

Workflow Training

Course Synopsis	
Duration	2 Days
Course Outline	This course provides attendees with an understanding of how to maintain and create workflow definitions to meet business requirements.
Attendees	Attendees are expected to be experienced System Administrators with knowledge of TechnologyOne Core Enterprise Suite which utilise the Workflow capabilities.
Course Objectives	The purpose of the course is to facilitate achieving the following objectives: <ul style="list-style-type: none"> • Defining Workflow Process Definitions • Applying Rules to Wokrflows
Course Topics	During this course participants will be given the opportunity to learn: <ul style="list-style-type: none"> • Workflow in the Workplace • Workflow Setup • Features of Workflow • Graphical Workflow definition • Workflow Definition maintenance
Areas not covered in this course	This course does not include workflow outside the Financials/Supply Chain scope, although the concepts could allow attendees to apply their knowledge to other products. This also does not cover specific configuration for every customer.

Workflow Training

Course Agenda Day 1	
Time/Duration	Topic
9:00am - 9:30am	Welcome and Introduction
9:30am - 10:15am	Workflow Overview and Demonstration Workflow Definition <ul style="list-style-type: none"> • Related Exercises
10:15am - 10:30am	Morning Break
10:30am - 12:30pm	Workflow Settings <ul style="list-style-type: none"> • Functions • System Variables • User Management • Related Exercises Workflow Definition <ul style="list-style-type: none"> • Navigation and Maintenance • Related Exercises
12:30pm - 1:15pm	Lunch Break
1:15pm - 3:00pm	Workflow Definition <ul style="list-style-type: none"> • Maintenance and properties • Related Exercises Workflow Tasks <ul style="list-style-type: none"> • Applications • Decisions • Escalations • Related Exercises
3:00pm - 3:15pm	Afternoon Break
3:15pm - 4:15pm	Workflow Actions <ul style="list-style-type: none"> • Assignments • Resource Pools • Related Exercises
4:15pm - 4:30pm	End of Day Wrap Up

Workflow Training

Course Agenda Day 2	
Time/Duration	Topic
9:00am - 9:15am	Overview
9:15am - 10:15am	Workflow Actions <ul style="list-style-type: none"> • Referral Paths • Related Exercises
10:15am - 10:30am	Morning Break
10:30am - 12:30pm	Workflow Testing <ul style="list-style-type: none"> • Related Exercises Workflow Rules <ul style="list-style-type: none"> • Decision Rules • Related Exercises
12:30pm - 1:15pm	Lunch Break
1:15pm - 3:00pm	Workflow Rules <ul style="list-style-type: none"> • Assignment Rules • Related Exercises
3:00pm - 3:15pm	Afternoon Break
3:15pm - 4:15pm	Split Decisions <ul style="list-style-type: none"> • Overview • Using Assignment Rules • Related Exercises
4:15pm - 4:30pm	End of Day Wrap Up