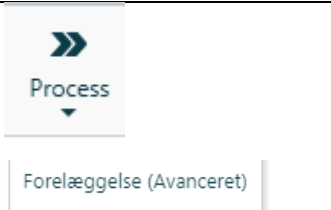
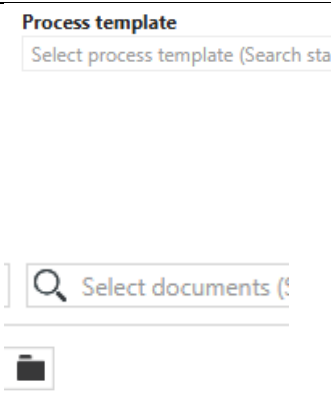
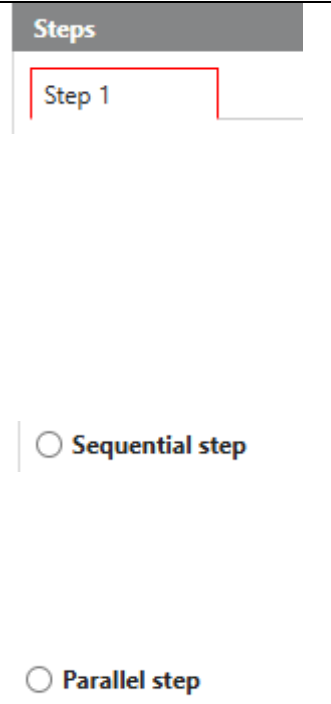
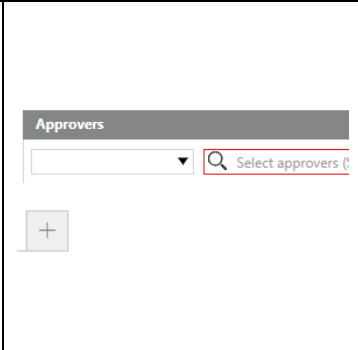

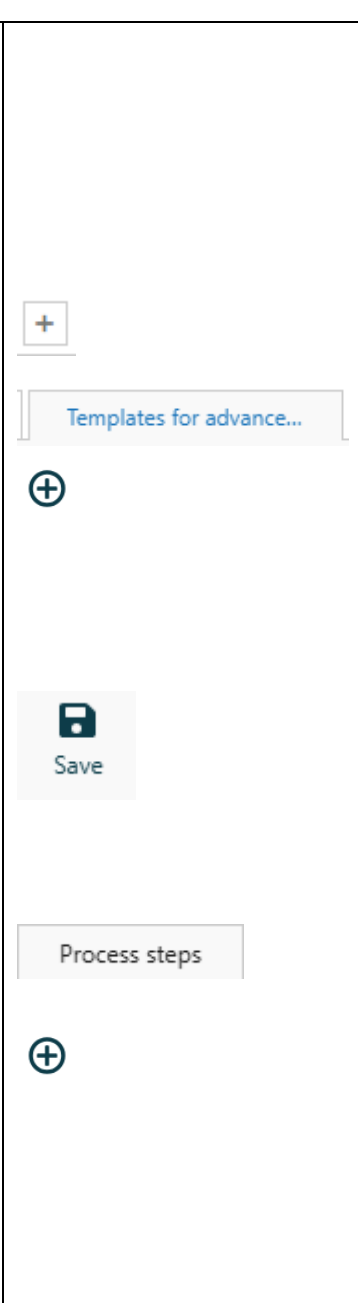


Create an advanced submission


This guide explains how to create an advanced submission in Workzone. With an advanced submission, it is possible to add attachments to your process. It is also possible to divide the submission into different steps.

Instructions	Explanation	Navigation
<p>Open case</p>	<p>Open the case on which you want to create a submission.</p>	
<p>Start submission</p>	<p>Click Process in the navigation menu and select Forelæggelse (Avanceret).</p>	
<p>Fill in the submission</p>	<p>Optionally select a process template with predefined steps. See further down in the guide how to create a template.</p> <p>Specify a title, deadline, priority, and a description for your submission. The deadline applies to the entire process.</p> <p>Attach the documents and any appendices you want reviewed and/or approved.</p>	
<p>Create step</p>	<p>You can divide your submission into different steps. A submission must have at least one step.</p> <p>You can change the step title to something more descriptive.</p> <p>You can specify a deadline; this deadline applies only to the step.</p> <p>Specify whether the step is sequential or parallel.</p> <p>In a sequential step, the approval is sent to one or more approvers in a specific order. Only if the submission is approved is it forwarded to the next stage in the chain.</p> <p>In a parallel step, the approval is sent to all approvers at the same time. The step is</p>	

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	<p>completed when all approvers have responded or when the step deadline has been exceeded.</p> <p>Add one or more approvers per step. You can search by name or AUID.</p> <p>Add additional steps to your process by clicking the plus icon.</p>	
<p>Start submission</p>	<p>Once you have created the desired steps, click start to begin the process.</p>	
<p>Tip: Create a template</p>	<p>If you frequently need to submit a submission with specific steps, you can create a template – called a process template in Workzone.</p> <p>Create a process template as follows:</p> <ul style="list-style-type: none"> • Open your user profile by clicking your username in the bottom-right corner. • Add the template for advanced submissions tab by clicking the small plus icon. • Create a new template by clicking the round plus icon. • Fill in the fields: <ul style="list-style-type: none"> ○ Name ○ Description (optional) ○ Read access (assign access so that only those expected to use the template can view it) ○ Click save <p>The process steps in sequence tab is now available for selection.</p> <p>Click the round plus icon to create a step. Fill in the fields:</p> <ul style="list-style-type: none"> • Name • Description (optional) • Actor sequence (optional) • Step type: sequential or parallel 	

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	<ul style="list-style-type: none"> Relative step deadline (optional): specify days, hours, and minutes <p>Click save and optionally create additional steps for your template.</p>	
<p>Tip: Create actor sequence</p>	<p>If you frequently send to the same people, it can be useful to create a group – called an actor sequence in Workzone.</p> <p>Create an actor sequence as follows:</p> <ul style="list-style-type: none"> Open your user profile by clicking your username in the bottom-right corner. Add the actor sequence tab by clicking the small plus icon. Create a new sequence by clicking the round plus icon. Fill in the fields: <ul style="list-style-type: none"> Sequence name Sequence description Read access (assign access so that only those expected to use the actor sequence can view it) <p>Click save to create it.</p> <p>The actors in sequence tab is now available for selection.</p> <p>Click the small link icon. Add the desired people to the actor sequence.</p> <p>The actor sequence can now be selected from the dropdown list under Approvers when a new submission is started.</p>	