



OmniUpdate Training Tuesday

All About Workflow



Presented By:
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Instructional Designer

WebEx Event # 802 267 307

Audio will be heard on your computer speakers.

*If you do not have working computer speakers,
call 1-408-792-6300.*

*Enter event number and
attendee ID or press # if no attendee ID.*

Webcast will start at the top of the hour.

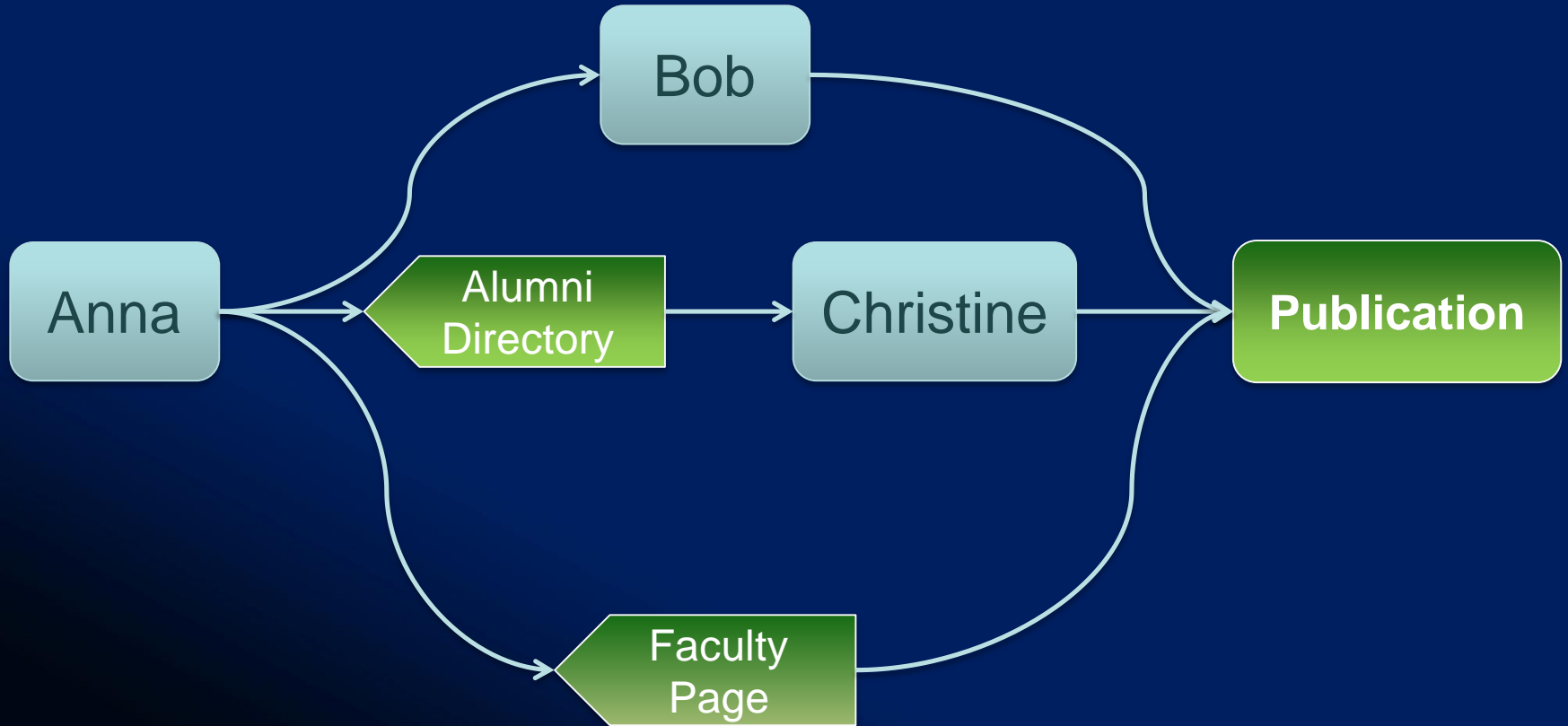
Agenda

- What is Workflow?
- Flexible Workflow in OU Campus
- Live Demonstration
 - Workflow at different levels of the system
 - Workflow Screen
 - Workflow Gadget
- Q&A

What is Workflow?

- The process of submitting files for approval
- “Approvers” then publish the files to the live site
- A workflow can involve more than two users
- Workflow is configured at:
 - User level (assigning approvers)
 - Page Level
 - Directory Level
 - Site level

Flexible Workflow



Workflow's New Look

The screenshot displays the 'Workflow (3)' interface. On the left, a 'Mailbox' sidebar contains 'Workflow', 'Inbox', and 'Sent'. The main area features a table with columns: From, Approver, File, Status, and Date / Options. Below the table, a 'Workflow Information' section shows a file '/about/mission.pcf' with a status of 'Pending Approval from You at 9:40 AM'. The 'Messages' section includes a 'To' dropdown set to 'All participants', a text input field with the placeholder 'Reply to all participants', and a 'Send' button. The message thread shows three entries: John Cena (9:40 AM) with '10.3.2 updates' and 'Have made the necessary changes'; Brandon Scheiman (9:37 AM) with '10.3.2' and 'Please correct the errors in your changes.'; and You to You (9:36 AM) with '10.3.2 updates' and 'I have some questions about the validity of these changes.' The last message is highlighted as a 'Private Message'.

Mailbox

- Workflow
- Inbox
- Sent

Workflow (3) Show Archived Items ?

<input type="checkbox"/> From	Approver	File	Status	Date / Options
<input type="checkbox"/> You				
<input type="checkbox"/> John Cen				
<input type="checkbox"/> You				

Workflow Information

File /about/mission.pcf
Status Pending Approval from You at 9:40 AM

Messages ?

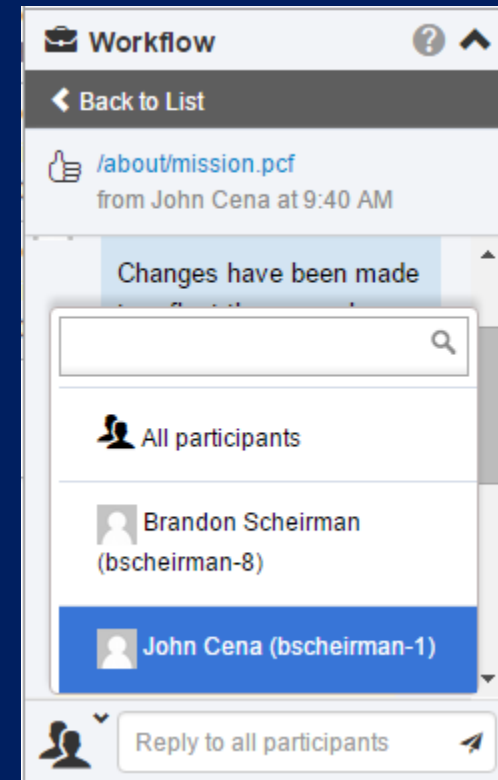
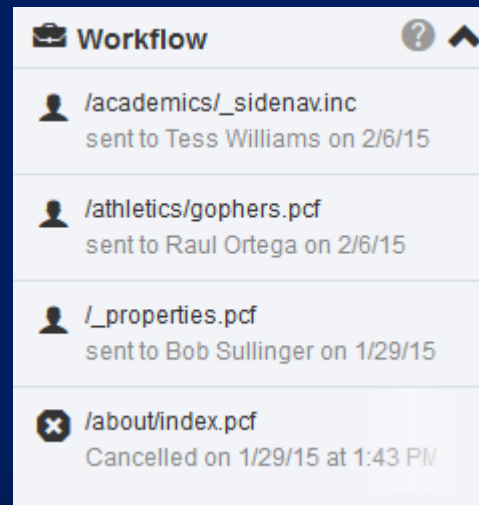
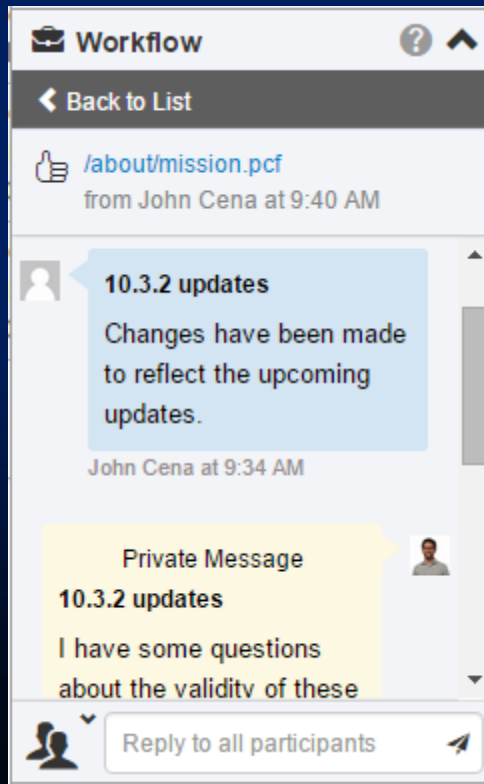
To:

John Cena
Today at 9:40 AM
10.3.2 updates
Have made the necessary changes

Brandon Scheiman
Today at 9:37 AM
10.3.2
Please correct the errors in your changes.

You to You
Today at 9:36 AM
10.3.2 updates
I have some questions about the validity of these changes. Private Message

The Workflow Gadget



Let's Look!

Q&A

Next Training Tuesday

Next Month's Training Tuesday
we will be held on November 17, 2015.

Be sure to visit the OCN or LMS
for further details.

<http://ocn.omniupdate.com>

<http://lms.omniupdate.com>

Thank You!