

Advanced Workflow Workshop

Practice*Evolve* PLUS



The Advanced Workflow Training is a full day workshop, at your office, with the members of your staff who are tasked with coding workflows.

The purpose of the training is to provide your workflow administrators with the information required to build workflows in PE. Prior to the training, please prepare draft workflows on paper, or using flow diagram software so that we can build the workflows in PE in your workshop.

Overview and workshop | 9:30 am to 4:30 pm

Training Topics
Recap of Introduction to Workflow <ul style="list-style-type: none">• Core workflow elements (task, new documents, attribute and delay)• Core structural elements (branches, loops and sub-workflows)
Create workflows in PE based on your draft workflows using core workflow elements and core structural elements

Training requirements

The training workshop will be conducted in your live system, and Workflows created for use in PE should be stored within the library of your live environment in preparation for your go live day.

Please ensure that the correct version of PE has been installed by your IT department prior to training. Unfortunately, due to timing constraints and/or IT policies, our trainer cannot install this for you.

It is our preference for you to send the draft workflows to us by email so that we can review and prepare for your training. This ensures that we are able to build functional workflows during the workshop. If you are unable to do so, please call us on 02 9046 6900.

Attendance Type	Targeted to	No. of Attendees	Duration
Onsite Training	Workflow Administrators	5P (maximum)	1 day