

Customer

ESMA

Document **Paperless 1.1.0 - User Manual**

About

This document represents the user manual for Paperless Routing Slip 1.1.0 over Microsoft SharePoint Server 2013 server farm

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1 Introduction

This document represents the User Manual of Paperless Routing Slip 1.1.0 for a Microsoft SharePoint Server 2013 environment.

1.1 Purpose

The purpose of this document is to guide users in the use of the Paperless system.

1.2 Definitions, acronyms and abbreviations

This section provides the reader of the user manual with an overview of terms used throughout this document.

Actor	An actor is the user who completes a step of the paperless workflow. Among other actions, actors can initiate and launch a workflow or either sign or reject a step in the workflow.
Closed	“Closed” is one of the possible statuses that a workflow may have in the system. This status is assigned when all the steps in it have been signed and all the workflow information is moved to the archive.
Deleted	“Deleted” is one of the possible statuses that a workflow may have in the system. This status is assigned when the initiator clicks the option “Delete” meaning that the workflow is no longer valid or that it should not have been initiated in the first place.
Draft	“Draft” is one of the possible statuses that a workflow may have in the system. This status is assigned when the initiator has created a workflow but has not launched it yet.
In progress	“In progress” is one of the possible statuses that a workflow may have in the system. This status is assigned when the workflow initiator launches the workflow and while there is at least one step left to complete in the workflow.
On hold	“On hold” is one of the possible statuses that a workflow may have in the system. This status saves all changes made in the workflow without the need to sign it.

Rejected	“Rejected” is one of the possible statuses that a workflow may have in the system. This status is assigned when the actor of the current step rejects another step previously signed by another actor. In this case, the workflow is returned to the rejected step.
Initiator	The initiator of a workflow is the actor who launches it.
Responsible	Assigned Person in the workflow.
Backup Group	Members of this group can perform any action as if they were the “Assigned Person” (responsible).
Launch	This action is performed by the initiator of the workflow and it means to start its execution. It implies the assignation of the next step in the workflow to the corresponding actor and a change of the current workflow status to “In progress”.

2

Paperless main menu

The information that concerns paperless workflows can be divided into six sets of information:

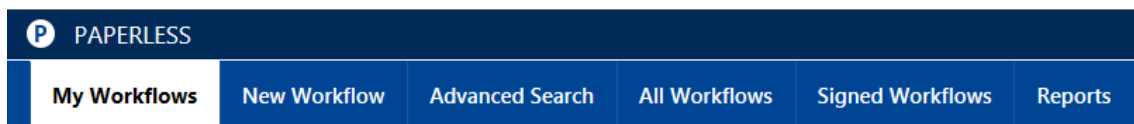


Figure 1 – Main menu

- **My Workflows:** This tab provides access to the list of “Workflows assigned to me” (more details in section 4) and the list “Workflows initiated by me” (more details in section 4.2).
- **New workflow:** This tab provides a list¹ of links to initiate different types of workflows (see section 3 for details on how to create a new workflow).
- **Advanced Search:** This tab allows the user search workflows by different criteria.

¹ You will have access to initiate only those workflow types associated to your role/profile

- **All workflows:** This tab provides access to all the workflows executed in the system by any user.
- **Signed workflows:** This tab displays the workflows in which the user has at least signed one of the steps. The signed workflows view will contain a column to indicate the date in which the workflow was last signed by the current user.
- **Reports:** This tab provides the possibility to generate and save reports, as well as creating report templates.

3 How to create a new workflow

Workflows can be created from a set of links available under the tab “New workflow”:

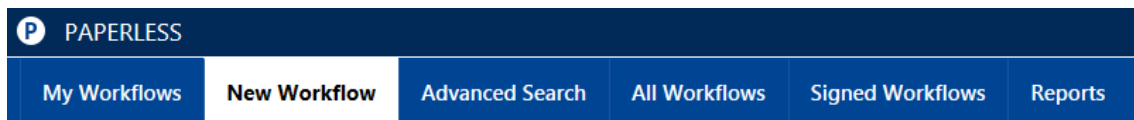


Figure 2 – New workflow tab

When clicking in this tab a list of links will be displayed grouped by categories/types:

Initiation Workflows:

Budget management

- + [RECOVERY ORDER REQUEST](#)
- + [TRANSFER OF APPROPRIATIONS](#)
- + [ABAC ACCESS REQUEST](#)
- + [VAT EXCEPTION CERTIFICATE REQUEST](#)

Contracts & Commitments

- + [CONTRACT & COMMITMENT REQUEST](#)
- + [CONTRACT & COMMITMENT AMENDMENT/INCREASE](#)
- + [PURCHASE ORDER/CONTRACT UNDER PROVISIONAL COMMITMENT](#)
- + [PROVISIONAL BUDGETARY COMMITMENT REQUEST OR INCREASE](#)
- + [DE-COMMITMENT REQUEST](#)

General

- + [GENERAL WORKFLOW](#)

Payments

- + [PAYMENT REQUEST](#)

Procurement

- + [SLA/MOU WITHOUT BUDGETARY COMMITMENT](#)

Figure 3 – List of links to initiate workflows

Each link will redirect user to the workflow creation form, where the name of the workflow will be already set depending on the link clicked.

The availability of this links depends on the group of users the actor belongs to. For instance, the type “Approval of internal documents” can only be initiated by ADs; therefore, if the user does not belong to this group he will not be able to start this type of workflow.

The system will automatically populate the following information in the form:

- **Workflow type (Name of the workflow):** This field corresponds to the name of the workflow type being executed. For instance “RECOVERY ORDER REQUEST”, “GENERAL

WORKFLOW” or “REQUEST FOR REGULAR TELEWORKING”. This name is provided by the system depending on the link clicked in the “New workflows” tab.

- **Workflow ID (WFID):** This number is automatically provided by the system and uniquely identifies a workflow in the system.
- **Workflow status:** Provides information of the current situation of the workflow: draft, in progress, rejected, deleted or closed. See section 7.4 for details of the status workflow.

The user will complete the following required² information:

- **General Fields:** These fields will be completed by workflow actors. The list of available general fields to complete will depend on the type of workflow being executed. One of the most important general fields is the “Restricted” field. This field can contain 3 possible values:
 - ✓ **Non-restricted:** This is the default value. It indicates that the workflow is non-restricted and therefore any user would be able to find it through the search functionality and access to it.
 - ✓ **Restricted.** Indicates that the workflow is restricted and only allowed users will be able to open it. It can only be modified to non-restricted by the initiator of the workflow or members of a backup group, regardless of the status of the workflow (it is possible to modify it even if the workflow is in “In progress”, “On Hold”, “Rejected” or “Closed” status).
- **Actors/Steps:** Provides the list of steps a workflow is divided into and that need to be completed in order to consider a workflow as “Closed”. The number of steps of each workflow type is defined by administrators. Each step contains a group of users³ that are allowed to sign each step. All actors involved in the workflow can change the actors assigned for the upcoming steps, regardless of whether the workflow is restricted or non-restricted.
- **Documents:** The user can attach, download, preview or remove⁴ different types of documents to a workflow. Each type of document should be loaded in the corresponding section. The documents section is divided into four sections (tabs):
 - ✓ **Main documents.**

² No fields are mandatory in order to save or launch the workflow.

³ The group of users that are allowed to sign each step of a workflow are defined by administrators.

⁴ It is required to provide a reason for deleting a document.

- ✓ Documents **ABAC**.
 - ✓ **Supporting** documents.
 - ✓ Documents **to be signed on paper**
 - ✓ **Paper signed documents**.
- **My comment:** This field allows the actor assigned to the step add comments. These comments will be saved and displayed in the “Previous comments” field.
 - **Previous comments:** This field is not editable. It provides the history of comments introduced by previous actors in “My comments” field.

3.1 How the workflow information is organised in screen

After the user selects the workflow type to be initiated from the “New workflows” tab, the form in Figure 4 is displayed. All types of workflows have the same structure.

Sections of a workflow:

The screenshot shows a web form for creating a workflow. At the top, a header bar contains workflow details: 'WORKFLOW TYPE REQUEST FOR REGULAR TELEWORKING', 'WORKFLOW ID 100033', and 'WORKFLOW STATUS DRAFT' (callout 1). To the right are 'Save', 'Launch', and 'Cancel' buttons (callout 2). The main form is divided into several sections:

- Callout 3:** A large form area with fields for 'Restricted:' (dropdown), 'Urgent:' (checkbox), 'Workflow Subject:', 'Workflow Deadline:', 'Amount:', 'Name:', 'Personnel No:', 'Department:', 'Adding the confidential option:', and 'Link to workflow(s):' with an 'Add' button.
- Callout 4:** A section with dropdown menus for 'DIA:', 'HR:', 'OVA:', 'AO:', 'AO:', and 'HR:'.
- Callout 5:** A 'STEP DESCRIPTION' section with a text area containing the instruction 'Fill in and upload the request form'.
- Callout 6:** A 'DOCUMENTS' section with tabs for 'Main (0)', 'ABAC (0)', 'Supporting (0)', 'To be signed on paper (0)', and 'Paper signed docs (0)'. Below is a 'Document Preview' table with columns for 'Type', 'Name', and 'Version', and a message: 'There are no items to show in this view of the "REQUEST FOR REGULAR TELEWORKING Library" list.' Buttons for 'New Document' and 'Multiple Uploading' are at the bottom.
- Callout 7:** A 'COMMENTS' section with a 'Previous comments:' text area and a 'My comment:' text area.

Figure 4 – Workflow sections

1. **Workflow basic information:** “Workflow type”, “Workflow ID” and “Workflow status” are automatically populated when a new workflow is created.

2. **Action buttons⁵**: Allow the user to save, launch, delete, cancel, sign, put on hold or reject a workflow or a workflow step. The same sets of buttons appear at the top and bottom of the page.
3. **Workflow general fields⁶**: General Fields need to be completed by workflow actors and provide relevant information of the workflow. For instance, “Urgent”, “Workflow Subject” and “Link to Workflow(s)” fields are part of the general fields.
4. **Workflow steps/actors**: Provide information regarding the list of users (and their corresponding role) executing each step of the workflow. These fields will also be used to modify the assigned actor of a step. See section 5 for more details.
5. **Step description**: This section provides a description of the current workflow step that is to be signed. It is an informative section to guide the user on how to proceed in order to sign the step. This section is collapsed by default. Users can expand this section using “+” button (to expand) “-“button (to collapse) located on the top right hand side of the section.
6. **Workflow documents**: This section provides the possibility to add/download/preview attached documents. See section 7 for more details.
7. **Workflow comments**: Allows the current actor of a step add new comments and review previous comments introduced by other actors. To add a comment the user can directly write it in “My comment” box. The history of comments for the workflow will be displayed in “Previous comments” field.
8. **Comments for closed WFs**: Allows any user add and review previous comments introduced by different actors only for WFs in “Close” status. To add a comment the user can directly write in “My comment” box. The history of comments for the workflow will be displayed in “Previous comments” field.

⁵ The available action buttons will depend on the current status of the workflow (e.g. “Reject” button will not be available if the workflow has not been launched). See section 9 for more details on WF actions.

⁶ The general fields depend on the workflow type selected. Some fields will only be available for specific workflow types.

WORKFLOW TYPE REQUEST FOR REGULAR TELEWORKING
WORKFLOW ID 100005
WORKFLOW STATUS CLOSED

Restricted: Non Restricted
 Urgent:
 Workflow Subject: WS
 Workflow Deadline: 12/11/2016
 Amount: 100
 Name: NAME
 Personnel No: PERSONAL
 Department: DEPARTMENT
 Adding the confidential options: HMMH
 Link to workflow(s): Add

STEP DESCRIPTION
 Filing and implementation of the decision

DOCUMENTS	Main (0)	ABAC (2)	Supporting (0)	To be signed on paper (0)	Paper signed docs (0)
Document Preview	Type	Name	Version		

There are no items to show in this view of the "REQUEST FOR REGULAR TELEWORKING Library" list.

COMMENTS

Previous comments:
 29/11/2016 11:14:29 - HR - Diego Vidania Signed
 29/11/2016 11:11:57 - AO - Test AO1 Signed
 29/11/2016 11:11:27 - Test AO1 re-assigned step AO from Noelia Barrutia to him/herself
 29/11/2016 11:10:39 - Test AO1 re-assigned step AO to Noelia Barrutia
 29/11/2016 11:10:22 - Test AO1 re-assigned step AO from Test AO3 to him/herself
 29/11/2016 11:09:55 - AO - Test AO1 Signed
 29/11/2016 11:08:18 - OVA - Test OVA3 Signed: Currently, if an actor is assigned in two consecutive steps of a workflow, the user cannot sign both steps without closing the workflow and opening it again. The request is to allow the actor sign both steps without the system closing the workflow after the first step is signed. Instead, after the first step is signed, the page will automatically refresh and the user will be able to sign the next consecutive step assigned to him.
 29/11/2016 11:07:20 - HR - Diego Vidania Signed: My comment1
 29/11/2016 11:04:28 - OIA - Test OIA1 Launched

My comment:

COMMENTS AFTER CLOSURE

Previous comments closed:
 29/11/2016 11:17:00 - Test PCO1 - Currently, the printed workflow's PDFs do not contain information regarding the workflow steps descriptions. The request is to include the step descriptions of a workflow in the PDF (especially for audit-ing purposes).
 29/11/2016 11:15:20 - Diego Vidania - Currently, the printed workflow's PDFs do not contain information regarding the workflow steps descriptions. The request is to include the step descriptions of a workflow in the PDF (especially for audit-ing purposes).
 29/11/2016 11:14:59 - Diego Vidania - My comment for closed WF.

My comment for closed WF:

Figure 5 – Workflow comments section for closed workflows

4 My Workflows

Workflows assigned to an actor are listed in “My workflows” tab:

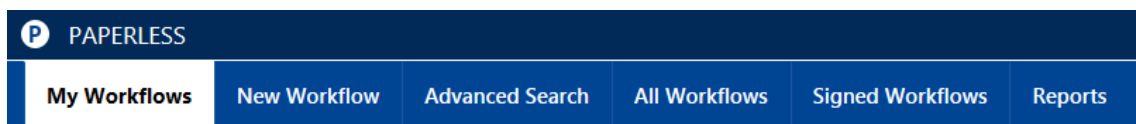


Figure 6 – My workflows tab

4.1 What is the “Workflows to be signed" list

The top of the page, under “Workflows to be signed” displays a list of workflows (restricted and non-restricted) for which the user has a step assigned pending to be signed.

Workflow ID	Link	Workflow Subject	Amount	Workflow Status	Workflow Type	Created	Urgent	Workflow Deadline	Restricted
100.552	100552			Draft	RECOVERY ORDER REQUEST	08/02/2017 11:15	No		
100.547	100547			In Progress	REIMBURSEMENT REQUEST FOR STAFF/EXTERNAL PERSON	06/02/2017 13:29	No		
100.501	100501			In Progress	CONTRACT & COMMITMENT AMENDMENT/INCREASE	01/02/2017 14:02	No		
100.497	100497			In Progress	CONTRACT & COMMITMENT AMENDMENT/INCREASE	01/02/2017 13:09	No		
100.490	100490			In Progress	CONTRACT & COMMITMENT AMENDMENT/INCREASE	01/02/2017 11:53	No		
100.457	100457			In Progress	CONTRACT & COMMITMENT AMENDMENT/INCREASE	27/01/2017 13:20	No		✓

Workflow ID	Link	Workflow Subject	Amount	Workflow Status	Workflow Type	Assigned Person	Urgent	Restricted
100.490	100490			In Progress	CONTRACT & COMMITMENT AMENDMENT/INCREASE		No	Restricted
100.454	100454	Failure Request 1	1000	In Progress	RECOVERY ORDER REQUEST	<input type="checkbox"/> Test OVA1 <input type="checkbox"/> Test FA1	No	No

Figure 7 – Workflows to be signed list

The purpose of this list is to offer, from a single point, a direct access to:


- Workflows created by the user that are still in “Draft” status.
- Workflow steps assigned to the user pending to be signed (“In Progress”).
- Workflow steps re-assigned back to the user because they have been set to “Rejected” status by another actor of the workflow. After the user signs the step, the status will automatically change to “In progress” status.
- Workflows paused by the user (“On Hold”).

This section can be described as a to-do list. Columns displayed already offer certain information about workflows that will help the user prioritize the work (for instance, the “urgent” or “deadline” columns). Columns displayed in the “Workflows assigned to me” section:

- **Workflow ID:** Number that uniquely identifies the workflow.
- **Link:** Allows the user open the corresponding workflow. The user will proceed to create the workflow (if it is in “Draft” status) or to sign/reject a step (if it is “in progress” status).
- **Workflow subject:** The value of the “Subject” field of each workflow. If the workflow type does not define a “Subject” field it will appear empty.
- **Amount:** The value of the “amount” field of each workflow. If this value was not set or if the workflow type does not define a field “amount” the value will appear empty.

- **Workflow status⁷:** The possible status in this section: “Draft”, “In progress”, “On hold” or “Rejected”. In case of “Rejected” status, the workflow will appear highlighted with a red icon.

Workflows to be signed:

Workflow ID	Link	Workflow Subject	Amount	Rejection	Workflow Status	Workflow Type	Created	Urgent
100.004	100004	Workflow Subject	100		Rejected	PAYMENT OF SERVICES > 15 000 EUR	29/11/2016 10:54	No

Status of initiated workflows:


Workflow ID	Link	Workflow Subject	Amount	Rejection	Workflow Status	Workflow Type	<input type="checkbox"/> Assigned Person
100.034	100034	1	1		In Progress	TestWF2	<input type="checkbox"/> Noelia Barrutia
100.014	100014	WSU81			Rejected	TestWF2	<input type="checkbox"/> Test AO1

Figure 8 – Rejected workflows are highlighted by a red icon

- **Workflow type:** Type of each workflow.
- **Created:** The date in which the workflow was created.
- **Urgent:** This value can either be “Yes” or “No”.
- **Workflow Deadline:** The value of the “deadline” field of each workflow. If this value was not set or if the workflow type does not define a field “deadline” the value will appear empty.
- **Restricted:** This column displays a “tick” when the corresponding workflow is classified as restricted.

4.2 What is the “Status of initiated workflows” list

As an initiator of a workflow this list will help the user review the status of all the workflows (restricted or not) initiated by him/her. This list is available in the Paperless homepage, under the tab “My workflows” tab:

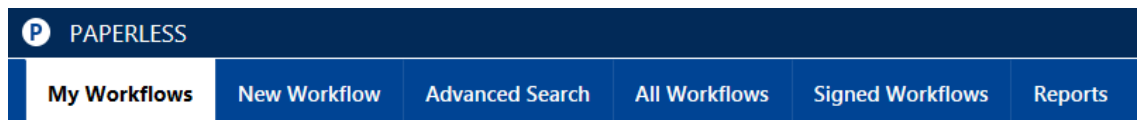


Figure 9 – My workflows tab

Below the “Workflows to be signed” list.

⁷ Workflows in “Closed” status are displayed in “All workflows” tab. Workflows in “Deleted” status are not displayed anywhere; they are removed from the system.

Status of initiated workflows:

Workflow ID	Link	Workflow Subject	Amount	Workflow Status	Workflow Type	Assigned Person	Urgent
100.490	100490			In Progress	CONTRACT & COMMITMENT AMENDMENT/INCREASE	<input type="checkbox"/> Test OVA1	No
100.454	100454	Failure Request 1	1000	In Progress	RECOVERY ORDER REQUEST	<input type="checkbox"/> Test FIA1	No

Figure 10 – Status of initiated workflows list

The columns of the list offer information about:

- **Workflow ID:** Number that uniquely identifies the workflow.
- **Link:** The workflow ID displayed as a link will redirect the user to the form of the workflow.
- **Workflow subject:** The value of the “Subject” field of each workflow. If the workflow type does not define a “Subject” field it will appear empty.
- **Amount:** The value of the “amount” field of each workflow. If this value was not set or if the workflow type does not define a field “amount” the value will appear empty.
- **Workflow status⁸:** The possible status values in this section: “Draft”, “In progress”, “On hold” or “Rejected”. In case of “Rejected” status, the workflow will appear highlighted with a red icon.
- **Workflow type:** Type of each workflow (i.e. “Payment of grants”).
- **Assigned person:** Name of the user responsible of the current step of the workflow.
- **Urgent:** This value can either be “Yes” or “No”.
- **Restricted:** This column displays a “tick” when the corresponding workflow is classified as restricted.

5 How can a step of the workflow be completed

Those workflows in which the user has a pending step to be signed will be displayed in the “My Workflows” list (see section 5).

⁸ Workflows in status “Closed” are displayed in “All workflows” tab. Workflows in status “Deleted” are not displayed anywhere; they are removed from the system

The workflow form is used by workflow initiators to create a workflow and by other actors of the workflow to complete a step of the workflow. This form contains all the information relevant to the execution of a workflow (specific fields, actors, documents, comments...).

By clicking on the workflow Link number, the system will open the workflow to sign or reject the step assigned to him/her. The user will be able to review and modify the following information:

- **Urgent:** It is possible to modify the value of this checkbox before signing/putting on hold/rejecting the step.
- **General information:** The value of these fields could have been completed by any other previous actor of the workflow, but the current user is also able to modify any of them (except the "Restricted"⁹ field) before clicking "Sign", "On Hold" or "Reject" if needed.
- **Workflow actors:** The workflow is divided into a certain number of steps each of one executed by a group of users. Any actor involved in the workflow or member of backup groups will be able to change the actors assigned for the upcoming steps.
- **My comment:** This field provides the possibility of introducing a comment before signing or rejecting a step. Please note that just one comment can be added per step. The comment will be saved when clicking "Sign", "On Hold" or "Reject" buttons.
- **Previous comments:** This is an informative field which contains a list of actions taken by all previous actors of the workflow and any comment added by them. The comment the user may have introduced in "My comment" field will be displayed in this field.
- **Documents:** An actor can add/delete documents when the workflow is assigned to him/her regardless of the step number, except (for deleting), if additional versions of that document have been generated by other users. The initiator of the workflow is always able to delete documents, even documents not uploaded by him/her.

After modifying and/or reviewing the workflow information the user can either sign, put on hold or reject a step.

⁹ The "Restricted" field is only editable by the workflow initiator.

6 How can a step of a workflow be re-assigned

Actors on a workflow are subject to be replaced by any other actor on the workflow for instance to avoid situations in which a workflow is on hold because the actor of the current step is on holidays.

The initiator, members of the backup group of the step or any actor involved in the workflow can modify the actors assigned to current and subsequent steps. Previous steps already signed cannot be modified.

Once the actor of the current step has been replaced, the new actor will have the new pending step accessible from the list "Workflows to be signed" and will have all the necessary controls available to sign/reject the step of the workflow. If, for instance, the new actor assigned is the logged user, once the actor has been changed and the page refreshed, the user will see all the controls active again so that he/she can add comments, upload documents etc.

It is also possible to **select a "blank" actor** in a workflow step. This means that the corresponding step shall not be executed and therefore it will be skipped.

7 How to work with the attachments

7.1 How a document can be added to a workflow

Documents in a workflow are organized in five categories separated by tabs:

- Main.
- ABAC.
- Supporting.
- To be signed on Paper.
- Paper signed docs.

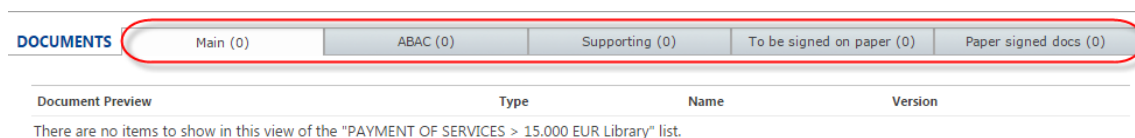


Figure 11 – Types of documents

Please note that, together with the type of document, there is a number between brackets. This number indicates the number of documents uploaded per type.

Workflow initiators or other actors will be able to:

- **Upload** new documents.
- **Upload new versions** of an attached document.
- **Download** any attached document.
- **Move** any attached document.
- **Preview** any attached document.
- **Remove** documents uploaded by them only when the workflow is assigned to him/her regardless of the step number, **except** for the case when additional versions of that document have been generated by other users.
- View the **version history** of any attached document

Documents added will appear in a table where each row will contain the name of the document attached and the document version number.

7.1.1 How to upload a document

To upload a new document, first click on the tab corresponding to the category where the document will be uploaded. Click on the **“New Document”** button:

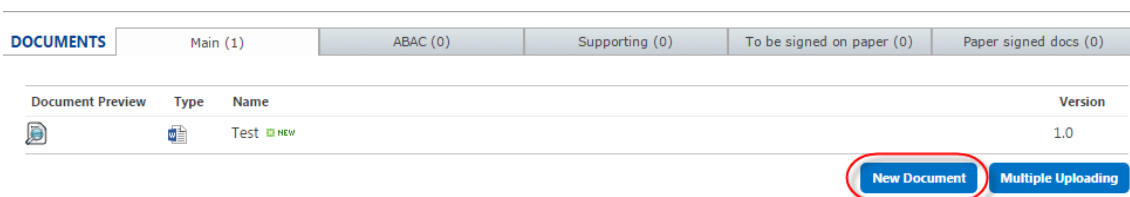


Figure 12 – “New Document” button to upload a document to a workflow

In the popup window displayed, click on **“Choose File”** button to select a file from the computer:

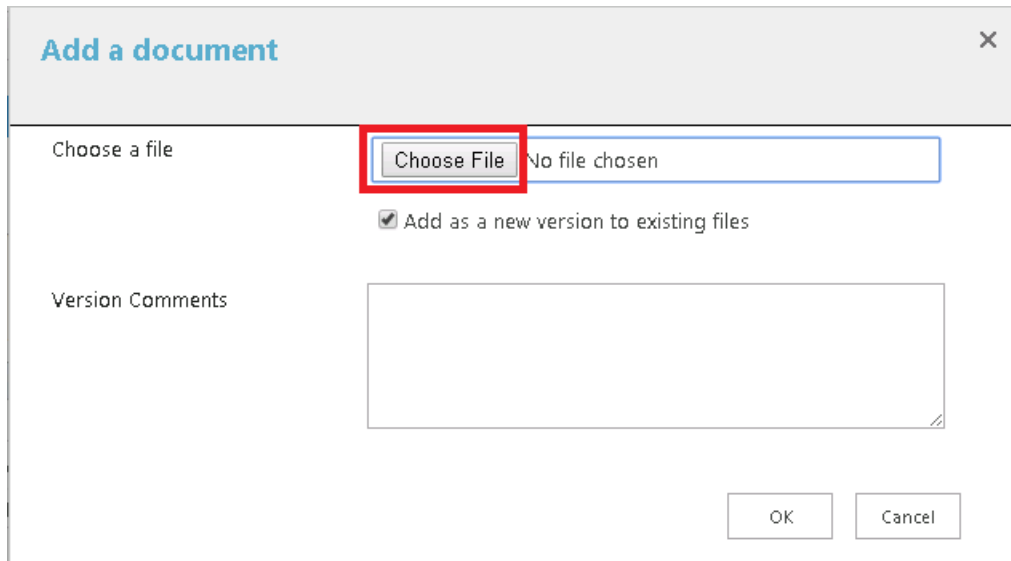


Figure 13 – Select a file to upload

Although the user has selected a tab for uploading a document, it will be possible to indicate a different tab during the upload process. They could select the tab with the option “Documentation type”, as displayed in the image below:

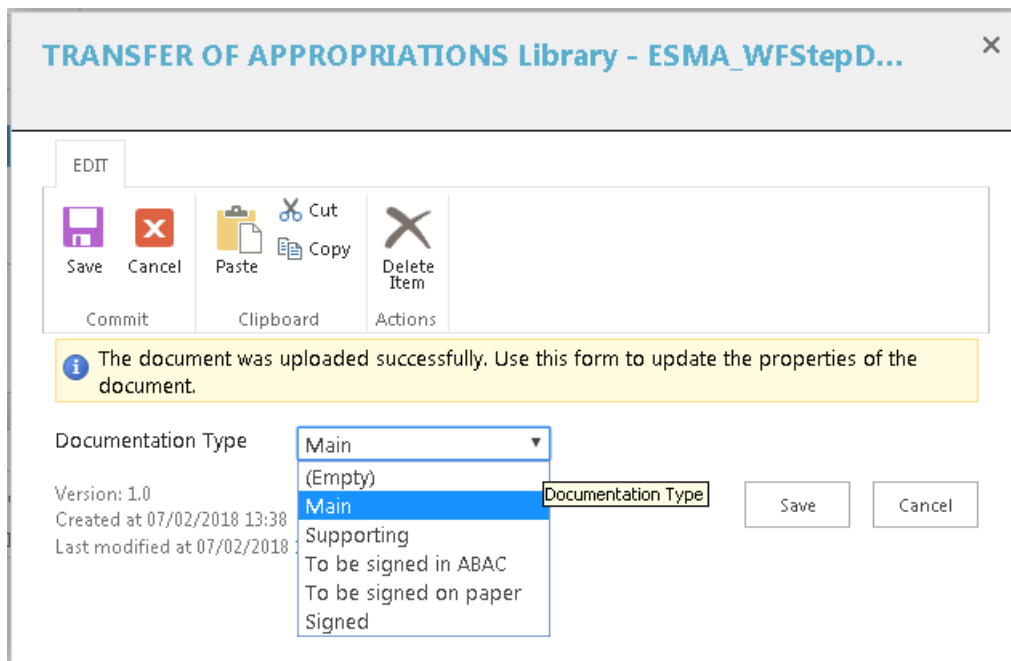


Figure 14 – Select the tab where the document will be uploaded

If the user selects the option “(Empty)”, the system will not do anything, maintaining the document in its current location.

Complete the rest of fields, if desired, and click OK. The document will be uploaded to the workflow.

The first time a document is uploaded to a workflow, it is saved as version 1.0. If a document with the same name is uploaded to the workflow and to the same category, the number of the version is automatically incremented. The “Modified By” column will show who updated the document.

DOCUMENTS					
Main (1)		ABAC (0)		Supporting (0)	
To be signed on paper (0)		Paper signed docs (0)			
Document Preview	Type	Name	Version	Modified By	
		E1	1.0	testbackup1	

Figure 15 – Who the document modified

7.1.2 How to upload multiple documents

To upload new documents, first click on the tab corresponding to the category where the documents will be uploaded. Click on the “Multiple Uploading” button.

Main (1)		ABAC (0)		Supporting (0)		To be signed on paper (0)		Paper signed docs (0)	
Type	Name	Version	Modified By						
	ESMA_WfStepDefinitions_v.2	3.0	Test OVA1						

New Document **Multiple Uploading**

Figure 16 – Multiple Uploading button

A popup window will appear where it is possible to drag and drop files from the computer to the area indicated with an arrow:

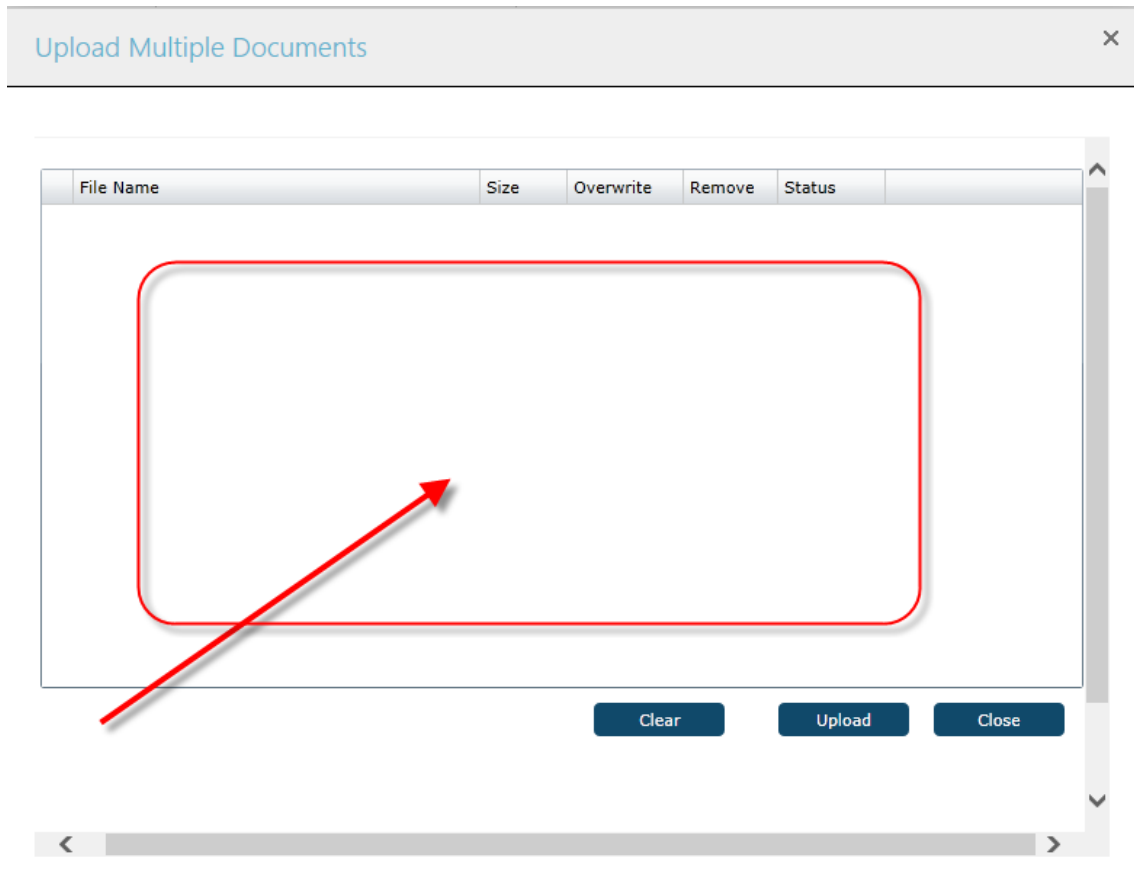


Figure 17 – Area to drag and drop files to be uploaded

Once the files have been dropped click “Upload” button to add them to the list of documents attached to the workflow.

The first time a document is uploaded to a workflow, it is saved as version 1.0. If a document with the same name is uploaded to the workflow and to the same category, the version is automatically incremented.

This functionality (multiple upload) can also be used to attach files contained in other Share-Point libraries.

Limitations¹⁰ to upload multiple files:

- Documents should not exceed {1.5 GB}.

¹⁰ The limitations specified herein are configurable by Paperless administrators, so the following values are approximate.

- The maximum amount of documents to be uploaded at the same time cannot be larger than {10}.
- Internet Explorer browser should be used.

7.2 How to know who modified a document

Paperless allows users to know who updated any version of the document.

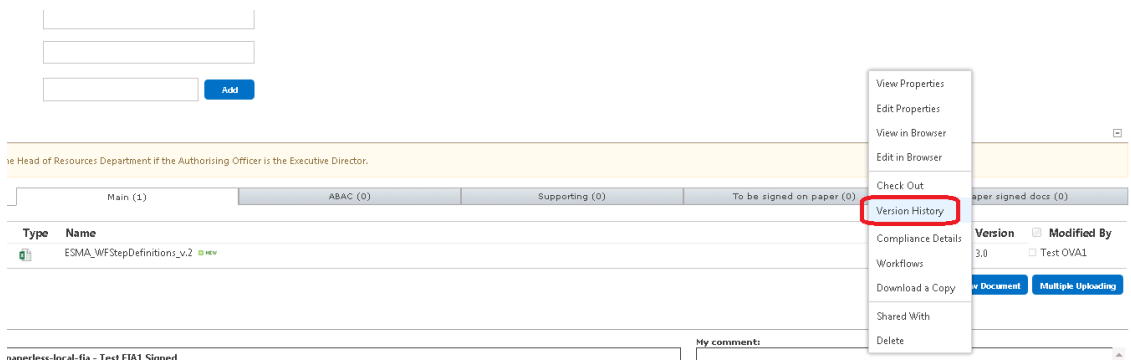


Figure 18 – Version History

Right click on the space between the document name and version number, and then click **Version History** from the menu to open the history dialog box.

The version history dialog box will be opened with all changes made in the document:

- Who updated the document
- In which step uploaded the document
- When uploaded the document

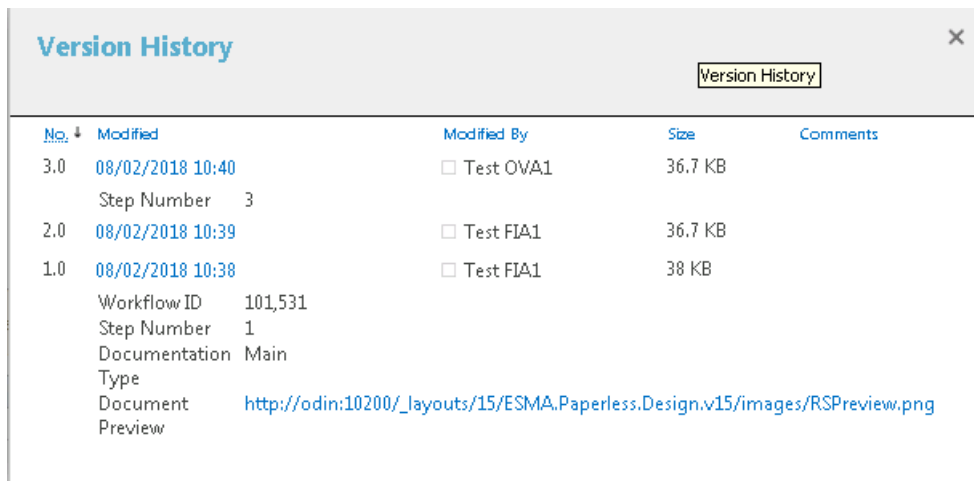


Figure 19 – Version History Panel

7.3 How to move an attached document

Paperless users can move documents through tabs. Only the initiator and the assigned person will be able to change the location of a document when the workflow is not “Closed”.

If a user wants to move a document to other tab, he will have to click on the menu item and select the option “Edit Properties”.

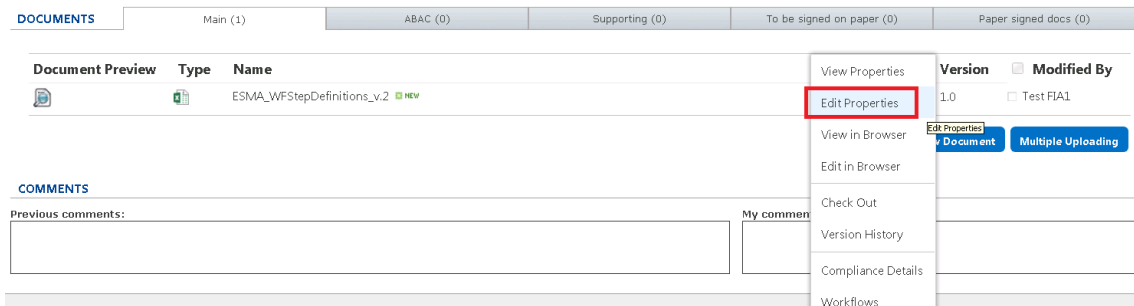


Figure 20 – Edit Properties

After clicking in Edit Properties option, a new screen will be shown where the user will select the tab where the document will be moved.

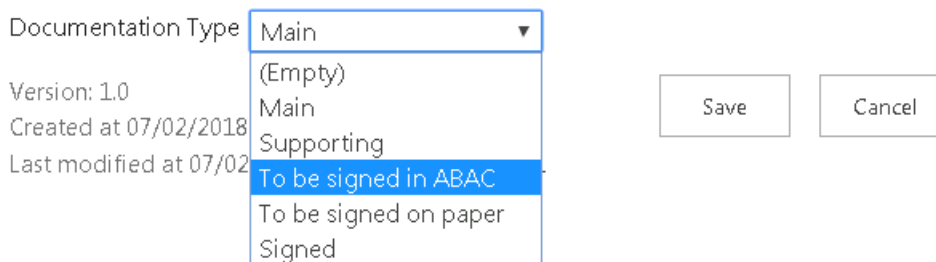


Figure 21 – Tabs Option

The document will be uploaded to the workflow in the indicated tab.

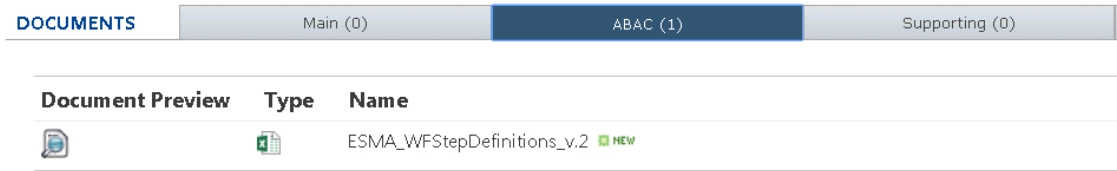
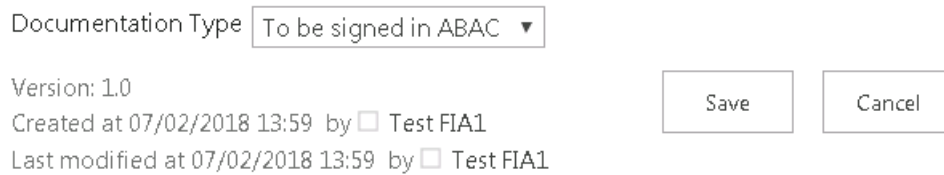


Figure 22 – Document moved to ABAC tab

If the document that is going to be moved, already exists in the destination, Paperless will display an information message and will not allow to perform this action.



There is already one document with this name at this location.

Figure 23 – Information message

7.4 How to remove an attached document

To remove a document, open the drop down list corresponding to the document, and select “Delete”.

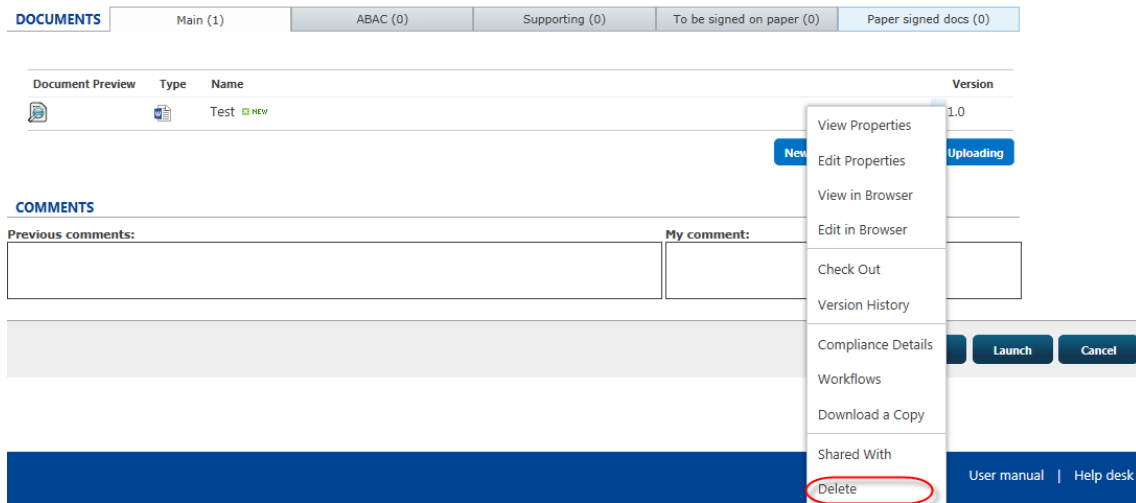


Figure 24 – Delete a document

Please note that this option can only be performed as long as **any** of the following points are met:

- If the status of the workflow is “Draft”.
- If the user is the initiator.
- All versions of the document have been uploaded by the same user.

If it is not the case, an informative message is displayed, explaining the user that he or she has not permissions for the deletion of that document.

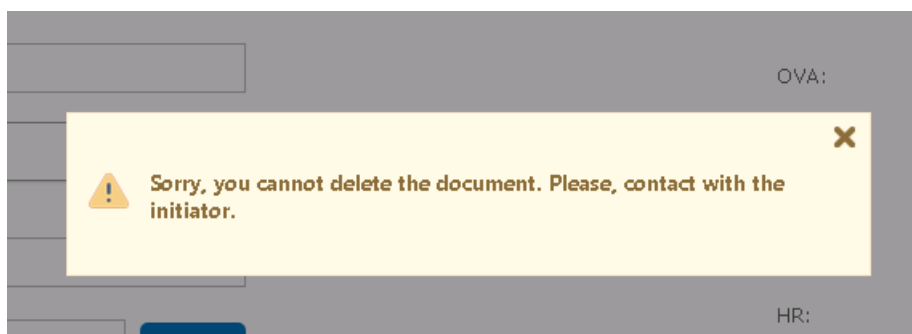


Figure 25 – Informative message

After the permissions validation, if the abovementioned requirements are met, it is requested to the user if he or she wants to delete the document (SharePoint window).

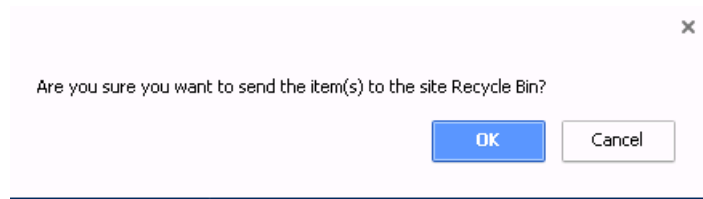


Figure 26 – Confirmation message

If the user does want to delete the document, Paperless displays a pane requesting the user the introduction of a comment. The introduction of this comment is mandatory. This panel overlaps in a layer superior to the form, so that it leaves disabled any button of the Paperless interface (Cancel, Sign, Save,...). No action will be possible related to the WF as long as the user does not introduce a comment. Besides, there is no option to save the comment in blank since this field is mandatory.

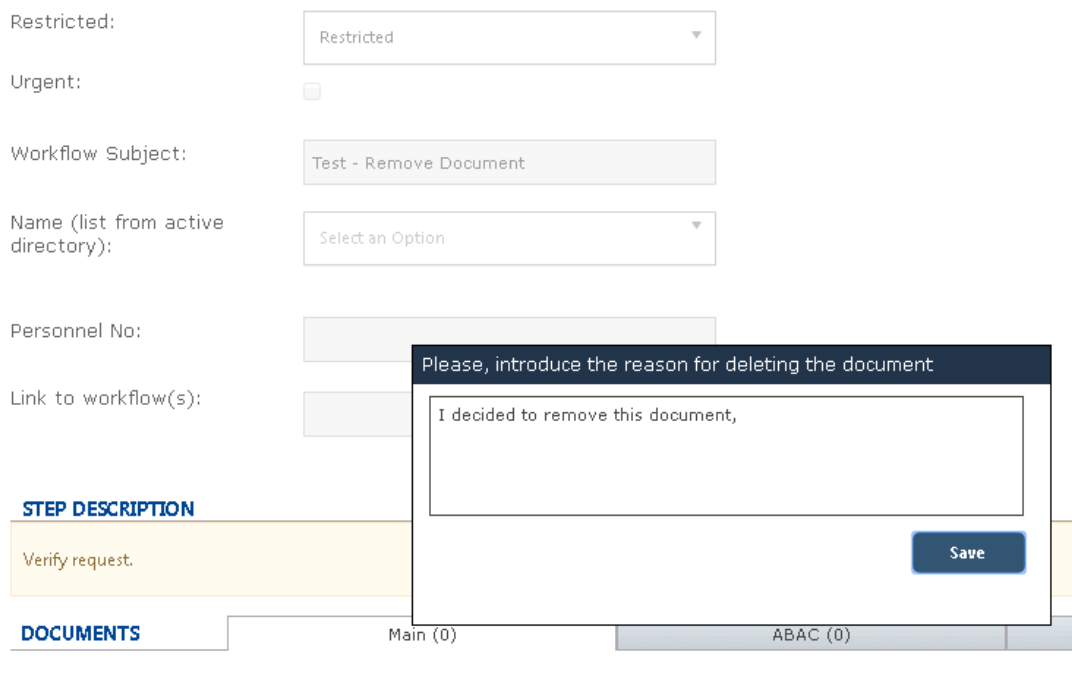


Figure 27 – Panel for adding a comment

If a user accesses the WF at that very moment, he or she will see in the “My Previous Comments” window the trace of the document’s deletion.

COMMENTS

Previous comments:

06/10/2017 10:38:51 - HR - OFFICE\testhr1 Removed document: Request for regular teleworking.docx. Comment: I decided to remove this document,
06/10/2017 10:36:44 - Staff - Test FVA1 Launched

Figure 28 – Comment added

8 Possible status of a workflow

The status of a workflow describes a point in the execution of a workflow. The status a workflow is assigned by the system:

- **Draft:** This status is assigned when the initiator has created a workflow but has not launched it yet.
- **In progress:** This status is assigned when the workflow initiator launches the workflow and while there is at least one step left to complete in the workflow.
- **On hold:** This status is assigned when the actor of the current step clicks the option “On hold” meaning that the workflow is in a paused state.
- **Deleted:** This status is assigned when the initiator clicks the option “Delete” meaning that the workflow is no longer valid.
- **Rejected:** This status is assigned when the actor of the current step rejects a previously signed step.
- **Closed:** This status is assigned when all the steps within a workflow have been completed.

Figure 29 illustrates how the status of the workflow can change in the system depending on the action performed by the user.

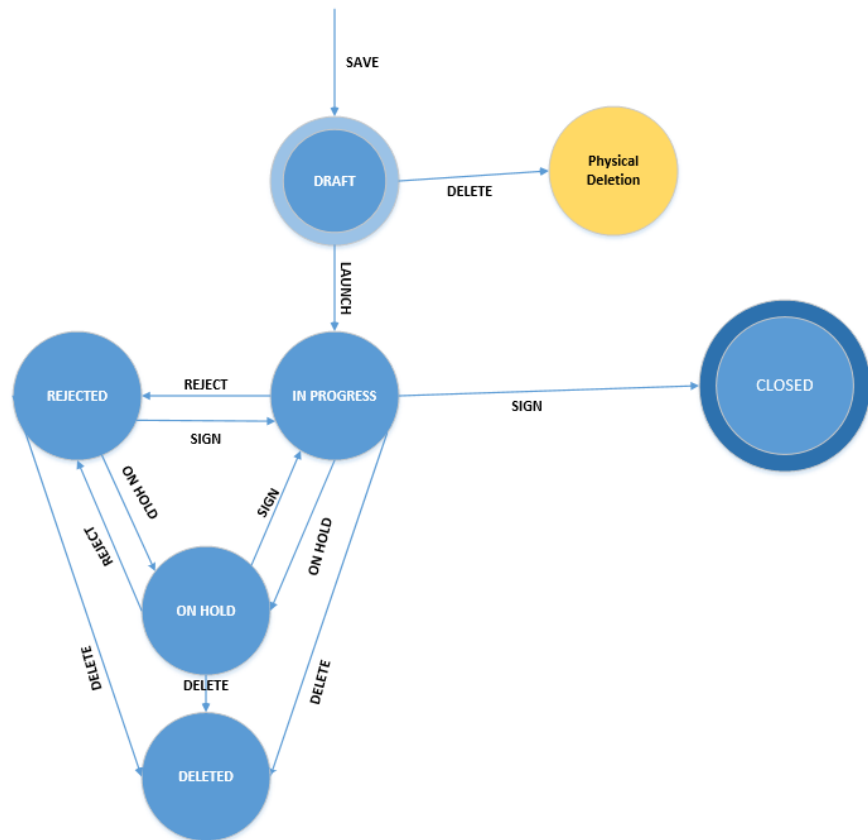


Figure 29 – Changes on the Paperless workflow status

9 Which actions are available on workflows

This section depicts which are the actions available from the workflows.

9.1 Saving a workflow when its status is “Draft”

Saving a workflow allows initiators, or in case there was defined a backup group, all members of this group, to save their work on a workflow without launching it. The button “Save” is only available to these users in the top right side of the workflow creation form.

By clicking this option the system will:

- Save any changes made to the general fields of the workflow
- Save any comment added

- Save any change made on workflow documents
- Save any change made on workflow actors
- Set the status of the workflow to “Draft”
- Add the workflow to the “Workflows to be signed” list

After clicking the button, the system will redirect the user to the Routing Slip homepage.

9.2 Launching a workflow

The button “Launch” is only available for workflow initiators and those users who are members of the backup group from the top right side of the workflow creation form.

By clicking this button the system will:

- Save any changes made to the general fields of the workflow
- Save any comment added
- Save any change made on workflow documents
- Save any change made on workflow actors
- Set the status of the workflow to “In progress”
- Remove the workflow from the “Workflows to be signed” list
- Add the workflow to the “Status of initiated workflows” list
- If the workflow is “Urgent”, Paperless will send an email to the next actor of the workflow.

This means that the workflow will be assigned to the next actor of the workflow so he/she can sign the corresponding step.

After clicking the button, the system will redirect the user to the Routing Slip homepage.

9.3 Deleting a workflow

Deleting a workflow modifies its status to “Deleted” which means that it will no longer appear available to be signed or rejected by any user of the system. Use this option whenever a workflow should have not been initiated in the first place.

Please note that this button only appears available for workflow initiators and initiators and those users who are members of backup group so if you are any other workflow actor and you think the workflow should be deleted, add a comment explaining the situation and reject the current step re-assigning the workflow back to the initiator.

In case you are the initiator of a workflow, to delete a workflow click on the button “Delete” that appears on the top right side of the screen. This action will:

- Save any changes made to the general fields of the workflow
- Save any comment added
- Save any changes made on workflow documents
- Set the status of the workflow to “Deleted”
- Remove the workflow from the “Workflows to be signed” and from the “Status of initiated workflows” lists

After clicking the button, the system will redirect the user to the Paperless Routing Slip homepage.

9.4 Put On Hold a workflow

Putting On Hold a workflow allows initiators to save their work on a workflow without having to sign it. The button “On hold” is only available to initiators, user responsible of the step and those users who are members of a backup group.

By clicking this option the system will:

- Save any changes made to the general fields of the workflow
- Save any comment added
- Save any change made on workflow documents
- Save any change made on workflow actors
- Even if the workflow is “Urgent”, Paperless will not send an email to the next actor of the workflow.
- Set the status of the workflow to “On Hold”
- The action will be recorded and it will be shown in the section of “My previous comment”

- Add the workflow to the “Workflows to be signed” list, continuing the workflow assigned to user who made this action.

After clicking the button, the system will redirect the user to the Routing Slip homepage.

9.5 E-mail a workflow

The envelope icon displayed in the middle of the workflow form will allow sharing the workflow with specific users my e-mail. The icon will be available for all workflow types in any status.

The screenshot shows a workflow form for 'PROVISIONAL BUDGETARY COMMITMENT REQUEST OR INCREASE' with ID 100578 and status 'CLOSED'. The form includes several input fields: 'Restricted' (set to 'Non Restricted'), 'Urgent' (checkbox), 'Workflow Subject', 'Workflow Deadline', 'Amount', 'Justification and forecast estimation', 'Budget year', 'Budget line', and 'Link to workflow(s)'. On the right side, there are dropdown menus for 'Staff' (Test FIA3), 'OIA', 'OVA', 'FIA', 'FVA', 'AO', and 'FIA' (Test FIA3). A red box highlights an envelope icon in the top right corner of the form. Below the form, there are sections for 'STEP DESCRIPTION', 'DOCUMENTS', and 'COMMENTS'.

Figure 30 – Forward to recipient icon

When the user clicks on the icon, a new e-mail will be opened in Microsoft Outlook with some information already populated (Subject and e-mail text). The e-mail text will contain a link to the workflow ID being shared.

9.6 Link workflow(s)

All workflow types provide the possibility of linking a workflow to already existing workflow(s) through the “Link to workflow(s)” field located in the general fields (see Figure 31).

Figure 31 – Forward to recipient icon

When the user introduces the ID number of a WF in the current “Link to workflow” field, it will become a hyperlink to the related WF when the user clicks on the “Add” button.

It will be possible to introduce multiple related workflow IDs. After clicking on the “Add” button the system will validate if the ID number introduced corresponds to an existing workflow ID. If the ID is correct, it will be displayed below as a hyperlink. If the ID is not correct (does not correspond to an existing one), a message will be displayed to inform the user.

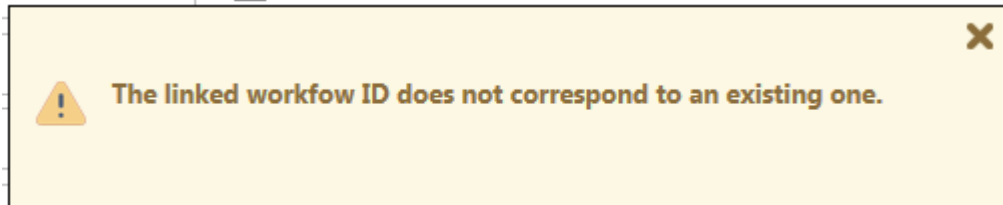


Figure 32 – The ID is not correct

The system will also display an informative message when the actor introduces a restricted WF ID and does not have access to it at the time of clicking on the “Add” button. Users with no access to the linked restricted workflow will not be able to open the WF ID even if they have access to the parent workflow.

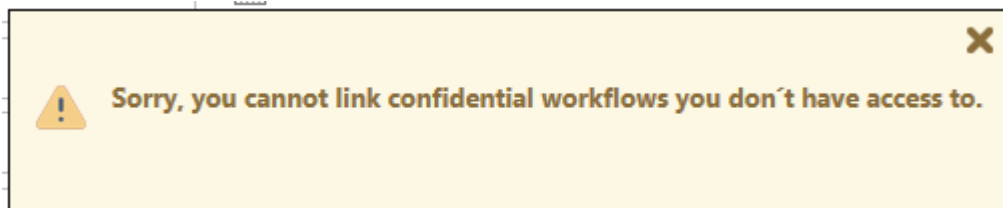


Figure 33 – The ID doesn't have access to

If a workflow is not restricted it will always be possible to open the linked workflows by clicking on the corresponding workflow ID. It will be possible to delete created ID hyperlinks by clicking on the grey cross located on the right of each link (see Figure 31).

The actor assigned to the current step will be able to add and delete linked workflow IDs. An actor that is not assigned one to the current step cannot add or delete linked workflow IDs.

9.7 Cancelling the creation of a workflow

The button “Cancel” that appears on the top right side of the workflow creation form will have different consequences on the system depending on previous actions.

If the user has never saved the workflow before (by clicking the button “Save”) the cancel button will cancel the creation of the workflow. This means that all the information added or any document uploaded to it will be lost. Also, the workflow will not appear on the list of “Workflows to be signed”.

However, if the workflow has previously been saved, the “Cancel” button will cancel the creation of the workflow but it will not disappear from your “Workflows to be signed” list as it is in “Draft” status. In this case, the “Cancel” button will discard any changes made on the general fields section, any comment added/modified, any change made to the workflow actors and any document uploaded.

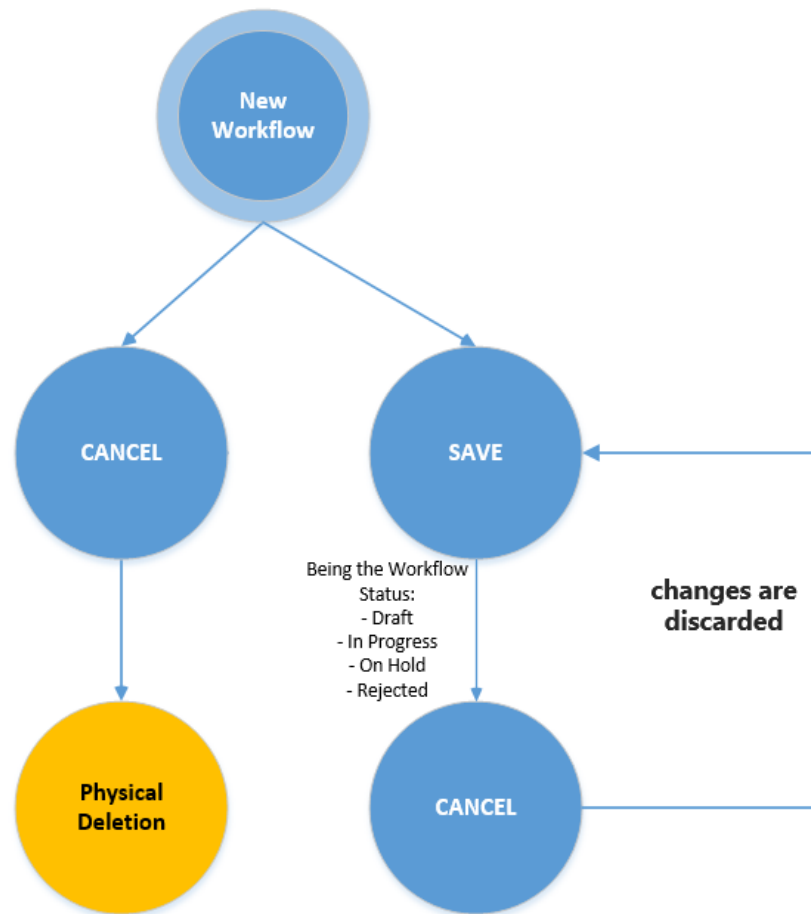


Figure 34 – Cancellation flow

After clicking the button, the system will redirect the user to the Paperless Routing Slip homepage.

9.8 Signing a workflow step

By clicking on an item from the list “Workflows to be signed” the user will access the workflow form of the corresponding workflow ID where he/she will be able to review all its information, documents, comments and actors that have participated on it.

To sign a workflow step the user needs to be the actor of the current step of the workflow or member of a backup group of the current step. Then, the user needs to click the button “Sign” that appears on the top right side of the screen.

By clicking this button the system will:

- Save all the changes made to the general fields of the workflow
- Save any comment added
- Save any change made on documents
- Save any change on workflow actors
- If the workflow is “Urgent”, Paperless will send an email to the next actor of the workflow.

In case the workflow has the next steps to sign empty, Paperless will show a warning message. This message will warn the actor about that this action will close the workflow.

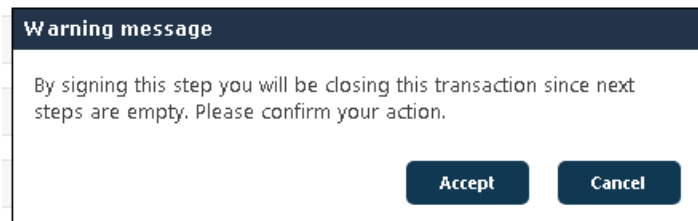


Figure 35 – Warning Pop-up Message

After clicking “Sign” or “Accept” (in case of the pop-up message) the user will be redirected¹¹ to the Paperless Routing Slip homepage where he/she can review that the step just signed has disappeared from the list “Workflows assigned to me”.

In case of clicking “Cancel”, no action will be done over the workflow, closing the pop-up message and keeping the actor in the workflow interface.

¹¹ In case you are the actor assigned to two (or more) consecutive steps, you will be able to sign both steps without the system closing the workflow and redirecting you to the Homepage after the first step is signed. When the first step is signed, the page will automatically refresh and you will be able to sign the next consecutive step assigned to you.

9.9 Rejecting a workflow step

If the user selects a workflow from the “Workflows to be signed” list he/she will access the workflow form, where he/she will be able to review all its information, documents, comments and actors that have participated on it.

To reject a workflow it is required to be the actor of the current step of the workflow. This is applicable to restricted and non-restricted workflows. The workflow is rejected by clicking on the “Reject” button displayed at the top right side of the screen.

By doing so, the workflow actor’s section will be replaced by the list of the previous actors of the workflow. To reject the step a previous actor needs to be selected (only one). To be able to assign a rejected WF to a previous actor it is mandatory that the user introduces a comment in “My comment” box justifying the reason for the step rejection. Once the user has provided this information, he can proceed on assigning the workflow by clicking on the “Assign” button.

By clicking this button the system will:

- Save any data added or modified from the general fields section
- Save any comment added to the workflow
- Save any change made on workflow documents
- Save any change made on workflow actors
- Paperless will send an email to the assigned person.

After the button “Assign” is clicked, the system will re-assign the workflow to the selected actor which implies the removal of the pending step from the user’s list of “Workflows assigned to me”. The status of the workflow will change to “Rejected” and it will be highlighted with a red mark.

A particular case of rejection occurs when the user who signed the rejected step has been removed from the system:

- For non-restricted workflows, the rejected step will be automatically assigned to the default user of the group.
- For restricted workflows the rejected steps will be automatically assigned to username (deleted) where username corresponds to the deleted user. In this case, if you are the initiator of the workflow, it will be your responsibility to manually assign the step to another user.

When the user who signed the rejected step was removed from a group but added to another one (therefore, not deleted from the system):

- For non-restricted workflows the step will be automatically assigned to the default user of the group the user belonged to.
- For restricted workflows the step will be assigned to the initiator.

9.10 Cancelling a workflow step

By clicking on the button “Cancel” in a workflow step, users will be redirected to the home page of the Routing Slip and the following actions will be executed:

- Any change on the general fields of the workflow will be lost.
- Any comment added will be lost.
- Any change made on workflow actors will be lost.
- Any change on documents will be lost.
- The action will be recorded.

The step, however, will remain in the list of “Workflows assigned to me” as it has neither been signed nor rejected.

9.11 Re-assignment of steps in a non-restricted workflow

In general, any assigned actors of a **non-restricted** workflow will be able to change the actor of the current step and/or any actors of the subsequent steps of the workflow. Actors of previous steps appear in disabled drop-down lists avoiding modifications on past actions.

Besides, there are a couple of special situations where actors of a workflow can also be re-assigned:

- (1) A member of the group of the current step will be able to re-assign the actor of the current step. Imagine that the current step is performed by the OIA group to which the users A, B and C belong to. Even if the step is assigned to actor “A”, either user “B” or “C” can access the workflow and change the actor of the current step.
- (2) A member of FIA or OIA group (these groups are configurable and they will depend on the configuration done by Paperless administrators) and the initiator of the workflow have the same rights to re-assign actors as a member of the groups of the current step (see previous point).

Please note that a user in this situation will only be allowed to change the current step of the workflow. The system avoids:

- Any changes on the general information section.
- Any changes on the document section.
- Any comments to be added.
- The signing/rejecting of the step.
- Any changes on the actors assign to a step different than the current one.

9.12 Re-assignment of steps in a restricted workflow

In general, any assigned actors of a **restricted** workflow will be able to change the actor of the current step and/or any actors of the subsequent steps of the workflow. Actors of previous steps appear in disabled drop-down lists avoiding modifications on past actions.

Unlike the non-restricted workflows, this type of workflows does not have special situations.

10 Which permission rules are applied on workflows

10.1 General rules

Paperless Routing Slip workflows offer a set of embedded rules in order to avoid any non-authorized access to workflow controls. That is, it is at any moment guaranteed that only actors of the workflow can sign or reject a step or that only the designated users can initiate certain types of workflows. These rights are controlled taking into consideration five aspects:

- Who the logged user is
- Which group(s) the logged user belongs to
- Who the initiator of the workflow is
- Who the actors of the workflow are
- Who the actor of the current step of the workflow is

Based on this information, the system applies the following rules to verify which actions are available for each user. Specifically the rules applied are:

- Users with rights to **initiate** workflows:

- ✓ Have access to the links to initiate workflows
- ✓ Before launching a workflow:
 - Edit workflow general information (general fields, link to workflow, confidentiality)
 - Add a comment
 - Add/update/remove/move/download/preview documents and view versions
 - Delete documents
 - Change any actor of the workflow steps
 - Save/launch/delete/cancel the workflow
- ✓ Once the workflow has been started (“In progress/Rejected/On hold”):
 - Have access to the workflow details once it has been launched
 - Save/cancel the workflow
 - Delete the workflow if it has been re-assigned to the initiator (independently to the step number)
 - Delete documents
 - Change any actor of the workflow steps that have not been signed yet
 - Update the confidentiality of the workflow
 - Add Link To workflows
 - Add a comment
- ✓ Once the workflow was closed:
 - Add comments in the virtual post-it of a closed WF.
- The user who has the current step of the workflow assigned or is member of a backup group¹² (workflow **responsible**):
 - ✓ Once the workflow has been started (“In progress/Rejected/On hold”):

¹² Paperless Admins will be able to select a backup group at step level. This means that all members of this backup group will be able to perform any action as if they were the assigned person.

- Access the details of the workflow through the “Workflows to be signed” list
- Edit workflow general information
- Add/review comments
- Add/update/remove/move/download/preview documents and view versions
- Delete documents before the step is signed and provided that the user is the editor of all versions of the document.
- Change any actor of the workflow steps that have not been signed yet
- Sign/reject/put on hold/cancel the step
- Cannot update the confidentiality of the workflow
- Reassign the current step
- ✓ Once the workflow was closed:
 - Add comments in the virtual post-it of a closed WF.
- Any assigned actor of the workflow:
 - Can re-assign the current or subsequent steps of a workflow. This is in order to prevent a workflow from being stopped even if the actor of the current step and/or the initiator of the workflow are on leave.

10.2 Specific rules for non-restricted workflows

The following rules are applicable to **non-restricted** workflows

- Users belonging to the same group of users as the actor of the current step, members of groups FIA and OIA 13 or the initiator will access workflow details in read-only mode:
 - ✓ General information will not be available to be changed
 - ✓ All buttons will be disabled except a “Close” button

¹³ These groups are configurable by Paperless administrator

- ✓ Controls to change actors in the workflow will be disabled **except** for the list to re-assign the actor of the current step
- ✓ Add comments in the virtual post-it of a closed WF.
- Any other user of the system will be able to access the workflow details in read-only mode:
 - ✓ General information will not be available to be changed
 - ✓ All buttons will be disabled except a “Close” button
 - ✓ Controls to change actors in the workflow will be disabled
 - ✓ Add comments in the virtual post-it of a closed WF.

10.3 Specific rules for restricted workflows

Only the following users will have access to **restricted** workflows, regardless the workflow status:

- The initiator of the restricted workflow
- Any actor of the workflow steps: Actors involved in a restricted workflow will have access to workflow information at any moment during the life of the workflow
- Members of the “**paperless-restricted-admin**” group will be able to access the workflow details in read-only mode.

Members of FIA, OIA or of the group owning the current step of the workflow will not have rights to see or access the workflow unless they are the initiator of the workflow, one of its actors or they belong to the specific group with permission for restricted workflows.

Documents attached to steps in restricted workflows will only be displayed by the initiator, the user responsible for the corresponding step and users included in the specific group with permission to see restricted workflows.

Specific rules for restricted workflows are also applicable to:

- Lists (All workflows, workflows pending to be signed and status of initiated workflows).
- Search results.
- Report results.
- Link workflow(s).

This means that the system will not list or offer as search results any workflow they are not allowed to see.

11 Searching for workflows

There are three functionalities that can be used to search for workflows and that can be found through following tabs of the Paperless Routing Slip homepage: “Advanced Search”, “All Workflows” and “Signed Workflows”

11.1 Advanced Search

To search specific workflows in the system there is advanced search functionality available through the tab “Advanced search”.



Figure 21 – Advanced Search tab

This page offers a set of fields that can be used to find specific text in a workflow and specific values in the general fields of a workflow:

Advanced Search














Workflow Subject:	<input type="text"/>
Modified:	From: <input type="text"/>  To: <input type="text"/> 
Deadline:	From: <input type="text"/>  To: <input type="text"/> 
Workflow ID:	<input type="text"/>
Workflow Type:	All 
Workflow Status:	All 
Actor:	Select an Option 
Role in workflow:	All 
Staff Name:	Select an Option 
Urgent:	All 
VAT:	All 
ABAC Commitment:	<input type="text"/>
Contractor:	<input type="text"/>
FWC Reference:	All 
Incident Tick:	All 
Keyword in all fields:	<input type="text"/>
Signed by me WF:	<input type="checkbox"/>

Figure 36 - Advanced Search form

Specifically, it is possible to search workflows based on:

- Workflow Subject
- The date range when the workflow was modified
- The data range by Deadline
- Workflow ID
- Workflow Type
- Workflow Status
- Actor

- The Role in workflow that the selected actor had in the workflow
- Staff Name
- Urgent
- VAT
- ABAC Commitment
- Contractor
- FWC Reference
- Incident Ticket
- Keyword in all fields
- Signed by me WF

Please note that all the system will look for workflows in the system that match with all the requested values. That is, all the fields are concatenated using an "And". For instance when specifying a workflow type "CARRY FORWARD REQUEST" and status "In progress", the system will look for all the workflows of the type "CARRY FORWARD REQUEST" that are "In progress".

When the query is ready, click the "Search" button to search.

The results of the search will appear on a list as follows:

6 workflows found matching your query.

Workflow ID	Workflow Subject	Amount	Workflow Status	Workflow Type	Created	Urgent	Deadline	Contractor	FWC Reference
101256	Contractor Test		In Progress	TRANSFER OF APPROPRIATIONS	21/12/2017	No		Contractor Test	
101255	Test - CR30		In Progress	CONTRACT & COMMITMENT REQUEST	19/12/2017	No		Contractor A	ALTERNATIVE SOFT-ESMA-2014-003-02 Economic and Financial Database
100920	br_jit_phi2	119k	In Progress	CONTRACT & COMMITMENT REQUEST	07/04/2017	No		Updated	ATOS BELGIUM-00-07425 CLOUD Lot2
100803	Purchase of materials	50,000 €	Rejected	PURCHASE ORDER/CONTRACT UNDER PROVISIONAL COMMITMENT	29/03/2017	Yes	30/03/2017	ATOS	ATOS BELGIUM-00-07425 CLOUD Lot2
100800	Purchase of material	50,000 €	In Progress	PURCHASE ORDER/CONTRACT UNDER PROVISIONAL COMMITMENT	29/03/2017	Yes	30/04/2017	ATOS	ATOS BELGIUM-00-07425 CLOUD Lot2
100737	DeCommitment Special Request	850000	Closed	DE-COMMITMENT REQUEST	08/03/2017	Yes	31/03/2017	Easo	CORPORATE TRAVEL MANAGEMENT-EBA-2016-01-OPS-SER-OP Travel Management Services

Figure 37 – Advanced Search results

The following columns are displayed:

- **Workflow ID:** Link to the workflow details.
- **Workflow Subject:** The text added to the "subject" field of the workflow. If the workflow type does not have this field, it will appear empty.
- **Amount:** The text added to the "Amount" field of the workflow. If the workflow type does not have this field or if it does not contain a value, it will appear empty.
- **Workflow Status:** "Draft", "In progress", "Closed" or "Deleted".
- **Workflow Type:** Type of the workflow (i.e. "Approval of Internal Documents")

- **Created:** Date when the workflow was created.
- **Urgent:** This field will have the values “Yes” or “No”.
- **Deadline:** The date added to the “Deadline” field of the workflow. If the workflow type does not have this field or if it does not contain a value, it will appear empty.
- **Contractor:** The text added to the “Contractor” field of the workflow. If the workflow type does not have this field or if it does not contain a value, it will appear empty.
- **FWC Reference:** The text added to the “FWC Reference” field of the workflow. If the workflow type does not have this field or if it does not contain a value, it will appear empty.

Results can also be sorted in the table by clicking on the name of each column.

11.2 All workflows

The tab to access this functionality can be found on the top of the page:

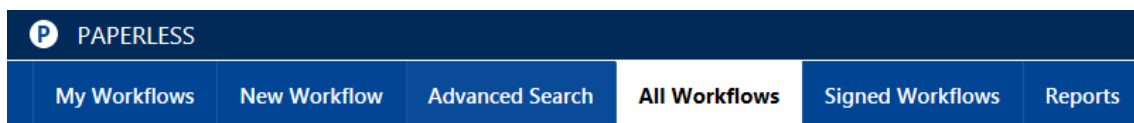


Figure 38 – All workflows tab

This tab shows¹⁴ all non-restricted workflows that are in the system and those restricted workflows where the user is the initiator, an actor, regardless its status. Users included in the group with access to all Paperless Workflows will display all workflows (restricted or not). Specifically the information that will be shown in the list is:

- **Workflow ID:** Number that uniquely identifies the workflow.
- **Link:** Link to the workflow details.
- **Workflow subject:** The text added to the “subject” field of the workflow. If the workflow type does not have this field, it will appear empty.
- **Amount:** The text added to the “Amount” field of the workflow. If the workflow type does not have this field or if it does not contain a value, it will appear empty.

¹⁴ Users with Staff-Ext role assigned will be able to see “All Workflows” tab content but they will not be able to access a specific workflow they have not been part of

- **Workflow status:** “Draft”, “In progress”, “On Hold”, “Closed” or “Deleted”.
- **Workflow type:** Type of the workflow (i.e. “Payment of grants”)
- **Assigned person:** The person responsible of the current step of each workflow. It will appear empty for those workflows “Closed” or “Deleted”.
- **Urgent:** This field will have the values “Yes” or “No”.
- **Created:** Date when the workflow was created.
- **Created by:** Name of the person who launched the workflow.
- **Signed by:** Displays the name of the logged user only in those workflows in which he has signed at least one of the steps.
- **Restricted:** This field will indicate if the workflow is restricted or not. For non-restricted workflows it will be empty and for the restricted a “tick” will be shown.

To narrow the search it is possible to use the filter and sorting capabilities available in the name of its column.

Workflow ID	Link	Workflow Subject	Amount	Workflow Status	Workflow Type	Assigned Person	Urgent	Created	Created By	Signed by	Restricted
100595	100595			In Progress	RECOVERY ORDER REQUEST	Test FIA3	No	13/02/2017 10:57:29	Test FIA1	Test FIA1	
100594	100594			Draft	RECOVERY ORDER REQUEST	Test FIA1	No	13/02/2017 10:29:12	Test FIA1		
100590	100590			In Progress	RECOVERY ORDER REQUEST	Test FIA3	No	13/02/2017 10:11:12	Test FIA1	Test FIA1	✓
100589	100589			In Progress	RECOVERY ORDER REQUEST		No	13/02/2017 09:22:20	Test FIA3		
100588	100588			Draft	RECOVERY ORDER REQUEST	Noelia Barutia	No	13/02/2017 09:01:29	Noelia Barutia		
100585	100585			In Progress	RECOVERY ORDER REQUEST		No	13/02/2017 08:54:18	Test FIA3		
100583	100583			In Progress	RECOVERY ORDER REQUEST		No	13/02/2017 08:40:21	Test FIA3		
100580	100580			In Progress	CONTRACT & COMMITMENT AMENDMENT/INCREASE	Test FIA3	No	10/02/2017 15:21:42	Test FIA1	Test FIA1	
100579	100579			In Progress	CONTRACT & COMMITMENT REQUEST	Test FIA3	No	10/02/2017 15:18:39	Test FIA1	Test FIA1	✓
100578	100578			Closed	PROVISIONAL BUDGETARY COMMITMENT REQUEST or INCREASE		No	10/02/2017 15:05:43	Test FIA3		
100575	100575			In Progress	CONTRACT & COMMITMENT REQUEST	Diego Vidania	No	10/02/2017 14:59:13	Test FIA3		
100574	100574			Draft	CONTRACT & COMMITMENT REQUEST	Test FIA3	No	10/02/2017 14:58:20	Test FIA3		

Figure 39 – All workflows

11.3 Signed Workflows

The tab to access this functionality can be found on the top of the page:

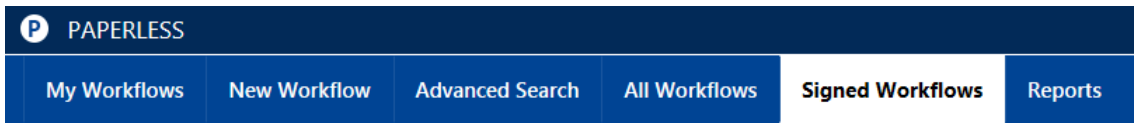


Figure 40 – Signed Workflows tab

This tab displays the workflows in which the user has at least signed one of the step.

By default the screen displays 50 records sorted by the date of the signature of the logged user. If there are more than 50 records the user has to move to the next page by clicking on the arrows. There is no limit in the number of pages, it is possible to search any signed workflow.

Workflow ID	Link	Workflow Subject	Signed Date	Amount	Workflow Status	Workflow Type	Assigned Person	Urgent	Created	Created By	Restricted
100605	100605		11/02/2017		In Progress	CONTRACT & COMMITMENT AMENDMENT/INCREASE	Diego Vidania	No	11/02/2017	Test FIA1	✓
100604	100604		11/02/2017		In Progress	CONTRACT & COMMITMENT AMENDMENT/INCREASE	Default FIA	No	11/02/2017	Test FIA1	✓
100600	100600		11/02/2017		Rejected	RECOVERY ORDER REQUEST		No	11/02/2017	Test FIA1	✓
100599	100599		11/02/2017		Rejected	RECOVERY ORDER REQUEST		No	11/02/2017	Test FIA1	✓
100598	100598		11/02/2017		In Progress	RECOVERY ORDER REQUEST	Test FIA3	No	11/02/2017	Test FIA1	✓
100597	100597		11/02/2017		In Progress	RECOVERY ORDER REQUEST	Test FIA3	No	11/02/2017	Test FIA1	✓
100595	100595		11/02/2017		In Progress	RECOVERY ORDER REQUEST	Test FIA3	No	11/02/2017	Test FIA1	✓
100590	100590		11/02/2017		In Progress	RECOVERY ORDER REQUEST	Test FIA3	No	11/02/2017	Test FIA1	✓
100580	100580		10/02/2017		In Progress	CONTRACT & COMMITMENT AMENDMENT/INCREASE	Test FIA3	No	10/02/2017	Test FIA1	✓
100579	100579		10/02/2017		In Progress	CONTRACT & COMMITMENT REQUEST	Test FIA3	No	10/02/2017	Test FIA1	✓
100570	100570		10/02/2017		In Progress	DE-COMMITMENT REQUEST	Default FIA	No	10/02/2017	Test FIA1	✓
100564	100564		10/02/2017		In Progress	CONTRACT & COMMITMENT REQUEST	Test FIA1	No	10/02/2017	Test FIA1	✓
100563	100563		10/02/2017		In Progress	CONTRACT & COMMITMENT REQUEST	Default Staff	No	10/02/2017	Test FIA1	✓
100562	100562		10/02/2017		Rejected	CONTRACT & COMMITMENT REQUEST		No	10/02/2017	Test FIA1	✓
100561	100561		10/02/2017		Rejected	CONTRACT & COMMITMENT REQUEST		No	10/02/2017	Test FIA1	✓
100559	100559		10/02/2017		In Progress	CONTRACT & COMMITMENT REQUEST	Test FIA3	No	10/02/2017	Test FIA1	✓
100557	100557		10/02/2017		In Progress	RECOVERY ORDER REQUEST	Test FIA1	Yes	10/02/2017	Test FIA1	✓
100556	100556		09/02/2017		Closed	RECOVERY ORDER REQUEST		No	09/02/2017	Test FIA1	✓

Figure 41 – Signed Workflows results

Specifically the information that will be shown in the list is:

- **Workflow ID:** Number that uniquely identifies the workflow.
- **Link:** Link to the workflow details.
- **Workflow Subject:** The text added to the “subject” field of the workflow. If the workflow type does not have this field, it will appear empty.
- **Signed Date:** The date in which the workflow was last signed by the current user.
- **Amount:** The text added to the “Amount” field of the workflow. If the workflow type does not have this field or if it does not contain a value, it will appear empty.
- **Workflow Status:** “Draft”, “In progress”, “Closed”, “Rejected” or “Deleted”.
- **Workflow Type:** Type of the workflow.
- **Assigned Person:** The person responsible of the current step of each workflow. It will appear empty for those workflows “Closed” or “Deleted”.
- **Urgent:** This field will have the values “Yes” or “No”.

- **Created:** Date when the workflow was created.
- **Created By:** Name of the person who launched the workflow.
- **Restricted:** This field will indicate if the workflow is restricted or not. For non-restricted workflows it will be empty and for the restricted a “tick” will be shown.

To narrow the search it is possible to use the filter and sorting capabilities available in the name of its column.

12 Reports

The tab to access this functionality can be found on the top of the page:

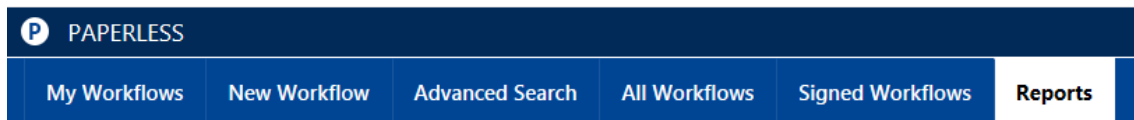


Figure 42 – Reports tab

12.1 Reports home page

PAPERLESS

My Workflows | New Workflow | Advanced Search | All Workflows | Signed Workflows | **Reports**

1 **New Report**

- Report Templates
- My Reports

2 **New Report**

SELECT DATA

Created *: From: To:

Workflow type: All

Workflow status: All

Actor: Select an Option

Role in workflow: All

Restricted: All

Created by: Select an Option

Keyword in all fields:

Note: Search by **keyword in all fields** may take up to one minute.

Clear Generate Report

Figure 43 - Reports home page

This page is divided into the following main areas:

1. A “report quick access” menu that provides quick access to the functionalities to create new reports, access saved report templates and “My reports”.
2. The main area where the page selected in the “report quick access” menu is displayed.

12.2 Create a new report









By clicking on the “New report” option under the “report quick access menu” displayed on the left hand side of the page, the system will load the page shown in Figure 30. This page allows users to define the parameters to generate a report.

Please note that it is mandatory to specify the “Created” time range and that the input dates should not exceed one year.

After providing all the needed parameters in the page, please click the button “Create Report” located at the bottom of the page to obtain results from the application.

New Report

SELECT DATA

Created *:	From: <input type="text"/> 	To: <input type="text"/> 
Workflow type:	All 	
Workflow status:	All 	
Actor:	Select an Option 	
Role in workflow:	All 	
Restricted:	All 	
Created by:	Select an Option 	
Keyword in all fields:	<input type="text"/>	

Note: Search by **keyword in all fields** may take up to one minute.

Figure 44 - Report input parameters



NOTE: When a report outcome exceeds 200 records and in order to avoid performance issues, the report will not be displayed on screen and will be automatically saved under the “My reports” section when the user clicks ‘Show steps’. System will display the following message:

Due to the large amount of data being processed, the report will automatically be saved in the “My Reports” section when it has finished executing.

You can also use the “Clear” button to automatically clear all fields from this page.

New Report

SELECT DATA

Created *:	From: <input type="text"/>  To: <input type="text"/> 
Workflow type:	<input type="text" value="All"/>
Workflow status:	<input type="text" value="All"/>
Actor:	<input type="text" value="Select an Option"/>
Role in workflow:	<input type="text" value="All"/>
Restricted:	<input type="text" value="All"/>
Created by:	<input type="text" value="Select an Option"/>
Keyword in all fields:	<input type="text"/>

Note: Search by **keyword in all fields** may take up to one minute.

Figure 45 - Clear fields

12.3 Report outcome (results)

Results obtained when using the reports functionality are listed as displayed in the following image:

67 workflows found matching your query.

Workflow ID	Workflow Subject	Workflow Status	Workflow Type	Created By	Created	Assigned Person	Step Number	Restricted	Urgent	Deadline	Payment Order	Provider	ABAC Commitment	Amount
100507		Draft	PROVISIONAL BUDGETARY COMMITMENT REQUEST or INCREASE	Test PCO1	01/02/2017	Test PCO1	1	Non Restricted	No					
100545	C98_21	In Progress	PROVISIONAL BUDGETARY COMMITMENT REQUEST or INCREASE	Test FIA1	06/02/2017	Test FIA1	4	Non Restricted	Yes	17/02/2017			ABAC Commitment	125898
100544		In Progress	VAT EXCEPTION CERTIFICATE REQUEST	Test FIA1	03/02/2017	Default Acc O	2	Non Restricted	No	12/06/2017				
100514	C98_A	In Progress	DE-COMMITMENT REQUEST	Test PCO1	01/02/2017	Test FIA1	3	Non Restricted	No					
100516		Draft	DE-COMMITMENT REQUEST	Test FIA1	02/02/2017	Test FIA1	1	Non Restricted	No					
100532		Deleted	DE-COMMITMENT REQUEST	Test FIA1	02/02/2017		1	Non Restricted	No					
100540		In Progress	DE-COMMITMENT REQUEST	Test FIA1	02/02/2017	Test FIA1	3	Restricted	No					
100543		In Progress	DE-COMMITMENT REQUEST	Test FIA1	03/02/2017	Test AO1	5	Non Restricted	No	12/03/2017				
100546	C98_22	In Progress	DE-COMMITMENT REQUEST	Test FIA1	06/02/2017	Test FVA2	4	Restricted	Yes	18/02/2017			ABAC Commitment	852000
100488		Draft	CONTRACT & COMMITMENT AMENDMENT/INCREASE	Test PCO1	01/02/2017	Test PCO1	1	Non Restricted	No					
100489	C98_3	In Progress	CONTRACT & COMMITMENT AMENDMENT/INCREASE	Test PCO1	01/02/2017	Test PCO1	10	Non Restricted	No					

Figure 46 - Report outcome

- By default the report outcome displays the following information for each workflow found:
 - a. Workflow ID
 - b. Workflow Subject
 - c. Workflow Status
 - d. Workflow Type
 - e. Created By
 - f. Created
 - g. Assigned Person
 - h. Step Number
 - i. Restricted
 - j. Urgent
 - k. Deadline

- l. Payment Order
 - m. Provider
 - n. ABAC Commitment
 - o. Amount
- Number of Workflows found matching user query.
 - Pagination if result number is greater than 50.

You can **enhance the report outcome including details of all the steps in each workflow**. This functionality is accessible by clicking on “Show steps” button (see Figure 47 - Show steps). This action will modify the report outcome so that it includes columns with details on who is the assigned actor and corresponding role of each step of the workflow in question, the days taken to sign or reject each workflow step, the date in which the step was signed or rejected and the comment introduced when a workflow step is rejected.

- Step 1 Assigned To (repeated)
- Role (repeated)
- Days to sign/reject (repeated)
- Signed date (repeated)
- Rejected date (repeated)
- Rejected comment (repeated)

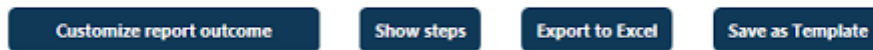
Amount	Step 1						Step 2						Step 3						Step 4		D si
	Assigned To	Role	Days to sign/reject	Signed date	Rejected date	Rejected comment	Assigned To	Role	Days to sign/reject	Signed date	Rejected date	Rejected comment	Assigned To	Role	Days to sign/reject	Signed date	Rejected date	Rejected comment	Assigned To	Role	
	Test PCO1		0	02/02/2017	-	-													Test PCO1		0
	Test PCO1		0	01/02/2017	-	-															
	Test PCO1		0	01/02/2017	-	-															
100485	Test FIA1		0	01/02/2017	-	-															
	Test FIA1		0	01/02/2017	-	-															
	Test FIA1		0	01/02/2017	-	-															

Customize report outcome Show steps Export to Excel Save as Template

Figure 47 - Show steps

12.3.1 How to customize a report outcome

Once you obtained a report outcome, it is possible to decide which columns should be displayed by default in the report outcome, the columns displayed order and how data should be sorted (e.g. ascending or descending order). This functionality is available through the “Customize report outcome” displayed below the report outcome.



For example, in Figure 48, the “Amount” column is not checked, therefore, it will not be displayed in the reports outcome.

This customization can be applied one single time, clicking on the “OK” button, or it can be applied to all reports executed henceforth by clicking on “Save Settings”. This is, by saving these settings, the next time you log into the application the system will remember the preferences on the report outcome parameters, position and sorting defined.

Customize Report Columns

Display	Column Name	Position
<input checked="" type="checkbox"/>	Workflow ID	1
<input checked="" type="checkbox"/>	Workflow Subject	2
<input checked="" type="checkbox"/>	Workflow Status	3
<input checked="" type="checkbox"/>	Workflow Type	4
<input checked="" type="checkbox"/>	Created By	5
<input checked="" type="checkbox"/>	Created	6
<input checked="" type="checkbox"/>	Assigned Person	7
<input checked="" type="checkbox"/>	Step Number	8
<input checked="" type="checkbox"/>	Restricted	9
<input checked="" type="checkbox"/>	Urgent	10
<input checked="" type="checkbox"/>	Deadline	11
<input checked="" type="checkbox"/>	Payment Order	12
<input checked="" type="checkbox"/>	Provider	13
<input checked="" type="checkbox"/>	ABAC Commitment	14
<input type="checkbox"/>	Amount	15

Sort
Sort by the column
Workflow ID

Show items in ascending order
 Show items in descending order

Save Settings

OK Cancel

Figure 48 - Customize report outcome

12.3.2 How to save a report outcome

It is possible to save the report outcome by clicking on the “Export to Excel” button displayed below the report outcome.

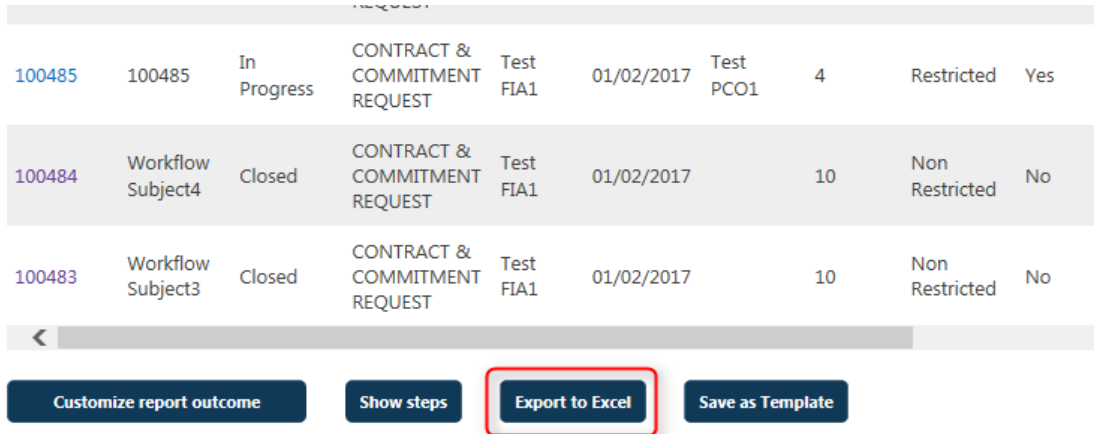


Figure 49 - Export to excel

The report will be saved and stored under the “My reports” section in two formats:

- HTML format
- Excel file format

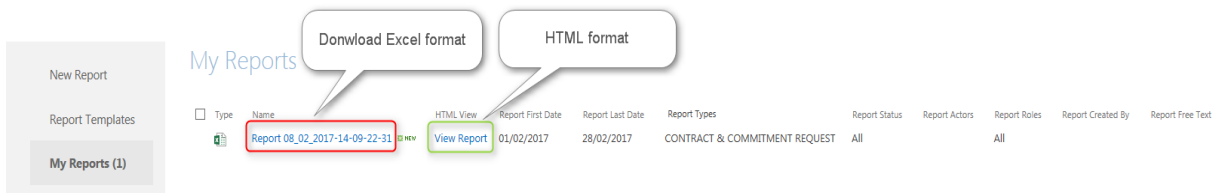


Figure 50 - My reports

By default, the name of the report is saved with the date and time when the report was generated.

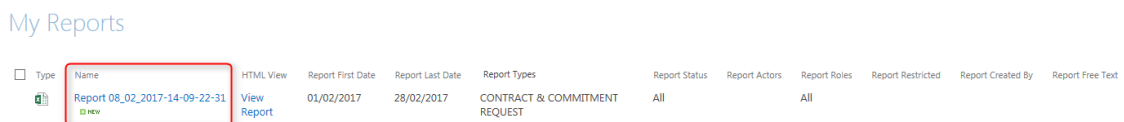


Figure 51 - Report name

12.4 Report Templates

Report templates can be used as a starting point for new reports by using a previously defined query. It is also possible to share these templates with other users. Moreover, users can specify the frequency to automatically receive a specific report defined in a template.

12.4.1 How to create a report template

Once a report is generated it is possible to save it as a template by clicking on the “Save as template” button (see Figure 38). These templates will contain the values provided in the fields to generate the report.

DATA FOR REPORT

6 workflows found matching your query.

Workflow ID	Workflow Subject	Workflow Status	Workflow Type	Created By	Created	Assigned Person	Step Number	Days To Close	Restricted	Urgent	Deadline	Payment Order	Provider	ABAC Commitment	Amount
100546	C98_22	In Progress	DE-COMMITMENT REQUEST	Test FIA1	06/02/2017	Test FVA2	4		Restricted	Yes	18/02/2017			ABAC Commitment	852000
100543		In Progress	DE-COMMITMENT REQUEST	Test FIA1	03/02/2017	Test AO1	5		Non Restricted	No	12/03/2017				
100540		In Progress	DE-COMMITMENT REQUEST	Test FIA1	02/02/2017	Test FIA1	3		Restricted	No					
100532		Deleted	DE-COMMITMENT REQUEST	Test FIA1	02/02/2017		1		Non Restricted	No					
100516		Draft	DE-COMMITMENT REQUEST	Test FIA1	02/02/2017	Test FIA1	1		Non Restricted	No					
100514	C98_A	In Progress	DE-COMMITMENT REQUEST	Test PCO1	01/02/2017	Test FIA1	3		Non Restricted	No					

Figure 52 - Save report as Template

After clicking on “Save as template” button the system will display “Report Template” section. Please provide a “Template Name” and click on “Save Template” button.

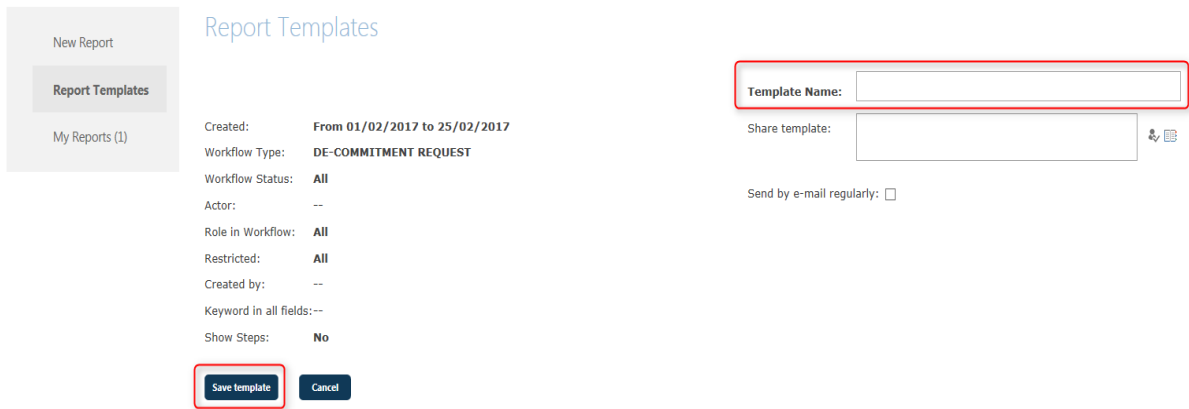


Figure 53 - Report Template

Once the template has been saved, it will be displayed in “Report Template” table (see Figure 40).

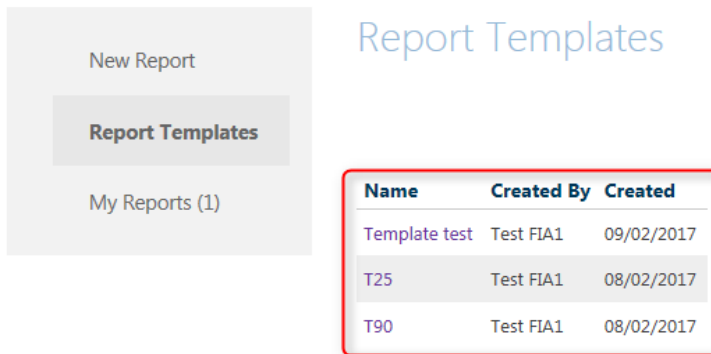
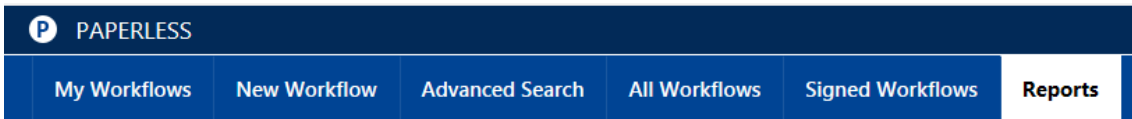


Figure 54 - Report template list

12.4.2 How to generate a report from a template

From the “Report Templates” section it is possible to generate a report using a criteria already saved on a report template. In order to do so, click on the name of a report template. Its details will be loaded on the right side of the page. You can use the button “Generate report” in order for the system to generate a report outcome based on the selected template.

Report Templates

Name	Created By	Created
Template test	Test FIA1	09/02/2017
T25	Test FIA1	08/02/2017
T90	Test FIA1	08/02/2017

REPORT DETAILS

Created: From 01/02/2017 To 25/02/2017
 Workflow Type: DE-COMMITMENT REQUEST
 Workflow Status: All
 Actor:
 Role in Workflow: All
 Restricted: All
 Created by:
 Keyword in all fields:
 Show Steps: No

TEMPLATE DETAILS

Shared with:
 Send by email regularly: No
 Period:
 Frequency:
 Recipients:

Generate Report Edit Template Delete Template

Figure 55 - Report Templates detail

Reports generated will also offer buttons to “Customize report outcome” (see section 12.3.1), “Show steps” and “Export to Excel”. (See Figure 42).

PAPERLESS

My Workflows New Workflow Advanced Search All Workflows Signed Workflows Reports

New Report

DATA FOR REPORT

6 workflows found matching your query.

Workflow ID	Workflow Subject	Workflow Status	Workflow Type	Created By	Created	Assigned Person	Step Number	Days To Close	Restricted	Urgent	Deadline	Payment Order	Provider	ABAC Commitment	Amount
100546	C98_22	In Progress	DE-COMMITMENT REQUEST	Test FIA1	06/02/2017	Test FVA2	4		Restricted	Yes	18/02/2017			ABAC Commitment	852000
100543		In Progress	DE-COMMITMENT REQUEST	Test FIA1	03/02/2017	Test AO1	5		Non Restricted	No	12/03/2017				
100540		In Progress	DE-COMMITMENT REQUEST	Test FIA1	02/02/2017	Test FIA1	3		Restricted	No					
100532		Deleted	DE-COMMITMENT REQUEST	Test FIA1	02/02/2017		1		Non Restricted	No					
100516		Draft	DE-COMMITMENT REQUEST	Test FIA1	02/02/2017	Test FIA1	1		Non Restricted	No					
100514	C98_A	In Progress	DE-COMMITMENT REQUEST	Test PCO1	01/02/2017	Test FIA1	3		Non Restricted	No					

Customize report outcome Show steps Export to Excel

Figure 56 - Data for Report Template

12.4.3 How to edit a report template

The details of a report template (e.g. name) can be modified at any moment but not the criteria introduced to generate the reports (e.g. “Actor” or “Role in a workflow” fields).

In order to modify a template details click on “Edit Template” button.



Figure 57 - Edit Template

You can modify the “Template Name”, “Share template” and “Send by e-mail regularly” (see Figure 44) fields.

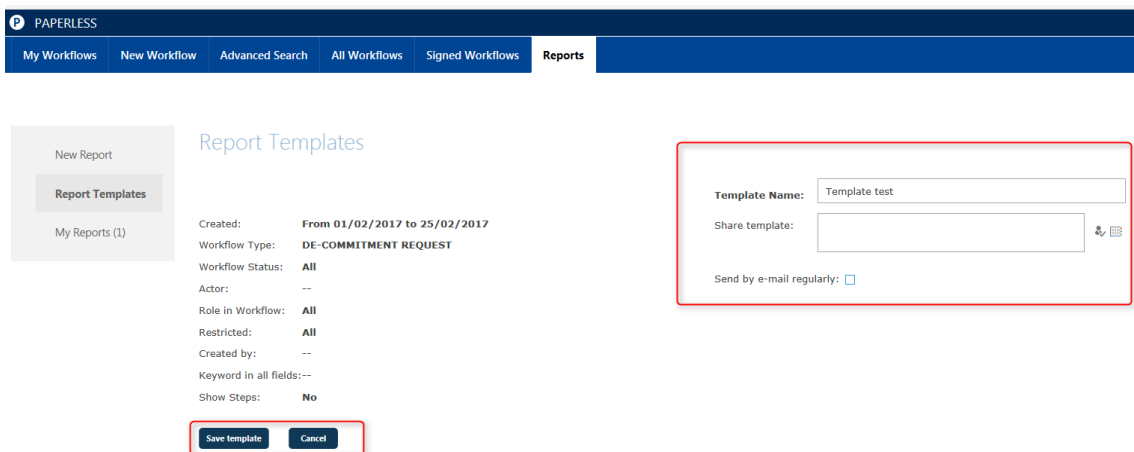


Figure 58 - Edit template

After updating all the relevant information, click on the “Save template” button in order to save changes.

12.4.4 How to delete a report template

Templates can be deleted by using the button “Delete template” displayed after selecting the corresponding template, as shown in the following image.

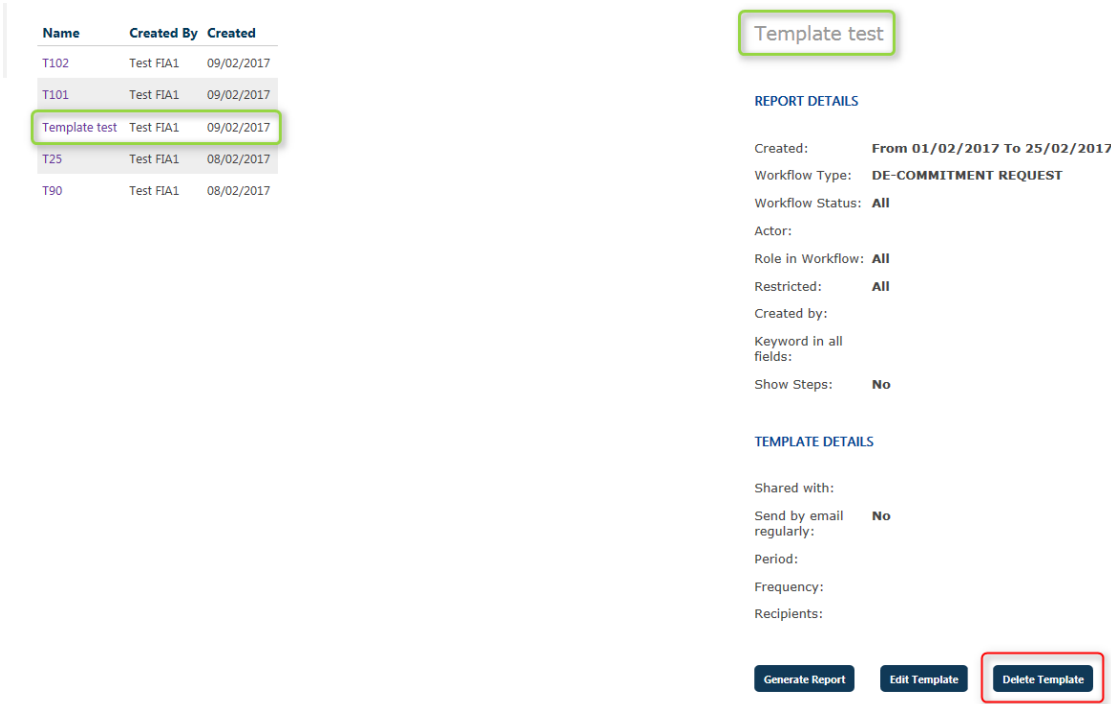


Figure 59 - Delete Template

A message is displayed to confirm the deletion (see Figure 45)

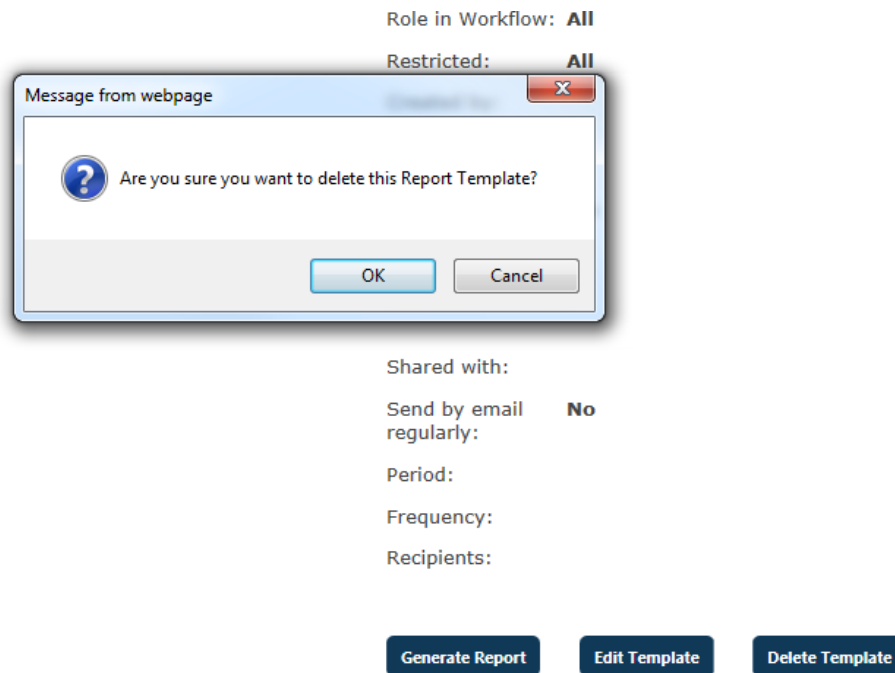


Figure 60 - Confirm delete template

After clicking "OK" the application will delete the template and you will see a confirmation message (see Figure 46). The template will no longer be displayed in the template list. Please use the button "Cancel" in the confirmation question in order to cancel the deletion of the template.

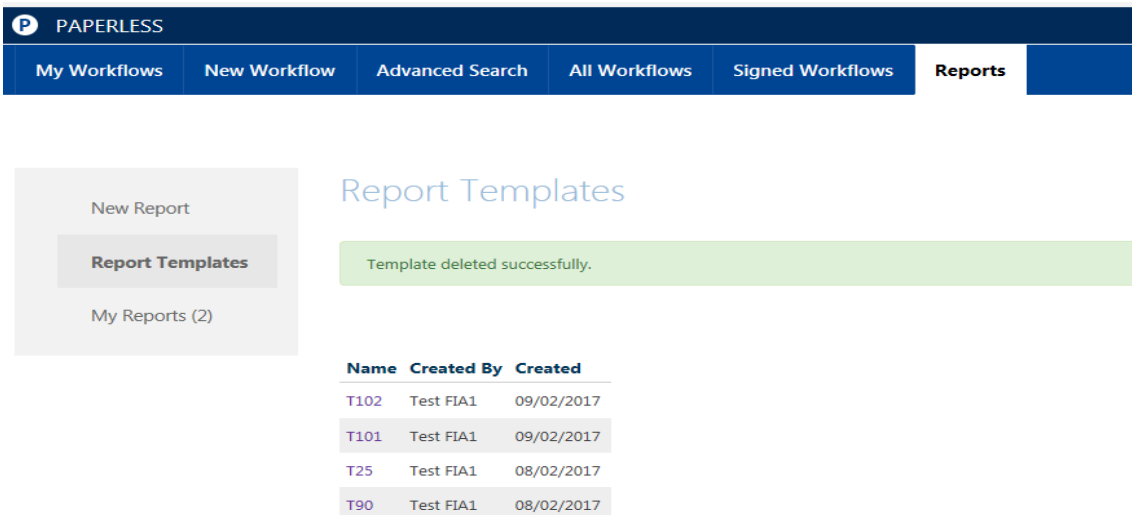


Figure 61 - Template deleted successfully

12.4.5 How to share a report template

Templates can be shared with other users. The icon displayed at the right of the “Share template” field allows you to choose the users to share the template with (see Figure 48)

Template Name:

Share template: 

Figure 62 - Share template

By clicking on this icon you will be able to select users to share the template as explained in Figure 49.

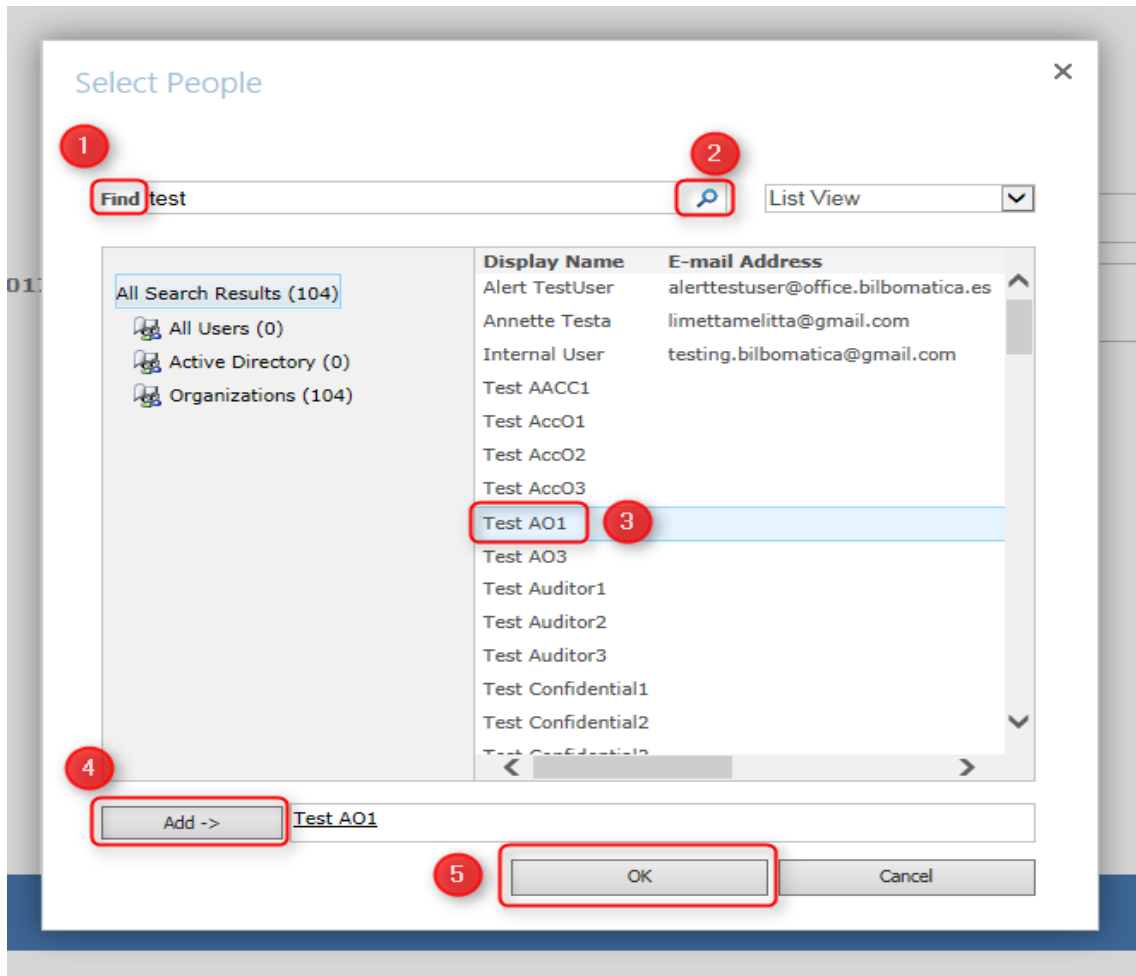


Figure 63 - Select users to share the template with



Figure 64 - Select users to share the template with

Users with access to a template will automatically receive an e-mail to view or reject the template. If the email recipient rejects to have access to the shared template, the template will automatically be deleted from his/her list of templates.

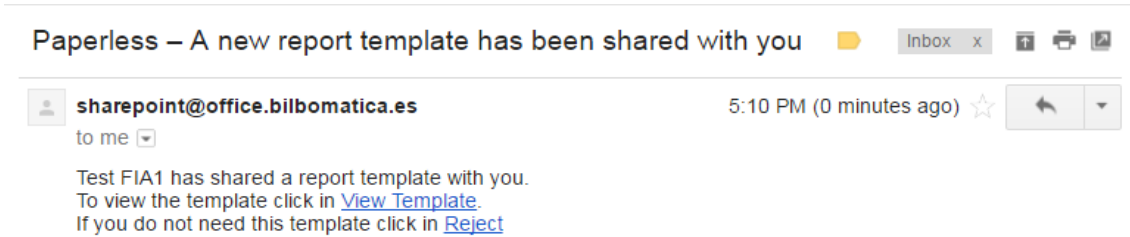



Figure 65 - E-mail content received when a template has been shared


12.4.6 How to receive reports by e-mail on a regular basis


Users can use the application to receive report by e-mail on a regular basis. This can be done by ticking the “Send by e-mail regularly” checkbox (see Figure 66). It opens a new section which allows configuring the frequency and the starting and ending date of the automatic emails and the report recipients. By default in the “Report recipients” list the application will add the template owner.

Template Name:

Share template: 

Send by e-mail regularly:

Start Date:
 

End Date (optional):
 

Frequency:


Daily

Weekly

Monthly

Yearly

Report recipients:



Default template owner

Figure 66 - Automatic report sending configuration

Automatic reports sent by e-mail will contain an excel file format with the report information defined in the corresponding template.

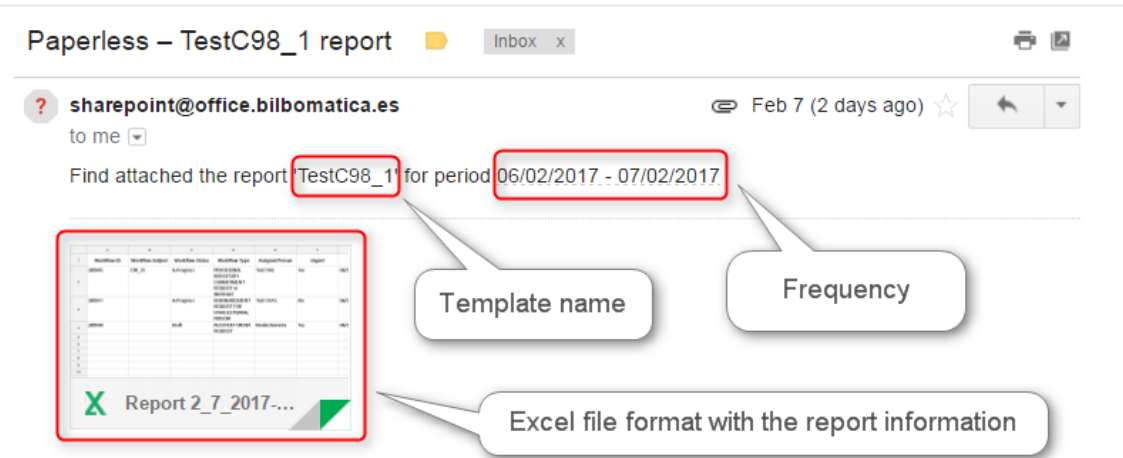


Figure 67 - Report received by e-mail

12.5 How to save a report outcome

It is possible to save the report outcome by clicking on the “Export to Excel” button.

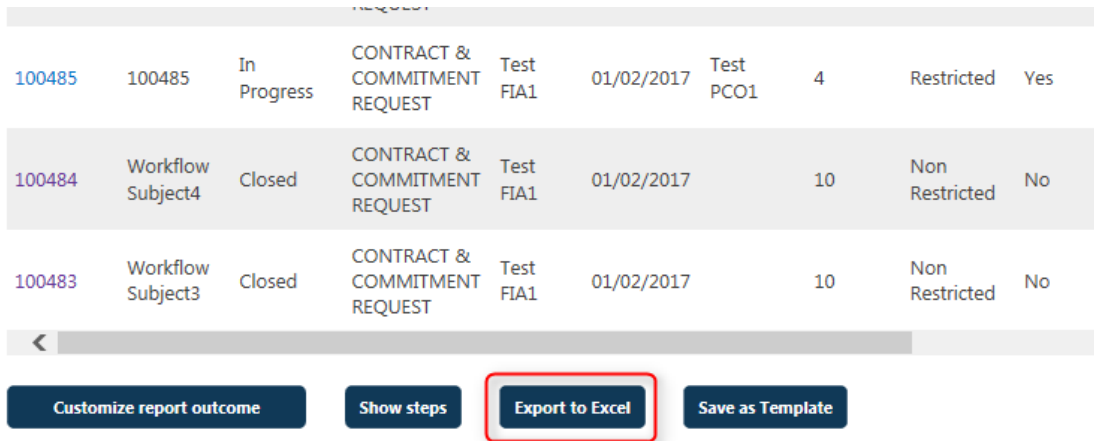


Figure 68 - Report saved in "My reports"

The report will be saved and stored under the “My reports” section in two formats:

- HTML format
- Excel file format



Figure 69 – My Reports view

12.5.1 How to download a report in Excel format

In order to download a report in Excel format, click on the report name and provide a valid username and password.

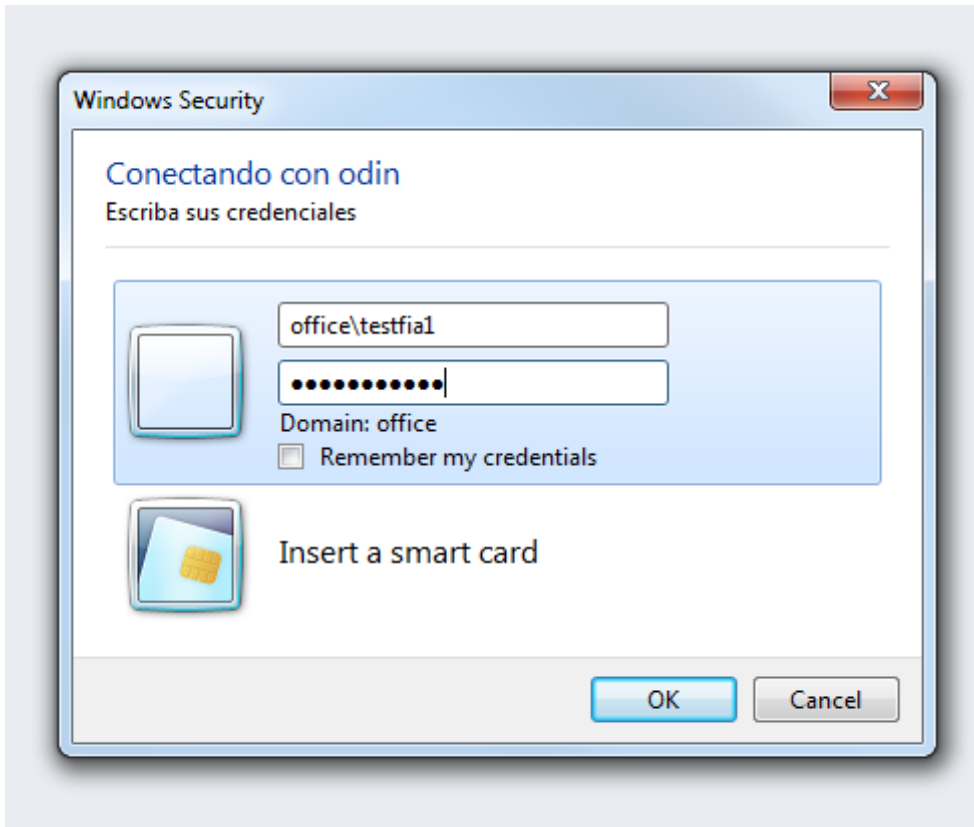


Figure 70 - Enter username and password to view excel report

Workflow ID	Workflow Subject	Workflow Status	Workflow Type	Created By	Created	Assigned Person	Step Number	Days To Close	Restricted	Urgent	Deadline	Payment Order	Provider	ABAC Commitment	Amount
100557		In Progress	RECOVERY ORDER REQUEST	Test FIA1	10/02/2017	Test FIA1	8		Restricted	Yes	12/03/2017				
100556		Closed	RECOVERY ORDER REQUEST	Test FIA1	09/02/2017		8	0	Non Restricted	No					
100554		Closed	RECOVERY ORDER REQUEST	Test FIA1	09/02/2017		8	0	Non Restricted	No					
100553		Closed	CONTRACT & COMMITMENT AMENDMENT/INCREASE	Test FIA1	09/02/2017		10	0	Non Restricted	No					
100552		Draft	RECOVERY ORDER REQUEST	Test OVA1	08/02/2017	Test OVA1	1		Non Restricted	No					
100548		Draft	RECOVERY ORDER REQUEST	Noelia Barrutia	06/02/2017	Noelia Barrutia	1		Non Restricted	Yes					153 testing
100547		In Progress	REIMBURSEMENT REQUEST FOR STAFF/EXTERNAL PERSON	User EXT	06/02/2017	Test OVA1	3		Non Restricted	No					
100546	C98_22	In Progress	DE-COMMITMENT REQUEST	Test FIA1	06/02/2017	Test FVA2	4		Restricted	Yes	18/02/2017			ABAC Commitment	852000

Figure 71 - Report excel format

12.5.2 How to view a report in HTML format

In order to see a report in html format go to “My Reports” and click on “View Report”

My Reports

Report generated successfully.

Type	Name	HTML View	Report First Date	Report Last Date	Report Types	Report Status	Report Actors	Report Roles	Report Restricted	Report Created By	Report Free Text
<input type="checkbox"/>	Report 10_02_2017-10-01-21-31	View Report	31/01/2017	26/02/2017	All	All		All			
<input checked="" type="checkbox"/>	Report 10_02_2017-09-47-38-31	View Report	26/12/2016	12/03/2017	RECOVERY ORDER REQUEST	In Progress	office@testfia1	FIA		office@testfia1	Sed ut perspiciatis
<input checked="" type="checkbox"/>	Report 10_02_2017-09-03-51-31	View Report	26/12/2016	26/02/2017	All	All		All			
<input checked="" type="checkbox"/>	Report 10_02_2017-09-03-06-51	View Report	04/01/2017	26/02/2017	CONTRACT & COMMITMENT REQUEST	All	office@testfia1	All			
<input checked="" type="checkbox"/>	Report 09_02_2017-16-06-59-31	View Report	01/02/2017	15/02/2017	All	All		All			
<input checked="" type="checkbox"/>	Report 08_02_2017-14-09-22-31	View Report	01/02/2017	28/02/2017	CONTRACT & COMMITMENT REQUEST	All		All			

Figure 72 - View Report in My Report

The report will be opened in another tab.

PAPERLESS																
My Workflows New Workflow Advanced Search All Workflows Signed Workflows Reports																
Report Viewer																
Workflow ID	Workflow Subject	Workflow Status	Workflow Type	Created By	Created	Assigned Person	Step Number	Days To Close	Restricted	Urgent	Deadline	Payment Order	Provider	ABAC Commitment	Amount	
100557		In Progress	RECOVERY ORDER REQUEST	Test FIA1	10/02/2017	Test FIA1	8		Restricted	Yes	12/03/2017					
100556		Closed	RECOVERY ORDER REQUEST	Test FIA1	09/02/2017		8	0	Non Restricted	No						
100554		Closed	RECOVERY ORDER REQUEST	Test FIA1	09/02/2017		8	0	Non Restricted	No						
100553		Closed	CONTRACT & COMMITMENT AMENDMENT, INCREASE	Test FIA1	09/02/2017		10	0	Non Restricted	No						
100552		Draft	RECOVERY ORDER REQUEST	Test OVA1	08/02/2017	Test OVA1	1		Non Restricted	No						
100548		Draft	RECOVERY ORDER REQUEST	Noelia Barruta	06/02/2017	Noelia Barruta	1		Non Restricted	Yes					153 testin	
100547		In Progress	REIMBURSEMENT REQUEST FOR STAFF/EXTERNAL PERSON	User EXT	06/02/2017	Test OVA1	3		Non Restricted	No						
100546	C98_22	In Progress	DE-COMMITMENT REQUEST	Test FIA1	06/02/2017	Test FVA2	4		Restricted	Yes	18/02/2017			ABAC Commitment	852000	
100545	C98_21	Rejected	PROVISIONAL BUDGETARY COMMITMENT REQUEST or INCREASE	Test FIA1	06/02/2017	Test FIA1	1		Non Restricted	Yes	17/02/2017			ABAC Commitment	125898	
100544		In Progress	VAT EXCEPTION CERTIFICATE REQUEST	Test FIA1	03/02/2017	Default Acc O	2		Non Restricted	No	12/06/2017					
100543		In Progress	DE-COMMITMENT REQUEST	Test FIA1	03/02/2017	Test AO1	5		Non Restricted	No	12/03/2017					
100542		In Progress	RECOVERY ORDER REQUEST	Test FIA1	03/02/2017	Default OVA	4		Non Restricted	No	12/04/2017					

Figure 73 - Report Viewer

13 Notifications Service

A reminder e-mail with a summary of all workflows that they have pending of signing, is sent to users. The frequency of e-mails delivery is defined by administrators, being initially set to 24hrs. The e-mail will contain a list of workflows pending of being signed grouped by “URGENT/NON-URGENT”. It will show in first place the most urgent workflows.

As a general rule, the workflow in “On hold” status will be excluded from the list. The Paperless administrator can decide whether the “On hold” workflows are included or not in notifications.

The content of the aforementioned notifications is as follows:

Subject	Paperless file for your action
Body	<p>Dear [User Name],</p> <p>URGENT WORKFLOWS</p> <p>The file [WF Subject] [WF Status] is pending your action.</p> <p>Please click on this link: [WF Link]</p>

NON-URGENT WORKFLOWS

The file [WF Subject] [WF Status] is pending your action.
Please click on this link: [WF Link]

This is an automated message, please do not reply.

Where:

- (3) [WF Subject] is the subject of the workflow
- (4) [WF Status] is the status of the workflow
- (5) [WF Link] is the link to the workflow
- (6) [User Name] is the Display Name of the assigned user.

Dear Default OIA,

NON-URGENT WORKFLOWS

The file **CR26 - Emails** (In Progress) is pending your action. Please, click on this link: [101149](#)

The file **CR26 - User** (In Progress) is pending your action. Please, click on this link: [101155](#)

The file **CR26 - Emails (2)** (In Progress) is pending your action. Please, click on this link: [101156](#)

The file **Test - CR26 - email (3)** (In Progress) is pending your action. Please, click on this link: [101157](#)

The file **Test - CR26 - 1** (In Progress) is pending your action. Please, click on this link: [101167](#)

The file **Test - CR26 - 4** (In Progress) is pending your action. Please, click on this link: [101170](#)

The file **Test - CR26 - 5** (In Progress) is pending your action. Please, click on this link: [101173](#)

Figure 74 – Notification Email



14 Printing Service

Paperless generates PDF files with the information of each **Closed** and **Deleted** workflow.

This PDF file is available from the workflow interface as shown in the following image.

My Workflows | [New Workflow](#) | [All Workflows](#) | [Signed Workflows](#) | [Advanced Search](#) | [Reports](#)

WORKFLOW TYPE TRANSFER OF APPROPRIATIONS
WORKFLOW ID 101253
WORKFLOW STATUS CLOSED

Restricted:

Urgent:

Workflow Subject:

Justification:

ABAC Reference:

Amount Year N:

SP-paperless-local-fla:

SP-paperless-local-fla:

OVA:

AO:

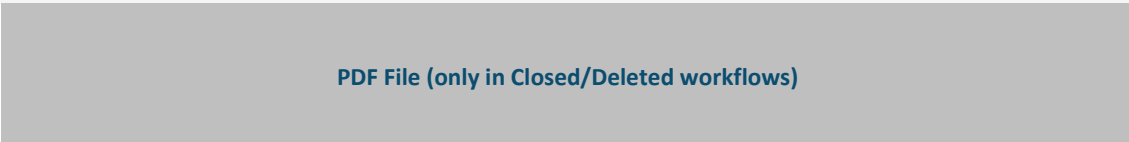
FVA:

TRANSFER OF APPROPRIATIONS	WFID: 101253
Restricted Workflow: Non Restricted	
Urgent : no	
Workflow Subject:	
Justification:	
ABAC Reference:	
Amount Year N:	

PDF File

Figure 75 – Link to printable document

The content of the printable document is as follows:



Workflow Information

- A header with the Workflow Title and Workflow ID
- General Fields
- Actors assigned and the description of each step
- Comments

An index with the attached documents in the workflow and their print order.

NOTE: Please note that only the following formats are allowed:

Index

- **Word Documents:** .doc, .docx
- **Excel Documents:** .xls (*), .xlsx
- **PDF Documents:** .pdf
- **Images:** .png, .gif, .jpg, .bmp, .jpeg

Those documents with a different extension, they will be shown as “(not printed)”.

(*) Warning: Even though .xls files are allowed, as the previsualization in OWA is not supported, we do not recommend to add files with this format.

Figure 76 – Index

ABAC ACCESS REQUEST	WFID: 100732
Main documents:	
1. 100732 Main.xlsx	
Supporting documents:	
1. 100732 Supporting.docx	
Documents to be signed in ABAC:	
1. 100732 ABAC.xlsx	
Documents to be signed on paper:	
1. 100732 To be signed on paper.odt	(not printed)
Signed documents:	
1. 100732 Paper signed docs.docx	

[Index](#)

Attached Files

Attached files will be separated by sections and only the documents with an allowed extension will be included in the printed file.

Logs

It will be included a table with all actions done in the workflow. This table will have the following columns:

- Creation Date
- Step Number
- Workflow Status
- Action Taken
- Assigned Person
- Computer Name
- Action Details
- Workflow Comment