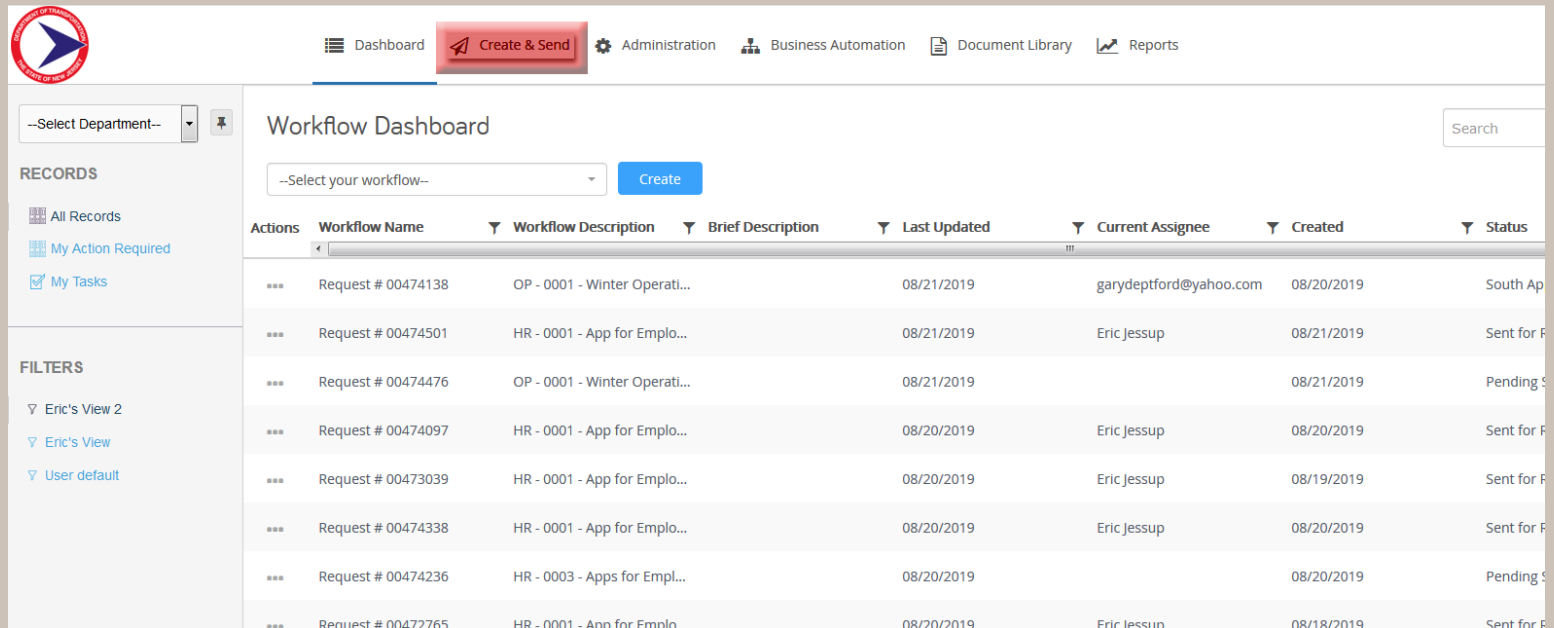


From the Simpligov Workflow Dashboard

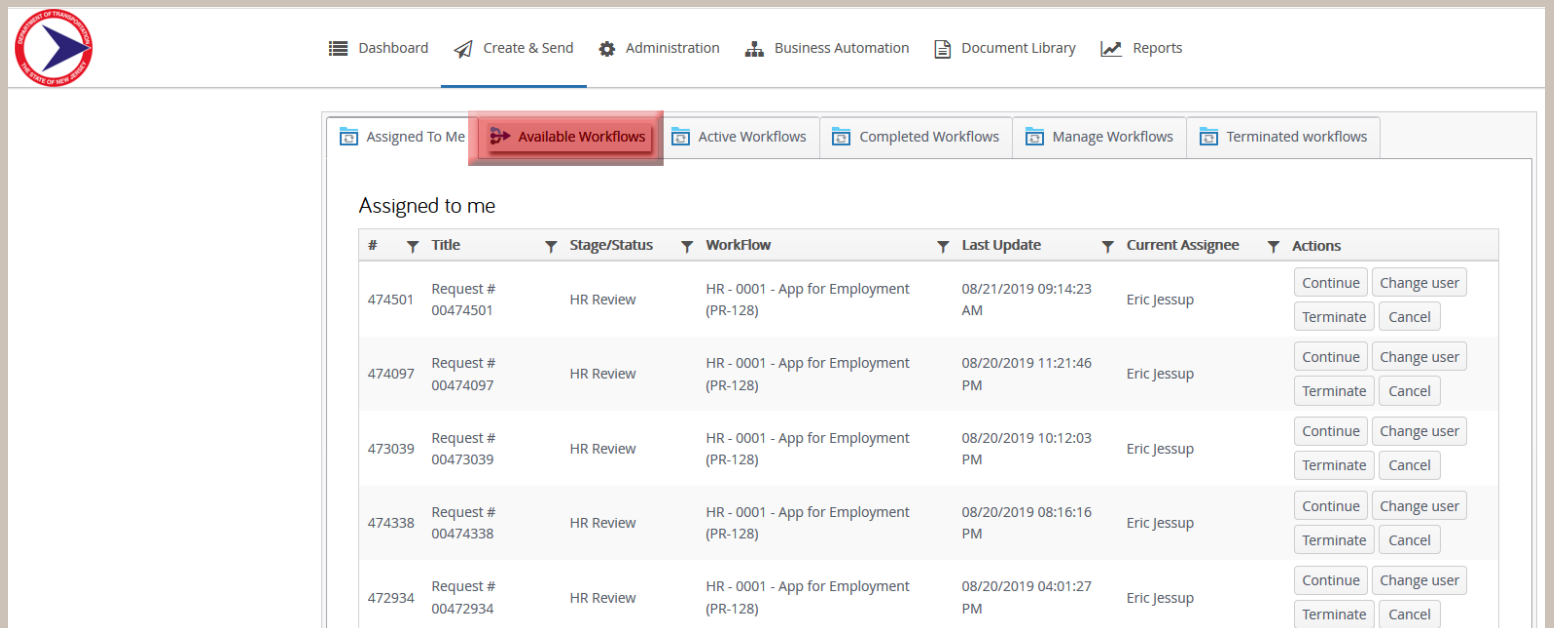
- 1) Click the **"paper airplane"** icon. NOTE: if your screen is expanded you may also see the words **Create & Send** next to the icon.



The screenshot shows the Simpligov Workflow Dashboard. The top navigation bar includes 'Dashboard', 'Create & Send' (highlighted in red), 'Administration', 'Business Automation', 'Document Library', and 'Reports'. The main content area is titled 'Workflow Dashboard' and features a search bar and a dropdown menu for selecting a workflow, with a 'Create' button. Below this is a table listing various workflow requests.

Actions	Workflow Name	Workflow Description	Brief Description	Last Updated	Current Assignee	Created	Status
...	Request # 00474138	OP - 0001 - Winter Operati...		08/21/2019	garydeptford@yahoo.com	08/20/2019	South Ap
...	Request # 00474501	HR - 0001 - App for Emplo...		08/21/2019	Eric Jessup	08/21/2019	Sent for F
...	Request # 00474476	OP - 0001 - Winter Operati...		08/21/2019		08/21/2019	Pending S
...	Request # 00474097	HR - 0001 - App for Emplo...		08/20/2019	Eric Jessup	08/20/2019	Sent for F
...	Request # 00473039	HR - 0001 - App for Emplo...		08/20/2019	Eric Jessup	08/19/2019	Sent for F
...	Request # 00474338	HR - 0001 - App for Emplo...		08/20/2019	Eric Jessup	08/20/2019	Sent for F
...	Request # 00474236	HR - 0003 - Apps for Empl...		08/20/2019		08/20/2019	Pending S
...	Request # 00472765	HR - 0001 - App for Emplo...		08/20/2019	Eric Jessup	08/18/2019	Sent for F

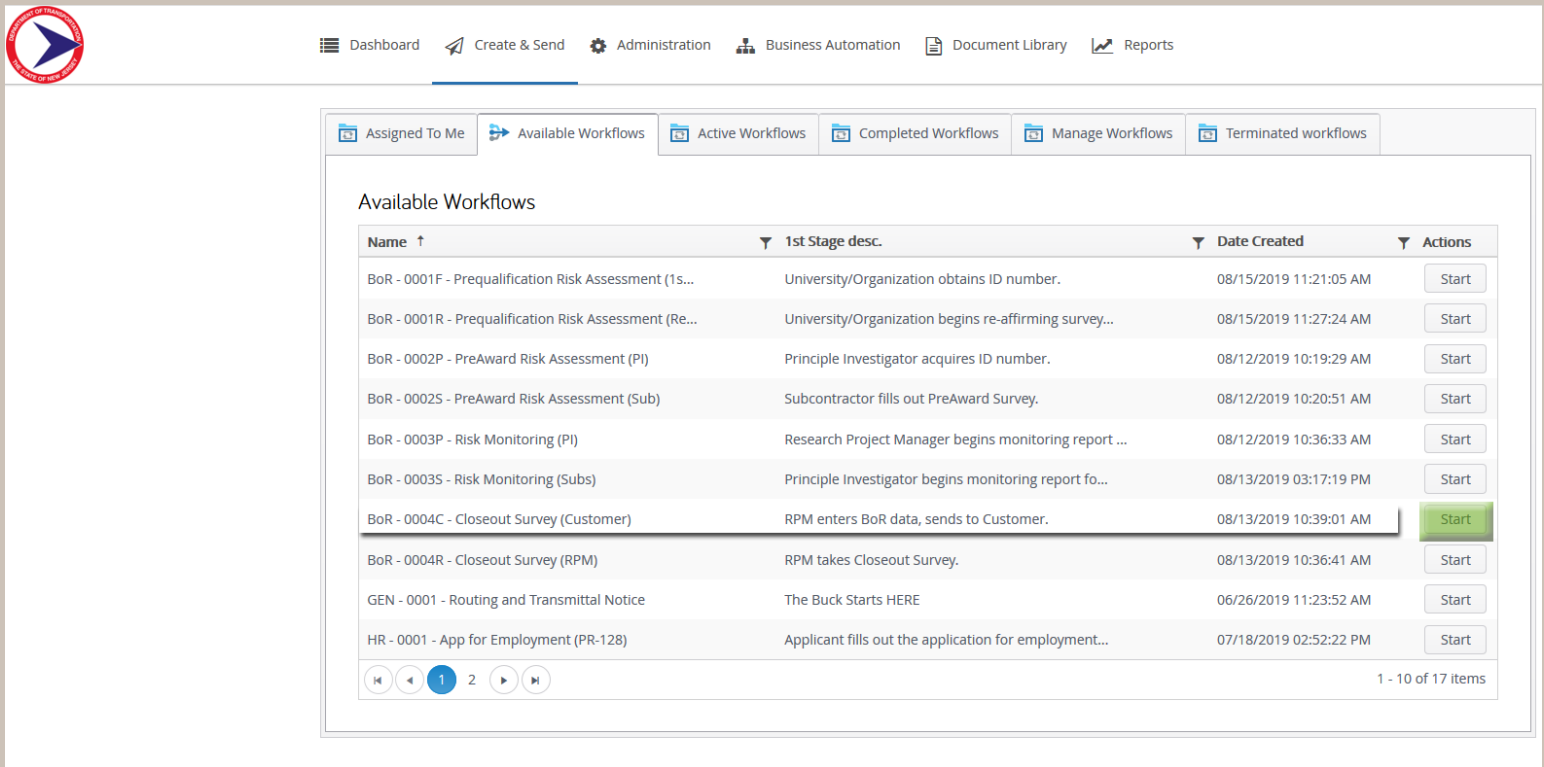
- 2) This will take you to a workflows management listings screen. Here click the **Available Workflows** tab.



The screenshot shows the Simpligov Workflows Management screen. The top navigation bar is the same as in the previous screenshot. The main content area has a tabbed interface with 'Assigned To Me', 'Available Workflows' (highlighted in red), 'Active Workflows', 'Completed Workflows', 'Manage Workflows', and 'Terminated workflows'. Below the tabs is a table titled 'Assigned to me' showing a list of workflow requests.

#	Title	Stage/Status	WorkFlow	Last Update	Current Assignee	Actions
474501	Request # 00474501	HR Review	HR - 0001 - App for Employment (PR-128)	08/21/2019 09:14:23 AM	Eric Jessup	Continue Change user Terminate Cancel
474097	Request # 00474097	HR Review	HR - 0001 - App for Employment (PR-128)	08/20/2019 11:21:46 PM	Eric Jessup	Continue Change user Terminate Cancel
473039	Request # 00473039	HR Review	HR - 0001 - App for Employment (PR-128)	08/20/2019 10:12:03 PM	Eric Jessup	Continue Change user Terminate Cancel
474338	Request # 00474338	HR Review	HR - 0001 - App for Employment (PR-128)	08/20/2019 08:16:16 PM	Eric Jessup	Continue Change user Terminate Cancel
472934	Request # 00472934	HR Review	HR - 0001 - App for Employment (PR-128)	08/20/2019 04:01:27 PM	Eric Jessup	Continue Change user Terminate Cancel

3) You should now see a listing of all the workflows to which you have access. NOTE: the listing is alphabetical and may span more than one page.



The screenshot shows a web application interface for workflow management. At the top, there is a navigation bar with a logo on the left and menu items: Dashboard, Create & Send, Administration, Business Automation, Document Library, and Reports. Below the navigation bar, there are several tabs: Assigned To Me, Available Workflows (selected), Active Workflows, Completed Workflows, Manage Workflows, and Terminated workflows. The main content area is titled 'Available Workflows' and contains a table with the following columns: Name, 1st Stage desc., Date Created, and Actions. The table lists various workflows, with the 'BoR - 0004C - Closeout Survey (Customer)' workflow highlighted in green. The 'Start' button for this workflow is also green. At the bottom of the table, there are navigation controls (back, forward, search) and a page indicator '1 - 10 of 17 items'.

Name ↑	1st Stage desc.	Date Created	Actions
BoR - 0001F - Prequalification Risk Assessment (1s...	University/Organization obtains ID number.	08/15/2019 11:21:05 AM	Start
BoR - 0001R - Prequalification Risk Assessment (Re...	University/Organization begins re-affirming survey...	08/15/2019 11:27:24 AM	Start
BoR - 0002P - PreAward Risk Assessment (PI)	Principle Investigator acquires ID number.	08/12/2019 10:19:29 AM	Start
BoR - 0002S - PreAward Risk Assessment (Sub)	Subcontractor fills out PreAward Survey.	08/12/2019 10:20:51 AM	Start
BoR - 0003P - Risk Monitoring (PI)	Research Project Manager begins monitoring report ...	08/12/2019 10:36:33 AM	Start
BoR - 0003S - Risk Monitoring (Subs)	Principle Investigator begins monitoring report fo...	08/13/2019 03:17:19 PM	Start
BoR - 0004C - Closeout Survey (Customer)	RPM enters BoR data, sends to Customer.	08/13/2019 10:39:01 AM	Start
BoR - 0004R - Closeout Survey (RPM)	RPM takes Closeout Survey.	08/13/2019 10:36:41 AM	Start
GEN - 0001 - Routing and Transmittal Notice	The Buck Starts HERE	06/26/2019 11:23:52 AM	Start
HR - 0001 - App for Employment (PR-128)	Applicant fills out the application for employment...	07/18/2019 02:52:22 PM	Start

4) In this case we need the **BoR - 0004C Closeout Survey (Customer)** workflow; which is *initiated* by Research Project Managers before being passed on to customers. By clicking the **Start** button, you will launch the workflow and initiate this closeout survey process.