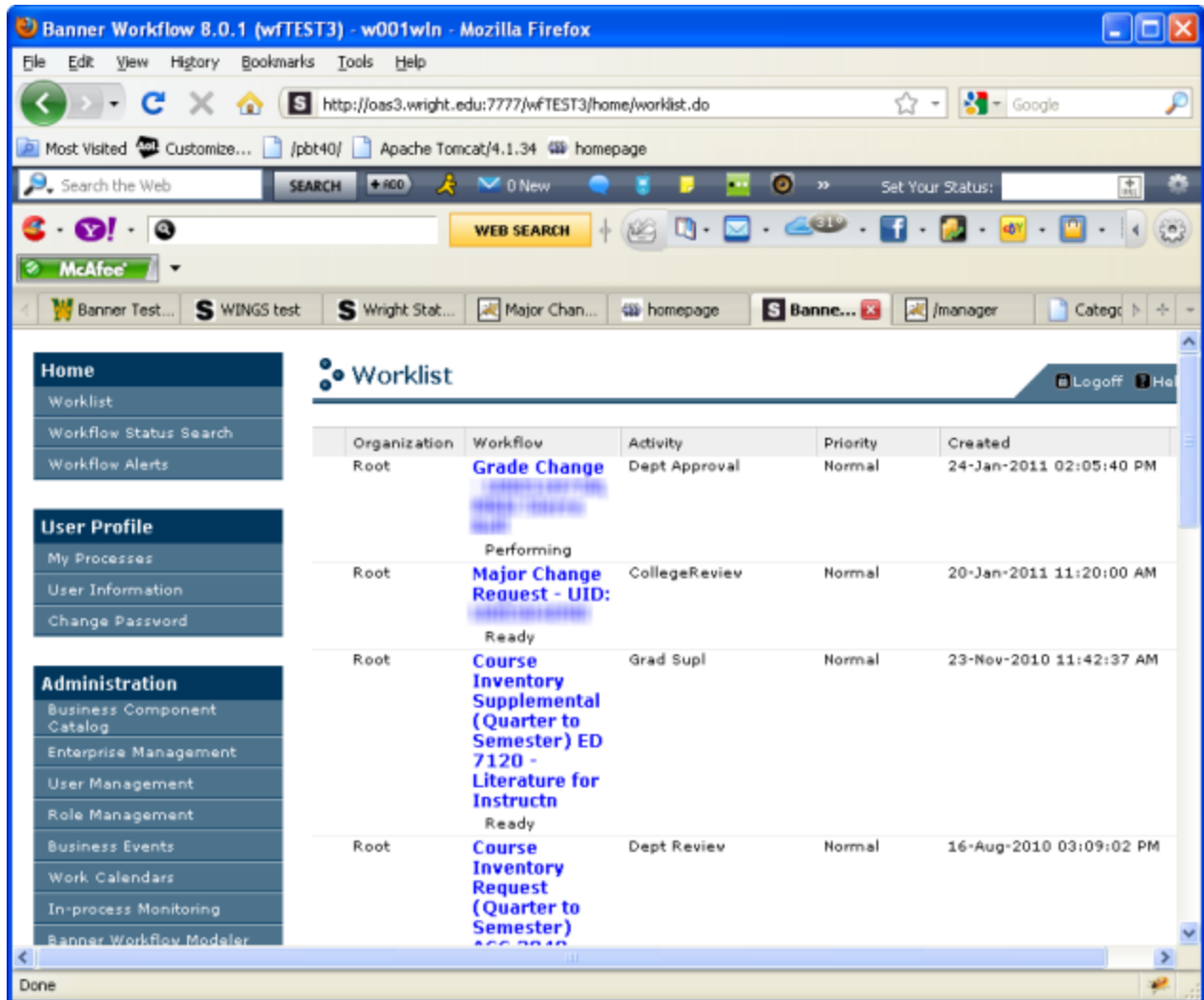
1. Log in to WINGS and go to your SCT Workflow Worklist Channel (see image below).
2. Click on the task. The appropriate request form will appear.
3. Fill out appropriate fields on the form.
4. Scroll to the bottom to view notes and attachments.
5. Take an action on the form (Review, Approve, Reject, etc.).

Organization	Workflow Name	Activity	Created	Details
Root	Grade Change - U00 Ready	Dept Approval	25-Jan-2011 12:16:33 PM	
Root	Grade Change - U00 Ready	Dept Approval	25-Jan-2011 08:48:25 AM	
Root	Grade Change - U00 Ready	Dept Approval	24-Jan-2011 04:42:03 PM	
Root	Grade Change - U00 Ready	Dept Approval	24-Jan-2011 02:05:40 PM	

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How to Access the Workflow Application

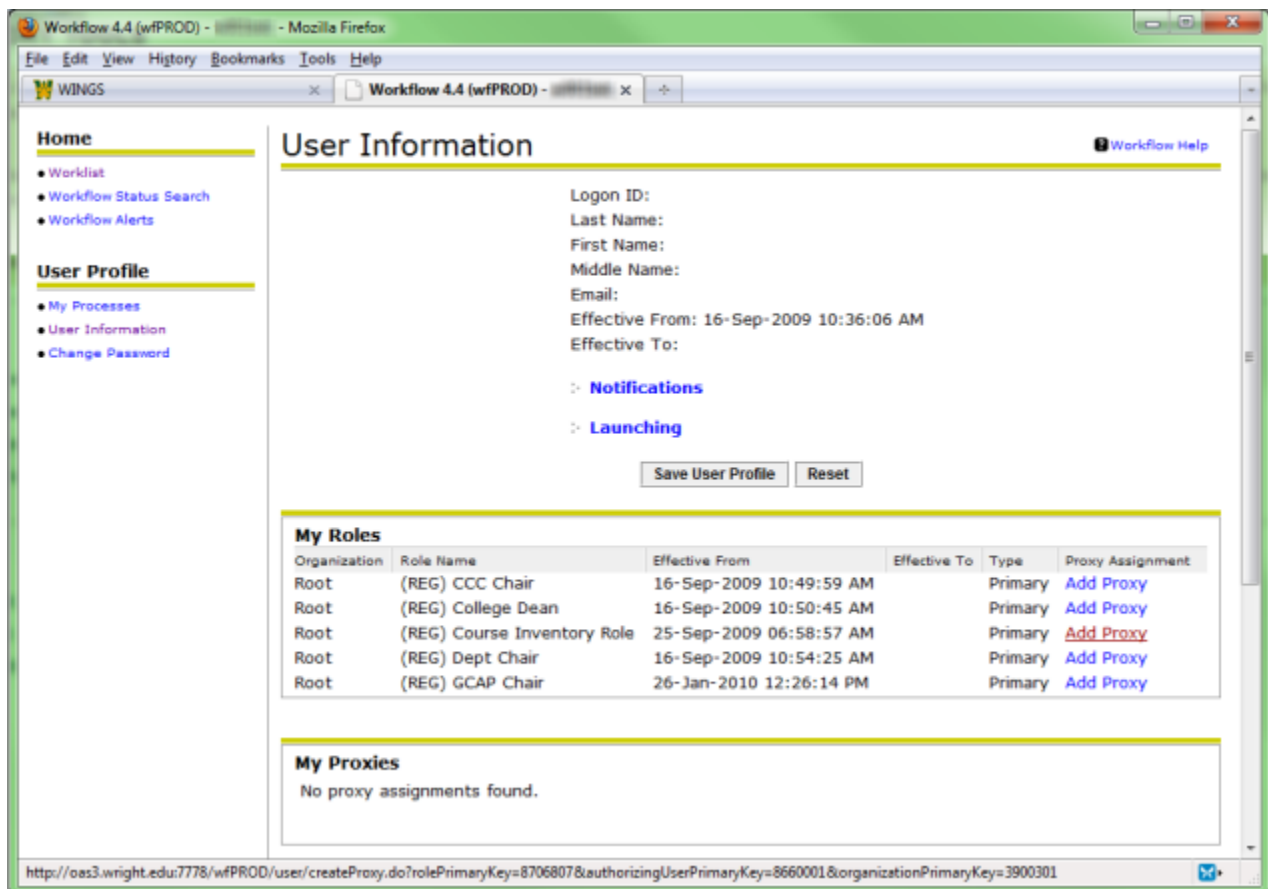
1. Login to WINGS (<http://wings.wright.edu>) with your campus username and password.
2. Find the **SCT Workflow Worklist** channel (see “Adding the SCT Workflow Worklist Channel to WINGS” if you haven’t yet done this).
3. Click on the **Open Workflow** link. You will be taken to the Workflow application (see image below).



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How to Assign a Proxy to Your Workflow Account

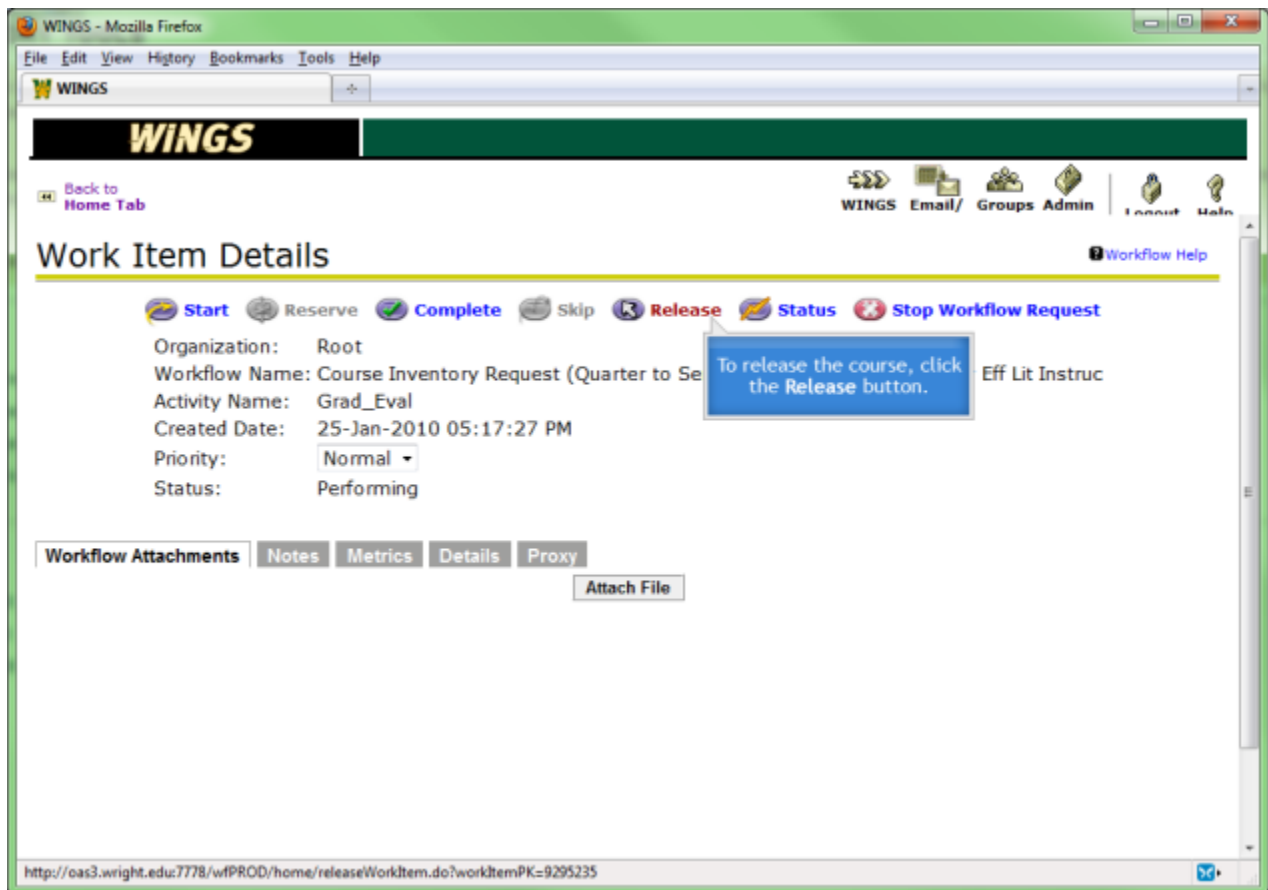
1. Login to WINGS (<http://wings.wright.edu>) with your campus username and password.
2. Find the **SCT Workflow Worklist** channel (see “Adding the SCT Workflow Worklist Channel to WINGS” if you haven’t yet done this).
3. Click on the **Open Workflow** link. You will be taken to the Workflow application.
4. Click the **User Information** link on the left. The screenshot you see below is displayed.
5. Look for the role for which you would like to assign a proxy then click the **Add Proxy** link on the right.
6. Select the username of your proxy from the **User** drop down list.
7. Next, set **Effective From** and **Effective To** dates.
8. Place a checkmark in both the **Confidential** and **Non-Confidential** boxes.
9. Click the **Save** button.



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Releasing a Workflow Task

1. Login to WINGS (<http://wings.wright.edu>) with your campus username and password.
2. Find the **SCT Workflow Worklist** channel (see “Adding the SCT Workflow Worklist Channel to WINGS” if you haven’t yet done this).
3. Look for an item on the list that has a status of **Performing**.
4. Click the magnifying glass icon to the right of the task.
5. Verify that the task shown is the one you want to release back into workflow (see image below).
6. Click the **Release** button. You’ll be taken back to the Workflow Worklist, where the item you just released should now have a status of **Ready**.



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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 using Workflow. If you are having trouble or have questions, contact the Help Desk at (937) 775-4827.