

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

Maintain User Delegation

Search Criteria

Date Format: DD-MM-YYYY

Area Description: [Dropdown]

Effective From: [Calendar]

Delegator Org. Unit: [Dropdown]

Effective To: [Calendar]

Search

Apply Delegation Details

Effective From: [Calendar]

Effective To: [Calendar]

Delegatee: [Dropdown]

Delegatee Org. Unit: [Dropdown]

Apply

Delegation Details

#	Area Code	Area Description	Delegator Org. Unit	Effective From	Effective To	Delegatee
1	PO	PO Workflow	RAMCO OU	12-09-2017	30-09-2017	5106
2						

Save

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

View Document Status

Date Format: DD-MM-YYYY

Area: PO Workflow

Include Completed Transaction(s): [Checkbox]

Document Number: [Text]

Initiator: [Text]

Authorizer: [Text]

To Date: [Calendar]

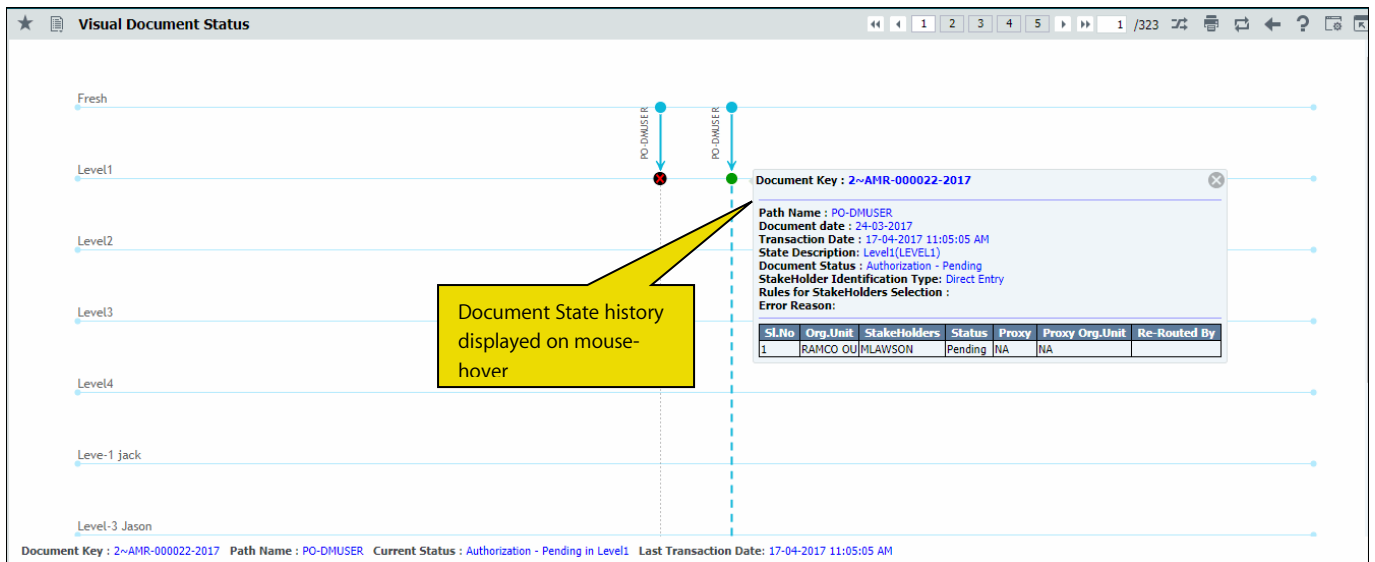
From Date: [Calendar]

Search

#	Document Number	Transaction Date	State	Status	User	Org. Unit Descr
1	2~AMR-000022-2017	17-04-2017	Level1	Authorization - Pending	MLAWSON	RAMCO OU
2	2~AMR-000027-2017	17-04-2017	Level1	Authorization - Pending	MLAWSON	RAMCO OU
3	2~AMR-000028-2017	17-04-2017	Level1	Authorization - Pending	MLAWSON	RAMCO OU
4	2~AMR-000030-2017	17-05-2017	Level1	Authorization - Pending	MLAWSON	RAMCO OU
5	2~AMR-000031-2017	16-05-2017	Level1	Authorization - Pending	MLAWSON	RAMCO OU
6	2~AMR-000046-2017	11-09-2017	Level1	Authorization - Pending	MLAWSON	RAMCO OU
7	2~APO00272613	05-05-2017	Level1	Authorization - Pending	MLAWSON	RAMCO OU
8	2~APO00285514	07-11-2014	Authorized	Authorization - Pending	ALL	RAMCO OU
9	2~APO00289114	18-07-2014	Authorized	Authorization - Pending	ALL	RAMCO OU
10	2~APO00289714		Authorized	Authorization - Pending	ALL	RAMCO OU
11	2~APO00291614		Authorized	Authorization - Pending	ALL	RAMCO OU
12	2~APO00291814		Authorized	Authorization - Pending	ALL	RAMCO OU
13	2~APO00292914		Authorized	Authorization - Pending	ALL	RAMCO OU
14	2~APO00293914	17-10-2014	Authorized	Authorization - Pending	ALL	RAMCO OU
15	2~APO00298514	08-12-2014	Authorized	Authorization - Pending	ALL	RAMCO OU

Visual Document Status

Exhibit 3: Identifies the Visual Document Status screen



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