# Nintex for SharePoint 2016 Deployment Checklist and Sample Workflow Template

## Step-by-Step Deployment Checklist

### Prerequisites

- SharePoint Server 2016 (Standard or Enterprise)

- SQL Server 2014 or later

- .NET Framework 4.6 or later

- Farm Admin rights

### Installation Steps

1. Download Nintex Workflow and Forms installers.

1. Run the installer on each SharePoint server.

1. Activate Nintex features in Central Administration.

1. Configure databases for Nintex Workflow and Forms.

1. Deploy license key and verify activation.

## Sample Workflow Template: Invoice Approval

### Workflow Description

This sample workflow automates the invoice approval process. It routes the invoice through multiple approval stages and notifies relevant stakeholders.

### Workflow Steps

1. Employee submits an invoice via a Nintex Form.

1. Workflow routes the invoice to the manager for approval.

1. If approved, the invoice is routed to the finance department for final approval.

1. If rejected at any stage, the employee is notified with the reason for rejection.

1. Once fully approved, the invoice is logged in a SharePoint list and the employee is notified.

### Workflow Logic

1. Start: Triggered when a new item is created in the 'Invoices' list.  
2. Condition: Check if the invoice amount is below a certain threshold.  
 - If yes, route to manager for approval.  
 - If no, route to senior manager for approval.  
3. Approval: Manager reviews and approves/rejects the invoice.  
 - If approved, route to finance department.  
 - If rejected, notify employee with reason.  
4. Approval: Finance department reviews and approves/rejects the invoice.  
 - If approved, log the invoice in the 'Approved Invoices' list and notify employee.  
 - If rejected, notify employee with reason.  
5. End: Workflow completes.