WORKFLOW

The IFAS Workflow Suite allows you to model and automate various business processes within your organization by defining rule-based activities via a graphical interface. These models can be triggered by a variety of events including table updates, scheduled time intervals, process executions and custom web forms. These events can result in a range of activities ranging from task list items assignments, e-mail notifications and responses, table updates, CDD reports, document processing (Documents Online), SIF (School Interoperability Framework) notifications, data mining, and additional processing being performed automatically by the model.

Workflow models can be attached to any data entry screen or business process within your organization, including purchase requisitions, work order requisitions, budget transfer requests, and personnel action forms. Workflow streamlines the approval process and eliminates the requisition paper trail along with the removal of manual routing steps. With Workflow you can submit requests online, route the information electronically, and track the results of your requests. Workflow helps you streamline and manage your business processes. In addition, through scheduled Workflow models, you can schedule processes, reports and activities to run at optimum times, and view the output when convenient for you.

Workflow Components

The IFAS Workflow Suite is made up of four basic components. The Workflow Designer allows the user to model any business process by visualizing. With the Designer, the actual business process can be modeled and a description of the flow defined. This includes the activities that are to be performed, the paths that connect the activities, and the roles/IDs that are to be assigned a task list item or e-mail notification/response. The Workflow Designer includes troubleshooting capabilities which allow the user to dynamically determine the state of a given model instance at any point in the workflow.

The second component of the IFAS Workflow Suite is the Workflow Engine. This runs as a service on the application server and performs most of the Workflow processing. Requests for Workflow processing are fielded by the Workflow Engine and result in new or additional activities being performed by the Workflow model.

The third component of the IFAS Workflow Suite is the Task List screen, which allows you to view and approve, reject, or forward task list items that have either been assigned

directly to the user or indirectly via a role for a decision. Information regarding the task list item can be custom formatted according to the data you desire to see and in a format you are comfortable with. You can attach a variety of extensions to the task list items including links to the actual information on the data entry screen and attached documents.

The fourth component of the IFAS Workflow Suite is the Workflow Tab of the Option Bar, which you have access to on each of the Data Entry screens. This presents much of the same functionality of the Task List screen, allowing you to approve task list items while viewing the information directly on the particular data entry screen.

Features

- Automate business processes by modeling the process.
- Use GUI-based WF Designer which allows visualization of the process.
- Utilize a variety of events to trigger the model including scheduled, table, process and web form triggers.
- Utilize a variety of activities to model the process accurately including e-mail notifications/responses, task list item assignments, SIF processing, CDD reports, documents handling, table updates and additional processing.
- Customize expiration handling, security, activity conditions, task list assignments and formatting.
- Automate CDD reporting, SIF reporting and document handling for optimum times.
- Create custom Web based input screens.
- Utilize version control for dynamic "on the fly" refinements.
- Immediate troubleshooting abilities through the WF Designer.
- Data mining capabilities with scheduled modeling and the SQL Activity. sset IDs