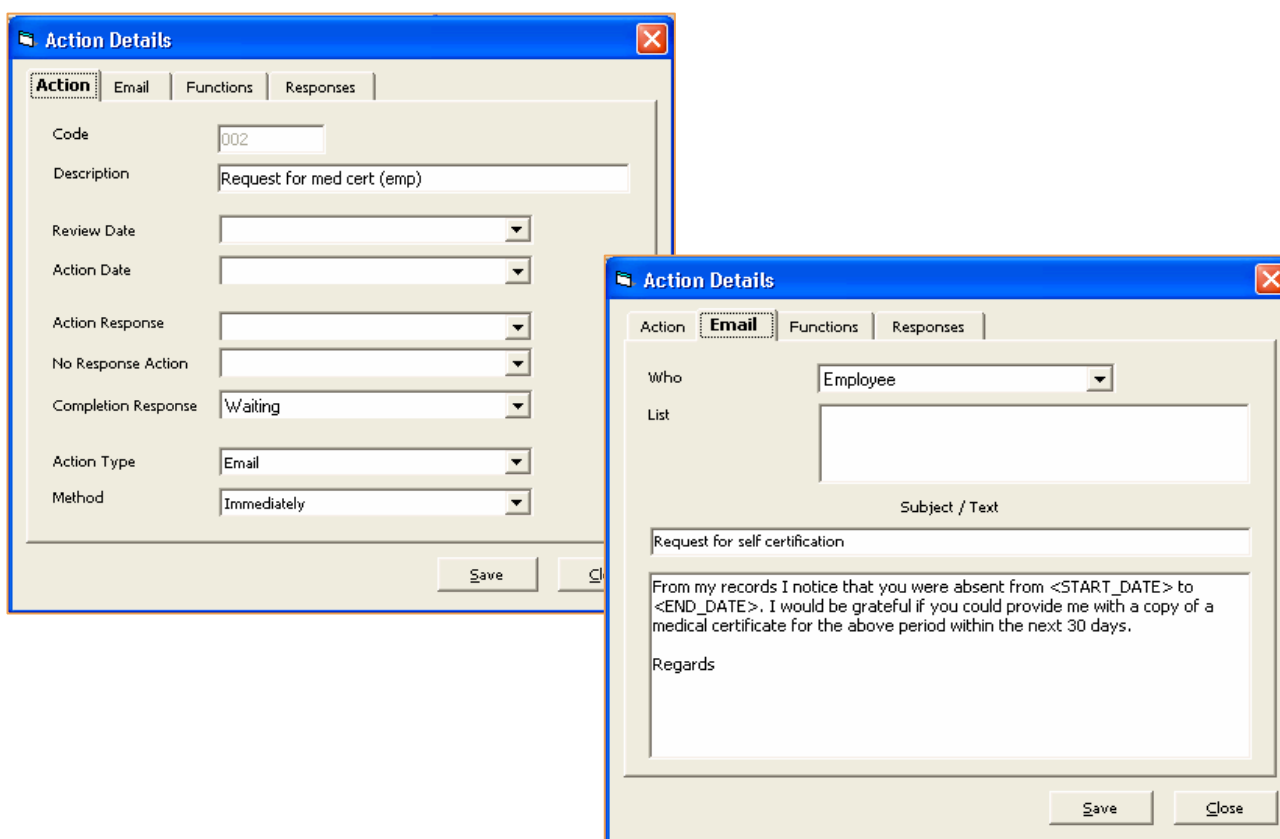


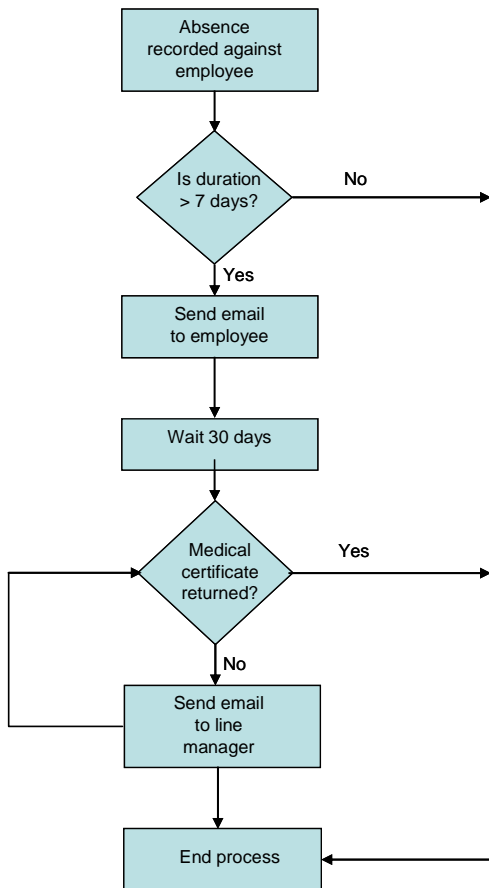
Colleges are increasingly seeking more efficient and systematic ways of managing large volumes of data and the Workflow module supports this by allowing Agresso QLP users to develop business intelligence within Agresso QL Personnel. This module allows users to define a series of processes which can trigger one or many associated actions within and outside the application so that critical actions are automatically initiated. These actions could include the sending of emails, running standard Agresso QLP functions, telephone call reminders, production of letters etc. Any action can be initiated automatically based on a defined trigger or placed in a users 'to do list' for review prior to actioning. For example, an employee and his line manager could be emailed a request for a medical certificate following a period of absence or a starter pack could be produced when a new employee is appointed.

Designing workflow



The design of any workflow process is simplified by a wizard led function. This starts with a definition of an action. Actions include the running of a HR function (e.g. changing the status of a training record from approved to completed), sending an email (e.g. requesting a medical certificate following a period of absence), producing a document or letter (e.g. a letter of confirmation of employment for a new starter) or a note to make a telephone call. These actions are triggered by conditional changes and can be fully automated where appropriate or held in a user's queue or to-do-list.

Each action can be independent or linked within a process to a further set of actions based on the outcome of the initial action. The following flowchart illustrates this in the case of a request for a medical certificate following a period of absence:




Work Flow Enquiry

Review: Active | Perform | Clear | Edit ... | Save

Action Description	Action	App Func	Employee	Orig Seq	Process Description	Process	Status
Waiting for medical...	Wait for med cert (man)	PNLEMPABS	ADOB		Request for medica...	Request for medica...	Active
New starter letter	New starter letter	PNLEMPMST	PJON		New employee letter	New employee letter	Active

Record: 1 of 2

Action Date	Action Description	Action	Action Method	Action Type	Employee	Orig Seq	Process Description	Process
10/02/2006	Request empl for s...	Request for med ce...	I	EMAIL	ADOB	000005044	Request for medica...	Request for medica...
10/02/2006	Waiting for medical...	Wait for med cert (...)	W	NA	ADOB		Request for medica...	Request for medica...
	Request man for se...	Request for med ce...	I	EMAIL	ADOB		Request for medica...	Request for medica...
20/01/2006	Waiting for medical...	Wait for med cert (...)	W	NA	ADOB		Request for medica...	Request for medica...

Workflow review

All workflow items, whether fully automated or in a to-do-list, can be reviewed through the Workflow Enquiry screen. This provides a full audit of all workflow items but also provides a list of queued items which can then be manually progressed. For example, in the example of a request for a medical certificate the workflow process could be manually completed if a medical certificate is provided.

