

Procurement Workflow Library

Approvers' Basics

Improving workflows...



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US Code 15, Ch. 96, Electronic Signatures in Global and National Commerce

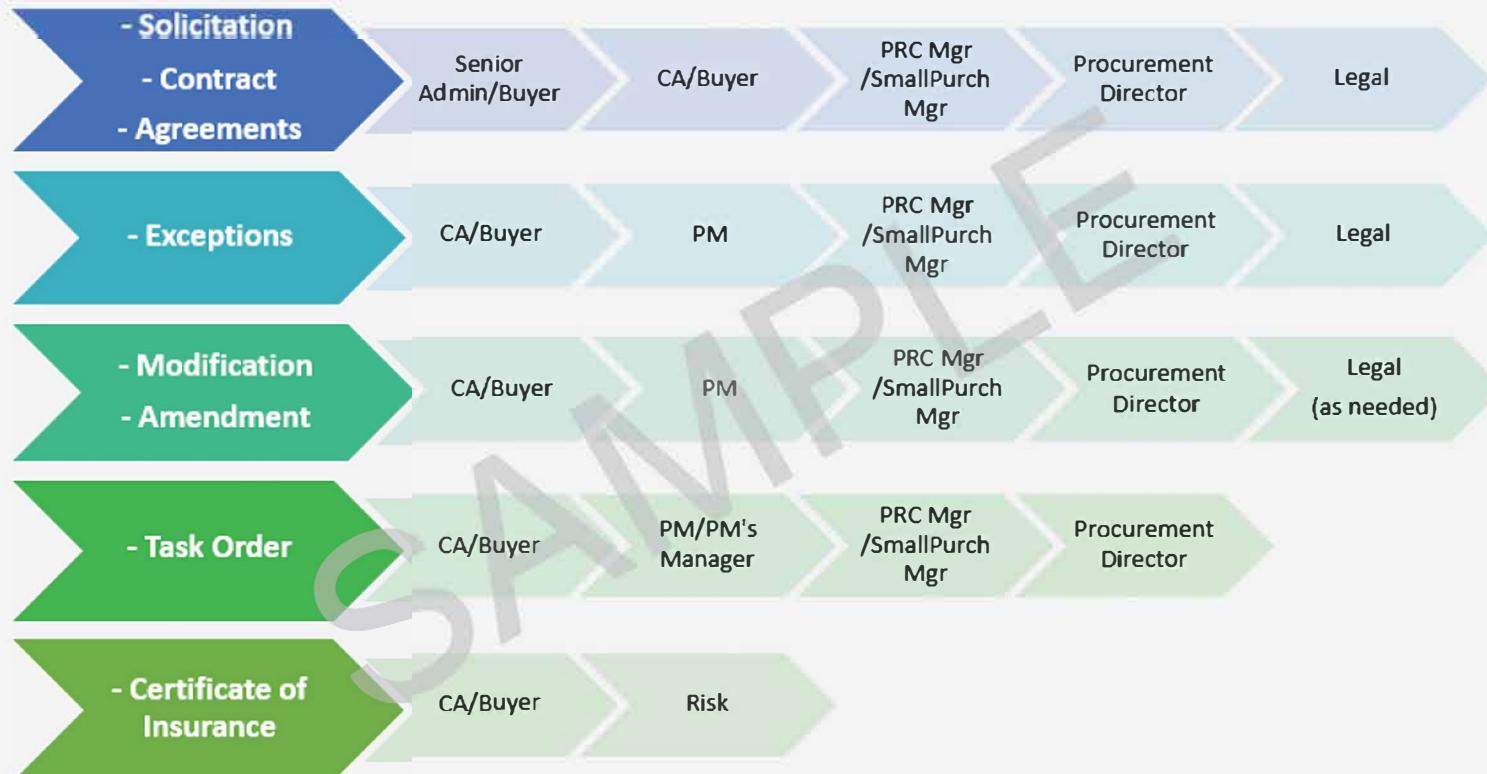
- Effective October 1, 2000, **In general**
 - Notwithstanding any statute, regulation, or other rule of law (other than this subchapter and subchapter II), with respect to any transaction in or affecting interstate or foreign commerce—
 - (1) a signature, contract, or other record relating to such transaction may not be denied legal effect, validity, or enforceability solely because it is in electronic form; and
 - (2) a contract relating to such transaction may not be denied legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation.





Identified Procurement Workflows

SERIAL DISTRIBUTION WORKFLOWS:



PARALLEL DISTRIBUTION WORKFLOWS:



Procurement Department's NEW SharePoint library!

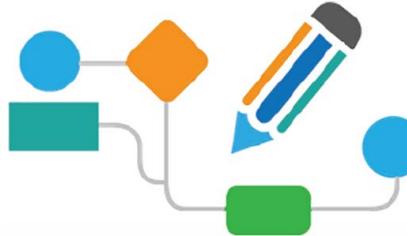


- To improve processes for identified workflows, our IT Department has created a new library!
- Contents in this Library are NOT VISIBLE to CMTA Employees, until shared.

The screenshot shows a SharePoint library interface. At the top, there is a navigation bar with 'Capital Metro' and 'Procurement' links, and an 'EDIT LINKS' button. The main title 'Workflow Library' is displayed prominently, with a red box highlighting it. Below the title, there is a toolbar with 'New' (blue plus icon), 'Upload' (blue arrow icon), 'Sync' (blue circular arrows icon), 'Share' (blue circular arrow icon), and a 'More' dropdown menu. A search bar with 'Find a file' and a magnifying glass icon is also present. On the left, a sidebar lists several document libraries: 'Home' (selected), 'Procurement Department (Extranet)', 'SharePoint FTP', 'Enterprise Projects', and 'Procurement Shared Documents'. At the bottom, there is a message 'Drag files here to upload'.

PRC Workflow Library

Procurement Initiates Workflow



- A member of the Procurement team will initiate the new SharePoint workflow process, in lieu of sending printed paper versions via interoffice mail.



SAMPLE

Approvers

Assign To

Coers, Jeanette	Order	One at a time (serial)
Caruso, Julia		One at a time (serial)

Add a new stage

Enter the names of the people to whom the workflow will assign tasks, and choose the order in which those tasks are assigned. Separate them with semicolons. You can also add stages to assign tasks to more people in different orders.

Expand Groups

For each group entered, assign a task to every individual member and to each group that it contains.

Request

Please review, indicate your approval &/or comments, sign and date.

★ **Include instructions to recipients here**

This message will be sent to the people assigned tasks.

Due Date for All Tasks

1/12/2018

The date by which all tasks are due.

Duration Per Task

1

The amount of time until a task is due. Choose the units by using the Duration Units.

Duration Units

Day(s)

Define the units of time used by the Duration Per Task.

CC

Add individuals here who need to be notified without taking action.

Notify these people when the workflow starts and ends without assigning tasks to them.

Start Cancel

Approver receives an automated email from SharePoint

- Indicates a task was assigned
- Provides Due date (if one was set)
- Instructions included in email:
 1. Review <link to document or folder>.
 2. Perform the specific activities required for this task.
 3. Use the **Open this task** button to mark the task as completed.



Email provides link to see status



- Ability to view status at a single click...

Reply Reply All Forward IM



Wed 1/10/2018 1:12 PM

Procurement <no-reply@sharepointonline.com>

Approval started on SAMPLE-SolicitationApproval-01102018.

To Caruso, Julia

Approval has started on [SAMPLE-SolicitationApproval-01102018](#).

Participants are Coers, Jeanette;Caruso, Julia

Due by 1/12/2018 12:00:00 AM

Each person will receive a task to approve [SAMPLE-SolicitationApproval-01102018](#). The tasks will be assigned one at a time for participants shown above.

[View the status of this workflow.](#)



Assigned Tasks email

Reply Reply All Forward IM

Open this Task...

Thu 1/11/2018 9:48 AM



Procurement <no-reply@sharepointonline.com>

Tasks - Please approve SAMPLE-ContractReviewApprovalCvrSht-HB1295-01092018-jwc

To Caruso, Julia

Task assigned by Coers, Jeanette on 1/11/2018.

Due by None

Approval started by Coers, Jeanette on 1/11/2018 9:47 AM

Comment:

To complete this task:

1. Review [SAMPLE-ContractReviewApprovalCvrSht-HB1295-01092018-jwc](#).
2. Perform the specific activities required for this task.
3. Use the Open this task button to mark the task as completed. (If you cannot update this task, you might not have access to it.)

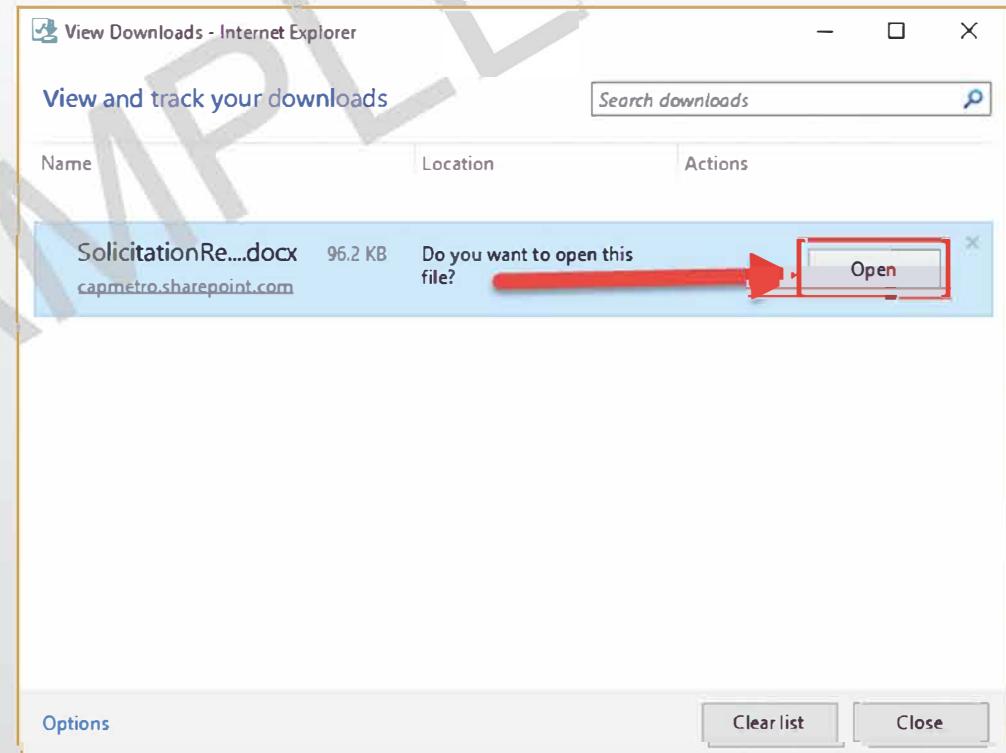
1 Click the link.
Review document or folder contents.

2 Perform the specific activities
required. (example: sign &
date approval form)

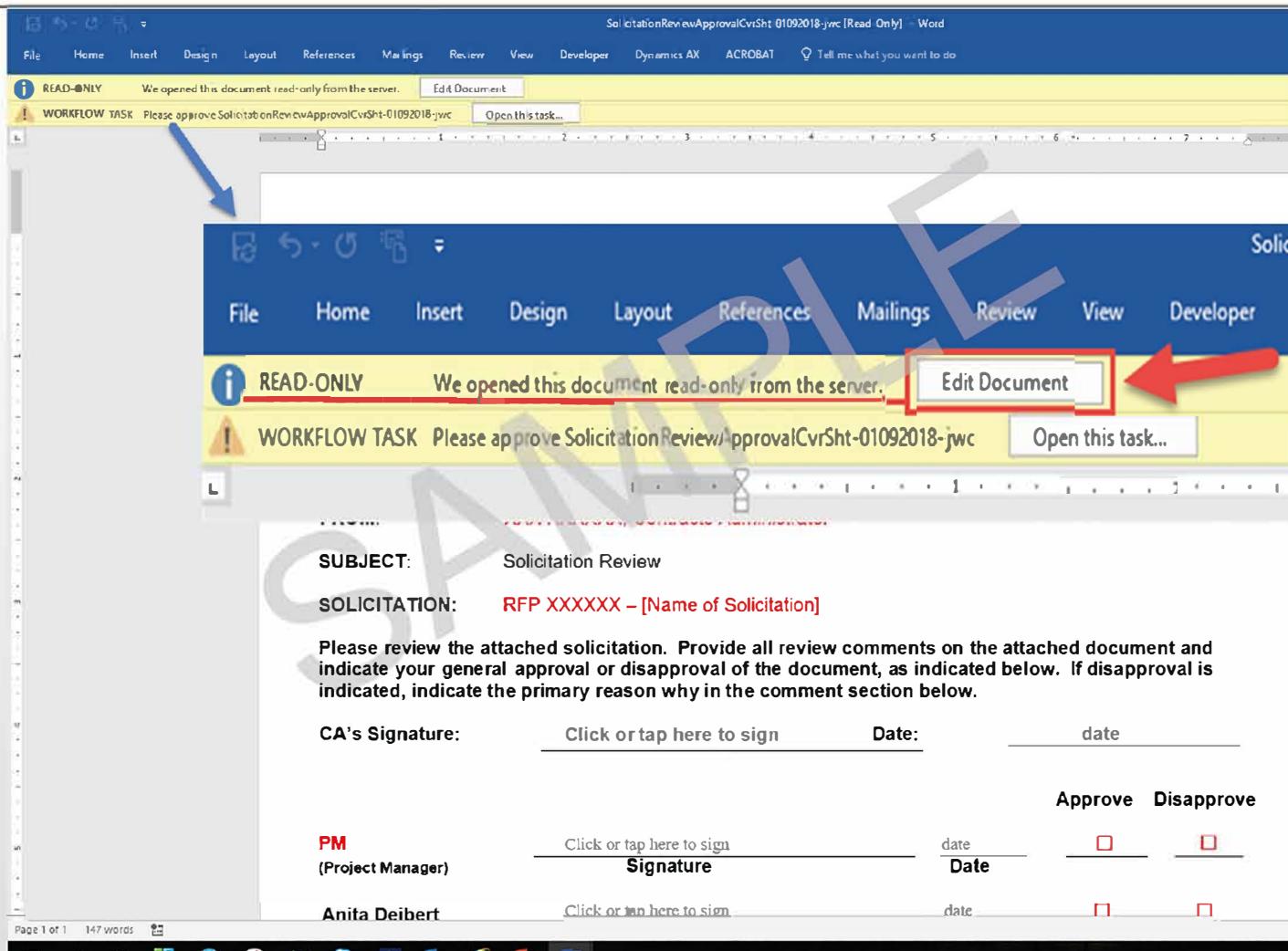
3 Click Open this task button.
Mark appropriate status.

Clicking Link to Review on a Document

- May open “View Downloads” pop-up box to review the document
- If multiple files are displayed select the top/correct file

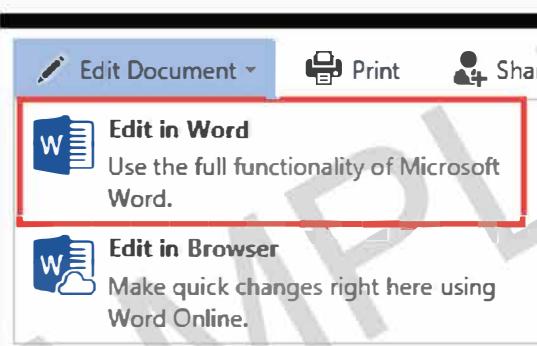


Opens the Document in the appropriate application for review &/or editing

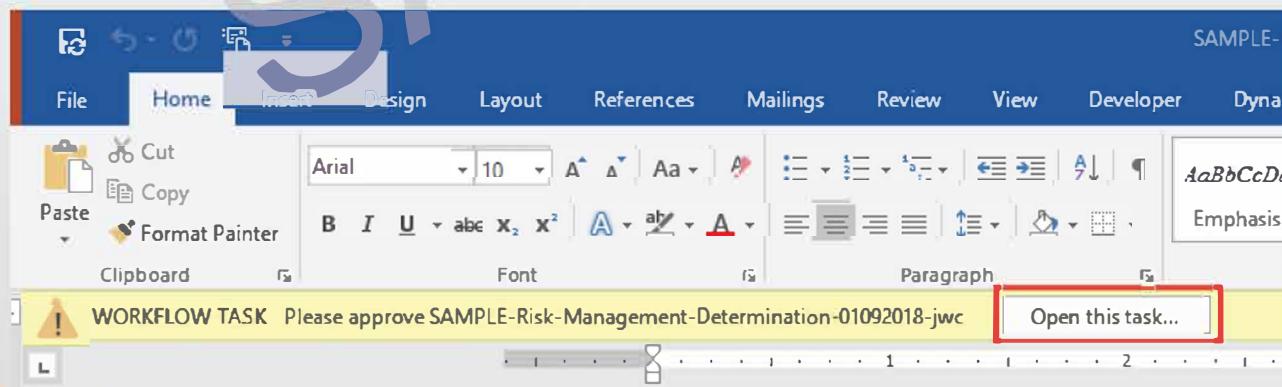


Open in Application to Edit & Approve!

- Documents should be edited in Word/Excel view



- To allow Approval mode to be activated



When editing is complete



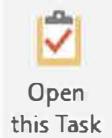
- **SAVE the document (if changes were made)!**

A screenshot of a file list interface. On the left, there are icons for 'Name' and two files: 'SAMPLE-ContractReviewApprovalCvrSht-01092018-jwc' and 'SAMPLE-Risk-Management-Determination-01092018-jwc'. A large blue 'Save' button is overlaid on the first file's row. To the right, a 'Modified' section shows 'A few seconds ago' with a red box around it, followed by 'Modified By' with 'Caruso, Julia' and a red square icon. Below this, another entry shows '3 hours ago' with a yellow square icon and 'Coers, Jeanette'.

- Open this task... to update status

A screenshot of an approval workflow task interface. At the top, it says 'Capital Metro Procurement EDIT LINKS'. Below that, it displays 'Approval Library workflow Tasks: Please approve SolicitationReviewApprovalCvrSht-01092018-jwc'. A yellow bar below the title contains the text 'This workflow task applies to [SolicitationReviewApprovalCvrSht-01092018-jwc](#)'. The main area shows a form with fields: 'Status' (Not Started), 'Requested By' (Caruso, Julia), 'Consolidated Comments' (Approval started by Caruso, Julia on 1/10/2018 12:32 PM. Comment: Please review, indicate your approval/non-approval, sign and date.), 'Due Date' (1/12/2018), and 'Comments' (This message will be included in your response.). At the bottom are buttons for 'Approve', 'Reject', 'Cancel', 'Request Change', and 'Reassign Task'.

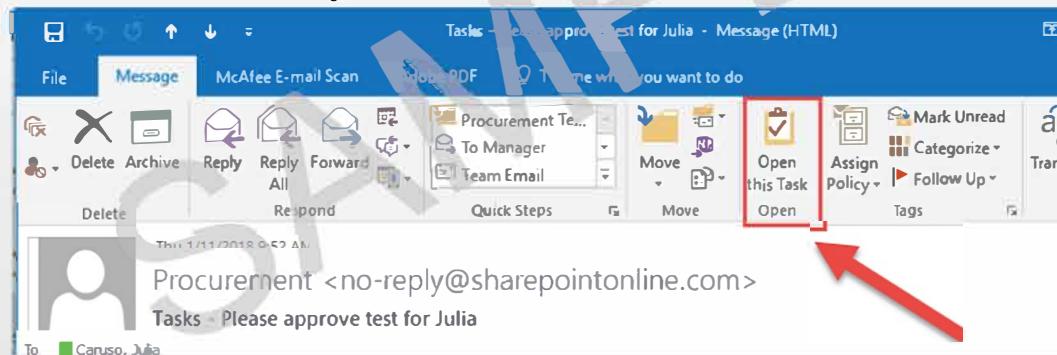
“Open this Task...” Where’s the button?



- “Open this Task...” button is at **TOP** of email in preview mode:



- When email is opened:

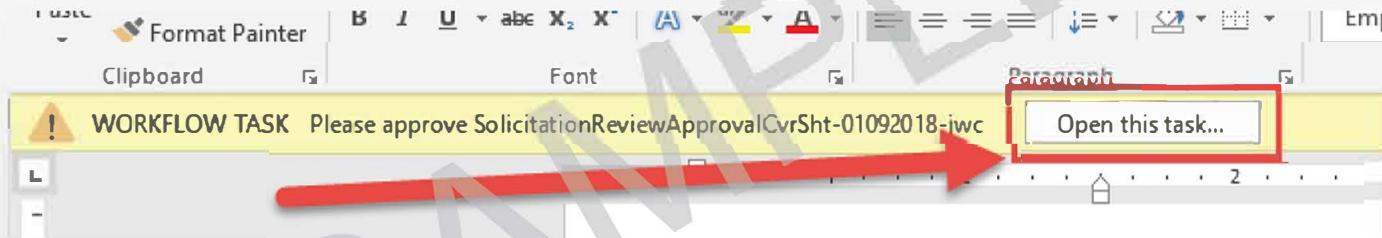


NOTE: There is **NO** “Open this Task...” button in email opened in Office 365 Outlook view.

Open this task...



- Accessible via button included in taskbar on top of document

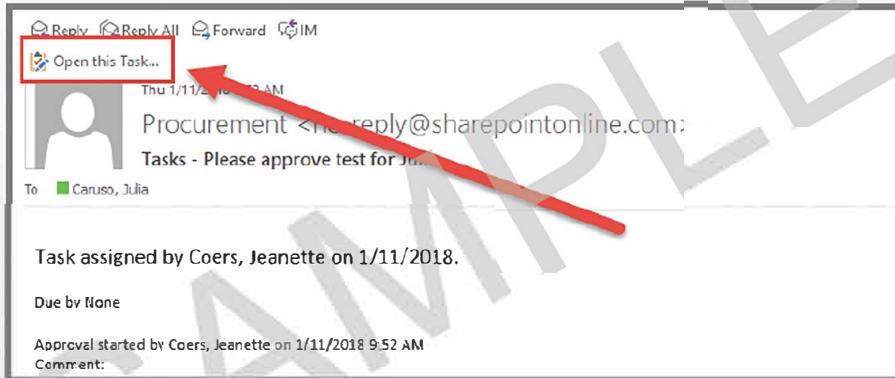


- If email is opened in Office 365 Outlook, this will be the only way to access the task for approval.

Approving Tasks within FOLDERS



- The first notification email to the Approver will have an “Open this Task...” button



NOTE: Initiator will provide links in the body of the email for documents to be reviewed.

- The Approval Task is only associated with the document requiring approval/signature.

I still don't see a button! WHAT NOW?



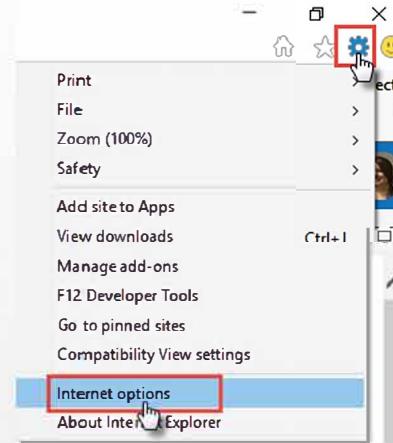
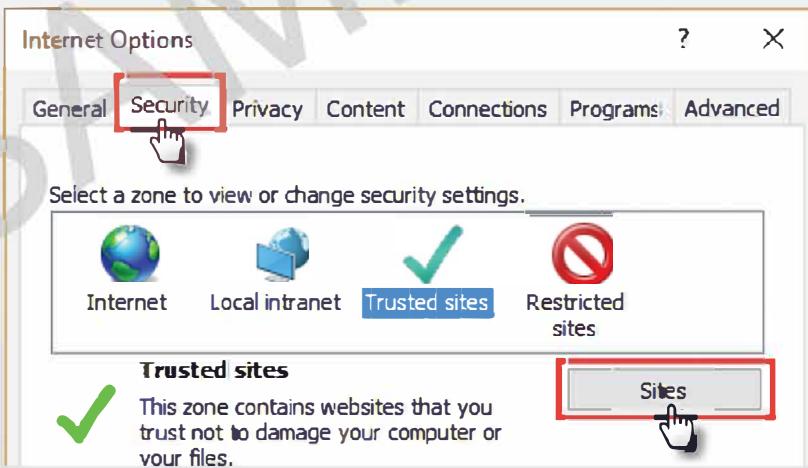
- If you have opened a document associated with an assigned task in the Office 365 view of Outlook and don't have an "Open this task..." button, please verify that your security settings are correct.

SharePoint MUST be listed as a "TRUSTED SITE" or the task feature will not function.

Adding a Trusted Site



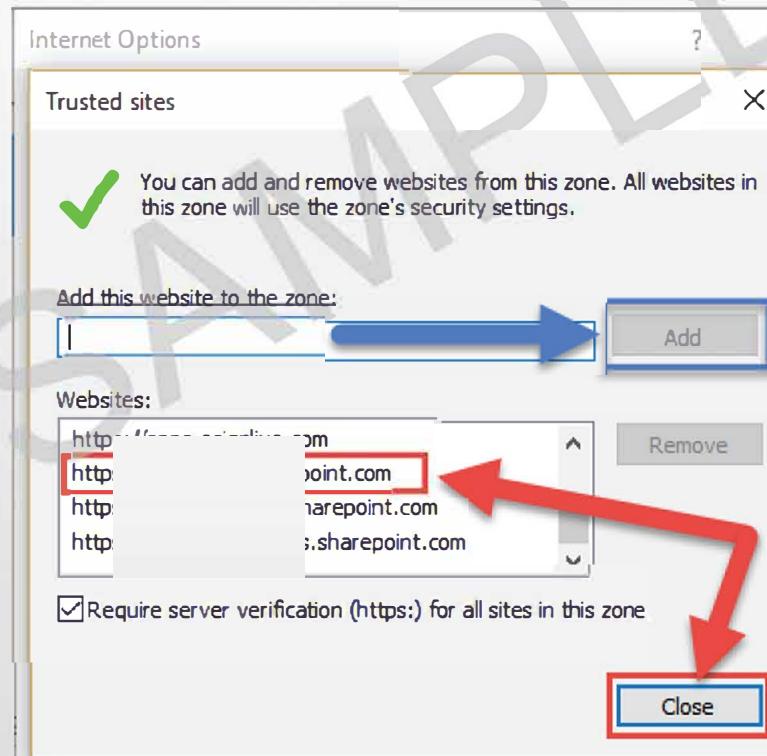
- Select browser Internet Options
- Select Security tab
- Click “Sites”





Trusted Site (cont.)

- Verify SharePoint is listed
- OR “Add this website to the zone:”



Did the initiator assign a task?



- If the “Open this Task...” button does not appear and you’ve confirmed the site is added to the trusted site list, look here [PRC Workflow Library](#)

The screenshot shows a SharePoint library interface titled "Workflow Library > test for Julia". The top navigation includes "Capital Metro", "Procurement", and "EDIT LINKS". Below the title are buttons for "New", "Upload", "Sync", "Share", and "More". A search bar says "Find a file". The list view shows two items:

Name	Modified	Modified By
SAMPLE-ContractReviewApprovalCvrSht-HB1295-01092018-jwc	January 11	Caruso, Julia
SAMPLE-Risk-Management-Determination-01092018-jwc	January 11	Coers, Jeanette

A red callout box with the text "NOTE: Look HERE to see if a task has been assigned on the document!" points to the "Workflow Library workflow" status for the first item. This status is shown as a horizontal flowchart with three boxes: "Approval Library workflow" (top), "NO TASK" (middle), and "TASK" (bottom). Red arrows indicate a flow from the top box down to the middle and then to the bottom. The "In Progress" status is highlighted in blue at the bottom of the list for the second item.

- Contact the workflow initiator and ask them to verify that a task was properly assigned to you.

Approvers have OPTIONS!



Delete Item

This workflow task applies to [SolicitationReviewApprovalCvrSht-01092018-jwc](#).

Not Started

Caruso, Julia

Approval started by Caruso, Julia on 1/10/2018 12:32 PM
Comment: Please review, indicate your approval/non-approval, sign and date.

These are the comments of the requestor and all previous participants.

1/12/2018

Approver can include comments here.
Example: Updated the Solicitation #

This message will be included in your response.

Approve Reject Cancel Request Change Reassign Task

Approve Reject Cancel Request Change Reassign Task

1 2 3 4 5

Can add comments that become part of the history and are included in email reply.

OPTIONS!



Approved E-Mail from SharePoint

- Click Approve

An automated e-mail notification is sent to all parties advising the task is complete.

The email header includes:

- Reply
- Reply All
- Forward
- IM

Date: Thu 1/11/2018 12:10 PM

From: Procurement <no-reply@sharepointonline.com>

To: Caruso, Julia

Approval has completed on [SolicitationReviewApprovalCvrSht-01092018-jwc](#).

Approval has completed on [SolicitationReviewApprovalCvrSht-01092018-jwc](#).

Approval on [SolicitationReviewApprovalCvrSht-01092018-jwc](#) has successfully completed. All participants have completed their tasks.

Approval started by Caruso, Julia on 1/10/2018 12:32 PM
Comment: Please review, indicate your approval/non-approval, sign and date.

Approved by Coers, Jeanette on 1/11/2018 9:44 AM
Comment:

Approved by Caruso, Julia on 1/11/2018 12:10 PM
Comment: Approver can include comments [here](#).
Example: Updated the Solicitation #

View the workflow history.

A large green diagonal stamp reading "APPROVED" is overlaid on the email body.

2

Rejected Tasks

REJECTED

- Click Reject instead of approving



- STOPS the Workflow!**

An automated e-mail notification is sent to all parties advising the task is Rejected.

SAMPLE

Reply Reply All Forward IM
Thu 1/11/2018 1:12 PM
Procurement <no-reply@sharepointonline.com>
Approval has completed on SAMPLE-SolicitationReviewApprovalCvrSht-01092018-jwc.

To Caruso, Julia

Approval has completed on SAMPLE-SolicitationReviewApprovalCvrSht-01092018-jwc.

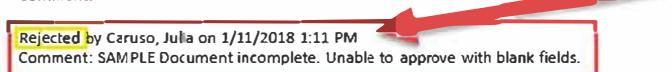
Approval on SAMPLE-SolicitationReviewApprovalCvrSht-01092018-jwc has successfully completed. All participants have completed their tasks.

Approval started by Caruso, Julia on 1/10/2018 12:39 PM
Comment: Please review, indicate your approval &/or comments, sign and date.

Approved by Coers, Jeanette on 1/11/2018 12:51 PM
Comment:

Rejected by Caruso, Julia on 1/11/2018 1:11 PM
Comment: SAMPLE Document incomplete. Unable to approve with blank fields.

View the workflow history.



Rejected Tasks (continued)



- **STOPS the Workflow!**

Workflow History			
The workflow recorded these events.			
Date Occurred	Event Type	User ID	Description
1/10/2018 12:39 PM	Workflow Initiated	Caruso, Julia	Approval was started. Participants: Coers, Jeanette;Caruso, Julia
1/10/2018 12:39 PM	Task Created	Caruso, Julia	Task created for Coers, Jeanette. Due by: 1/11/2018 12:39:51 PM
1/11/2018 12:51 PM	Task Completed	Coers, Jeanette	Task assigned to Coers, Jeanette was approved by Coers, Jeanette. Comments:
1/11/2018 12:51 PM	Task Created	Caruso, Julia	Task created for Caruso, Julia. Due by: 1/12/2018 12:00:00 AM
1/11/2018 1:11 PM	Task Completed	Caruso, Julia	Task assigned to Caruso, Julia was rejected by Caruso, Julia. Comments: SAMPLE Document incomplete. Unable to approve with blank fields.
1/11/2018 1:11 PM	Workflow Completed	Caruso, Julia	Approval was completed.

- **IF an Approver REJECTS the task, a NEW WORKFLOW will need to be created to begin the process again.**



Cancel does not end Tasks

Cancel

- Click Cancel instead of approving



- Returns Approver to Approval Library workflow Tasks list without changing status of the task.

Capital Metro Procurement EDIT LINKS Search this site

Approval Library workflow Tasks

+ new task or edit this list

All Tasks JWC All Task View Active Tasks ... Find an item

Title	Assigned To	Status	Priority	Due Date	% Complete	Predecessors	Related Content	Outcome
Please approve SAMPLE-ContractReviewApprovalCvrSht-HB1295-01092018-jwc	Caruso, Julia	Completed	(2) Normal		100 %		SAMPLE-ContractReviewApprovalCvrSht-HB1295-01092018-jwc	Approved
Please approve SAMPLE-Risk-Management-Determination-01092018-jwc	Caruso, Julia	Completed	(2) Normal		100 %		SAMPLE-Risk-Management-Determination-01092018-jwc	

Selecting "Cancel" returns the Approver to the Approval Library workflow Tasks list without changing the status of the task.

An arrow points from the text box to the second task row in the table, specifically to the 'Status' column which shows 'Completed'.

- Click Request Change instead of approving



- The system automatically emails the initiator with your request unless you specify someone else to perform change(s).

SAMPLE

Request Change From
Coers, Jeanette
Add recipient OR leave blank to notify initiator.

New Request
Enter the name of the person to request a change from. If this field is left blank, the change request will be sent to the person who started the workflow.

Please correct original as detailed on the Word document and resubmit for a pprov ls.
Add notes about change being requested.

New Duration
2
Set a new due date for revisions.

New Duration Units
Day(s)
The amount of time until the task is due. To keep the existing due date, leave this field blank. To remove the due date, type the number '0'. Choose the units by using the New Duration Units.

Define the units of time used by the New Duration.

Send Cancel



Request Change (continued)



- E-Mail indicates a change has been requested

Reply Reply All Forward

Open this Task...



Thu 2/8/2018 4:25 PM

Procurement <no-reply@sharepointonline.com>

Task assigned to Caruso, Julia on 1/11/2018 is overdue.

To Caruso, Julia

Cc Coers, Jeanette

Task assigned to Caruso, Julia on 1/11/2018 is overdue.

Due by 2/1/2018

Approval started by Coers, Jeanette on 1/11/2018 9:49 AM

Comment:

Change Requested of Coers, Jeanette by Caruso, Julia on 1/17/2018 1:06 PM

Comment: SAMPLE WORKFLOW PROCESS!

Please correct original as detailed on the Word document and resubmit for approvals.





Reassign Task



- Click Reassign Task instead of approving



- The system automatically reassigns the task back to the initiator unless you specify someone else as an approver.



NOTE: Document
MUST be shared
before reassigning a
task.

Reassign Task To
Cowell, La Add recipient OR leave blank to reassign to the initiator.

New Request Enter the name of the person to reassign this task to. If this field is left blank, the task will be reassigned to the person who started the workflow.

SAMPLE WORKFLOW! Please review and approve the attached by Add notes to the new approver.

This message will be included with your request.

New Duration 1 Set a new due date for approvals.

The amount of time until the task is due. To keep the existing due date, leave this field blank. To remove the due date, type the number '0'. Choose the units by using the New Duration Units.

New Duration Units Day(s) Define the units of time used by the New Duration.

Send Cancel

Share the document (or folder)



- Select the ellipsis “...” next to the document (or folder)
- Select “Share”

The screenshot shows a SharePoint 'All Documents' list. At the top, there are navigation links: New, Upload, Sync, Share, and More. Below the header, there's a search bar labeled 'Find a file'. The list displays several documents, with the first one, 'SAMPLE-SolicitationApproval-01102018', selected. To the right of this selected item, there is a 'More' button (three dots) which is highlighted with a red box. A tooltip-like overlay appears over this button, containing the document's name, its last change date ('Changed by you on 1/10/2018 1:07 PM'), and the fact that it is 'Shared with lots of people'. The URL of the document is also shown. At the bottom of the tooltip, there are buttons for 'OPEN' and 'SHARE', with 'SHARE' being highlighted with a red box and a hand cursor icon pointing at it.

Adjust recipient(s)' permissions



Share 'SAMPLE-SolicitationApproval-01102018' and its contents

2 files

Shared with lots of people

Invite people

Get a link

Shared with

Coers, Jeanette

1

Add recipients

Can edit

X

Change Rights:
to "Can edit"

2

Select "Show Options"

3

Share everything in this folder, even items with unique permissions.

HIDE OPTIONS

Send an email invitation

UN-Check
Send invitation

4

Click to Share

5

Share

Cancel

Approval Library workflow Tasks list

*TASKS DASHBOARD



- When an approver completes a Task they are routed to the Approval Library workflow Tasks list.
- List may also be accessed from the Status at a Glance page.
- Once you open the list, you can save this link to your internet favorites bar for quick access!

Title	Assigned To	Status	Due Date	% Complete	Comments	Outcome
Please approve SAMPLE-ContractReviewApprovalCnslt-HB1295-01092018-jwc	Caruso, Julia	Completed	01/09/2018	100 %	SAMPLE-ContractReviewApprovalCnslt-HB1295-01092018-jwc	Approved
Please approve SAMPLE-Risk-Management-Determination-01092018-jwc	Caruso, Julia	Completed	01/09/2018	100 %	SAMPLE-Risk-Management-Determination-01092018-jwc	Approved

Tasks

This workflow created the following tasks. You can also view them in [Approval Library workflow Tasks](#).

Assigned To	Title
Caruso, Julia	Please approve SAMPLE-Risk-Management-Determination-01092018-jwc

Approval Library workflow Tasks Views



- Security has been structured for this list to include ONLY assigned or initiated tasks
- Standard list view options include:
 - All Tasks,
 - Active Tasks and
 - Due Today



When a Due Date is assigned



- If Tasks are not completed by Due Date, SharePoint automatically sends reminder to Initiator & Approver(s)

Reply Reply All Forward IM

Open this Task...

Thu 1/11/2018 12:41 PM

Procurement <no-reply@sharepointonline.com>

Task assigned to Coers, Jeanette on 1/10/2018 is overdue.

To: Coers, Jeanette
Cc: Caruso, Julia

Task assigned to Coers, Jeanette on 1/10/2018 is overdue.

Due by 1/11/2018

Approval started by Caruso, Julia on 1/10/2018 12:39 PM
Comment: Please review, indicate your approval &/or comments, sign and date

OVERDUE

To complete this task:

- Review [SAMPLE-SolicitationReviewApprovalCvrSht-01092018-jwc](#).
- Perform the specific activities required for this task.
- Use the Open this task button to mark the task as completed. (If you cannot update this task, you might not have access to it.)

Cancellation Notifications



- If the initiator cancels a workflow, an email is automatically sent to initiator and approvers

Reply Reply All Forward IM

Mon 1/22/2018 12:41 PM

 Procurement <no-reply@sharepointonline.com>

Approval has completed on SAMPLE-Risk-Management-Determination-01092018-jwc.

To Caruso, Julia

Approval has completed on [SAMPLE-Risk-Management-Determination-01092018-jwc](#).

Approval on SAMPLE-Risk-Management-Determination-01092018-jwc has ended because Caruso, Julia has canceled the workflow.

[View the workflow history.](#)

A large, semi-transparent watermark reading "SAMPLE" diagonally across the email content.

Ability to View Status

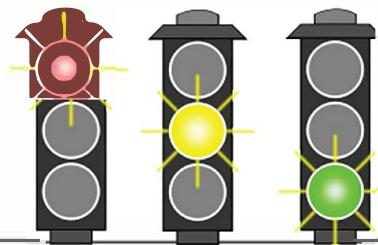
- In SharePoint Workflow Library:
 - Select Workflow Status

A screenshot of a SharePoint Workflow Library. A workflow item is selected, showing details: Name (SAMPLE-SolicitationApproval-01102018), Modified (2 hours ago), Modified By (Caruso, Julia), and Approval Library workflow status (In Progress). A red box highlights the 'In Progress' status, and a red arrow points to it.

- From email notification:
 - Select “View the status of this workflow.”

An email notification titled 'Approval started on SAMPLE-Sc'. The message body says: 'Approval has started on SAMPLE-Solicita'. It lists participants: 'Coers, Jeanette;Caruso, Julia' and due date: 'Due by 1/12/2018 12:00:00 AM'. It also says: 'Each person will receive a task to approve SAMPLE-Soli'. At the bottom, there is a link 'View the status of this workflow.' which is highlighted with a red box and an arrow pointing to it.

Status at a Glance



Capital Metro Procurement EDIT LISTS

Workflow Status: Approval Library workflow

Workflow Information

Initiator: Caruso, Julie
Started: 1/10/2018 12:30 PM
Last run: 1/10/2018 12:30 PM

Department: SAMPLE-SolicitationReviewAppForCurShe-01092018-jac
Status: In Progress

Workflow Visualization

[Open in video](#) [Share info](#)

```
graph LR; Start(( )) --> User[Coers, Jeanette]; User --> End(( ));
```

Start approval process
Currently Assigned Tasks: 1

PAGE 1 OF 1 140%

Tasks

This workflow created the following tasks. You can also view them in [Approval Library workflow Tasks](#).

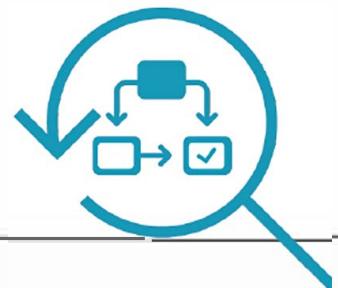
Assigned To	Title	Due Date	Status	Related Content	Outcome
Caruso, Julie	Solicitation Review Approval CurShe-01092018.jac	1/11/2018	Not Started	SAMPLE-SolicitationReviewApprovalCurShe-01092018.jac	

Workflow History

The workflow recorded these events.

Date Occurred	Event Type	User ID	Description	Outcome
1/10/2018 12:30 PM	Workflow Initiated	Caruso, Julie	Approval was started. Participant: Coers, Jeanette;Caruso, Julie	
1/10/2018 12:30 PM	Task Created	Caruso, Julie	Task created for Coers, Jeanette. Due by: 1/11/2018 12:30:51 PM	

Tasks and Workflow History



Scroll to the bottom of the status review page:

- for Tasks details

Tasks

This workflow created the following tasks. You can also view them in [Approval Library workflow Tasks](#).

<input type="checkbox"/>	Assigned To	Title	Due Date	Status	Related Content
<input type="checkbox"/>	Coers, Jeanette	Please approve SAMPLE-SolicitationReviewApprovalCvrSht-01092018-jwc <small>NEW</small>	1/11/2018	Not Started	SAMPLE-SolicitationReviewApprovalCvrSht-01092018-jwc

- for Workflow History

Workflow History

The workflow recorded these events.

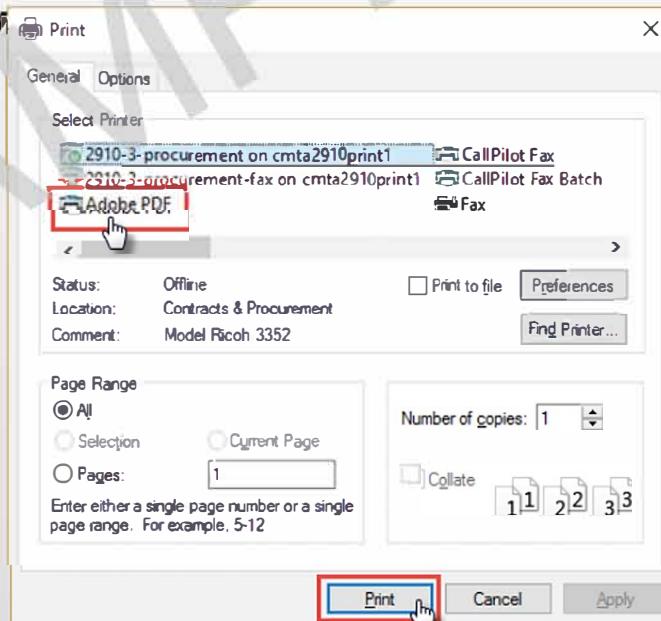
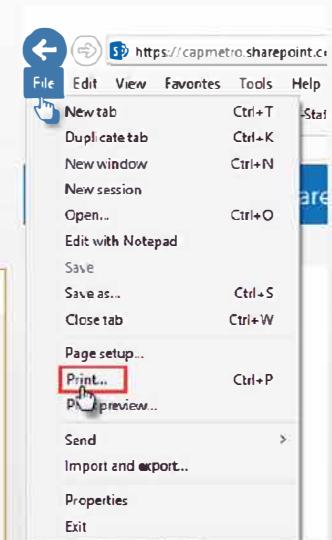
<input type="checkbox"/>	Date Occurred	Event Type	<input type="checkbox"/> User ID	Description
<input type="checkbox"/>	1/10/2018 12:39 PM	Workflow Initiated	<input type="checkbox"/> Caruso, Julia	Approval was started. Participants: Coers, Jeanette;Caruso, Julia
<input type="checkbox"/>	1/10/2018 12:39 PM	Task Created	<input type="checkbox"/> Caruso, Julia	Task created for Coers, Jeanette. Due by: 1/11/2018 12:39:51 PM

Saving Task History



From “Status at a Glance” webpage:

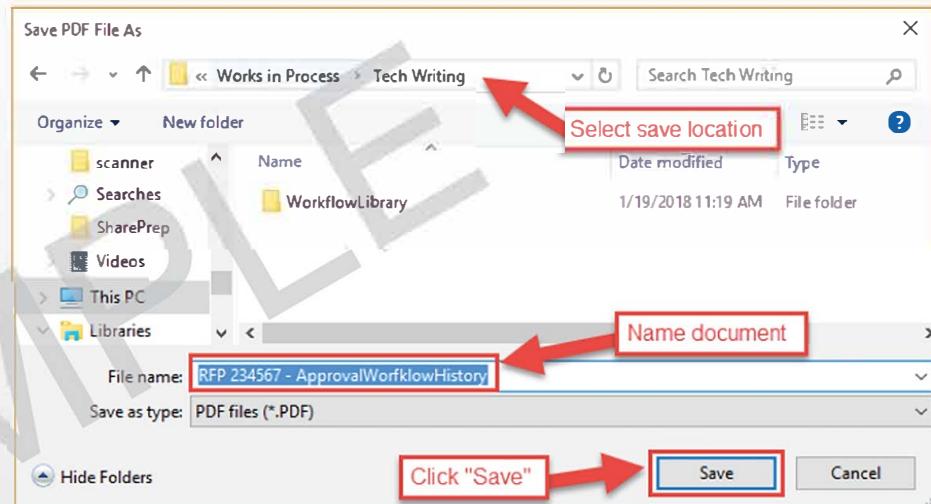
- [Ctrl + P] or Click “File” then “Print”
- Click “Adobe PDF”
- Click “Print”



Saving Task History (cont.)



- Select save location
- Name Document
- Click Save



➤ **NOTE: Must be completed immediately upon approval!** Once the workflow is complete, it will be removed and your access to the history will be gone.

Effective Date: 3/01/2018



Revised: 11/08/2021



Questions?

Contact: juliaawilkes@gmail.com



PAPER LESS

