

# Section 9

## Workflow Response

[Workflow Response](#)

- 2012006-1EF-ELD-000-0004 0.1.5.0 In Work  
Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT  
RID: 1928622 Size: 35.75 KB Change Information: Rev 0
- 2012006-1EC-GAD-000-0014 0.1.3.0 In Work  
Title: PRESSURIZED PIPING GENERAL ARRANGEMENT LEVEL 1  
RID: 1928659 Size: 35.75 KB
- 2012006-1EF-EWD-000-0011 0.1.3.0  
Title: PROCESS PLC CONTROL PANEL CP-024A 24VDC P  
RID: 1928645 Size: 35.75 KB

If you have workflows assigned to you, click *My Workflow* icon on the main navigation bar to open the *Workflowed To Me* screen.

My Workflow

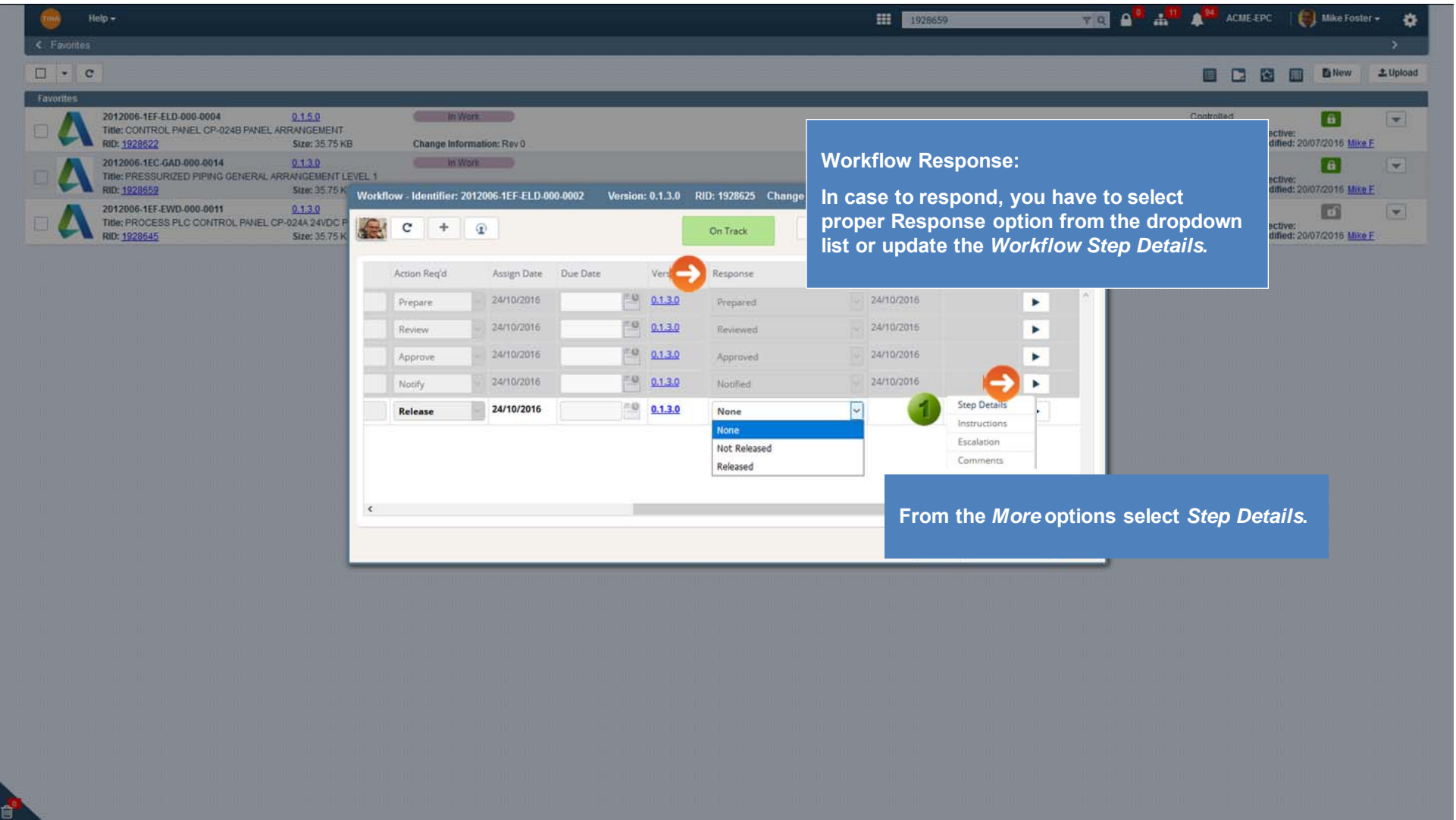
Workflowed To Me (11) Workflows I Manage (01)

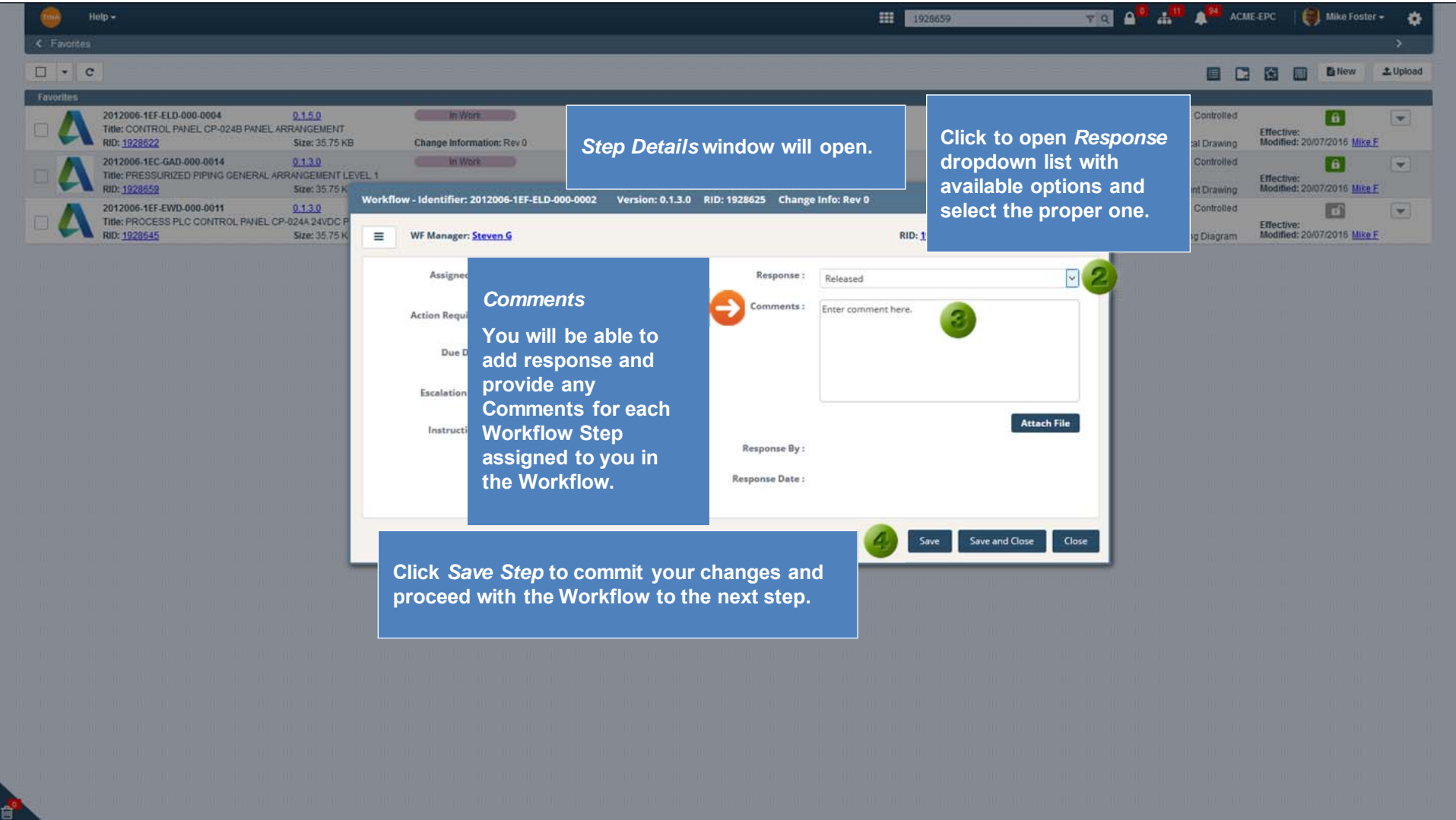
Show: All Current

	RID	Primary Identifier	Version	Title	Health Status	Menu
Respond	1928716	2012006-1EF-SCM-000-0013	0.1.4.0	CP-024 DISCRETE OUTPUT	Warning	→
Respond	1928625	2012006-1EF-ELD-000-0002	0.1.3.0	PLANT BACKLIGHTING ANF	On	Properties
↑	1928624	2012006-1EF-ELD-000-0011	0.1.3.0	ELECTRICAL EQUIPMENT L	On	Files
↑	2166828	2012006-1EF-ELD-000-0007	1.1.0.0	ELECTRICAL AND LIGHTING	On	Version-Up
		1EF-EWD-000-0012	1.1.0.0	PROCESS PLC CONTROL P	Wa	Supporting Items
		00017	0.1.1.0	CJB-1001 JUNCTION BOX LA	On	
		1EF-EWD-000-0011	0.1.3.0	PROCESS		
		006	0.1.0.0	Connector		
		005	0.1.0.0	Coating Ca		

Click the *Respond* button to open *Workflow* window and review workflow assigned to you.

Menu will be available from this screen.





Step Details window will open.

Click to open *Response* dropdown list with available options and select the proper one.

**Comments**  
You will be able to add response and provide any Comments for each Workflow Step assigned to you in the Workflow.

Click *Save Step* to commit your changes and proceed with the Workflow to the next step.

Help 1928659 ACME-EPC Mike Foster

Favorites

2012006-1EF-ELD-000-0004  
Title: CONTROL PANEL CP-...  
RID: 1928622

2012006-1EC-GAD-000-0014  
Title: PRESSURIZED PIPING  
RID: 1928659

2012006-1EF-EWD-000-0011  
Title: PROCESS PLC CONTROL PANEL CP-024A 24VDC P...  
RID: 1928545

Controlled

Effective: Modified: 20/07/2016 Mike E

Effective: Modified: 20/07/2016 Mike E

Effective: Modified: 20/07/2016 Mike E

Workflow - Identifier: 2012006-1EF-ELD-000-0002 Vers Your workflow step has been saved x nfr

WF Manager: [Steven G](#) RID: [1928625](#) WF File Version: [0.1.3.0](#)

Assigned To:

Action Required: Release

Due Date:

Escalation Set: No

Instructions:

Response: Released

Comments: Enter comment here.

Response By: [Mike F](#)

Response Date: 17/05/2017

Save Save and Close Close

Click to go back to the Workflow grid.

Confirmation message will display.

Response Date has been inserted by Saving the Step.

2012006-1EF-ELD-000-0004 0.1.5.0 In Work  
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RID: 1928622 Size: 35.75 KB Change Information: Rev 0

2012006-1EC-GAD-000-0014 0.1.3.0 In Work  
Title: PRESSURIZED PIPING GENERAL ARRANGEMENT LEVEL 1  
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2012006-1EF-EWD-000-0011 0.1.3.0  
Title: PROCESS PLC CONTROL PANEL CP-024A 24VDC P  
RID: 1928645 Size: 35.75 KB

Controlled Effective: Modified: 20/07/2016 Mike F  
Electrical Drawing

Controlled Effective: Modified: 20/07/2016 Mike F  
Arrangement Drawing

Controlled Effective: Modified: 20/07/2016 Mike F  
rical Wiring Diagram

Workflow - Identifier: 2012006-1EF-EWD-000-0011 Version: 0.1.3.0 RID: 1928645

On Track

Steps 1, 2 and 3 are Completed.

Step	Role	User	Action Req'd	Assign Date	Due Date	Version	Respon
1	Engineering - Electrical	Select	Prepare	24/10/2016		0.1.3.0	Prepa
2	Engineering - Electrical	Select	Review	24/10/2016		0.1.3.0	Revie
3	Engineering - Electrical	Select	Approve	24/10/2016		0.1.3.0	Apprc
4	Project Management	Select	Notify			0.1.3.0	None
5	Doc. Control	Select	Release			0.1.3.0	None

User will be able to respond to a Workflow assigned to the Role. If a Workflow step is assigned to a Role, but no user is specified, all users in that role will see their Workflow and could be able to respond.