Creating and Using a Document Review–Approval Workflow

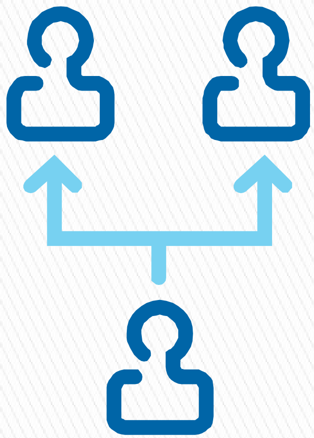
SharePoint 2010

Introduction

Approval Workflow	Collect Feedback Workflow
Approve Reject Request a change Reassign the task Cancel or delete the task • Changing the document during an approval workflow will cancel the workflow	Insert comments and tracked changes in the document

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

Introduction

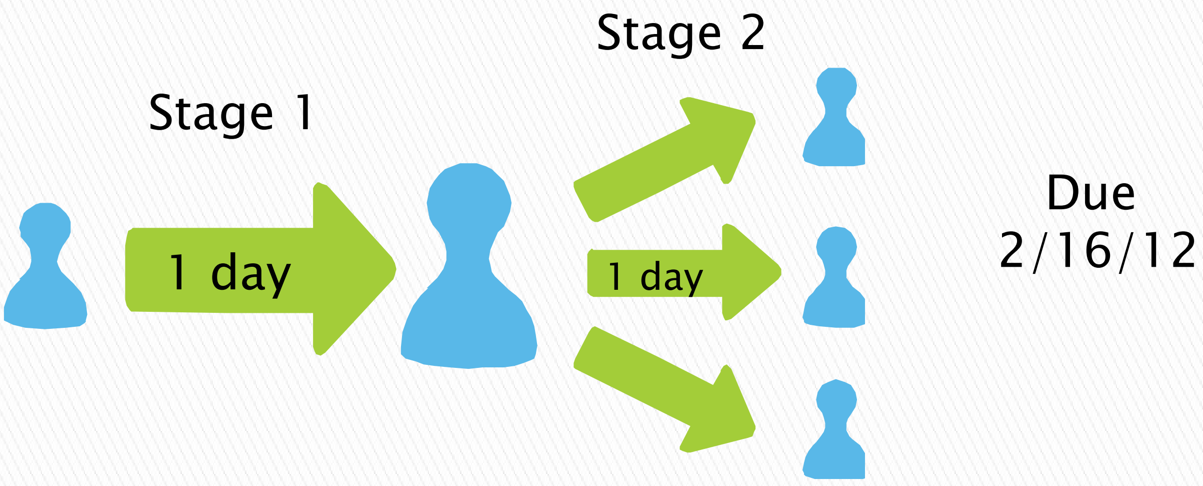


Parallel

Serial

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

Introduction

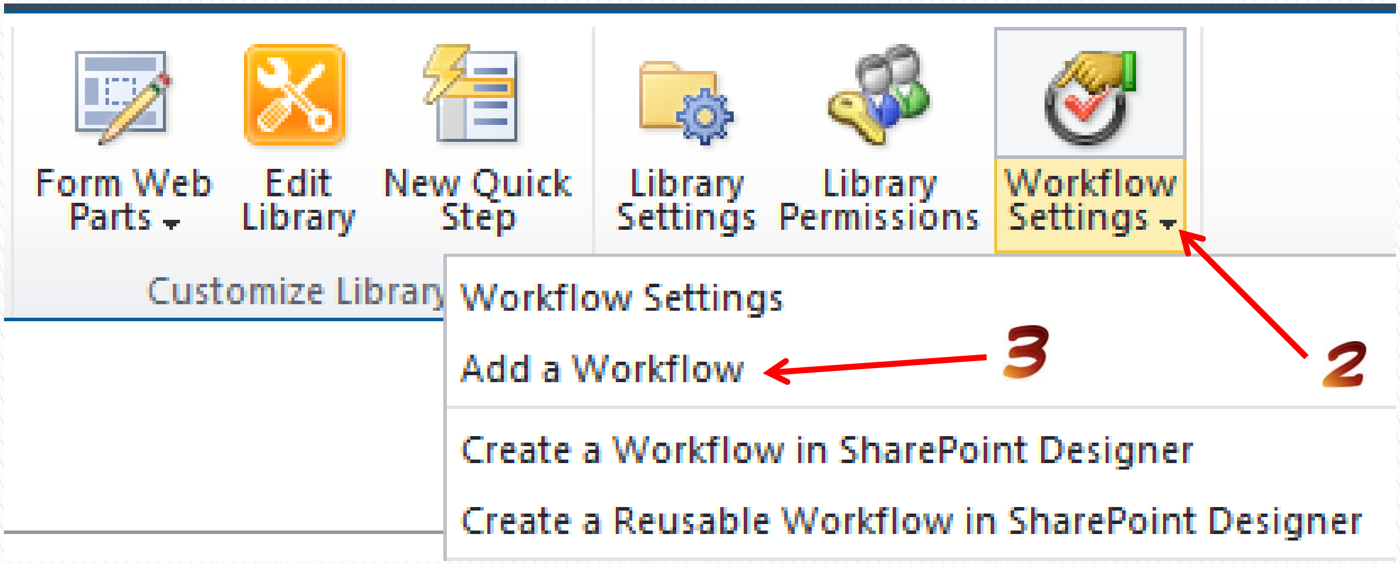


- Workflows can uses stages to mix parallel and serial review
- Work flows can assign time allowed for each task
- Workflows have a final due date

Creating a workflow

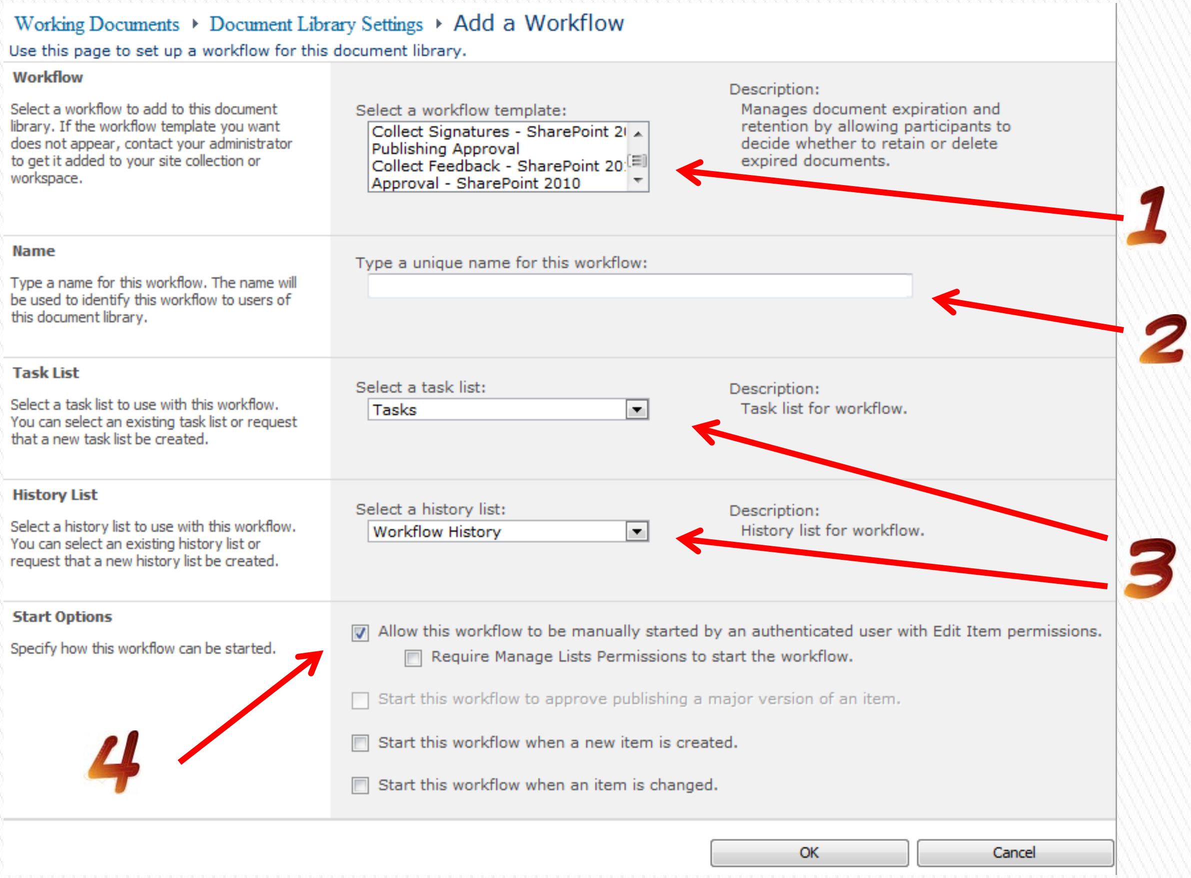
We start by building a workflow from a template

Create a workflow



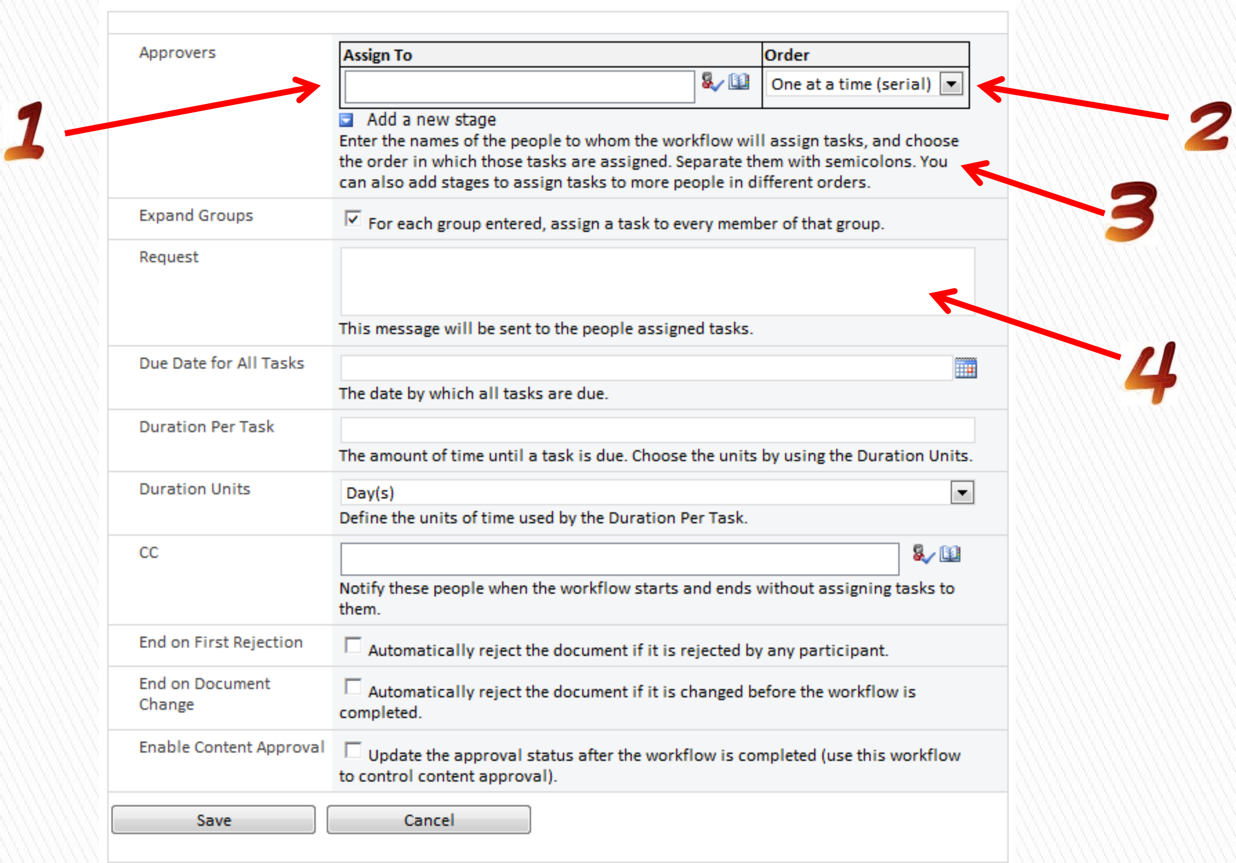
1. Open the library containing the document
2. Select the "Workflow Settings"
3. Select "Add a Workflow"

Create a workflow



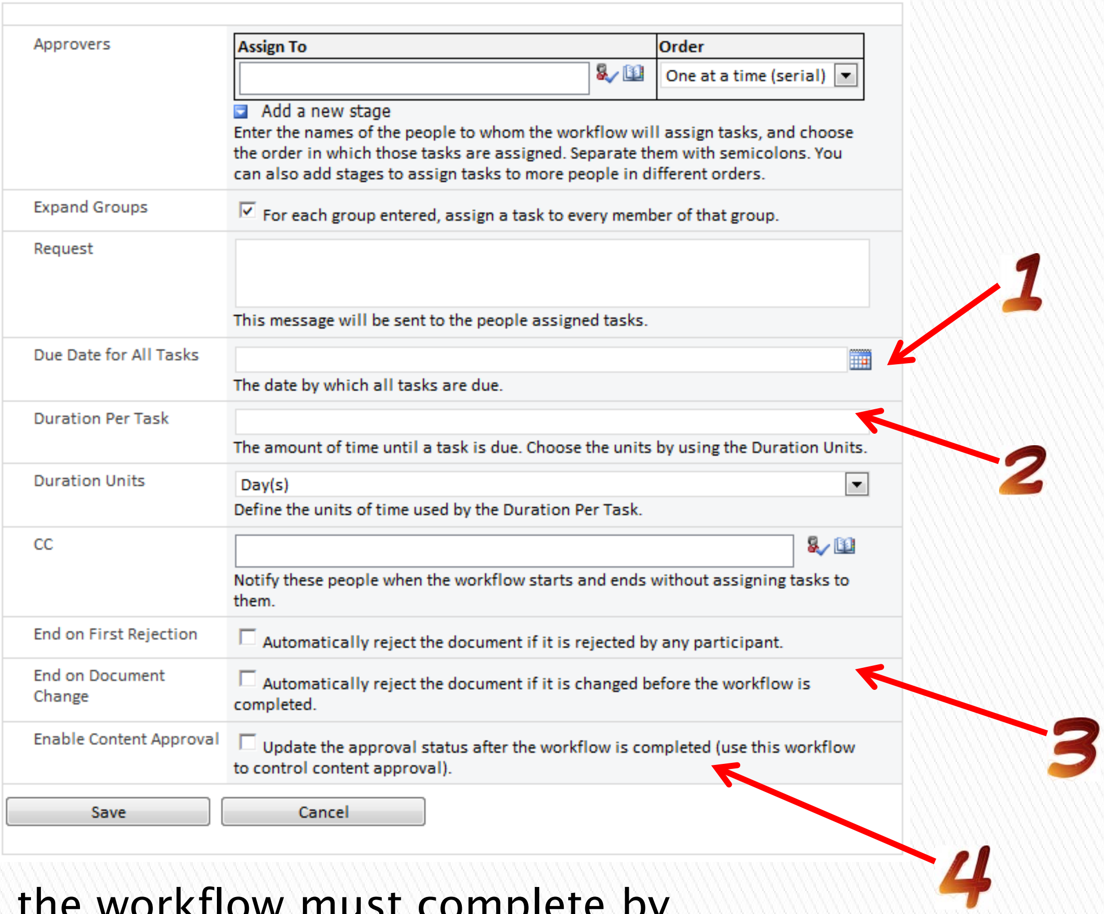
1. Select the workflow template
2. Name the workflow
3. Select a task list and history list. In most cases a task list and history list have already been created for the library. If not use default
4. Select “Allow workflow to manually start”

Create a workflow



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

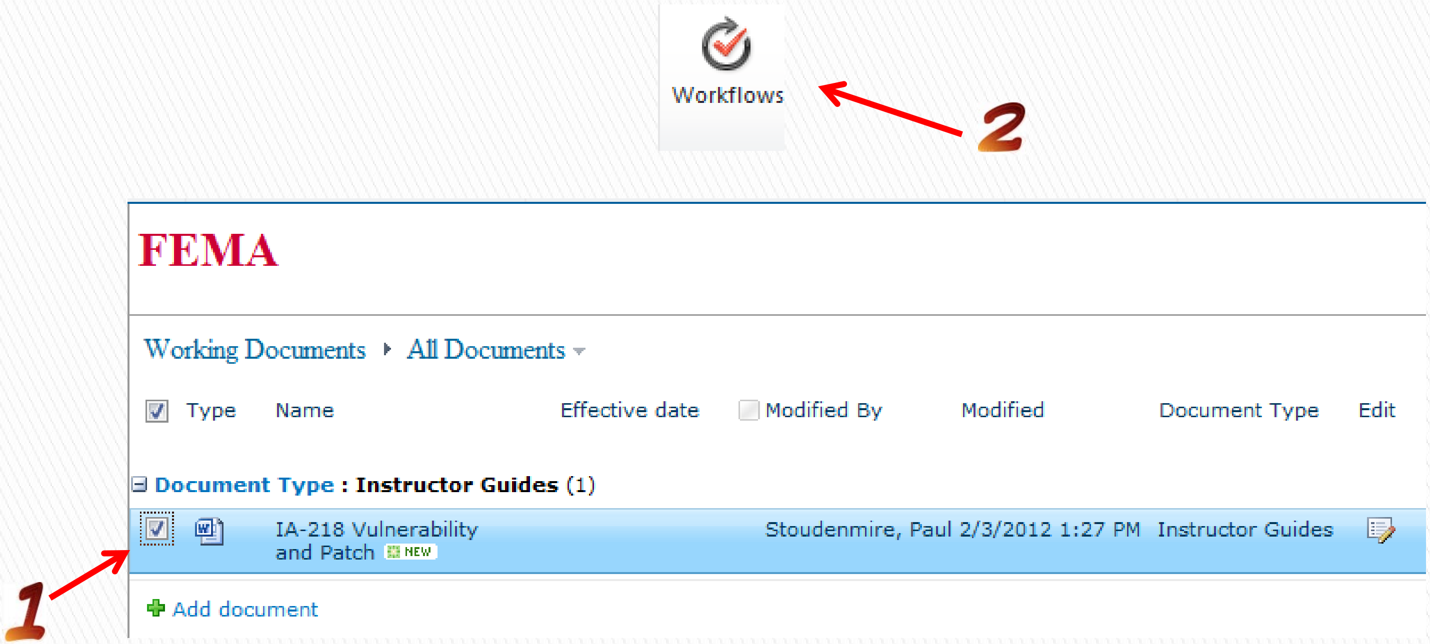


1. Select date the workflow must complete by
2. Select the duration for each task in the workflow
3. Set the rules for ending the workflow if needed. The default is off
4. Generally leave Content Approval disabled. This is only used when the final “release” documents are stored in the same library (which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

Starting a workflow

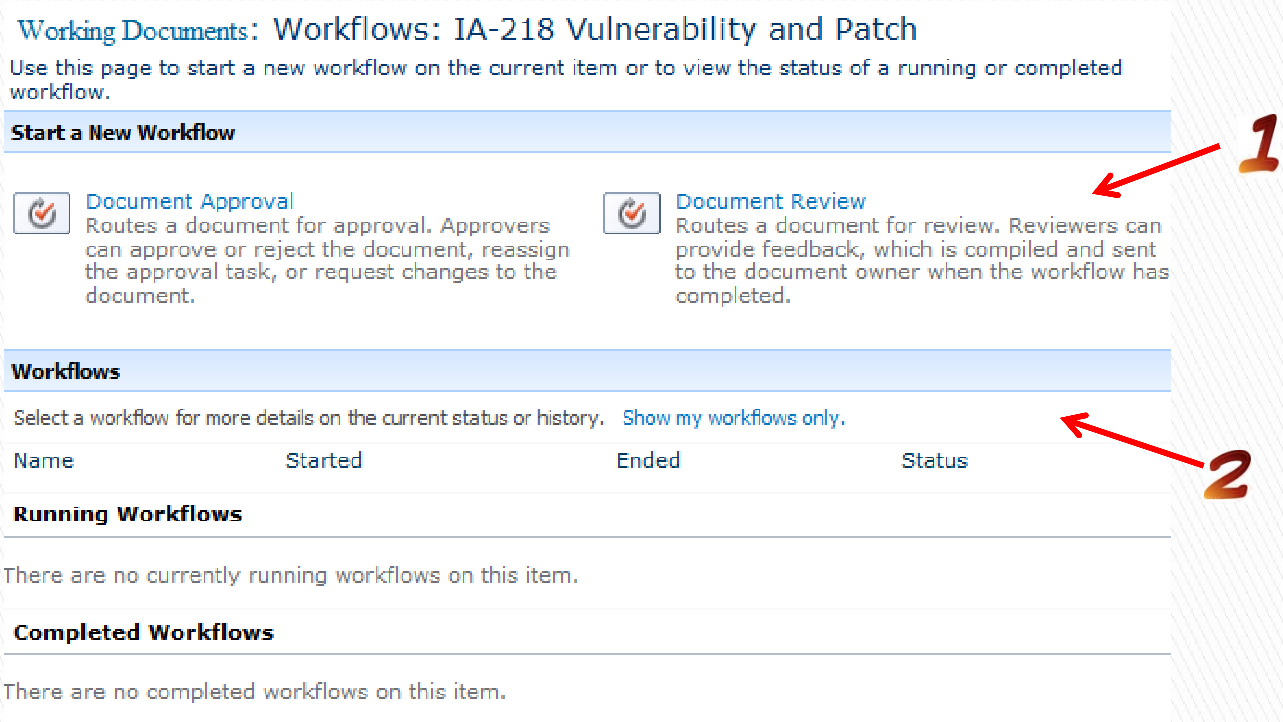
Now that you have built a workflow, let's process a document using that workflow

Starting a workflow



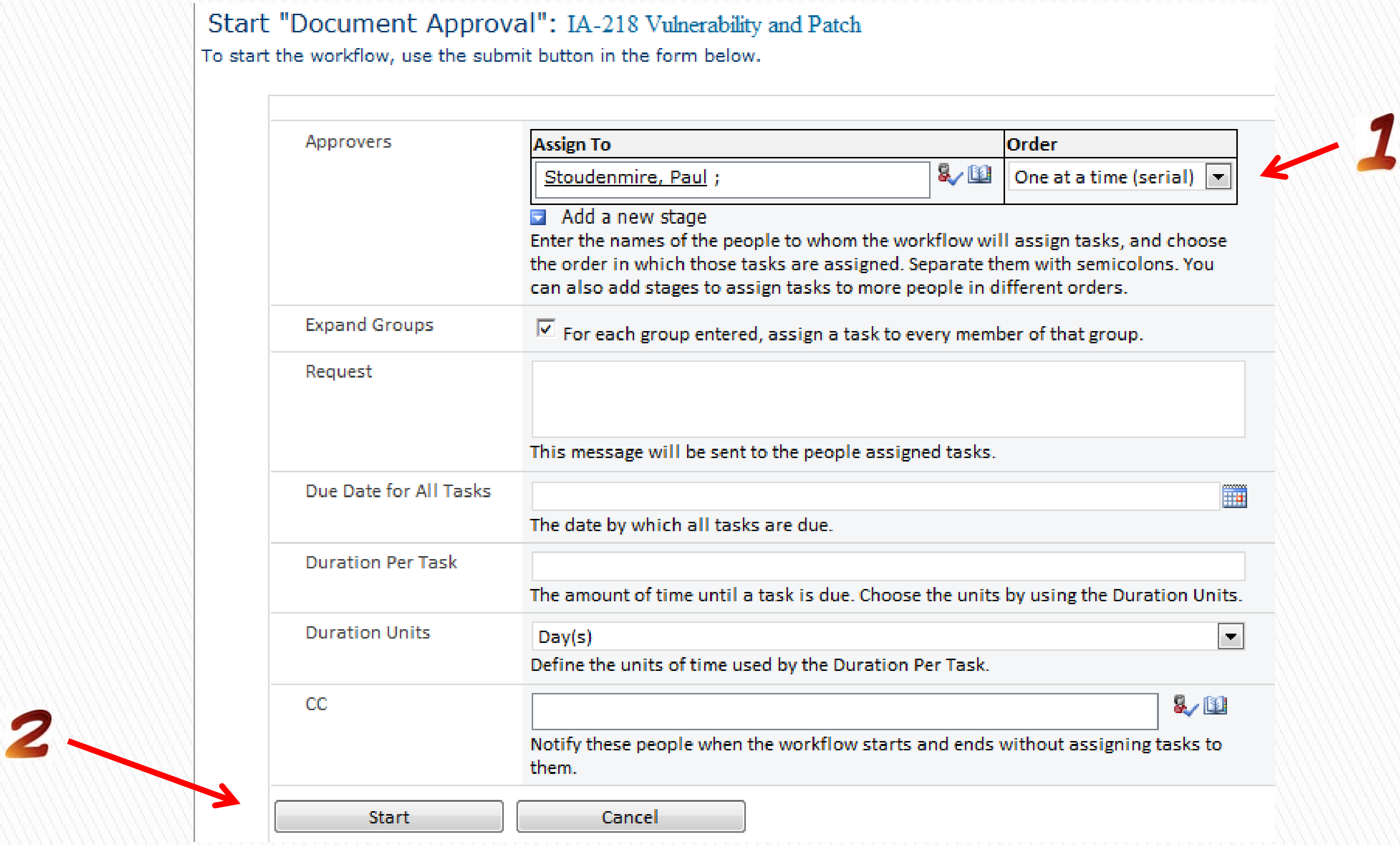
1. Open the library and select the document for routing
2. Select “Workflow” from the ribbon menu

Starting a workflow



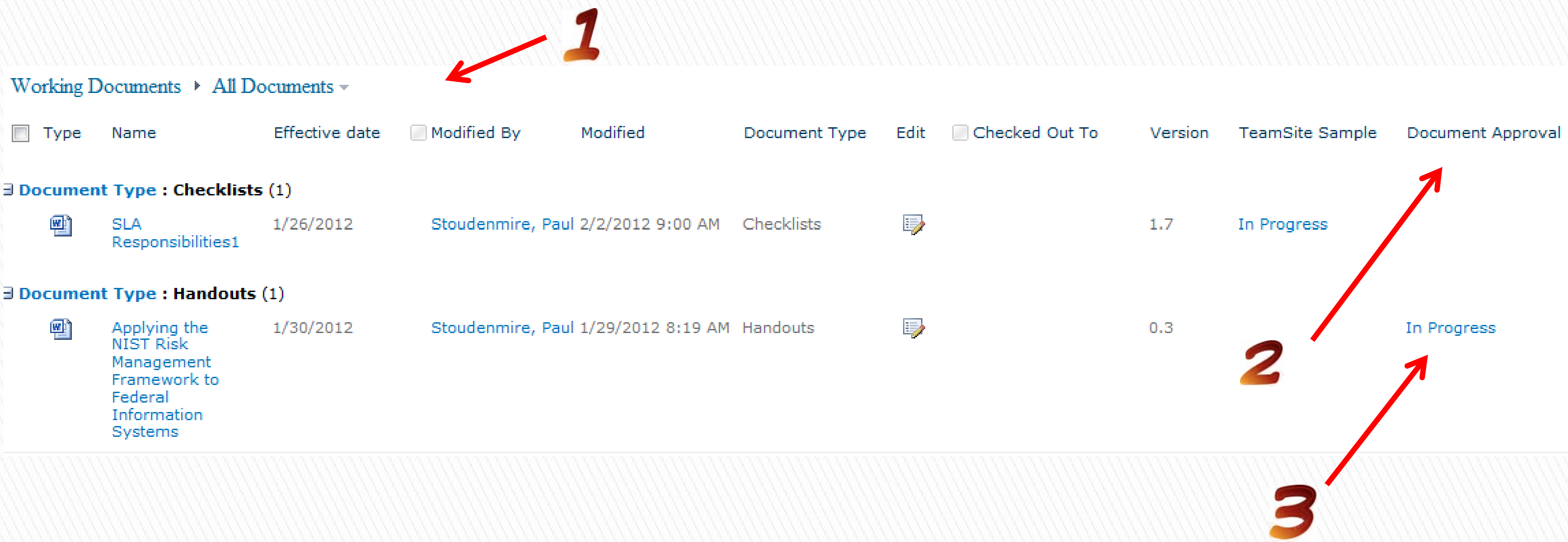
1. Select the workflow you built previously. All available workflows will appear in this property box. In this example, there are two: Document Approval and Document Review.
2. Any workflows that are running will appear here

Starting a workflow



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

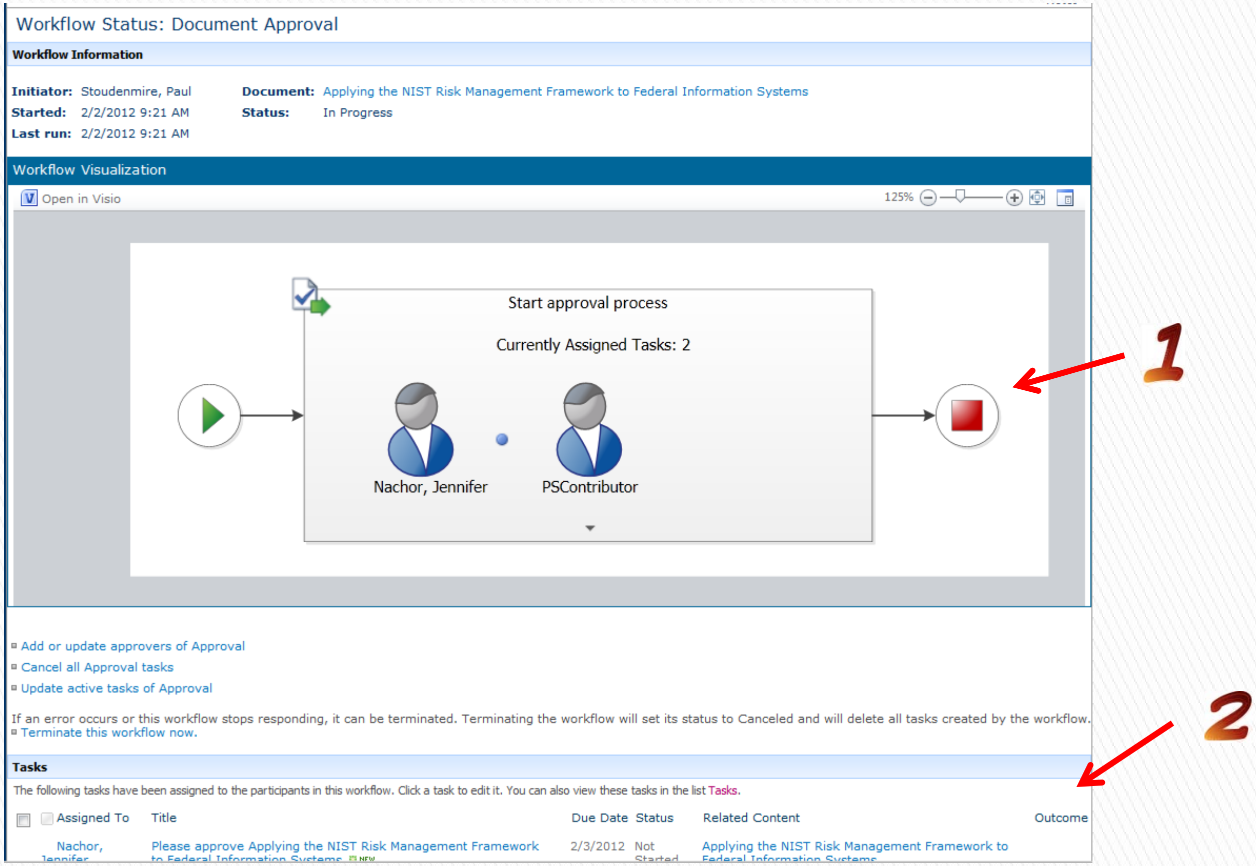


1. Navigate to the library that contains the document
2. You will see a column for every workflow available. The status will appear in the appropriate column
3. Select the status for a visual look

Monitoring the workflow

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

Monitoring a workflow



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.

Assigned To	Title	Due Date	Status	Related Content	Outcome
Nachor, Jennifer	Please approve Applying the NIST Risk Management Framework to Federal Information Systems NEW	2/3/2012	Completed	Applying the NIST Risk Management Framework to Federal Information Systems	Canceled
PSContributor	Please approve Applying the NIST Risk Management Framework to Federal Information Systems NEW	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.

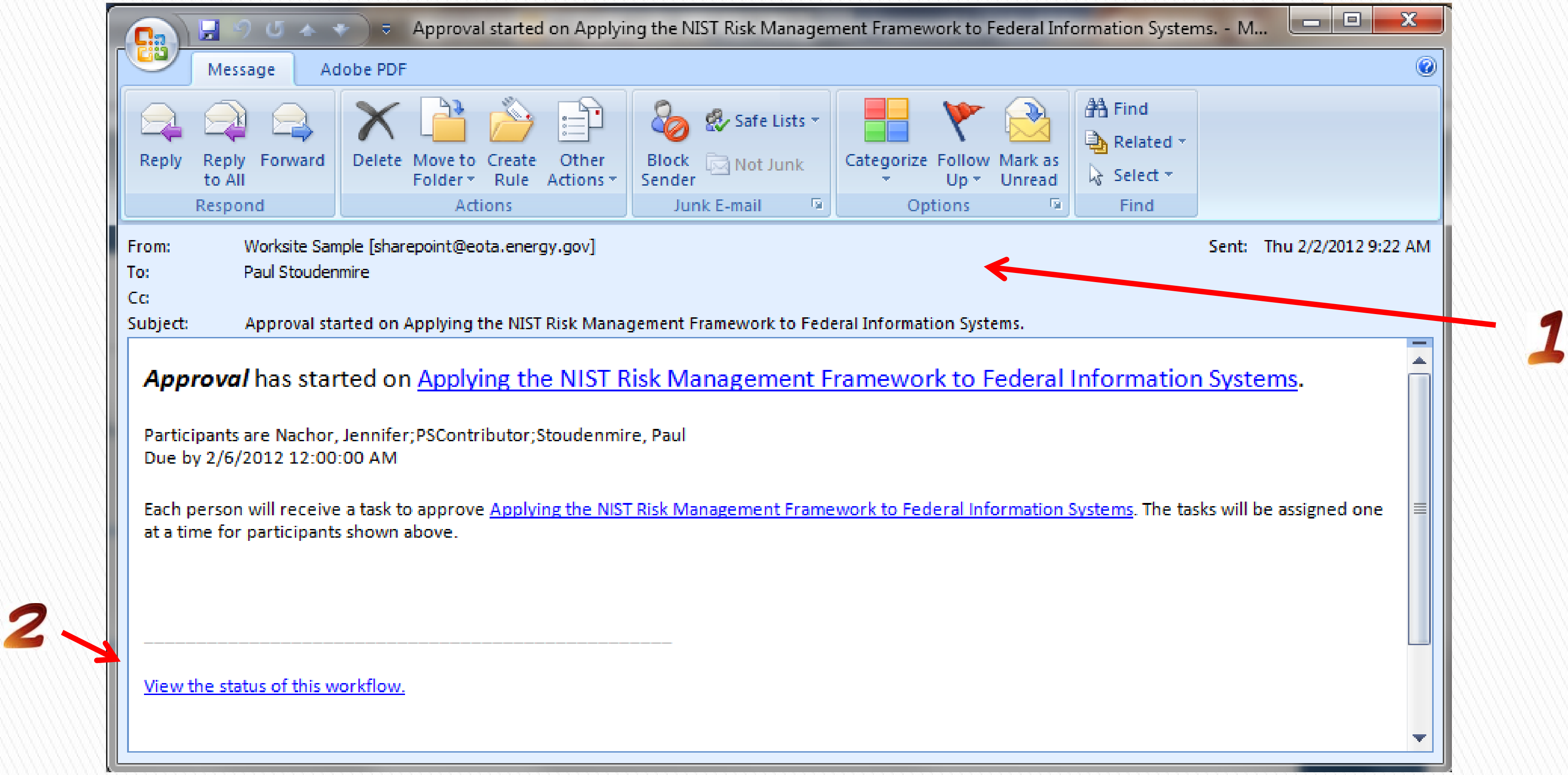
Date Occurred	Event Type	User ID	Description	Outcome
2/2/2012 9:21 AM	Error	System Account	The e-mail message cannot be sent. Make sure the e-mail has a valid recipient.	
2/2/2012 9:21 AM	Workflow Initiated	Stoudenmire, Paul	Approval was started. Participants: Nachor, Jennifer;PSContributor;Stoudenmire, Paul	
2/2/2012 9:21 AM	Task Created	Stoudenmire, Paul	Task created for Nachor, Jennifer. Due by: 2/3/2012 9:21:46 AM	
2/2/2012 9:21 AM	Task Created	Stoudenmire, Paul	Task created for PSContributor. Due by: 2/3/2012 9:21:46 AM	
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

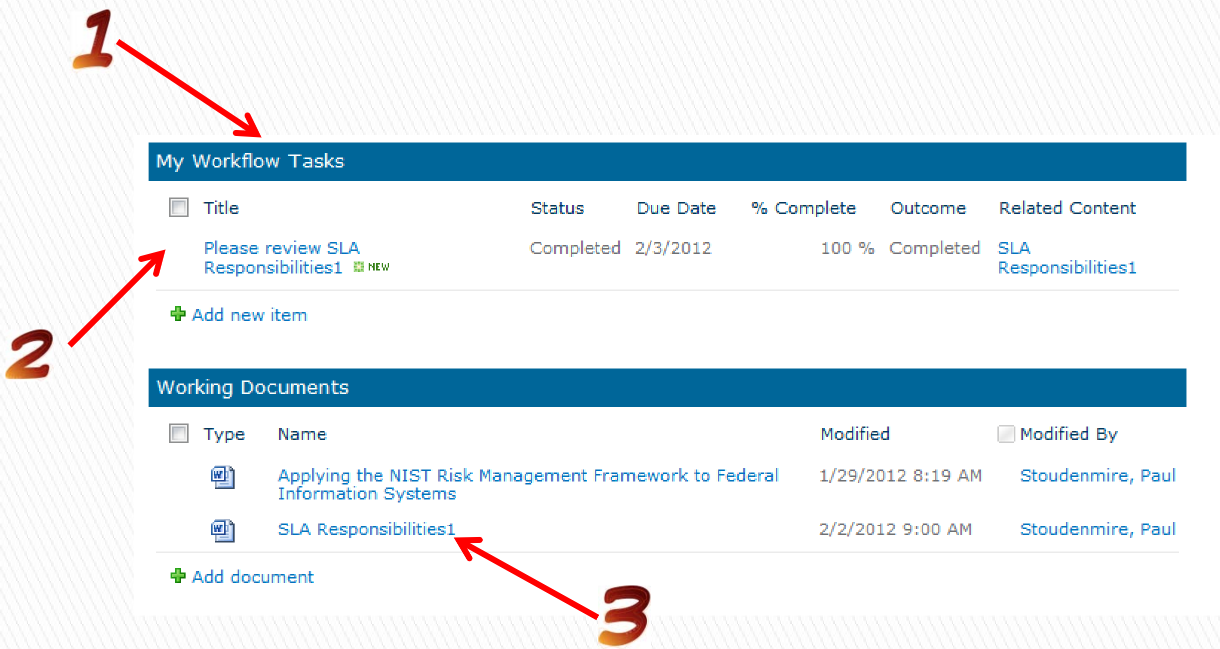
What do your reviewers/approvers see on their side? What do they need to do?

Processing a workflow



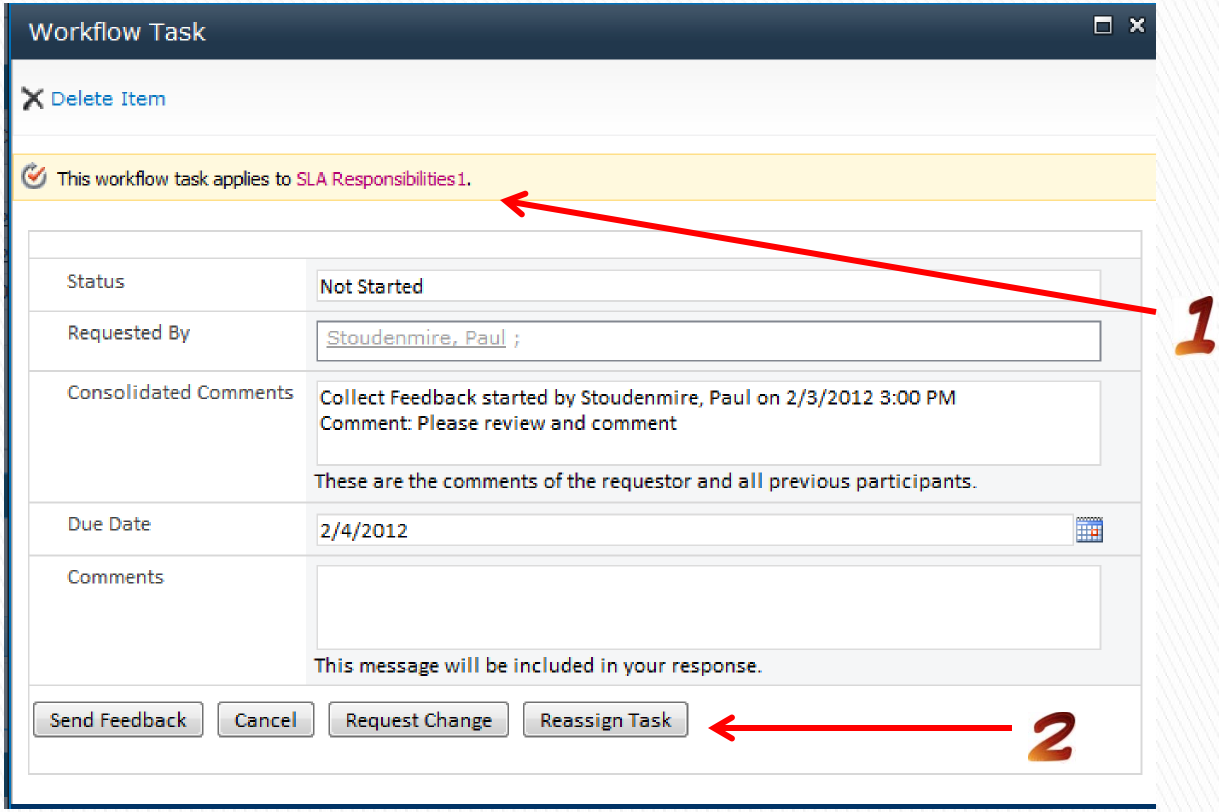
1. Any member identified in the workflow will receive an email notification when they have a task to complete in the workflow
2. While the member could link directly to the document, due to limitation in the development server, it is recommended they use the “View Status” link to launch SharePoint and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

Processing a workflow



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



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