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CONFERO

DocFlow Collegial for Creatio

Add-on to the application DocFlow Creatio, enabling collegial meetings

Version 1.0

User's Manual

List of Contents

1. Meeting Questions

This section provides registration of questions which are going to be discussed on the collegial meetings. Then the question is added to the agenda upon creating the meeting. The section is of standard structure that does not change in comparison to the basic version.

Standard registry view of this section is provided below:

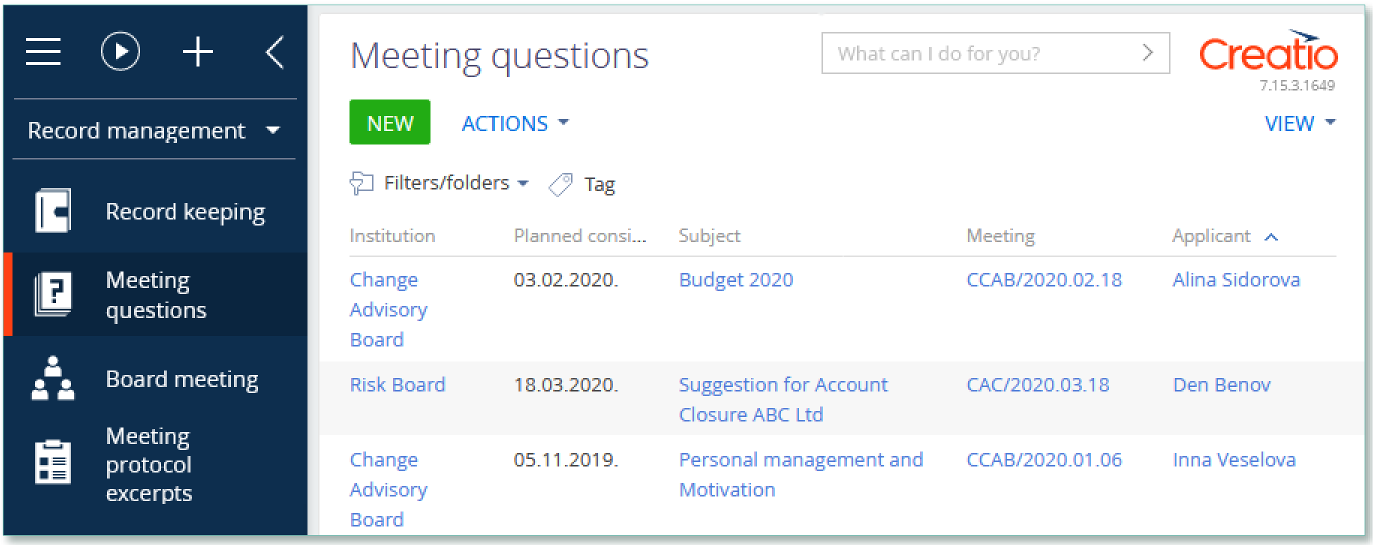

Image 1. Meeting questions section view

Meeting questions card consists of a set of fields of general data, as well as several tabs. In order to create new entry, one should click NEW and fill in the fields on the page.

List and description of fields is provided below:

Field	Description
Profile fields	
Institution	Institution Value from lookup Meeting institution
Application date	Value from calendar
Applicant	Value from table Employee
Planned consideration date	Value from calendar
Order number	Number Text field
Status *	Value from lookup Meeting question status Dropdown menu
Meeting	Meeting number

	Read only after saving
Tab General	
Subject *	Text field, maximum size: 250 characters
Body	Text field
Invited persons	Invited persons (detail) Value from table Employee The invited participants of the meeting are added on the detail
Attachments	Attachments (Detail) Files are placed on the detail The form displays values: file name, annotation, type, date of placing and the author of the entry
Tab Approvals	
Approvals	Approvals (Detail) Detail is intended for approvals on request. The procedure of approvals is described in section 4.5
Tab History	
Activities	Activities (Detail) Displays all activities related to this document
Email	Email (Detail) Displays all the email letters related to this document
Tab Audit	
Created by	Value from table Employee Author of the entry Generated by the system automatically upon initially saving the document Read only
Created on	Date and time of creation Generated by the system automatically upon initially saving the document Read only
Modified by	Value from table Employee Last person who modified the entry Generated by the system automatically each time upon saving the document Read only
Modified on	Date and time the entry was last modified Generated by the system automatically each time upon saving the document Read only
Tab Feed	
	The tab displays chat history among the employees regarding this document

Configurable lookups

The system provides several configurable lookups which are used upon filling in the document:

- Meeting institution
- Meeting question status

2. Board Meeting

The section is of standard structure that does not change in comparison to the basic version.
Principal functions:

- Collecting the questions for review, creating meeting agenda
- Planning the meetings (board, committees, work groups etc.)
- Online voting processes
- Registration of meeting results, storage of meeting protocols
- Registration of excerpts from protocols, assigning tasks and controlling of execution deadlines.

Standard registry view of this section is provided below:

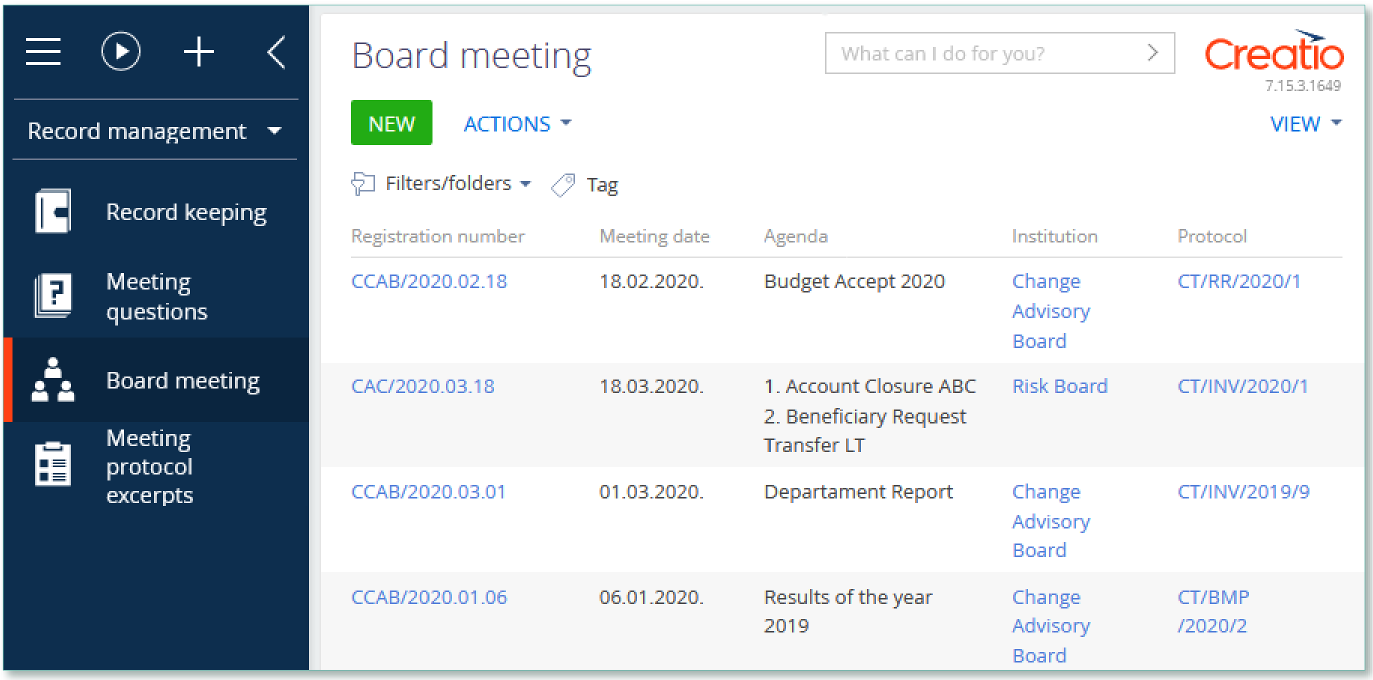

Image 2. Board meeting section view

The meeting registration form consists of a set of fields of general data, as well as several tabs. In order to create new entry, one should click NEW and fill in the fields on the page.

List and description of fields is provided below:

Field	Description
Profile fields	
Institution*	Meeting's institution Value from table Institution
Institution code	Institution code Filled in automatically according to the chosen institution Read only
Meeting date *	Meeting date

	Value from calendar Read only after first saving
Registration number *	Number Filled in automatically according to the chosen institution Read only
Managed by	Managed by (person) Value from table Employee
Protocoled by	Protocoled by (person) Value from table Employee
Protocol	Protocol Value from table Record keeping
Tab General	
Agenda	Meeting agenda description Text field, maximum size: 250 characters
Attachments	Attachments (Detail) Files are placed on the detail The form displays values: file name, annotation, type, date of placing and the author of the entry
Questions	Questions (detail) List of questions to be discussed can be added by clicking + Value from table Meeting Questions
Members	Meeting members (detail) Value from table Employee
Invited persons	Invited persons (detail) Value from table Employee
Protocol excerpts	Protocol excerpts (detail) By clicking + one can open a new form of Protocol excerpts, which after saving will be displayed on the detail and in section Protocol excerpts
Tab History	
Activities	Activities (Detail) Displays all activities related to this document
Email	Email (Detail) Displays all the email letters related to this document
Tab Audit	
Created by	Value from table Employee Author of the entry Generated by the system automatically upon initially saving the document Read only
Created on	Date and time of creation Generated by the system automatically upon initially saving the document Read only

Modified by	Value from table Employee Last person who modified the entry Generated by the system automatically each time upon saving the document Read only
Modified on	Date and time the entry was last modified Generated by the system automatically each time upon saving the document Read only
Tab Feed	
	The tab displays chat history among the employees regarding this document

3. Meeting Protocol Excerpts

This sections provides registration and display of excerpts of meeting protocols. The section is of standard structure that does not change in comparison to the basic version.

Standard registry view of this section is provided below:

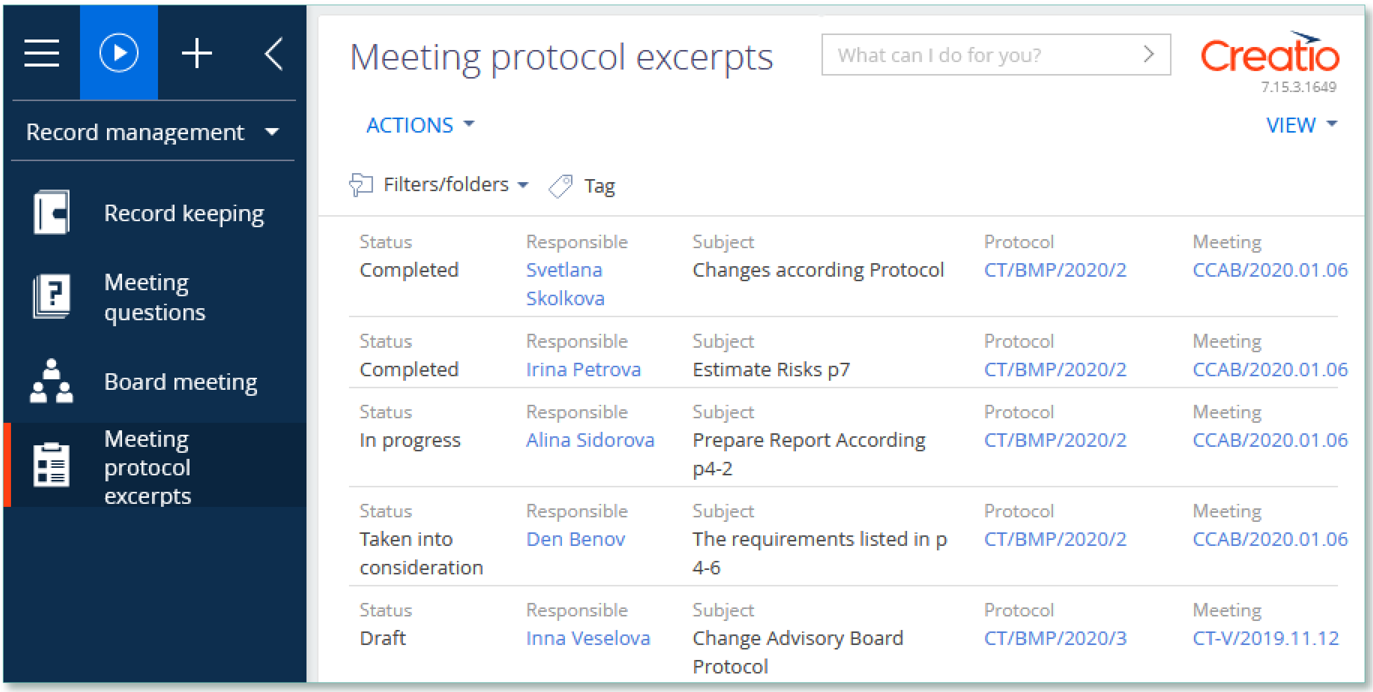

Image 3. Meeting protocol excerpts section view

The form of excerpts of meeting protocols consists of a set of fields of general data, as well as several tabs. In order to create new entry, one should click + in section Board meeting on the detail Protocol excerpts and fill in the fields on the page. After saving, this form is placed in section Meeting protocol excerpts, and is automatically linked to Board meeting, from which it was created. The access rights to the excerpt are assigned according to the additional setting from the lookup Meeting institution, see clause 4.7. Additional Settings.

List and description of fields is provided below:

Field	Description
Profile fields	
Protocol	Number of the protocol excerpt Filled in automatically according to the chosen institution Read only
Order number *	Number Text field
Meeting	Meeting number Filled in automatically according to the chosen institution Read only
Responsible	Value from table Employee

Deadline	Value from calendar
Account	Value from table Account
Contact	Value from table Contact
Tab General	
Subject	Text field, maximum size: 250 characters
Attachments	Attachments (Detail) Files are placed on the detail The form displays values: file name, annotation, type, date of placing and the author of the entry .
Notes	Text field
Tab History	
Activities	Activities (Detail) Shows all activities related to this document
Email	Email (Detail) Shows all the emails related to this document
Tab Audit	
Created by	Value from table Employee Author of the entry Generated by the system automatically upon initially saving the document Read only
Created on	Date and time of creation Generated by the system automatically upon initially saving the document Read only
Modified by	Value from table Employee Last person who modified the entry Generated by the system automatically each time upon saving the document Read only
Modified on	Date and time the entry was last modified Generated by the system automatically each time upon saving the document Read only
Tab Feed	
	The tab displays chat history among the employees regarding this document

4. Configurable System Details

4.1. Status change process

In sections where the workflow implies change of statuses, there is a special element on the page – status bar. It helps you to see in what status is the entry at any given time and quickly switch from one status to another. It helps to keep better focus on moving forward and makes the work more intuitive and simple.

Depending on the chosen status the colour of the status bar may change.

NB!
Status bar setup is carried out in case designer.

In order to process a query use the status bar and action panel, which you can see in the upper side of the inquiry page. Move forward in the process or case, using status bar.

Change the status of the query using Status bar.

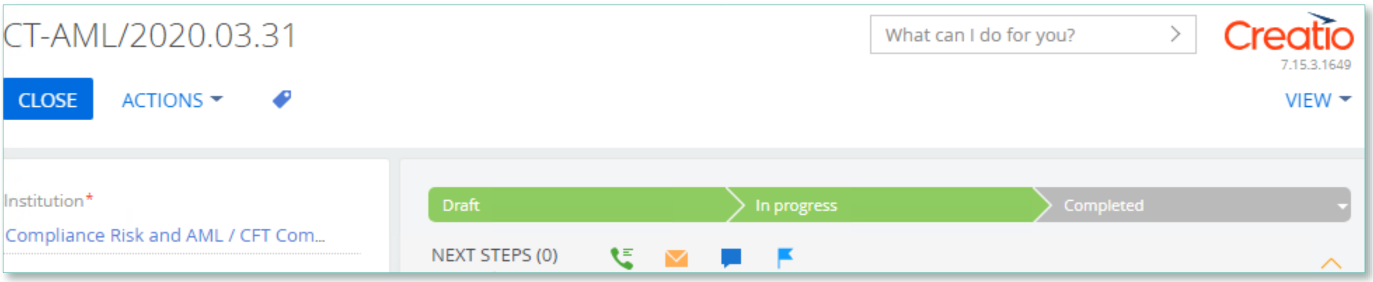

Image 4. Document status change

The order of switching from status to status is determined in the settings of each type of document. The change of status is duplicated to the field Status.

4.2. Attachments and notes

To work with additional materials in entries of the sections, the system is using a detail Attachments. This detail is available in every section of the system.

In the Attachments detail you can use the following display options:

tile view. Use it to display files and links to details as icons. The image of the icons will differ depending on the file extension.

NB!
Icons for various types of files can be set in the lookup [File extensions]. For the files having no defined type in this lookup, the system shall use default icon.

list view. In this view one can see all entries in the detail as a list of entries. Use this view if you need to delete a file or edit a link.

4.3. Details

The details are located in the form and are designed for storing any additional information. You can open and close the detail by clicking

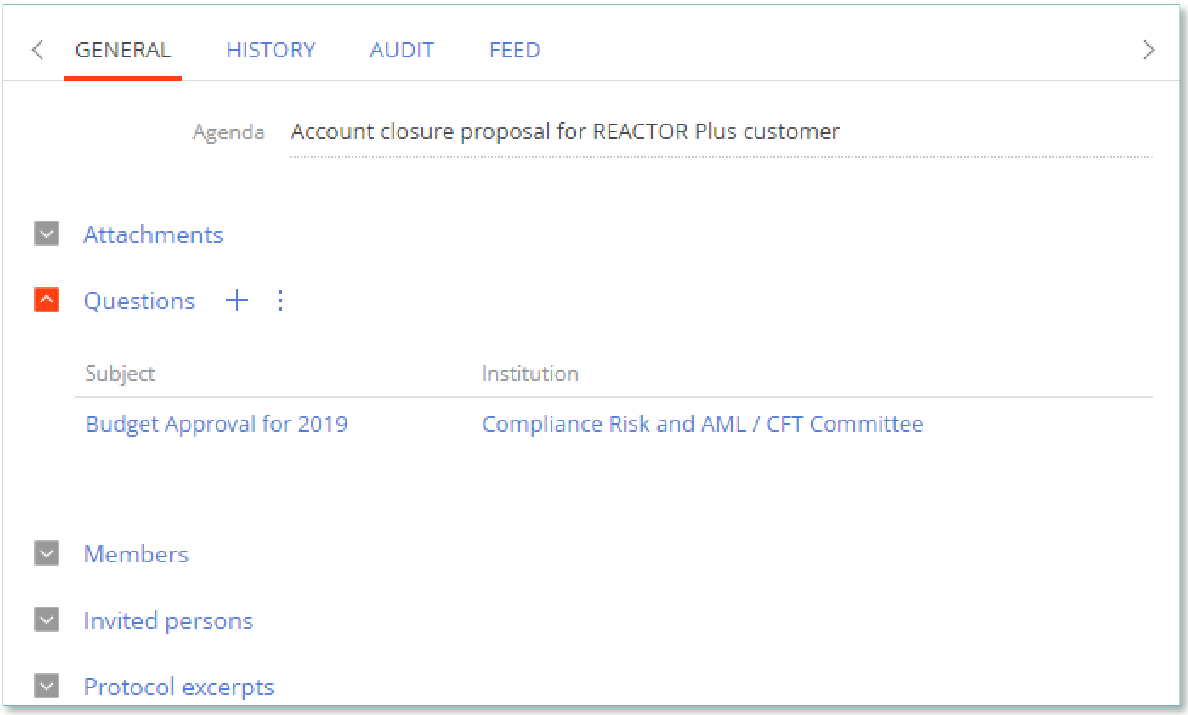

Image 5. View of details in the form

One can add and configure the information to be displayed in detail by clicking through action Columns.

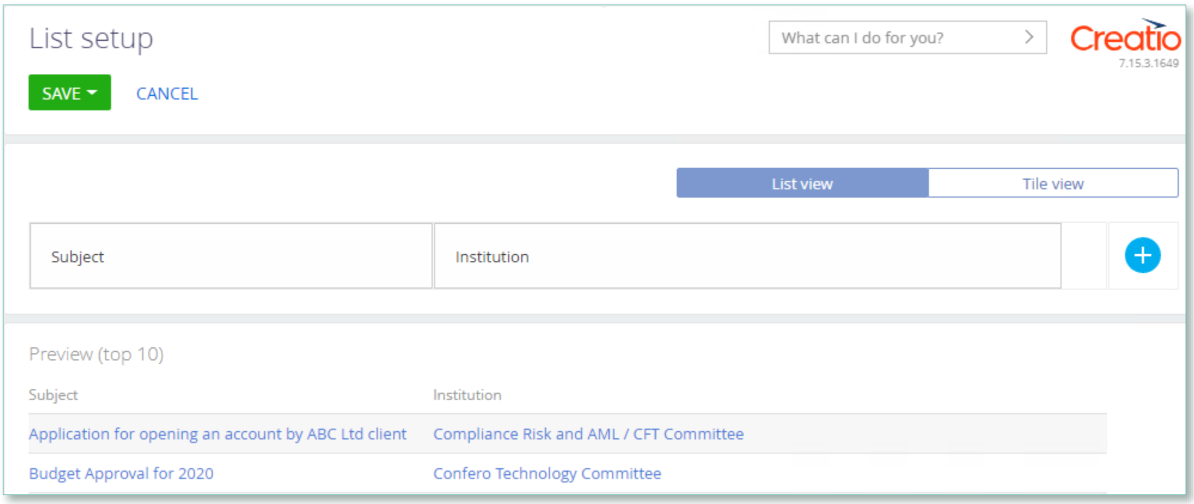

Image 6. Setup of information to be displayed in detail

User can individually change the sequence of columns and add new ones.
Administrator can set up and save the sequence and sets for all users. Administrator can change the arrangement of details in the form.

One can add a new document by clicking and filling in the form.

4.4. Set up access rights

You can control access to certain operations with the entries. There are three groups of such operations: Read, Edit and Delete. For example, access to operation “Read” means the user or group of users can view the entry in the section or on the entry page. For each operation there are two levels of access:

- Granted — right to execute the operation of reading, amending or deleting an entry.
- Delegation permitted — the right to execute operations with the entry, as well as the right to control access to this operation.

NB!
Absence of any level of access means absence of access to the entry. By default the user who created the entry has the right to execute and delegate all the operations with the entry. Access to the entry created by you is set by default and configured by the system administrator.

In order to start managing access to the entry, open the page of this entry and in Actions menu choose Set up access rights.

4.5. Approval process

Adding approvals is carried out in tab Approvals. The view of the page is provided below:

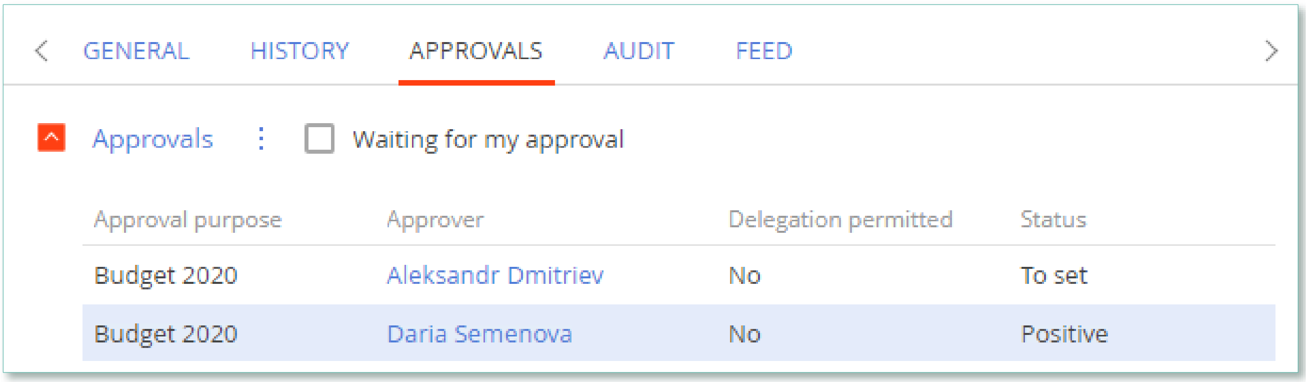

Image 7. Approval page view

Actions in the detail:

Approve – an action available only for users appointed by the approving person. Upon carrying out this action, a page is opened where approver can add a comment. After clicking “OK” the status of the approval shall automatically change to Positive.

Reject – the action is available only for users appointed by the approving person. Upon carrying out this action, a page is opened where approver can add a comment. After clicking “OK” the status of the approval shall automatically change to Negative.

Change approver – the action is available only for users appointed by the approving person. Upon carrying out this action a page will open to appoint a new approver (field Approval participant). After clicking “OK”, the value in the field Participant will automatically change to the new value.

Configurable fields:

Field	Description	Type
Contact	In this field the approving person is registered	Lookup (lookup Contact)
Role	A sign indicating the role of the approving person	Lookup (lookup Record keeping related employees role)
Order number	Order number of the approving person. In this precise order the persons in charge of approval will receive the notifications.	Number

Attention!
Upon adding new approval process an automated email notification is sent to the approving contacts, while the condition of inquiry for amendments is set from the system settings «Change Approval Status».

Also the person in charge of approval shall receive a notification on communication panel.

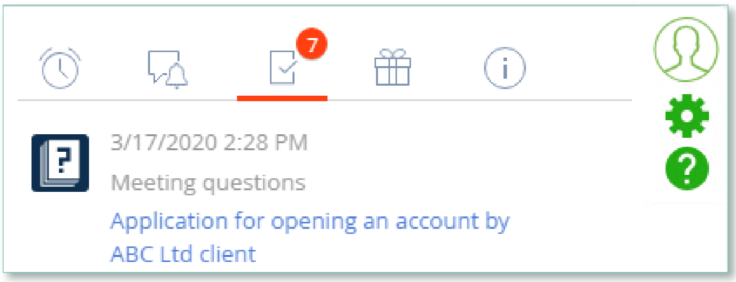

Image 8. Notification on communication panel

4.6. Sending notifications

In addition, the system provides sending of notifications with a function to grant access rights to a document. By clicking in action panel, you can create an email. Message box will open with a pre-filled From field (system user). To and Subject fields are to be filled manually. Message body can be selected from template (lookup Email templates) by clicking /... and add the necessary information.

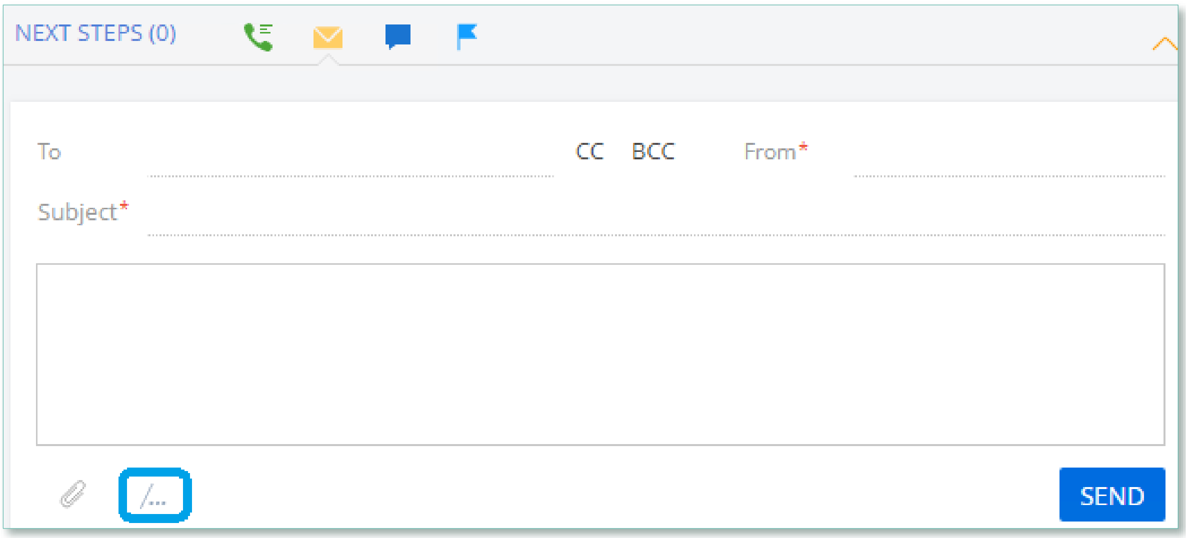

Image 9. Form for creating a message in the section

To a person indicated in field To in Meeting questions section:

- an email is sent with a link to this document,
- reading rights to this document are granted,
- is registered in the detail Invited persons in tab General.

To a person indicated in field To in Meeting protocol excerpts section:

- an email is sent with a link to this document,
- reading rights to this protocol excerpt are granted.

4.7. Additional settings

Rights are granted from the lookup Meeting institution. In the form Meeting institution there are details which can be used for managing access rights to the meeting documents depending on the chosen collegial institution.

- Default members – members by default,
- Default invited – invited persons,
- Meeting / protocol excerpts access rights – access rights to meeting protocol excerpts,
- Meeting questions access rights – access rights to meeting questions.

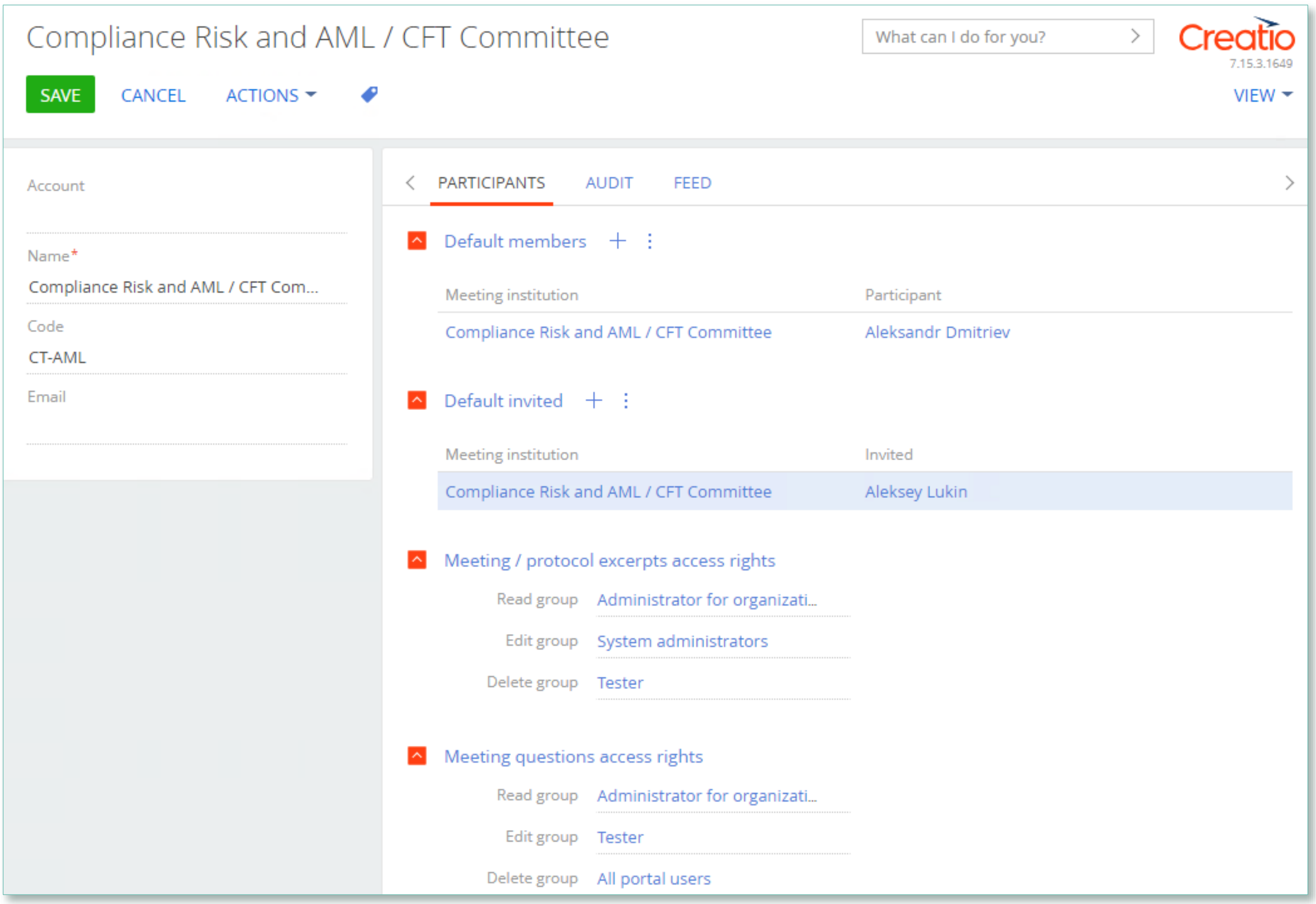

Image. 10. Form of the card Institution