

2_ePlg_Start_Project_Workflow_InitiateWorkflow_edit

Before IDT members can actually jump in and start working, you, the team lead, must first start the workflow process. Don't worry. This is not at all difficult, and after a brief explanation of the workflow process you'll be comfortable with this procedure. The E-planning workflow feature is a background program that assists the team lead and others with organizing and indicating what specific tasks should be completed next. The workflows are based on a sequence of tasks set forth in the BLM land use planning and NEPA handbooks. Keep in mind that in E-planning the workflows will vary slightly according to the type of project you created. Once a workflow has been initiated, the system will begin to send task and notification messages to the E-planning inbox for each person who has been assigned a task. The messages will differ depending on the specific role or roles an individual has on a project. As the tasks are completed, the workflow moves on to the next step of the process and then sends out tasks via inbox messages for the subsequent steps until the project is complete. One of the benefits of E-planning's workflow feature is that it helps the team lead with the document management process. Now that we have a better understanding of what workflows are, let me demonstrate how to actually initiate the process.

Once inside E-planning's webtop environment, you'll first need to navigate to your project folder. If you created a subscription to it, it would be much easier to find, but if not, you'll need to find it in the E-planning file directory. Once you find your project folder, right click on it to call forth the context menu and select the option E-planning project and start workflow. A new information window will pop

up with a message stating project workflow was successfully created. Click the OK button at the bottom of this screen. That's all there is too starting your project workflow. Wasn't that easy. Once the project workflow has successfully started, a message will appear in the team lead's E-planning inbox. Up until now, you have only briefly shared information about your E-planning inbox, so now we will transition to the next objective of this lesson, which is how to work with your inbox task and notification messages.