

## Workflow Writing Techniques On-Going Training

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<b>Date:</b>	March 12-15, 2012
<b>Time:</b>	11:00 AM – 5:00 PM – <b>Login 15 minutes before class start time.</b>
<b>Location:</b>	via WebEx
<b>Instructor:</b>	Tim Pearson, Datatel
<b>Audience:</b>	Colleague users responsible for creating, maintaining, and/or interpreting workflows.

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**Course Description:**

Workflow Management Solution (WfMS) automates everyday business processes enterprise-wide, reducing the volume of routine tasks facing your staff and saving your institution a substantial amount of time and paperwork. Take a detailed look at the components of the Workflow Management System including how to build a workflow and assign tasks to a user's "to-do list".

**Prerequisites:**

- Completion of Reporting Fundamentals or Understanding your Data
- Completion of one of the following:
  - Rule Writing Techniques
  - Communications Management Fundamentals
  - Colleague Studio Programming Fundamentals
  - Completion of Introduction to the Datatel Training Lab (DTL) if using the DTL for class exercises.

**Advanced Preparation:**

If you are using either a training or development environment at your institution, please ensure you can access the following menus in the UT application (contact the Colleague Administrator for your site on more information):

- RD – Resource Definition and all mnemonics defined there
- WF – Workflow Management System and all mnemonics defined there and within the following modules:
  - WDF – Workflow Definition
  - TDL – To Do List
  - AWF – Workflow Administration

- VAL – Validation Code Table
- Many of these forms and processes are necessary to create workflows while others, especially those defined to the AWF sub-menu, are administrative forms. Typically, only the Workflow Administrator can access the Workflow Administration forms in your Testing and Production environments. However, accessing these forms in your Training environment allows for in-class discussions, demonstrations, and hands-on exercises specific to the Workflow Administrator's responsibilities and tasks.
- Download and print materials for the class from the On-going Training Class Materials page. This site is password protected. If you do not have the Username and Password, contact your local project manager, or a member of the College User Support Team at 919-807-7178.  
[http://www.nccommunitycolleges.edu/CIS\\_Docs/Training/New%20Hire%20Training/Class\\_Material\\_New\\_Hire.htm](http://www.nccommunitycolleges.edu/CIS_Docs/Training/New%20Hire%20Training/Class_Material_New_Hire.htm)

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### **Course Outcomes:**

After completing this course, participants will be able to

- Set up your Resource Database to manage roles and responsibilities at your institution.
- Learn the language and constructs for writing, debugging, and testing workflows where rules are used
- Create and modify a workflow.
- Review the key steps in implementing the WfMS, including developing, testing, and moving to live environment.
- Learn the fundamentals of WfMS administration.

### **Joining the WebEx Session:**

Join the WebEx session by using the meeting link and phone bridge provided to you via e-mail.

This session can be joined 15 minutes prior to the actual start time of the session.

If more than one person from your college is participating, please have everyone in one location, with one computer with LCD projector for all to see the screen. Contact your system administrator if you need help with this.