

# Nlyte™ Workflow

## DESCRIPTION

The Nlyte Workflow module is a web-based workflow engine that enables the modelling of complex business processes. During the Nlyte workflow training course, attendees will learn how to model an organizations business process using the Nlyte workflow process designer including: task creation, creating relationships between tasks, grouping responsibilities and managing the conditions that determine how and when a task is started and completed. After defining the business process during part one of the training course, part two will cover managing and facilitating the service requests through to completion.

## PRE-REQUISITES

Students must have completed the Nlyte Standard training prior and have a working knowledge of the datacenter processes currently in operation to attending this class.

## DURATION

1 Day. 9:30am – 4:30pm

## Class Size

6 Delegates

### Introduction

- What is Workflow?

### The User Interface

- Accessing Workflow

### To Do - Viewing Requests

- Viewing an active requests
- Copying Requests

### To Do - Viewing Open Tasks

- Changing the view filter

### To Do - Performing an Advance Search

### Build - Process Designer

- Creating a process
- Modelling the workflow process
- Defining the properties of the process and its activities
- Setting branch conditions
- Adding parallel activities to a process

### Build - Form Builder

- Creating Forms
- Attaching forms to a process and setting its properties
- Setting a forms display properties

### Import and Export

- Importing a process
- Exporting a process

### Create Request

- Raising a new request
- Raising a new request to create multiple assets