

WORKFLOW PROCESS

WORKFLOW STAGE

EMAILS

RESET BUTTONS

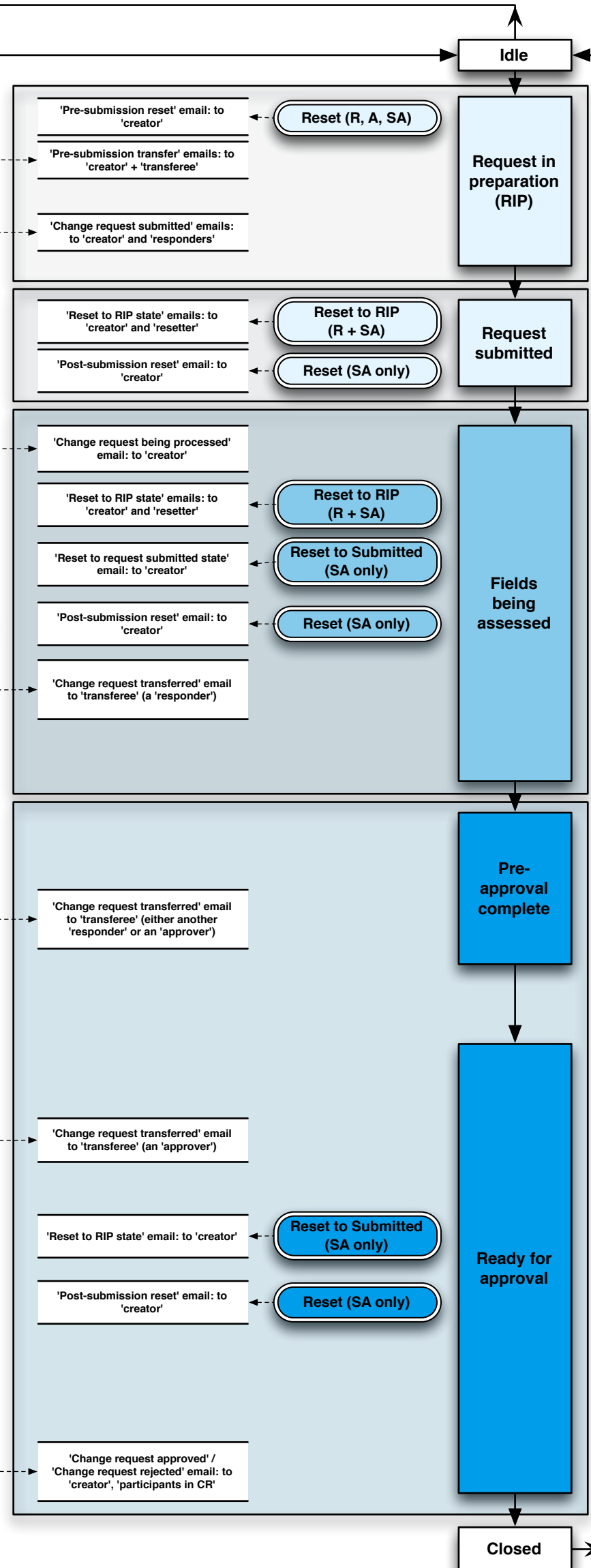
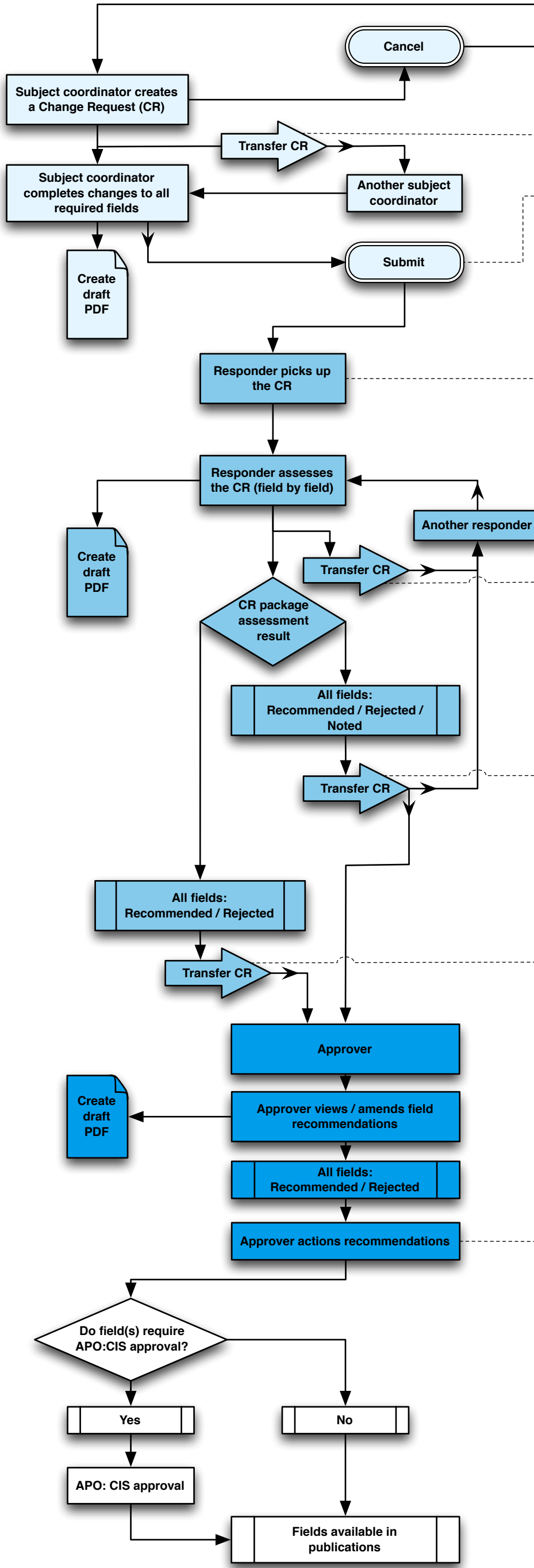
WORKFLOW STATE

Create

Respond

Approve

APO Approval



Key and additional explanation

- SO Draft PDFs**: Draft PDFs can be generated for checking at every stage in the process.
- Transfers**: Responders can only transfer change requests if the change request is assigned to them. System Admins can transfer change requests at any time.
- Emails**: Emails are triggered by certain actions. They are clearly marked in the subject line 'For information only' or 'Action required'.
- Buttons**: Reset buttons are only available to certain users and only if the CR is assigned to them: R=Responders, A=Approvers; SA=System Admins
- Decisions**: Results, Actions

December 2016