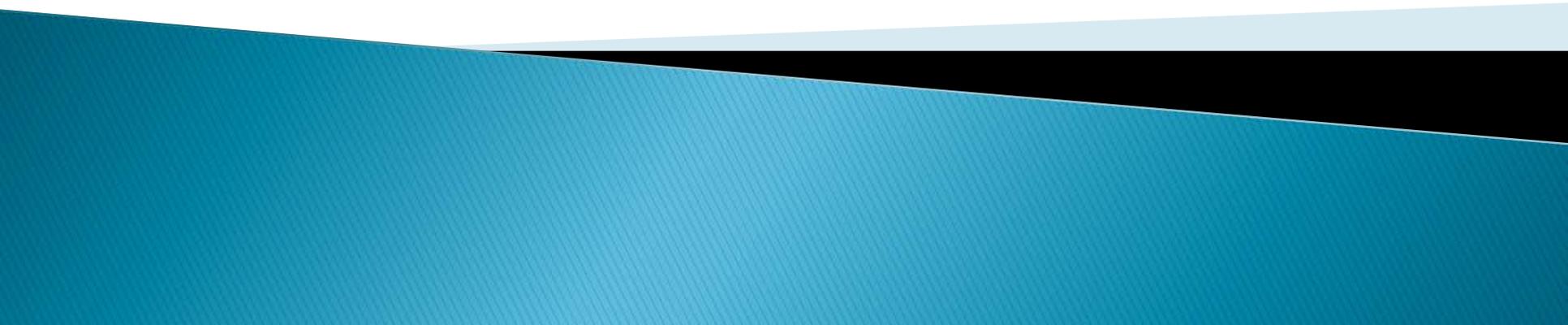


# Creating and Using a Document Review–Approval Workflow

SharePoint 2010

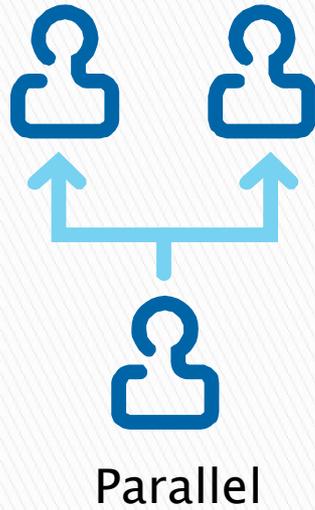


# Introduction

Approval Workflow	Collect Feedback Workflow
<p>Approve Reject Request a change Reassign the task Cancel or delete the task</p> <ul style="list-style-type: none"><li>• Changing the document during an approval workflow will cancel the workflow</li></ul>	<p>Insert comments and tracked changes in the document</p>

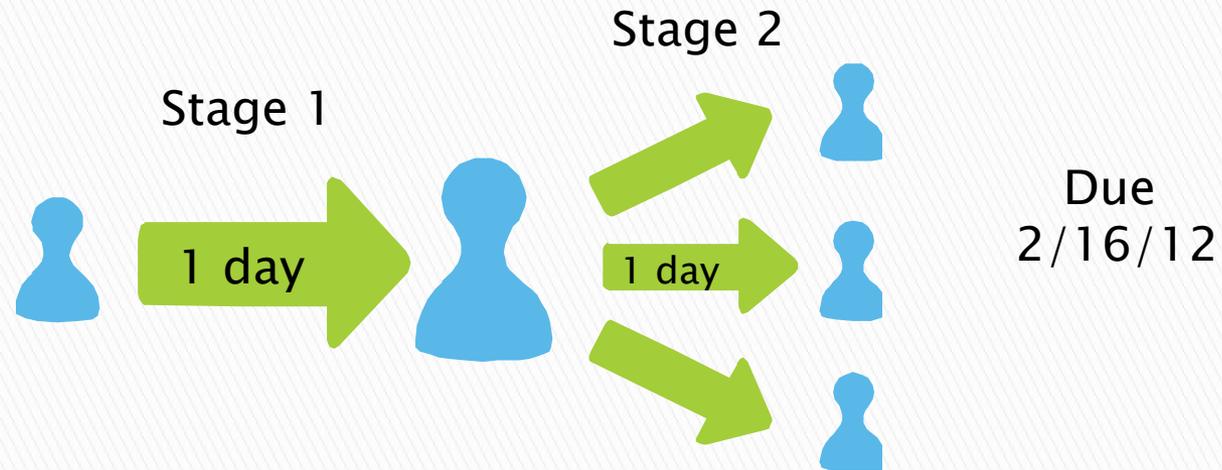
There are two types of workflows used with documents, Approval Workflows and Collect Feedback Workflows

# Introduction



Tasks are assigned one after another (in serial) or all at once (in parallel)

# Introduction

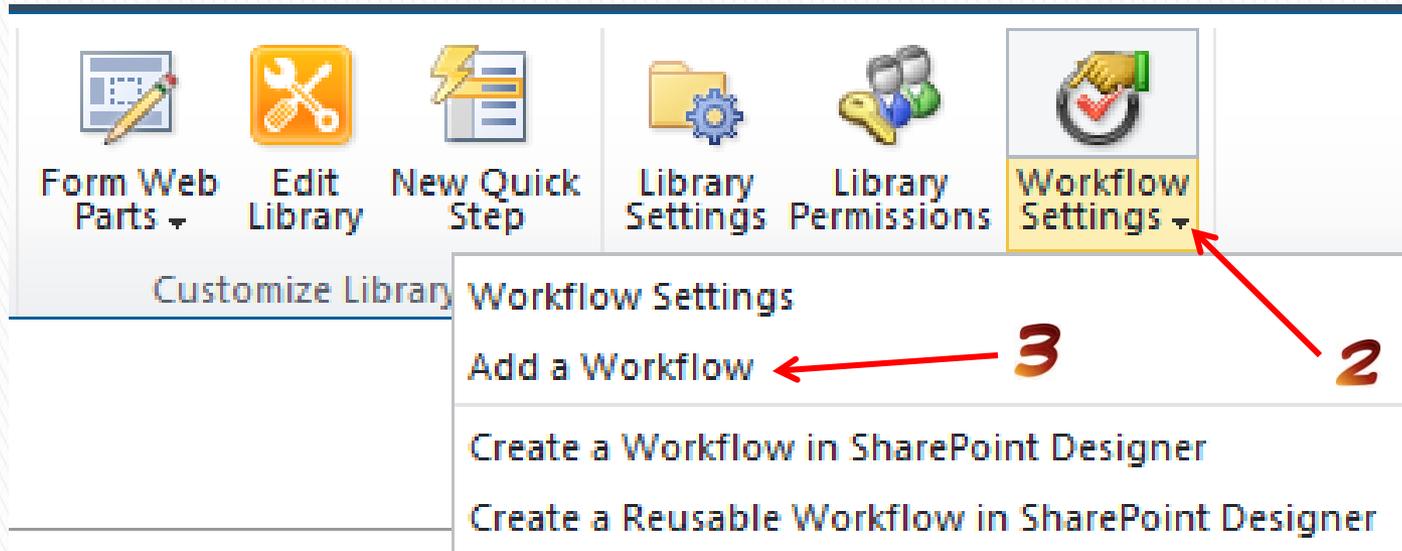


- Workflows can use stages to mix parallel and serial review
- Workflows can assign time allowed for each task
- Workflows have a final due date

# Creating a workflow

We start by building a workflow from a  
template

# Create a workflow



1. Open the library containing the document
2. Select the “Workflow Settings”
3. Select “Add a Workflow”

# Create a workflow

Working Documents > Document Library Settings > Add a Workflow

Use this page to set up a workflow for this document library.

<b>Workflow</b> Select a workflow to add to this document library. If the workflow template you want does not appear, contact your administrator to get it added to your site collection or workspace.	Select a workflow template: Collect Signatures - SharePoint 2010 Publishing Approval Collect Feedback - SharePoint 2010 Approval - SharePoint 2010	Description: Manages document expiration and retention by allowing participants to decide whether to retain or delete expired documents.	1
<b>Name</b> Type a name for this workflow. The name will be used to identify this workflow to users of this document library.	Type a unique name for this workflow: <input type="text"/>		2
<b>Task List</b> Select a task list to use with this workflow. You can select an existing task list or request that a new task list be created.	Select a task list: Tasks	Description: Task list for workflow.	3
<b>History List</b> Select a history list to use with this workflow. You can select an existing history list or request that a new history list be created.	Select a history list: Workflow History	Description: History list for workflow.	3
<b>Start Options</b> Specify how this workflow can be started.	<input checked="" type="checkbox"/> Allow this workflow to be manually started by an authenticated user with Edit Item permissions. <input type="checkbox"/> Require Manage Lists Permissions to start the workflow. <input type="checkbox"/> Start this workflow to approve publishing a major version of an item. <input type="checkbox"/> Start this workflow when a new item is created. <input type="checkbox"/> Start this workflow when an item is changed.		4

OK Cancel

1. Select the workflow template
2. Name the workflow
3. Select a task list and history list. In most cases a task list and history list have already been created for the library. If not use default
4. Select “Allow workflow to manually start”

# Create a workflow

The screenshot shows a workflow configuration form with the following sections and callouts:

- 1**: Points to the "Assign To" input field in the "Approvers" section.
- 2**: Points to the "Order" dropdown menu in the "Approvers" section, which is currently set to "One at a time (serial)".
- 3**: Points to the "Add a new stage" checkbox and its description in the "Approvers" section.
- 4**: Points to the "Request" text area, which contains the placeholder text "This message will be sent to the people assigned tasks."

Other sections in the form include:

- Expand Groups**:  For each group entered, assign a task to every member of that group.
- Due Date for All Tasks**: A date picker field with the description "The date by which all tasks are due."
- Duration Per Task**: A text input field with the description "The amount of time until a task is due. Choose the units by using the Duration Units."
- Duration Units**: A dropdown menu currently set to "Day(s)" with the description "Define the units of time used by the Duration Per Task."
- CC**: An input field with the description "Notify these people when the workflow starts and ends without assigning tasks to them."
- End on First Rejection**:  Automatically reject the document if it is rejected by any participant.
- End on Document Change**:  Automatically reject the document if it is changed before the workflow is completed.
- Enable Content Approval**:  Update the approval status after the workflow is completed (use this workflow to control content approval).

Buttons at the bottom: "Save" and "Cancel".

1. Assign the reviewer/approver
2. Select either One at a Time (Serial) or Simultaneous (Parallel)
3. Add a new stage if you want to change the review/approval order
4. Add a message to explain the task

# Create a workflow

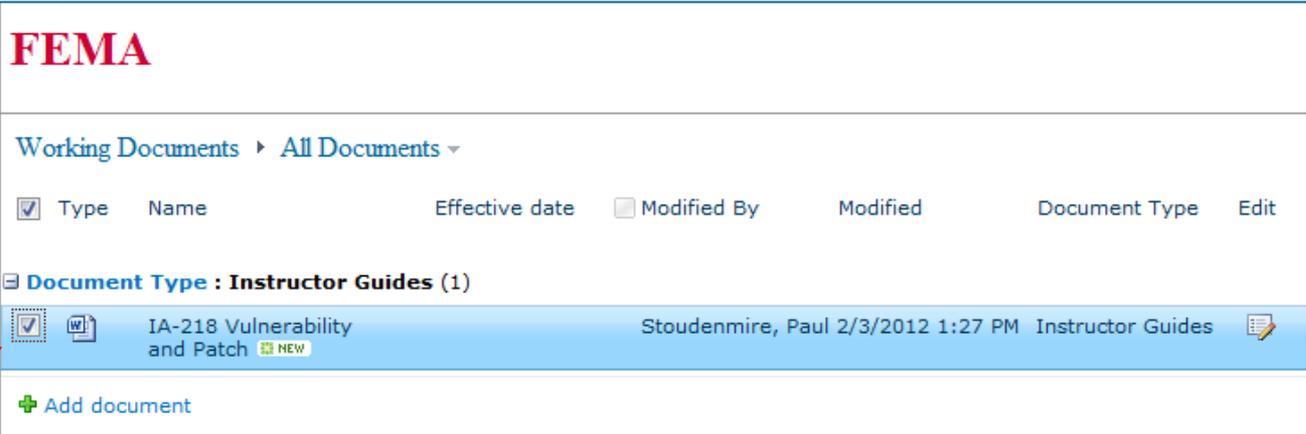
Approvers	<table border="1"><thead><tr><th>Assign To</th><th>Order</th></tr></thead><tbody><tr><td><input type="text"/></td><td>One at a time (serial)</td></tr></tbody></table> <p><input checked="" type="checkbox"/> Add a new stage Enter the names of the people to whom the workflow will assign tasks, and choose the order in which those tasks are assigned. Separate them with semicolons. You can also add stages to assign tasks to more people in different orders.</p>	Assign To	Order	<input type="text"/>	One at a time (serial)
Assign To	Order				
<input type="text"/>	One at a time (serial)				
Expand Groups	<input checked="" type="checkbox"/> For each group entered, assign a task to every member of that group.				
Request	<input type="text"/> This message will be sent to the people assigned tasks.				
Due Date for All Tasks	<input type="text"/> The date by which all tasks are due.				
Duration Per Task	<input type="text"/> The amount of time until a task is due. Choose the units by using the Duration Units.				
Duration Units	Day(s) <input type="text"/> Define the units of time used by the Duration Per Task.				
CC	<input type="text"/> Notify these people when the workflow starts and ends without assigning tasks to them.				
End on First Rejection	<input type="checkbox"/> Automatically reject the document if it is rejected by any participant.				
End on Document Change	<input type="checkbox"/> Automatically reject the document if it is changed before the workflow is completed.				
Enable Content Approval	<input type="checkbox"/> Update the approval status after the workflow is completed (use this workflow to control content approval).				
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

1. Select date the workflow must complete by
2. Select the duration for each task in the workflow
3. Set the rules for ending the workflow if needed. The default is off
4. Generally leave Content Approval disabled. This is only used when the final “release” documents are stored in the same library (which we don’t plan to do)

# Starting a workflow

Now that you have built a workflow, let's process a document using that workflow

# Starting a workflow



The screenshot shows a document management interface for FEMA. At the top, a ribbon menu has a 'Workflows' button highlighted with a red arrow and the number '2'. Below the ribbon, the document list shows a table with columns: Type, Name, Effective date, Modified By, Modified, Document Type, and Edit. A document titled 'IA-218 Vulnerability and Patch' is selected, indicated by a blue row and a red arrow with the number '1' pointing to its selection checkbox. The document is of type 'Instructor Guides' and was modified by 'Stoudenmire, Paul' on '2/3/2012 1:27 PM'. A '+ Add document' button is visible at the bottom of the list.

<input checked="" type="checkbox"/>	Type	Name	Effective date	<input type="checkbox"/>	Modified By	Modified	Document Type	Edit
<input checked="" type="checkbox"/>	W	IA-218 Vulnerability and Patch <small>NEW</small>			Stoudenmire, Paul	2/3/2012 1:27 PM	Instructor Guides	

1. Open the library and select the document for routing
2. Select “Workflow” from the ribbon menu

# Starting a workflow

## Working Documents: Workflows: IA-218 Vulnerability and Patch

Use this page to start a new workflow on the current item or to view the status of a running or completed workflow.

### Start a New Workflow



#### Document Approval

Routes a document for approval. Approvers can approve or reject the document, reassign the approval task, or request changes to the document.



#### Document Review

Routes a document for review. Reviewers can provide feedback, which is compiled and sent to the document owner when the workflow has completed.



### Workflows

Select a workflow for more details on the current status or history. [Show my workflows only.](#)

Name	Started	Ended	Status
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### Running Workflows

There are no currently running workflows on this item.

### Completed Workflows

There are no completed workflows on this item.

1. Select the workflow you built previously. All available workflows will appear in this property box. In this example, there are two: Document Approval and Document Review.
2. Any workflows that are running will appear here

# Starting a workflow

## Start "Document Approval": IA-218 Vulnerability and Patch

To start the workflow, use the submit button in the form below.

Approvers	<table border="1"><thead><tr><th>Assign To</th><th>Order</th></tr></thead><tbody><tr><td><input type="text" value="Stoudenmire, Paul ;"/></td><td>One at a time (serial)</td></tr></tbody></table> <p><input checked="" type="checkbox"/> Add a new stage Enter the names of the people to whom the workflow will assign tasks, and choose the order in which those tasks are assigned. Separate them with semicolons. You can also add stages to assign tasks to more people in different orders.</p>	Assign To	Order	<input type="text" value="Stoudenmire, Paul ;"/>	One at a time (serial)
Assign To	Order				
<input type="text" value="Stoudenmire, Paul ;"/>	One at a time (serial)				
Expand Groups	<input checked="" type="checkbox"/> For each group entered, assign a task to every member of that group.				
Request	<input type="text"/> This message will be sent to the people assigned tasks.				
Due Date for All Tasks	<input type="text"/> The date by which all tasks are due.				
Duration Per Task	<input type="text"/> The amount of time until a task is due. Choose the units by using the Duration Units.				
Duration Units	<input type="text" value="Day(s)"/> Define the units of time used by the Duration Per Task.				
CC	<input type="text"/> Notify these people when the workflow starts and ends without assigning tasks to them.				
<input type="button" value="Start"/> <input type="button" value="Cancel"/>					



1. Review the routing that had been predetermined for this workflow and modify if needed
2. Select "Start" to initiate the workflow

# Monitoring a workflow

Type	Name	Effective date	Modified By	Modified	Document Type	Edit	Checked Out To	Version	TeamSite Sample	Document Approval
Document Type : Checklists (1)										
	SLA Responsibilities1	1/26/2012	Stoudenmire, Paul	2/2/2012 9:00 AM	Checklists			1.7	In Progress	
Document Type : Handouts (1)										
	Applying the NIST Risk Management Framework to Federal Information Systems	1/30/2012	Stoudenmire, Paul	1/29/2012 8:19 AM	Handouts			0.3		In Progress

1. Navigate to the library that contains the document
2. You will see a column for every workflow available. The status will appear in the appropriate column
3. Select the status for a visual look

# Monitoring the workflow

You've tasked your reviewers/approvers. How do you make sure the document is moving through the system?

# Monitoring a workflow

Workflow Status: Document Approval

**Workflow Information**

**Initiator:** Stoudenmire, Paul      **Document:** Applying the NIST Risk Management Framework to Federal Information Systems  
**Started:** 2/2/2012 9:21 AM      **Status:** In Progress  
**Last run:** 2/2/2012 9:21 AM

**Workflow Visualization**

Open in Visio 125%

Start approval process  
Currently Assigned Tasks: 2

Nachor, Jennifer      PSContributor

▣ Add or update approvers of Approval  
▣ Cancel all Approval tasks  
▣ Update active tasks of Approval

If an error occurs or this workflow stops responding, it can be terminated. Terminating the workflow will set its status to Canceled and will delete all tasks created by the workflow.  
▣ Terminate this workflow now.

**Tasks**

The following tasks have been assigned to the participants in this workflow. Click a task to edit it. You can also view these tasks in the list [Tasks](#).

<input type="checkbox"/>	Assigned To	Title	Due Date	Status	Related Content	Outcome
<input type="checkbox"/>	Nachor, Jennifer	Please approve Applying the NIST Risk Management Framework to Federal Information Systems. <a href="#">PHFW</a>	2/3/2012	Not Started	<a href="#">Applying the NIST Risk Management Framework to Federal Information Systems</a>	

1. A visual depiction of the workflow will give you the progress of the review/approval
2. A complete record of the tasking and history is below (see next slide)

# Monitoring a workflow

## Tasks

The following tasks have been assigned to the participants in this workflow. Click a task to edit it. You can also view these tasks in the list [Tasks](#).

<input type="checkbox"/>	Assigned To	Title	Due Date	Status	Related Content	Outcome
<input type="checkbox"/>	Nachor, Jennifer	Please approve Applying the NIST Risk Management Framework to Federal Information Systems <small>NEW</small>	2/3/2012	Completed	Applying the NIST Risk Management Framework to Federal Information Systems	Canceled
<input type="checkbox"/>	PSContributor	Please approve Applying the NIST Risk Management Framework to Federal Information Systems <small>NEW</small>	2/3/2012	Completed	Applying the NIST Risk Management Framework to Federal Information Systems	Canceled

## Workflow History

The following events have occurred in this workflow.

<input type="checkbox"/>	Date Occurred	Event Type	User ID	Description	Outcome
<input type="checkbox"/>	2/2/2012 9:21 AM	Error	System Account	The e-mail message cannot be sent. Make sure the e-mail has a valid recipient.	
<input type="checkbox"/>	2/2/2012 9:21 AM	Workflow Initiated	Stoudenmire, Paul	Approval was started. Participants: Nachor, Jennifer;PSContributor;Stoudenmire, Paul	
<input type="checkbox"/>	2/2/2012 9:21 AM	Task Created	Stoudenmire, Paul	Task created for Nachor, Jennifer. Due by: 2/3/2012 9:21:46 AM	
<input type="checkbox"/>	2/2/2012 9:21 AM	Task Created	Stoudenmire, Paul	Task created for PSContributor. Due by: 2/3/2012 9:21:46 AM	
<input type="checkbox"/>	2/2/2012 12:19 PM	Workflow Completed	Stoudenmire, Paul	Approval was completed.	Approval on Applying the NIST Risk Management Framework to Federal Information Systems has ended because the item that the task process is running on was changed.

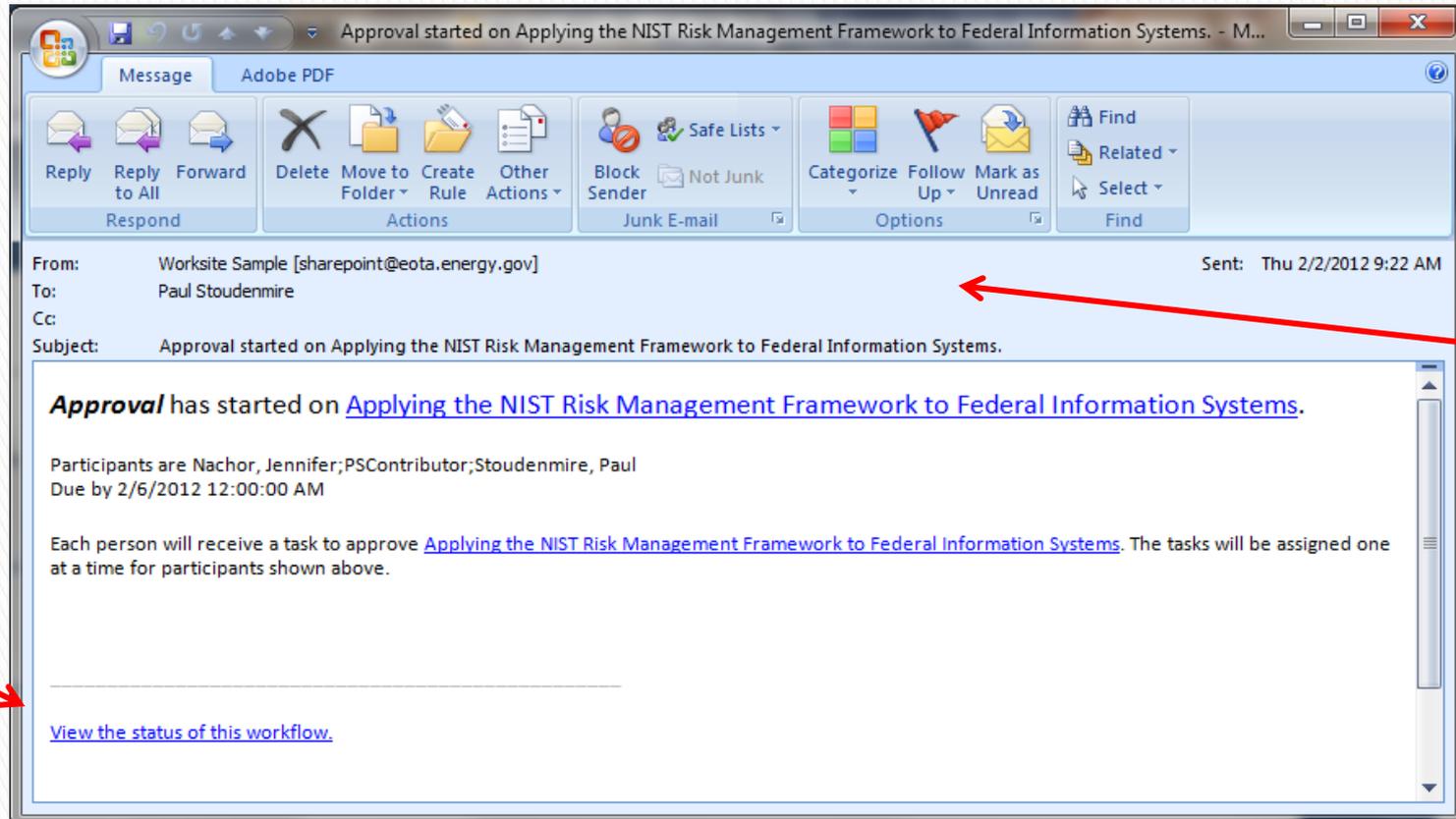


1. A complete record of the tasking and history is retained

# Processing a workflow

What do your reviewers/approvers see on their side? What do they need to do?

# Processing a workflow



1. Any member identified in the workflow will receive an email notification when they have a task to complete in the workflow
2. While the member could link directly to the document, due to limitation in the development server, it is recommended they use the "View Status" link to launch SharePoint and then download the document if needed

# Processing a workflow

The screenshot displays two sections: 'My Workflow Tasks' and 'Working Documents'. The 'My Workflow Tasks' section contains a table with columns: Title, Status, Due Date, % Complete, Outcome, and Related Content. A task titled 'Please review SLA Responsibilities1' is listed with a status of 'Completed', a due date of '2/3/2012', and 100% completion. Below this is an 'Add new item' link. The 'Working Documents' section contains a table with columns: Type, Name, Modified, and Modified By. Two documents are listed: 'Applying the NIST Risk Management Framework to Federal Information Systems' (modified 1/29/2012) and 'SLA Responsibilities1' (modified 2/2/2012). An 'Add document' link is at the bottom.

My Workflow Tasks						
<input type="checkbox"/>	Title	Status	Due Date	% Complete	Outcome	Related Content
<input type="checkbox"/>	Please review SLA Responsibilities1 <small>NEW</small>	Completed	2/3/2012	100 %	Completed	SLA Responsibilities1
<a href="#">+ Add new item</a>						

Working Documents					
<input type="checkbox"/>	Type	Name	Modified	<input type="checkbox"/>	Modified By
<input type="checkbox"/>		Applying the NIST Risk Management Framework to Federal Information Systems	1/29/2012 8:19 AM	<input type="checkbox"/>	Stoudenmire, Paul
<input type="checkbox"/>		SLA Responsibilities1	2/2/2012 9:00 AM	<input type="checkbox"/>	Stoudenmire, Paul
<a href="#">+ Add document</a>					

1. Any member identified in the workflow will have a task added to their My Workflow Task list. This list is on the homepage of the TeamSite just above the library
2. Update the status of the task by selecting the task
3. Use the library to download and open the document

# Processing a workflow

The screenshot shows a 'Workflow Task' window with a dark blue header. Below the header is a 'Delete Item' link. A yellow banner contains the text 'This workflow task applies to SLA Responsibilities1.' with a red arrow pointing to it from the right. The main content area is a form with several fields: 'Status' (Not Started), 'Requested By' (Stoudenmire, Paul ;), 'Consolidated Comments' (Collect Feedback started by Stoudenmire, Paul on 2/3/2012 3:00 PM. Comment: Please review and comment. These are the comments of the requestor and all previous participants.), 'Due Date' (2/4/2012), and 'Comments' (This message will be included in your response.). At the bottom, there are four buttons: 'Send Feedback', 'Cancel', 'Request Change', and 'Reassign Task'. A red arrow points to the 'Reassign Task' button from the right. A large orange number '1' is positioned to the right of the yellow banner, and a large orange number '2' is positioned to the right of the 'Reassign Task' button.

1. When the task is viewed, the reviewer/approver will use the buttons on the bottom to complete the task.
2. The sample approve is a “Collect Feedback” workflow. An “Approval” workflow would have buttons to approve, reject or redirect the task