Activity Configuration

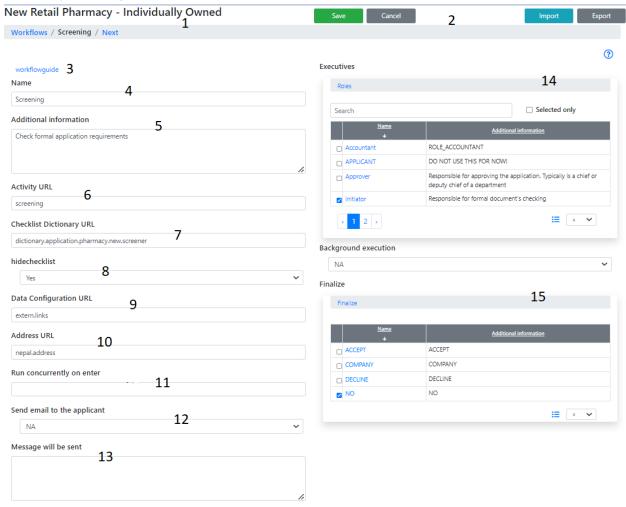(2024-05-16)

Contents

Workflow definition

Workflows outline the specific activities that need to be taken to complete a task or process:

- The first activity of a workflow is mandatory
- OpenRIMS advises the most common sequence of activities. Nevertheless, the NRA's executor can pass the workflow to any activity.
- NRA's executor can run the next activity concurrently for many executors. The decision of whether the concurrent job has been completed is manual.
- The workflow should contain at least one activity with an APPROVE outcome and may contain an activity with a DECLINE outcome

Workflow assigns ownership for an activity:

- The activity executor belongs to a role. The first activity may be assigned to an executor from the territory office.
- The NRA's executor should select executors of the next activity manually, from a list of possible executors provided by OpenRIMS
- It is possible to configure an applicant as an executor for an activity. Applicant cannot select an executor for the next activity
- For any workflow should be assigned a moderator. The moderator is an NRA employee, that is responsible for:
  - Assigning executors for important and concurrent activities
  - Re-assigning executors for the stalled activities
  - Decisioning whether the important or concurrent activities are completed properly
  - Decision whether the workflow is completed or not.

Activity Configuration

New Retail Pharmacy - Individually Owned   1

Save   Cancel   **2**   Import   Export

Workflows / Screening / Next

workflowguide **3**

Name **4**

Screening

Additional information **5**

Check formal application requirements

Activity URL **6**

screening

Checklist Dictionary URL **7**

dictionary.application.pharmacy.new.screener

hidechecklist **8**

Yes

Data Configuration URL **9**

extern.links

Address URL **10**

nepal.address

Run concurrently on enter **11**

Send email to the applicant **12**

NA

Message will be sent **13**

Executives

Roles	**14**

Search   ☐ Selected only

	Name ↓	Additional information
☐	Accountant	ROLE_ACCOUNTANT
☐	APPLICANT	DO NOT USE THIS FOR NOW!
☐	Approver	Responsible for approving the application. Typically is a chief or deputy chief of a department
☑	Initiator	Responsible for formal document's checking

‹ 1 2 ›   ☰ 4 ⌄

Background execution

NA

Finalize

Finalize	**15**

	Name ↓	Additional information
☐	ACCEPT	ACCEPT
☐	COMPANY	COMPANY
☐	DECLINE	DECLINE
☑	NO	NO

☰ 4 ⌄

1. Name of a workflow as defined in the process data
2. Buttons panel, see below
3. The Workflow Guide
4. Human readable name of an activity
5. The description of the activity
6. Identifier of the root concept under which these activities will be stored. Also, can be used for filtering activity-related reports
7. The dictionary contains a self-checklist for the activity.
8. Is the checklist should be hidden for all, except the executor of the activity
9. Electronic Data Form (Administrate-Configuration-Data Configuration)
10. URL of address component in the application form that is used to restrict executors by territory, see below
11. URL of the workflow to run concurrently when this activity runs
12. Send a message to the applicant when this activity is completed
13. Text of the message to the applicant
14. Executor's role
15. The outcome, see below

Buttons Panel

1. Save this activity
2. Cancel the definitions of activities
3. Insert new activity, before the current. It doesn't work for the first activity. If it will be necessary to insert an activity before the first:
   3.1. Insert a new activity before the second
   3.2. Re-type the configurations from the first activity to the newly inserted
   3.3. Edit the first activity
4. Remove the current activity. It doesn't work for the first activity. If it will be necessary to remove the first activity:
   4.1. Re-type the configurations from the second activity to the first
   4.2. Remove the second activity
5. Export all configuration of activities to MS Excel

Restricting the executor by territory

Some pages in an Application Electronic Form may contain the "addresses" component that allows the selection of address and geo-location. This address component has a special means, i.e., applicant office address, pharmacy premise address, etc.

Put a URL of the right "addresses" component into the field "Address URL" of the first activity configuration, to apply the territory restriction.

Currently, it is impossible to apply the territory restriction for the second and following activities.

Activity outcomes

Any activity should have an outcome:

ACCEPT – the workflow, is successful. The activity with this outcome stops the workflow, starts all scheduled workflows, and cancels all unfinished activities. Can't be applied to the Company Registration workflow

COMPANY – same as ACCEPT, however solely for the Company Registration workflow

DECLINE – the workflow is not successful. The activity with this outcome stops the workflow and cancels all unfinished activities.

NO – the workflow can't be stopped in this activity