Using New Multi-Step Workflows in Stellic

Today's Agenda

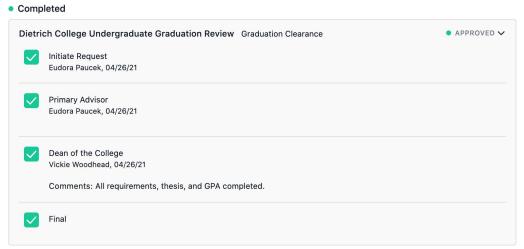
- Multi-step approval process workflows a summary
- Student view
- Admin "Reviewer" view
- Workflow set-up

Multi-Step Workflows: Definitions

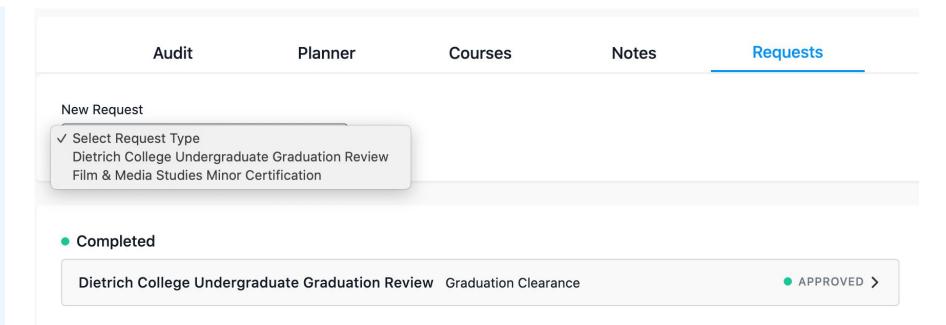
- **Workflow:** A Stellic process created by an admin with the permission to create a workflow. All workflows must have an initial and final step with at least one reviewer in between.
- **Workflow type:** A pre-defined list of workflow "templates" established by the institution. The name and settings of the workflow type are configurable by the institution, which can then be used by any workflow creators.
- **Request:** The method to add a student to a workflow. Until a request has been initiated for/by a student, the student is not considered to be a part of the workflow review process.
 - Requests can be initiated on an individual basis (from the student's page or through the workflow) or in bulk (through the workflow)
- **Creator:** An admin with the permission to create a workflow. Can view any requests for all students they have permission to see.
- **Reviewer:** A user that has to review a step of a workflow for approval or denial. Can view any requests where they are listed as a reviewer.
- **Initiator:** A user who is allowed to start a request for a student. This can be the student or an admin.

Multi-Step Workflows: A Summary

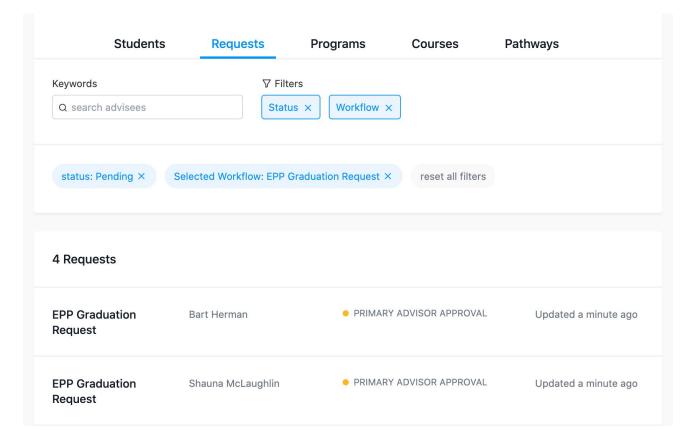
- Workflows can be applicable for any process that requires approval from multiple parties. (i.e. degree clearance, plan review)
- The type of workflow needs to be established by the institution, but the steps are configured by any admin user with permission, reviewed by any admin user listed as a reviewer, then visible to any student eligible for the workflow.
- Approval processes can be step dependent or sent to all parties that need to approve the request at once.



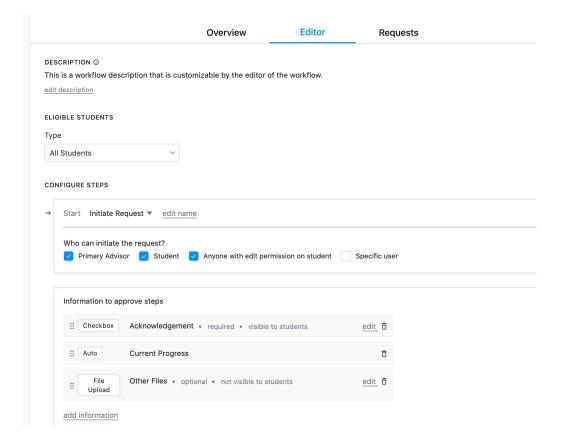
Student View



Advisor View



Workflow Editor



http://bit.ly/Stellic-Workflows

Stellic...