Section 8 My Workflow Tabs

Navigation to My Workflows

- Modify the window Layout
- Save Grid Layout

Workflowed To Me

- All Current
- All Future
- Past

Workflows I Manage

- All Current
- <u>Completed</u>

Workflow Health Status

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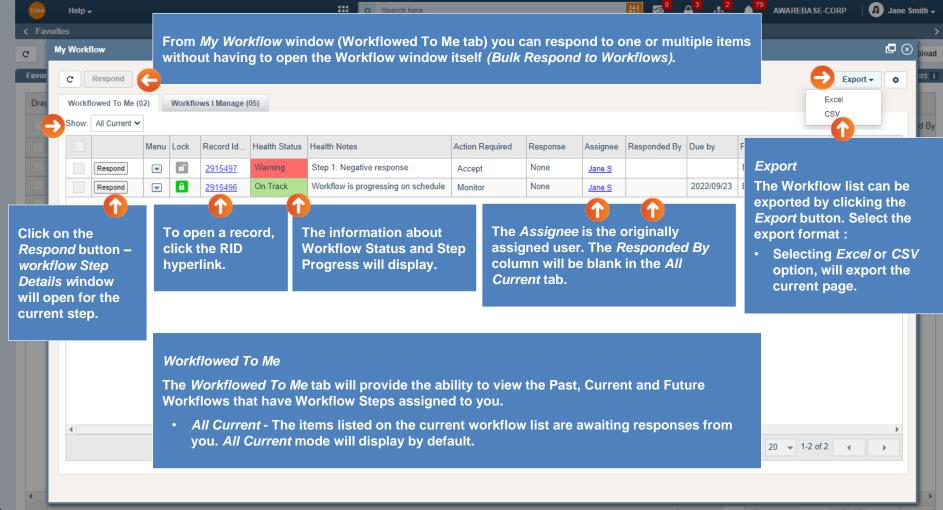
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My Workflow

Workflowed To Me (02) Show: All Future

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Workflowed To Me

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.

Record Id. Health Status Health Notes Action Required Responded By Due by Primary Identifier Lifecycle State Versio Menu Lock Response Assignee â 2915591 On Track Workflow is progressing on schedule DOC AGD-0010162 In Work View Details -Release None Jane S 0.1.0. Workflow is progressing on schedule â 2915591 On Track None DOC AGD-0010162 In Work 0.1.0 Notify View Details Jane S Click the View Details button -The information about The Assignee is the originally assigned Workflow Status and Step user. The Responded By column will be workflow Step Details window Progress will display. blank in the All Future tab. will open for the current step. 4 Show rows: 20 👻 1-2 of 2 Go to page: Go to page: 1 Show rows: 50 👻 1-5 of 5 Go back to Section 8: My Workflow Tabs or continue.

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	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	G
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

Warning On Track 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

Go back to Section 8: My Workflow Tabs.