

RAMCO AVIATION SOLUTION

ENHANCEMENT NOTIFICATION

Version 5.8

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WHAT'S NEW IN WORKFLOW MANAGEMENT?

Ability to provide controlled alternate user definitions / re-route capability in workflow

Background

Organizations across the globe have many application systems running at their site, to fulfill their business needs. In order to ease their work and to establish effective communication across the people of the organization and the people who are all involved in the business process, it is necessary to have a powerful application in place to configure at site to manage the flow of documents. If no configuration is set at site, a default setup will be referred to manage the flow. To enforce this at user level, "Workflow Management" component is used where users can gain access to any documents. Business need is to introduce administrative function in workflow management to provide controlled alternate user definitions and rerouting capability.

Change Details

The following changes are introduced in the **Workflow Management** business process.

1. A new business component **My Page - Administrator** is introduced and the existing activities **Specify Alternate User** and **Re-Route The Document** have been moved under this component.
2. A new activity **Maintain User Delegation** is added under **My Page** business component.
3. **Re-Route The Document** activity under the **My Page** business component is modified to retrieve only those documents pending with the login user.
4. The **View Document Status** activity under the **My Page** business component is enhanced to provide visual flow of the documents at different levels.

My Page - Administrator

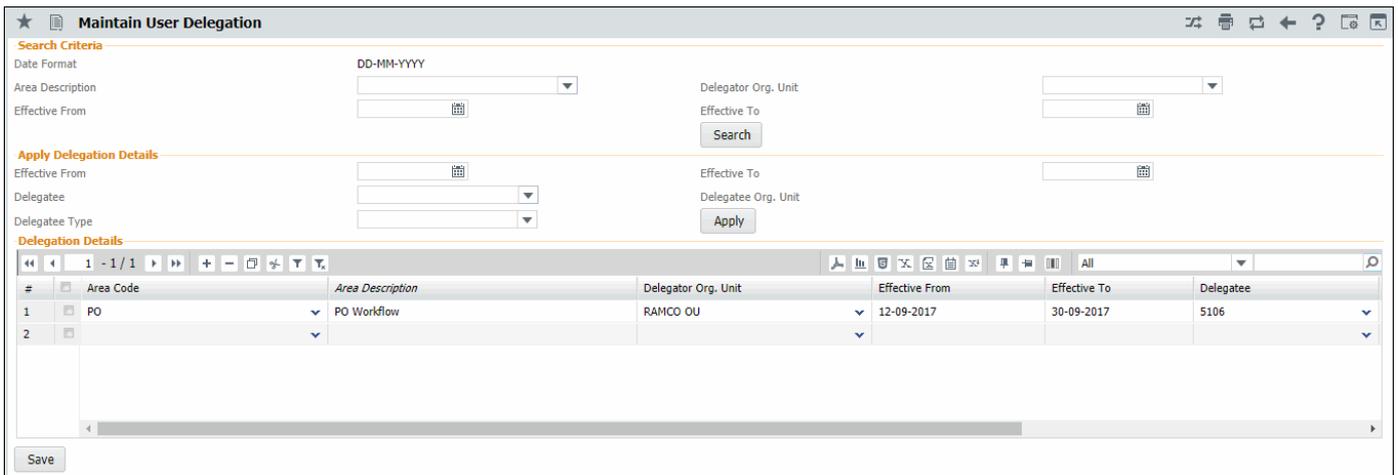
The new business component **My Page - Administrator** is added to perform administrative activities like specifying alternate users and re-routing documents. The log-in user can specify alternate user for any user and re-route any document to a different user either in the same organization unit or a different organization respectively using the **Specify Alternate User** and **Re-Route the Document** activities that have been moved under this component from the **My Page** component.

Maintain User Delegation

This activity is added under the **My Page** business component to enable the end user to define alternate and proxy user for him/her for a date range. You can update or remove delegation details in this page. The delegation information that has been earlier defined can be searched using the search criteria.

- **Area Code** – The code identifying the area for a document defined in workflow.
- **Delegator Org. Unit** - The organization unit in which tasks have to be performed for the particular area.
- **Effective From** and **Effective To** – The date range in which the identified users come into effect to perform tasks on behalf of the login user.
- **Delegatee Org. Unit** – The organization unit to which the Delegatee belongs.
- **Delegatee Type** – The type of the Delegatee which could be 'Alternate' or 'Proxy'.

Exhibit 1: Identifies the **Maintain User Delegation** screen



View Document Status – Visual Document Workflow

A new link is provided in the **View Document Status** activity under the **My Page** business component. This link page enables visually tracking the document by displaying the steps that have been completed as well as the steps that are still pending. The diagram also displays essential information about each step. Each state of the document is represented by circle, which on mouse-hover, displays the details of the document state.

Exhibit 2: Identifies the **View Document Status** screen

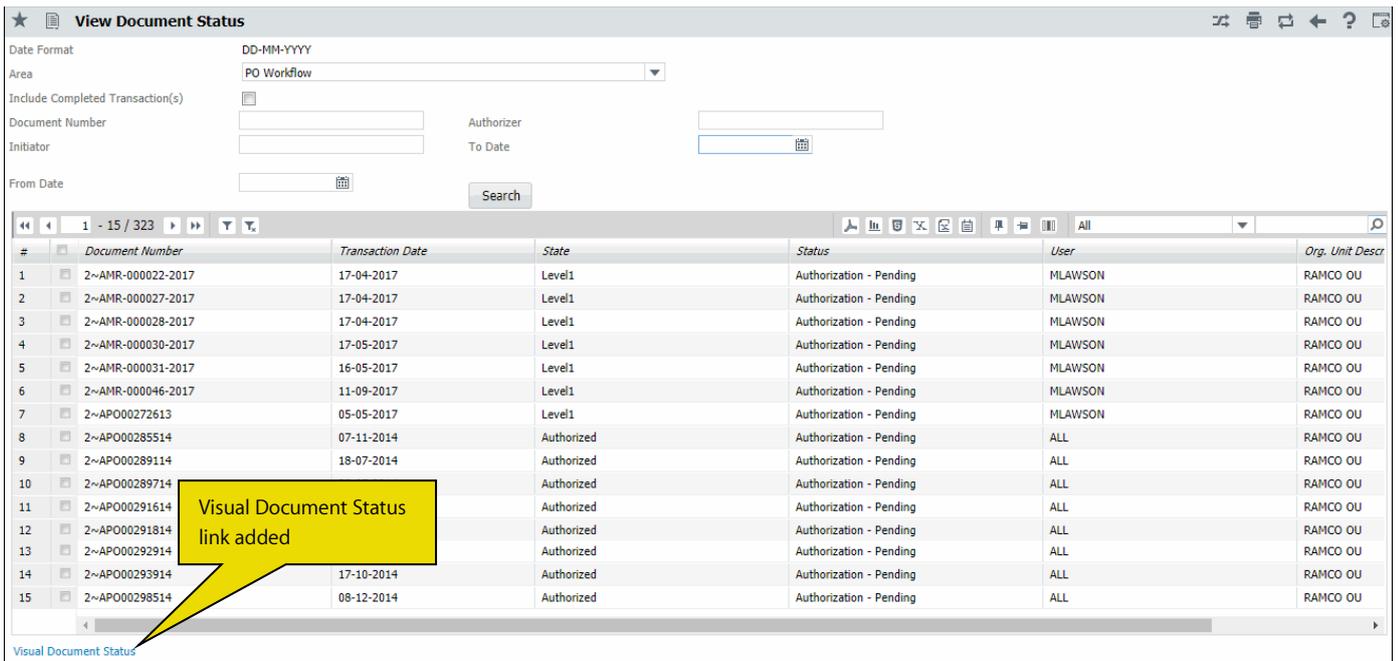


Exhibit 3: Identifies the Visual Document Status screen

The screenshot displays the 'Visual Document Status' interface. It features a vertical timeline with levels: Fresh, Level1, Level2, Level3, Level4, Leve-1 jack, and Level-3 Jason. Two vertical dashed lines represent document state history for 'PO-DMUSER', with a red dot at Level1 and a green dot at Level2. A yellow callout box points to this history with the text: 'Document State history displayed on mouse-hover'. A tooltip window is open, showing details for 'Document Key : 2~AMR-000022-2017'.

Document Key : 2~AMR-000022-2017

Path Name : PO-DMUSER
Document date : 24-03-2017
Transaction Date : 17-04-2017 11:05:05 AM
State Description : Level1(LEVEL1)
Document Status : Authorization - Pending
StakeHolder Identification Type: Direct Entry
Rules for StakeHolders Selection :

Sl.No	Org_Unit	StakeHolders	Status	Proxy	Proxy Org_Unit	Re-Routed By
1	RAMCO OU	MILAWSON	Pending	NA	NA	

Document Key : 2~AMR-000022-2017 Path Name : PO-DMUSER Current Status : Authorization - Pending in Level1 Last Transaction Date: 17-04-2017 11:05:05 AM

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