

Class Title: SharePoint Workflow Fundamentals

Duration: 1 Day

1. Out of the Box Workflows

- 1.1. Approval Workflow
- 1.2. Three State Workflow

2. SharePoint Designer

- 2.1. Explore Workspace
- 2.2. Understanding Workflow Interface
- 2.3. Workflow Planning Tools

3. Workflow Structure

- 3.1. Stages
- 3.2. Steps
- 3.3. Parallel Blocks

4. Workflow Actions

- 4.1. Send Emails
- 4.2. Assign Tasks
- 4.3. Wait for Changes
- 4.4. Create Calculations

5. Workflow Conditions

- 5.1. IF/Then
- 5.2. IF/Then/Else
- 5.3. Specify People
- 5.4. Specify Date Ranges

6. Parameters and Variables

- 6.1. Initiation Form Parameters
- 6.2. Workflow Variables

7. Publishing Workflows

- 7.1. Check for Errors
- 7.2. Test Workflows
- 7.3. Save and Publish