Workflow in RocketDMS

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From : http://en.wikipedia.org/wiki/Workflow

*"A **workflow** consists of a sequence of connected steps. It is a depiction of a sequence of operations, declared as work of a person, a group of persons,   [1] an organization of staff ....."*

"A workflow is a model to represent real work for further assessment, e.g., for describing a reliably repeatable sequence of operations..."

Workflow in RocketDMS implements exactly this concept. We can create a Job that is made up of one or more   T asks to be completed in a specific sequence. This job can then be applied to one or more documents in RocketDMS. The Workflow Engine that has been built into the DMS as of version 6.2 will then track all of these documents and jobs ensuring tasks are performed on time and tracking progress. This is what we have designed.

The 6.2 series contains the complete Workflow Engine along with three pre-defined jobs:

Attention DMS User : The intention of this job is to provide a way to bring a document to the attention of another DMS user and have them do something with that document.

Attention DMS User with Reply : This is identical to the one above with the added steps of giving you a pop-up alert when the requested work has been completed.

<u>Attention External User</u> :   This job is used to send documents to on non RocketDMS user as an email attachment for review or update. This jobs contains all of the steps and tasks to send the document, import the updated version from an email reply and review changes before committing back to the document store.

Any document that requires you you do something is always listed in your **Workflow View, My Attention Now**
folder. When you mark that task as completed the document is automatically moved along to the next task in the job.