




Section 8

My Workflow Tabs

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Favorites			
<input type="checkbox"/>		2012006-1EF-ELD-000-0004 Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT RID: 1928622 Size: 35.75 KB Change Information: Rev 0	In Work
<input type="checkbox"/>		2012006-1EC-GAD-000-0014 Title: PRESSURIZED PIPING GENERAL ARRANGEMENT LEVEL 1 RID: 1928659 Size: 35.75 KB Change Information: Rev 0	In Work
<input type="checkbox"/>		2012006-1EF-EWD-000-0011 Title: PROCESS PLC CONTROL PANEL CP-024A 24VDC POWER DISTRIBUTION WIRING DIAGRAM RID: 1928645 Size: 35.75 KB Change Information: Rev 0	In Work

On Navigation bar, the Workflow icon will show the number of workflows assigned to you. Click the Workflow icon to review workflows.



My Workflow

Workflowed To Me (11) Workflows I Manage (09)

Show: All Current

Primary Identifier	Title	Health Status	Health Notes	Change I
2012006-1EF-EWD-000-0011	PROCESS PLC CO	On Track	Workflow is progressing on time	Rev 0
	... JUNCTION	On Track	Workflow is progressing on time	Rev 0
	CAL AND L	On Track	Workflow is progressing on time	Rev 0
	... I	On Track	Workflow is progressing on time	Rev 0
	... Interface	Advisory	Step 3: Overdue	

Export

If you wish to modify window layout use *Select Columns* button.

The information about Workflow Status and Step Progress will display.

To open Workflow window click the Respond button.

To open a record, click the RID hyperlink.

Workflowed To Me

The *Workflowed To Me* tab will provide the ability to view the Past, Current and Future Workflows that have Workflow Steps assigned to you.

- *All Current* - The items listed on the Current workflow list are awaiting responses from you. *All Current* mode will display by default.
- *All Future* - The Future workflow screen will show the items that have the Workflow Steps assigned to you but the Workflow Step has not been activated yet and you are not required to respond to it at the moment.
- *Past* - The Past Workflow screen contains Workflows that have had responses from you. You can filter information by the Date on the Past Workflow screen.

The following colour coding for the Workflow Health Status is implemented

1. Advisory

WF Status	Step Progress	Health Status	Health Notes
Started	0 of 2	Advisory	Step 1: Escalated
Started	3 of 5	Advisory	Step 4: Overdue
Paused	2 of 3	Advisory	Workflow paused
Not Started	0 of 2	Advisory	Workflow created but not started



If workflow is saved but not started:

- Health Status: Advisory
- WF Status: Not Started
- Health Notes: Workflow created but not started

In case workflow is paused:

- Health Status: Advisory
- WF Status: Paused
- Health Notes: Workflow paused

If Due Date has expired in progress step:

- Health Status: Advisory
- WF Status: Started
- Health Notes: Step 2: Overdue

If Due Date has expired in progress step and step has escalation assignment:

- Health Status: Advisory
- WF Status: Started
- Health Notes: Step 2: Escalated

2. *Warning*
3. *On Track*
4. *Completed*

WF Status	Step Progress	Health Status	Health Notes
Started	0 of 2	On Track	Workflow is progressing on time
Started	4 of 5	Warning	Step 4: Negative Response

If No Overdue in progress step:

- Health Status: On Track
- WF Status: Started
- Health Notes: Workflow is progressing on time

If any of the workflow step respond with negative response:

- Health Status: Warning
- WF Status: Started
- Health Notes: Step 1: Negative Response

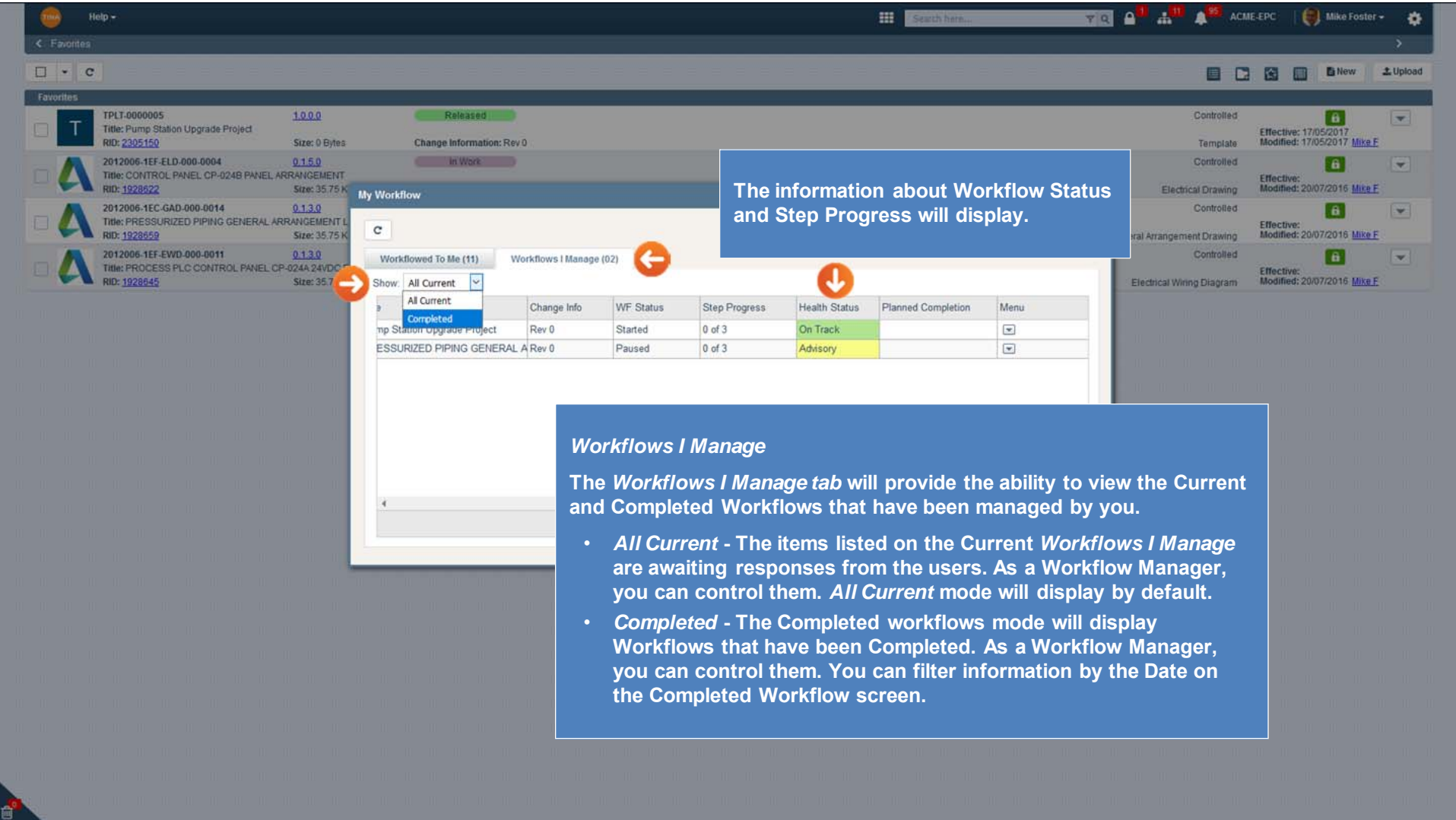
WF Status	Health Status	Health Notes
Completed	Warning	Step 4: Negative response
Completed	Completed	Workflow has completed

If the workflow step completed with positive response:

- Health Status: Completed
- WF Status: Completed
- Health Notes: Workflow has completed

If one of the step respond negative:

- Health Status : Warning
- WF Status: Completed
- Health Notes: Step 1: Negative Response



The information about Workflow Status and Step Progress will display.

Workflows I Manage

The *Workflows I Manage* tab will provide the ability to view the Current and Completed Workflows that have been managed by you.

- **All Current** - The items listed on the Current *Workflows I Manage* are awaiting responses from the users. As a Workflow Manager, you can control them. *All Current* mode will display by default.
- **Completed** - The Completed workflows mode will display Workflows that have been Completed. As a Workflow Manager, you can control them. You can filter information by the Date on the Completed Workflow screen.