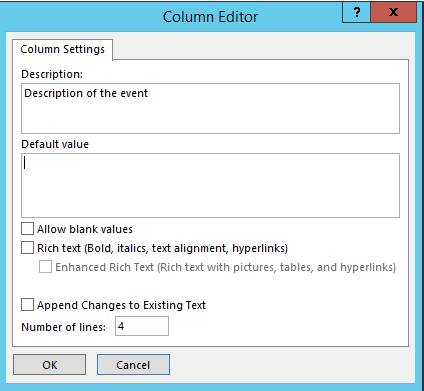
Задание выполнено на Sharepoint 2013(русская версия), поэтому возможны небольшие расхождения перевода с оригиналом, и на скриншотах будет встречаться русский язык. Для выполнения используется веб интерфейс sharepoint и sharepoint designer2013. SP 2013 взята из-за отсутствия 2016.

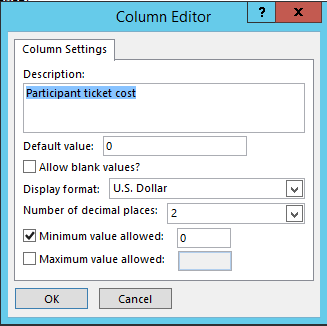
Шаг 1. Создание списка.

1. Создаем настраиваемый список
2. В параметрах списка в «Дополнительные параметры» «Доступ на чтение» ставим чтение всех элементов, «Доступ на создание и изменение» - создание и изменение всех элементов.
3. Запретить вложения(нет в задании).
4. Создаем столбцы сайта. Исходя из задания, они следующие:

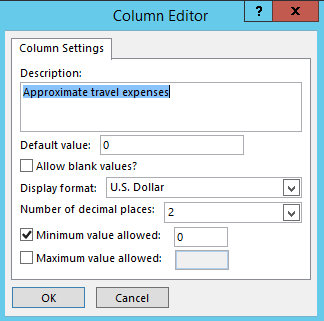
Description (multi line text)



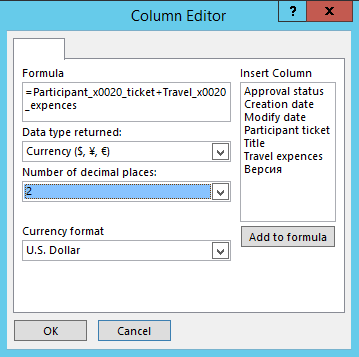
Participant ticket (currency)



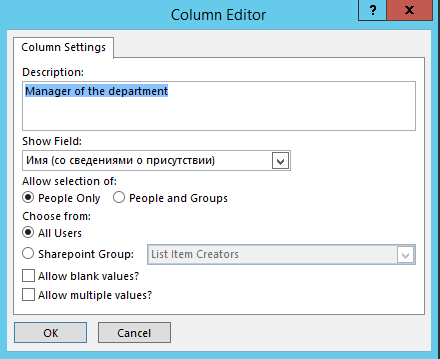
Travel expenses(currency)



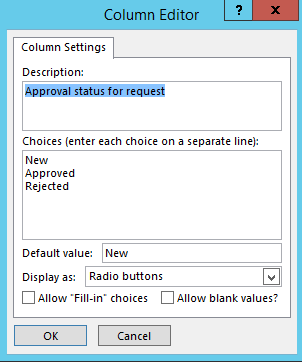
Total cost (currency)



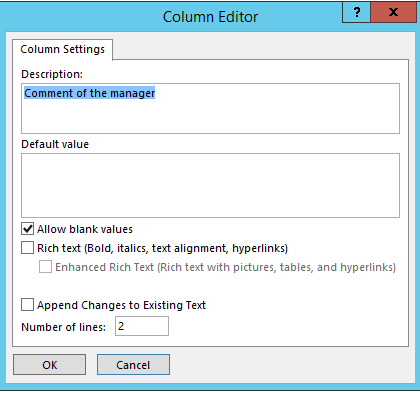
Manager(person or group)



Approval status(choise)

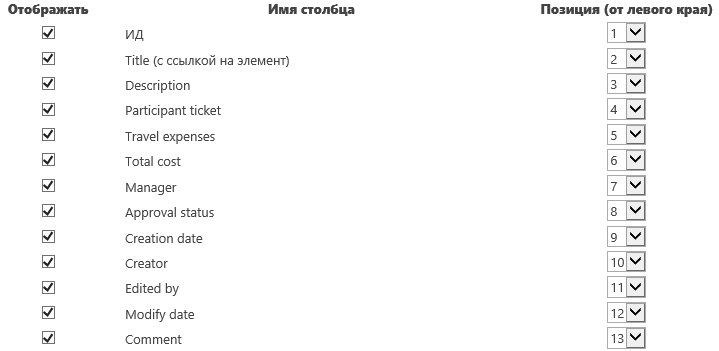


Comment(multi line text)

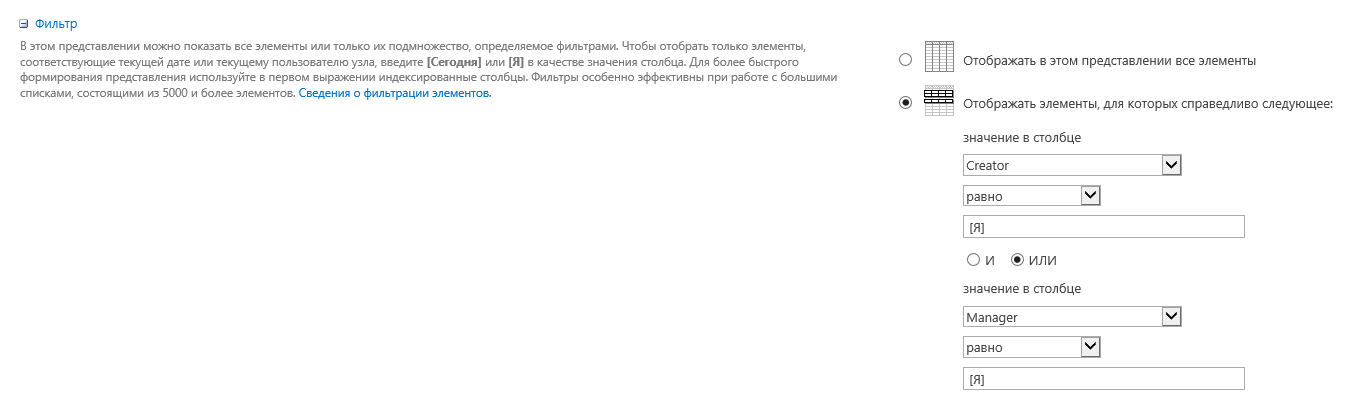


Шаг 2. Создание представления

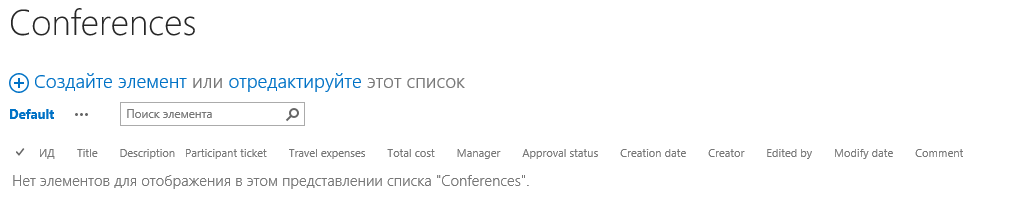
1. Создаем представление(Default), в котором пользователь может видеть только те элементы, которые он создал сам, либо в которых он указан, как менеджер. Располагаем их как на картинке.



1. Сортируем по ИД, располагая в порядке убывания. Чем новее, тем выше.
2. Ставим фильтр на поля. Если автор или менеджер равен текущему пользователю, то показываем.



Итог:



Шаг 3. Настройка форм

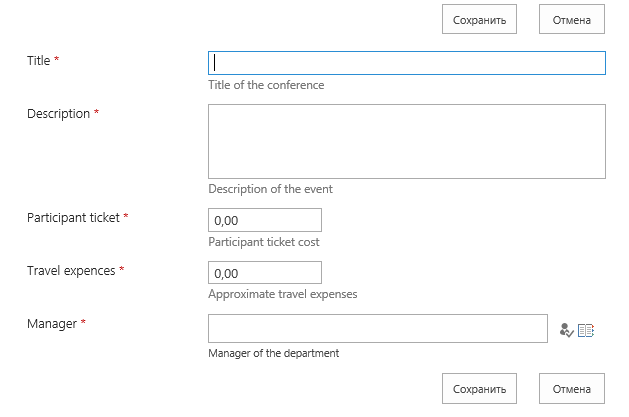
1. Display form

Standard form. Nothing to change.

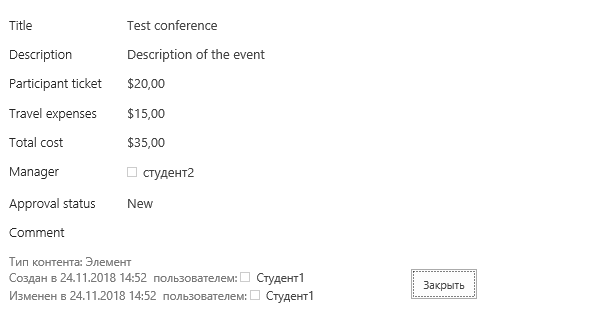
1. New item form
2. Создаем новую форму для создания элемента(CustomNewForm.aspx)
3. Hide fields “Approval status” and “Comment because” creator should not fulfill them. We are hiding these fields by adding “display:none” style to necessary rows in Designer’s editor.



1. Set CustomNewForm.aspx as default form for new items.



1. Edit item form
2. Create new Edit form(CustomEditForm,aspx)
3. Make all fields readonly(to prevent wrong changes). We can make it be copying table structure from display form.



Step 4. Create permissions levels.

1. List items create permissions level. This level provides permissions to create and delete list items.

On site settings menu we should create new permissions level (by copying permissions from read level) and in list permissions check only:

* Add Items
* View Items
* Open Items
* View Versions
* Create Alerts
* View Application Pages

1. List Items modify permissions level. This level of permissions allows to modify list items without creation.

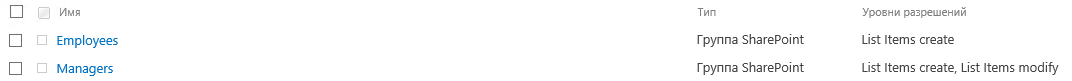
On site settings menu we should create new permissions level (by copying permissions from read level) and in list permissions check only:

* Edit Items
* View Items
* Open Items
* View Versions
* Create Alerts
* View Application Pages

Step 5. Create user groups.

On site settings menu we should go to “Users and Groups” and create 2 groups for our list. One for employees and other for managers.

Step 6. Made unique permissions for list and add groups from step 5 with permissions prescribed above:



Note: there should be also permissions for users with full rights to manage this list.

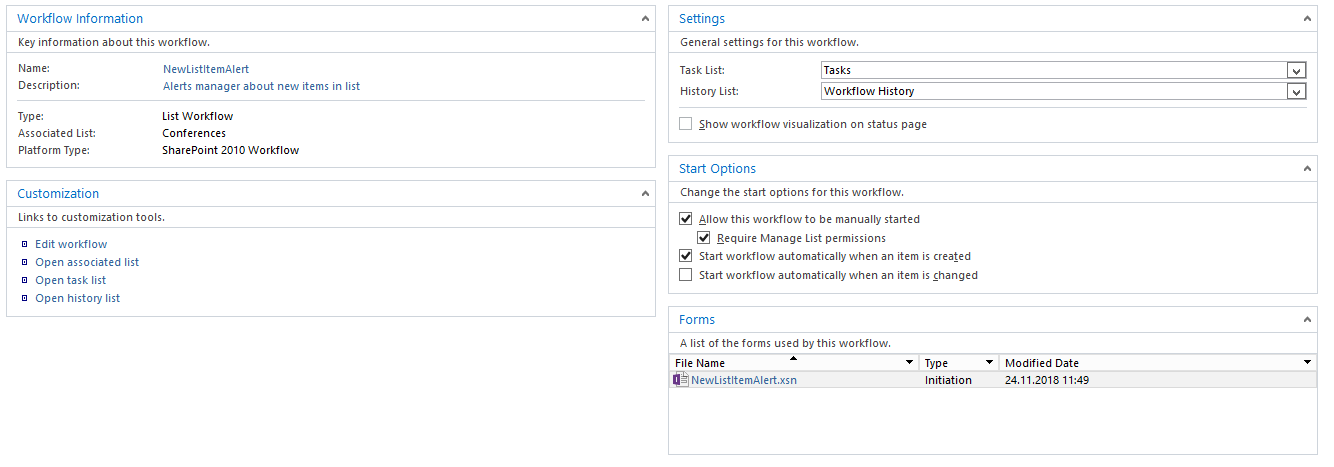
Step 7. Create workflows.

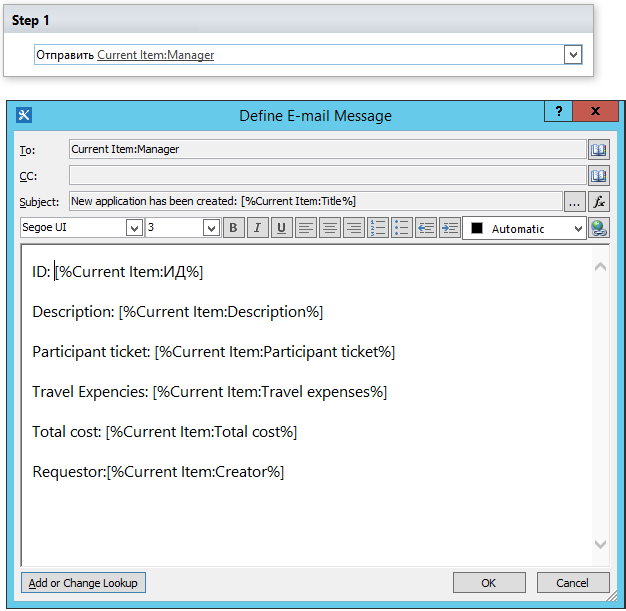
There will be 3 workflows:

* NewListItemAlert
* DeleteListItem
* ChangeStatusByManager

1. NewListItemAlert

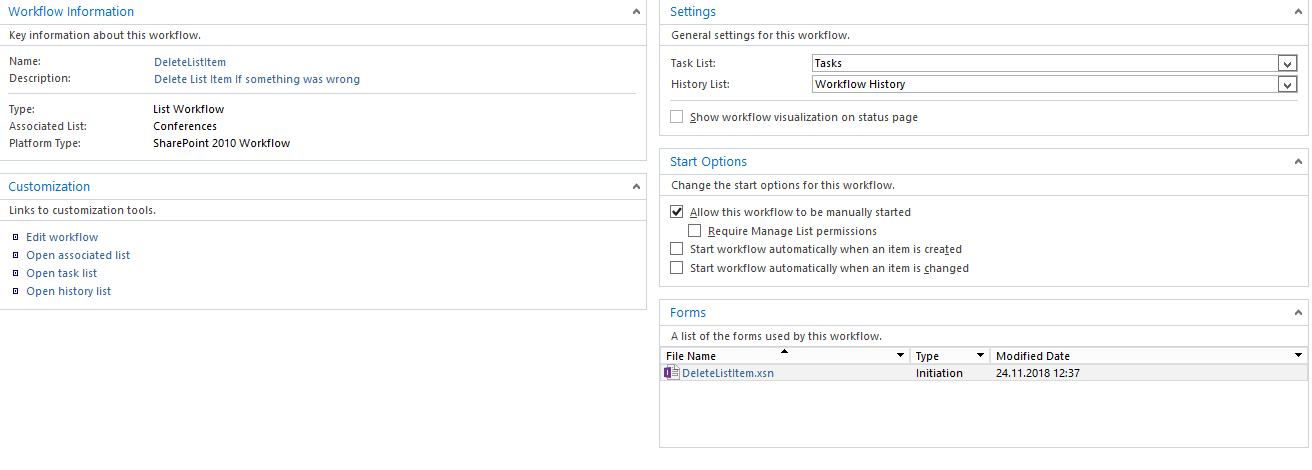
This workflow send notification to manager(from field “Manager”), whith sll information. Starts on creation of items. We should check “Require list permissions” to prevent additional launches by users.



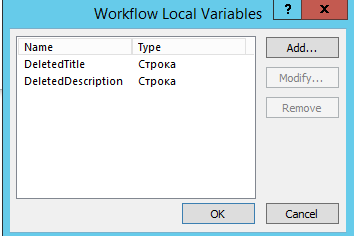


1. Delete list item.

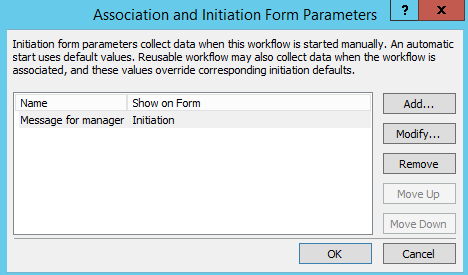
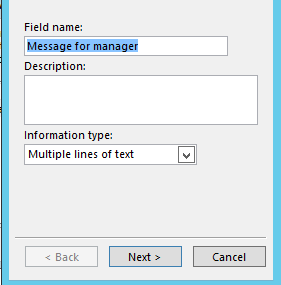
This workflow deletes selected item only if initiator is the creator of the item. You should create this workflow by user with full rights on the list because it uses impersonalisation step.



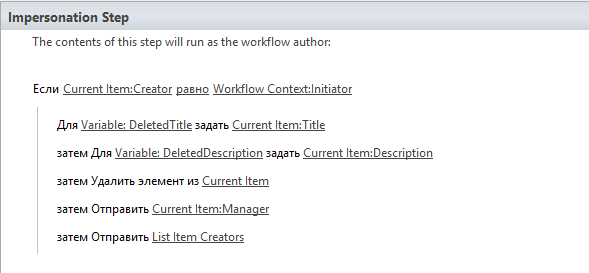
* Add impersonalisation step
* Add local variables

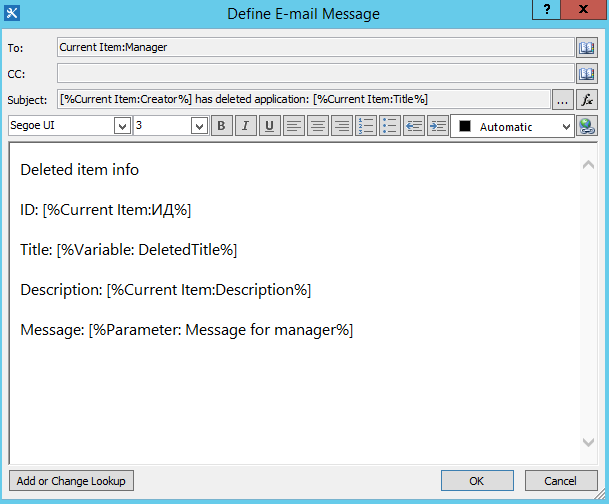
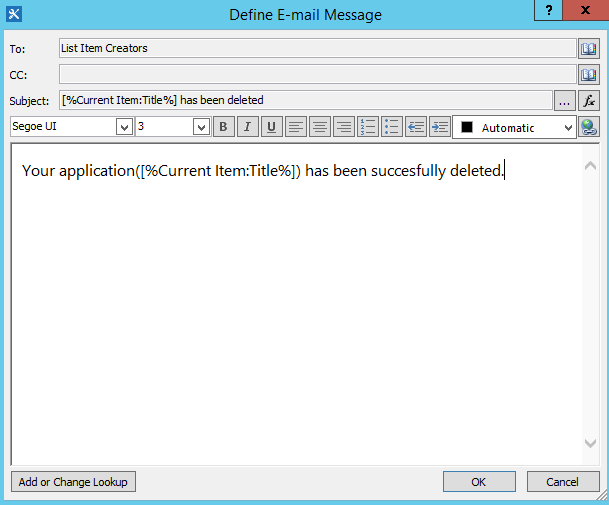


* Add form parameters(for additional message for manager)

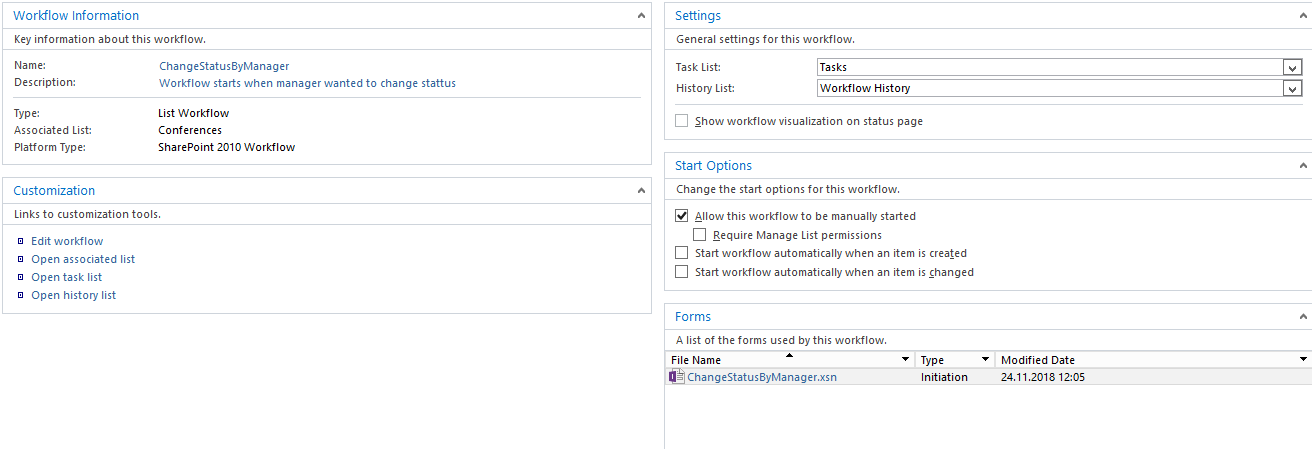
* Check Initiator == Creator
* If check successful then delete item and send notifications to manager and initiator



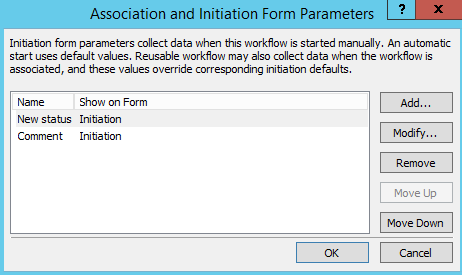
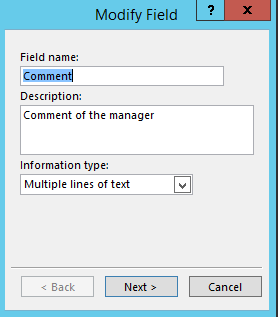
 

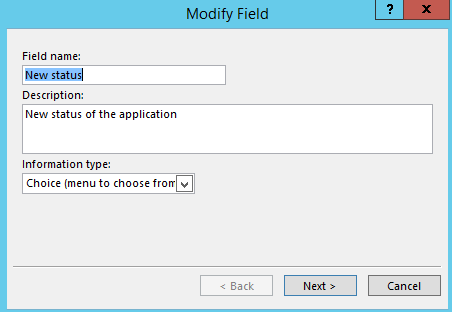
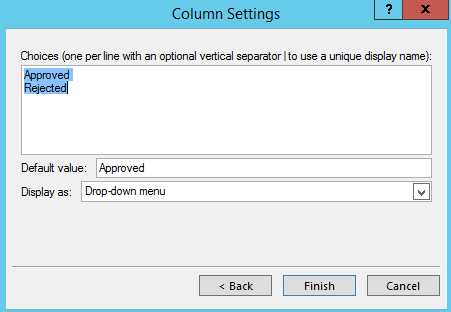
1. Change status by manager.

This workflow manager to change status of the item. It asks status and comment of the manager before it starts.

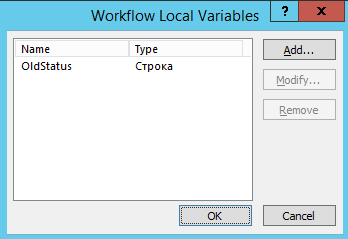


* Add form parameters

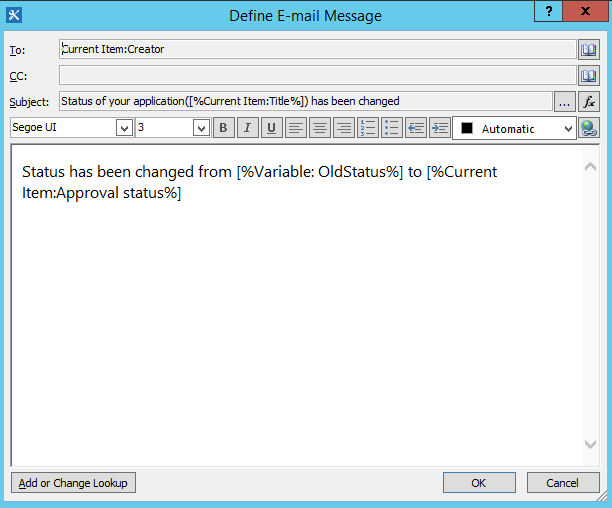
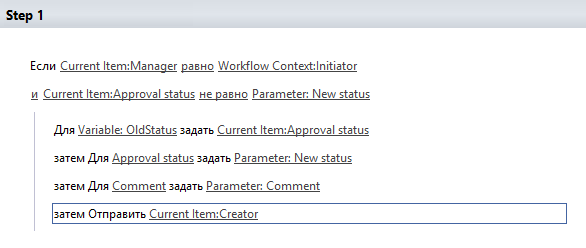
 

* Add local variable(for old status)

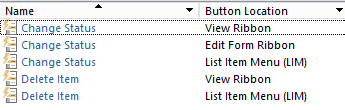


* If field “Manager” in list == initiator and status is change then update fields and send notification to author of the item.



Step 8. Add custom actions to list.

Add workflows buttons to different areas of the list.



Step 9. Delete workflow columns from view

Uncheck workflow status columns from our view.



Todo: дописать то, как работает список.