

Automatically Generating Workflows

Overview

If you need to create multiple workflows, you can facilitate the process by automating it. You can set up the automatic generation of workflows from an action or from a batch process.

You can also automate the creation of a single workflow if this is required at a specific step in an existing workflow process. For example, you could add a step to generate an electrical permit automatically when a step in a building permit is reached.

Workflows can be launched automatically from any of the following:

- An action linked to a trigger or an activity step in an existing workflow
- A query run from a step in an existing workflow
- A saved dataset that a user selects when prompted when a step in an existing workflow is reached
- A query run from a batch process

This document describes the following:

- Tips
- Business Rules
- Prerequisites on page 3
- Generating Workflows From a Batch Process on page 5
- Generating Workflow(s) From an Action on page 10

Tips

Batch Process or Action?

If you want to link the automatically generated workflow(s) to an existing workflow, set this up from an action. Otherwise, if you want to create a series of unrelated workflow(s), use the batch process.

If you need to create a single workflow, you can automate the process by generating it from an action.

Dataset or Query?

Multiple workflows can be generated automatically for every record that is retrieved through a saved dataset or through a query.

If a query is used, the process is automatic. If a dataset is used, the user must select a dataset when the action is launched.

Business Rules

The following rules apply to the Generate Workflows action:

- A workflow can be generated from an action or from a batch process:
- A workflow can be generated from any trigger; i.e., at any point in the Workflow process, such as initiation or the completion of a status.

Prerequisites

Prerequisites are required for the following:

Queries

If you are generating workflows from a query:

- The Query must be created in the **GNA > Queries > Select Query Editor**.

Saved Datasets

If you are generating workflows from a saved dataset:

- The Dataset must be created in Govern.

Linked Workflows

If you are linking workflows to the current workflow:

- The **WM_ID - Workflow ID Reference Type** must be created.
- A **Link Type** with the **Reference Type** set to **WM_ID - Workflow ID** must be created on the **Department > Link Types** form.

Basic Prerequisites

- Workflows are created by Department and Profile. These must exist.
- The Workflow types must be created in GNA.
- The Workflow form for the selected Workflow type must be created in the Department and Profile.
- A query is required for this batch process. This must be added to the Select Queries Editor in GNA.

Generating Workflows From a Batch Process

If you have multiple workflows to create, you can facilitate the process by running the Generate Workflow(s) batch process

This batch process generates workflows from a query. A new workflow is generated for every ID that is retrieved from the query.

Note: The new workflows are independent of any other workflows. If you want to link the new workflows to an existing one, you can use an action to generate the workflow(s).

For example, you could run this batch process to generate a workflow for every property within a selected area. The query would have to be based on a table that contains a P_ID column. The batch process would create a workflow for every P_ID.

In the following scenario, the Inspection Territory query is used.

```
select P_ID from PC_AREA  
where INSP_TERRITORY IS NOT NULL
```

When the batch process executes the query, a new workflow is created for every parcel in the inspection territory.

Notes on Generating Workflow(s) from a Query

Workflows can be based on the following System IDs:

- Name ID (NA_ID)
- Parcel ID (P_ID)
- User ID (U_ID)
- Department ID (D_ID)

The query, used to generate the workflow(s) must be based on table that contains a Name ID, Parcel ID, User ID, or Department ID column.

When the query is executed, a new workflow is created for every name or parcel that is selected in the search.

Examples of queries that could be used in a workflow are:

```
select NA_ID from AR_MASTER  
where DC_ID IS NOT NULL
```

If you add this query to the Generate Workflow action or batch process, a new workflow is created for every Name and Address in the Govern database that has a Delinquency and Collection record, either open or closed.

```
select P_ID from PC_AREA  
where FLOOD_ZONE IS NOT NULL
```

If you add this query to the Generate Workflow action or batch process, a new workflow is created for every parcel that is within a flood zone.

```
select * from PC_AREA  
where NBHD = 'Downtown'
```

From this query, a new workflow is generated for every record with Downtown selected as the neighborhood.

```
select U_ID from USR_USERFILE  
where INACTIVE IS NOT NULL
```

This query returns the user IDs for all active users.

```
select DEPT from USR_DEPT_CALEDAR  
where TERRITORY = 'East End'
```

This query returns the departments for all Department Calendars with the east end selected for the territory.

Defining the Generate Workflows Batch Process

The Generate Workflows batch process is included in the default deployment. To view or modify the Generate Workflows batch process:

1. Launch GNA.
2. Open the Batch Definitions Process Editor.
3. Select 101-wm-bp-010 Generate Workflow(s).

The Generate Workflows runs in Synchronous mode.

4. Select **Sync**.

Note: Even if select **Async**, the process will run in Synchronous mode.

Adding the Generate Workflows Batch Process to a Profile

The Generate Workflows batch process is accessed through a Profile in Govern. Before you can run this process or set up a schedule for running it, you need to add it to the Profile or Profiles where it will be used.

To add the Generate Workflows batch process to a profile:

1. Launch GNA.
2. Open the Profile Editor.
3. Select a Profile to which you want to add the batch process.
4. Select the **Links** tab.
5. Click the **Add** button under Batch Processes.
6. Select the batch process.
7. Click **Save**.

The process is automatically synchronized.

8. Repeat steps 3 to 7 for all profiles to which you are adding the batch process.

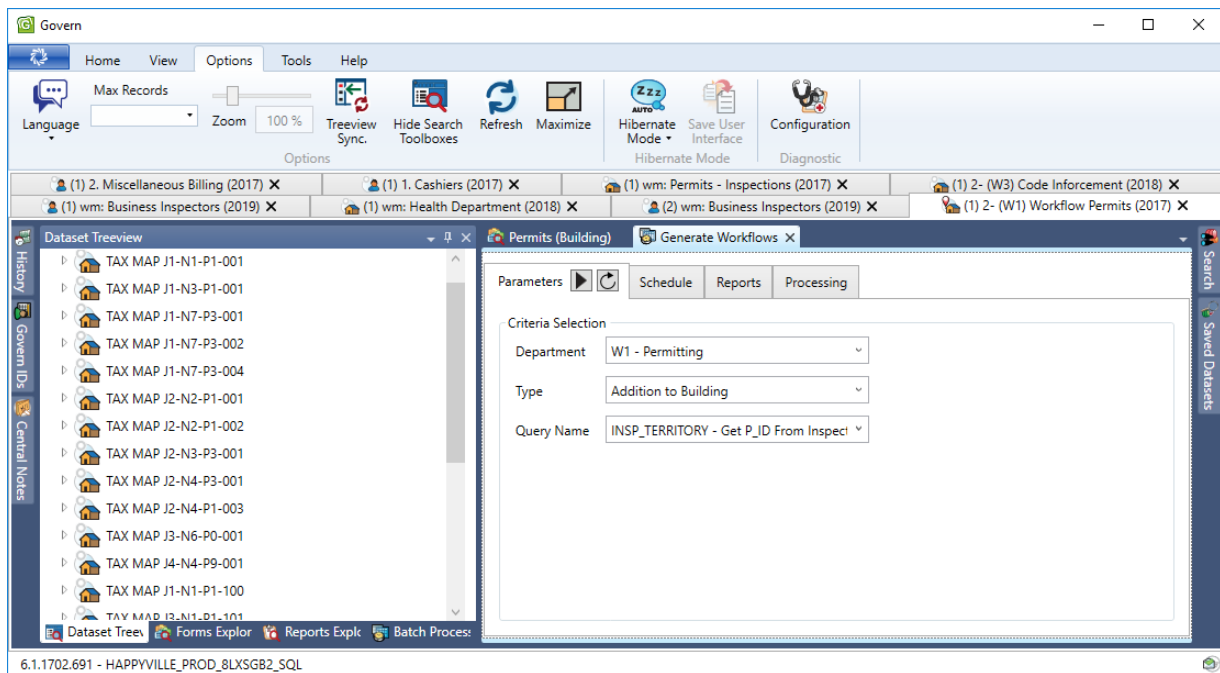
Applying Security to the Generate Workflow(s) Batch Process

Standard rules apply for setting security on this batch process.

Running the Generate Workflows Batch Process

To run the Generate Workflow(s) batch process:

1. Launch Govern.
2. Open a Profile that contains the Generate Workflows batch process.
3. Select the **Batch Process** explorer.
4. Select the **Generate Workflows** batch process.



5. Select the department from the **Department** drop-down list.
6. Select the workflow from the **Type** drop-down list.
7. Select the code for the query from the **Query Name** drop-down list.
8. Do one of the following:
 - Click **Run** to run the batch process immediately.
 - Click **Schedule** to run the batch process at a later time or on a regular basis.

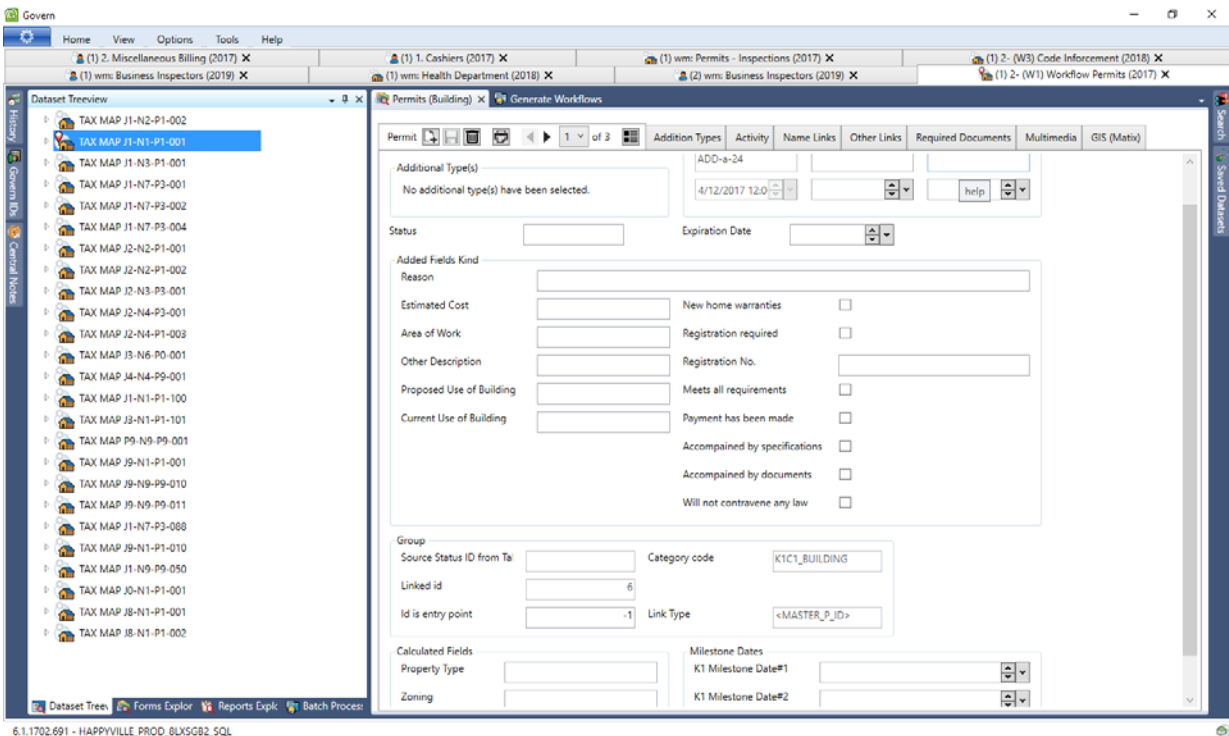
Viewing the New Workflows

A new workflow, of the selected type, is created for every record retrieved by the query that is run from the batch process.

For example, for the Inspection Territory query, a new workflow is created for every parcel record with an Inspection Territory defined on the Property Area form.

To view the new workflows:

1. Launch Govern.
2. Open the Profile from which the batch process was run.
3. Perform a search and load the required records to the form.
4. Select the **Forms** explorer.
5. Select the workflow form.
6. Select a record in the tree view.



The screenshot displays the Govern software interface. On the left, a 'Dataset Treeview' pane lists various tax map records, with 'TAX MAP J1-N2-P1-002' selected. The main window shows the 'Permits (Building)' form, which includes fields for 'Additional Type(s)', 'Status', 'Expiration Date', 'Added Fields Kind', 'Reason', 'Estimated Cost', 'Area of Work', 'Other Description', 'Proposed Use of Building', and 'Current Use of Building'. There are also checkboxes for 'New home warranties', 'Registration required', 'Registration No.', 'Meets all requirements', 'Payment has been made', 'Accompanied by specifications', 'Accompanied by documents', and 'Will not contravene any law'. The 'Group' section contains 'Source Status ID from Tax' and 'Category code' (K1C1_BUILDING). The 'Link id' is 6, and the 'Link Type' is '<MASTER_P_ID>'. The 'Calculated Fields' section shows 'Property Type' and 'Zoning'. The 'Milestone Dates' section shows 'K1 Milestone Date#1' and 'K1 Milestone Date#2'. The bottom status bar indicates the version '6.1.1702.691' and the database 'HAPPYVILLE_PROD_8LX5GB2_SQL'.

Generating Workflows from an Action

Workflows can be automatically generated from an action launched by a trigger or an step in an activity.

Three options are given for workflows automatically generated from an action:

- **A single workflow:** Select this option to generate a single workflow from an action. For example, you may want to automatically generate a workflow for an electrical permit at a certain point in a building permit.
- **Multiple workflows from a query:** Select this option to generate multiple workflows from an action. The workflows are based on a query. *See Notes on Generating Workflow(s) from a Query on page 4.*
- **Prompt the user:** Select this option to generate one or more workflows from an action. The workflows are based on a saved dataset. When the action is launched, a prompt appears and the user selects a saved dataset.

For the workflows generated by an action, you can set up automatic linking. This can be done for a single workflow, multiple workflows generated from a query, or one or more workflows generated from a saved dataset.

- **Link to current workflow(s):** Select this option in combination with any of the three previous options to link the generated workflows to the workflow from which the action is launched. The linked workflows are displayed in the **Name Links** or **Other Links** tab of the Workflow form.

Prerequisites

The following configuration must be complete

- Departments
- Kinds and Categories
- Activity General Information
- An existing workflow must be created
- A query must be created in the Queries Editor for workflows generated from a query.
- A dataset must be saved in the Saved Dataset editor for workflows generated from a dataset.

Generating a Single Workflow from an Action

Follow this procedure to generate a single workflow from an action. If you would like to add automatic linking to this workflow, see Notes on Generating Workflow(s) from a Query on page 4.

Setting Up the Automatic Generation of a Workflow

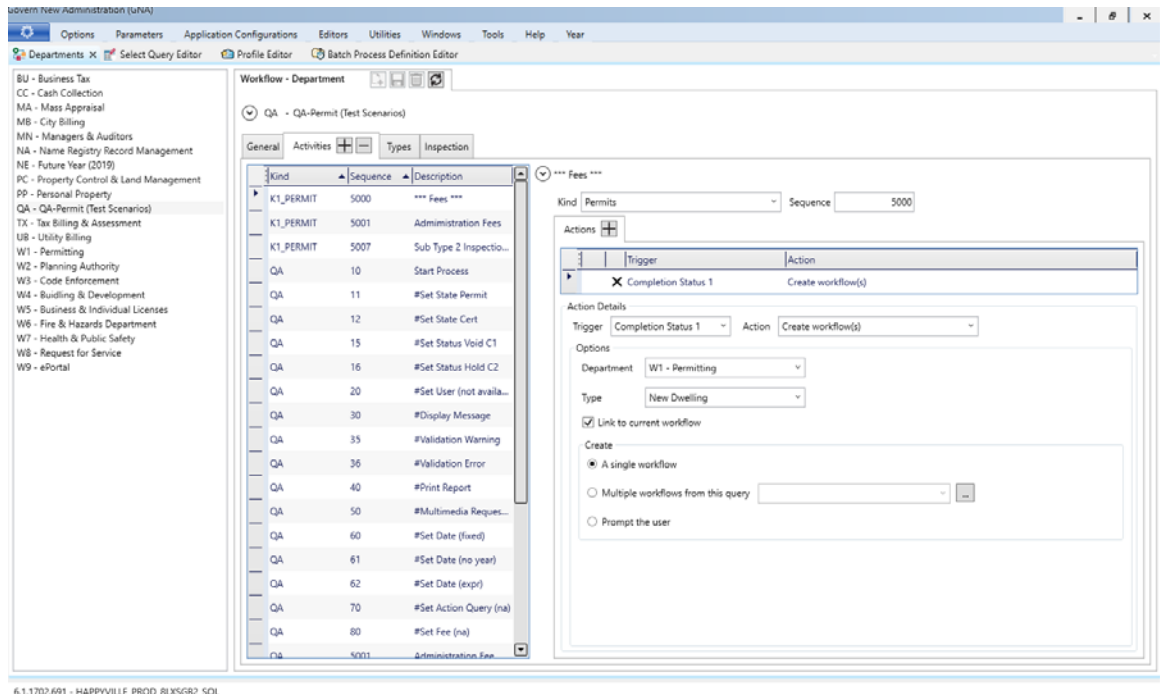
The setup for the automatic generation of a multiple workflows generated from a query is performed in GNA.

There are two places to add the action:

- To an activity
- To an activity step

To set up the automatic generation of a workflow from an action launched by an activity:

1. Launch GNA.
2. Select **Application Configurations > Workflow Management > Department**.



3. Select the department where the workflow will be generated.
4. Select the **Activities** tab.
5. Select the activity.
6. Select a status from the **Trigger** drop-down list, such as Initiation or Completion of a Status.
7. Select **Generate workflow(s)** from the Action drop-down list.
8. Select the workflow type from the **Type** drop-down list.
9. Select the **Link to current workflow** option to link the new workflow to the workflow from which the action is launched.

The generated workflows appear in the **Names Links** or **Other Links** tab for the workflow. For details, see

10. Select **A single workflow**.
11. Click **Save**.

To perform the setup to launch the action from an activity step:

1. Launch GNA.

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2. Select **Application Configurations > Workflow Management > Department**.
3. Select the department where the workflow will be generated.
4. Select the **Types** tab.
5. Select the **Steps** icon.
6. Select an activity in the **Activities** list box.
7. Do one of the following:
8. Select **At Initialize** under **Initialization Settings** to launch the action when the permit is created.
9. Select a status to launch the action when that status of the activity step is reached. For example, launch the action when the activity step is completed.
10. Follow steps 7 to 11 in the procedure for To set up the automatic generation of a workflow from an action launched by an activity: on page 10,

Viewing the Generated Workflow in Govern

The workflow is generated when the trigger or activity step that is associated with the action is performed.

If the **Link to current workflow** option is selected, the generated workflow is displayed in the **Name Links** tab if the workflow is defined by Name ID or in the **Other Links** tab if it is defined by any other supported system ID.

Generating Multiple Workflows from a Query

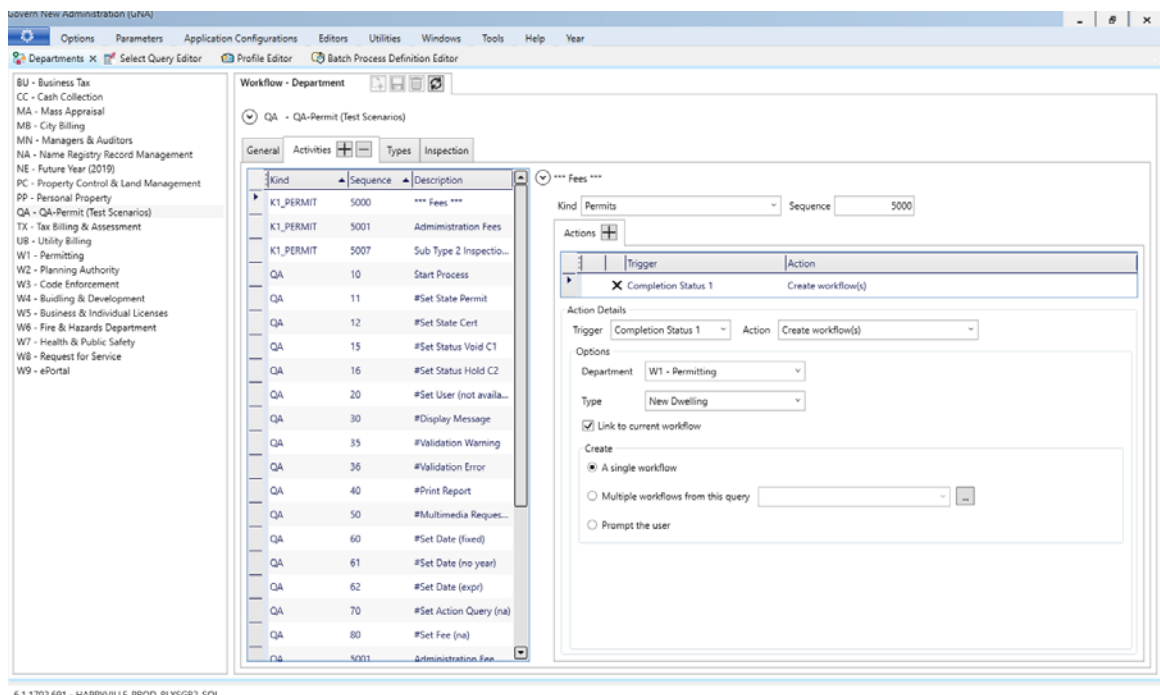
Generating Multiple Workflow from a Query that is executed from a action is similar to generating workflows from a batch process. See Notes on Generating Workflow(s) from a Query on page 4.

Setting Up the Automatic Generation of Workflows from a Query

The setup for the automatic generation of workflows from a query is similar to the setup for generating a single workflow. It is performed in GNA.

To set up the automatic generation of workflows from a query:

1. Launch GNA.
2. Select **Application Configurations > Workflow Management > Department**.



3. Select the department

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4. Select the **Activities** tab.
5. Select the activity.
6. Select a status from the **Trigger** drop-down list, such as Initiation or Completion of a Status.
7. Select **Generate workflow(s)** from the **Action** drop-down list.
8. Select the workflow type form the **Type** drop-down list.
9. Select the **Link to current workflow** option to link the new workflow to the workflow from which the action is launched.

The generated workflows appear in the Names Links or Other Links tab for the workflow.

10. Select **Multiple workflows from the query**.
11. Select the query from the drop-down list.

You can click the ellipsis button to view the query.

12. Click **Save**.

Alternatively, you can launch the action from an activity step.

To perform the setup to launch the action from an activity step:

1. Launch GNA.
2. Select **Application Configurations > Workflow Management > Department**.
3. Select the department where the workflow will be generated.
4. Select the **Types** tab.
5. Select the **Steps** icon.
6. Select an activity in the **Activities** list box.
7. Do one of the following:
 8. Select **At Initialize** under **Initialization Settings** to launch the action when the permit is created.
 9. Select a status to launch the action when that status of the activity step is reached. For example, launch the action when the activity step is completed.
10. Follow steps 7 to 12 in the preceding procedure,

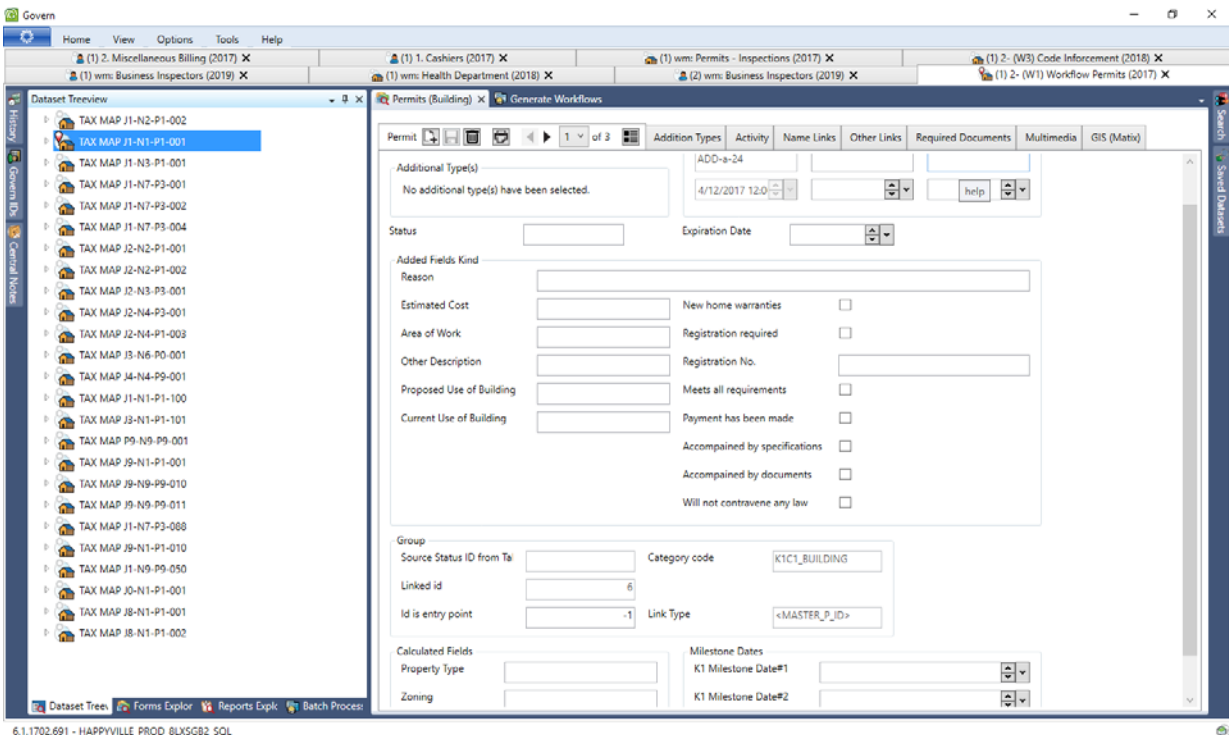
Viewing the Generated Workflow in Govern

The workflows are generated when the trigger or activity step that is associated with the action is performed.

If the **Link to current workflow** option is selected, the generated workflows are displayed in the **Name Links** tab if the workflows are defined by Name ID or in the **Other Links** tab if they are defined by any other supported system ID.

To view the new workflow(s):

1. Launch Govern.
2. Open the Profile and the workflow form that contain the workflow with the action to generate a workflow.
3. Perform a search and load the required records to the form.
4. Select a record in the tree view.



5. Complete the required steps to launch the action that generates the workflow.

Workflow Management



- A new workflow is generated for every record that is returned from the query.

The screenshot displays the Govern Workflow Management application. On the left, a 'Dataset Treeview' lists various tax map records, including 'TAX MAP J1-N2-P1-002' through 'TAX MAP J8-N1-P1-002'. The main area shows a form for generating workflows. The form includes sections for 'Additional Types', 'Status', 'Expiration Date', 'Added Fields Kind', 'Reason', 'Estimated Cost', 'Area of Work', 'Other Description', 'Proposed Use of Building', 'Current Use of Building', 'Group', 'Source Status ID from Tai', 'Category code', 'Linked id', 'Id is entry point', 'Link Type', 'Calculated Fields', 'Property Type', 'Zoning', 'Milestone Dates', 'K1 Milestone Date#1', and 'K1 Milestone Date#2'. The 'Category code' is set to 'K1C1_BUILDING' and the 'Link Type' is set to '<MASTER_P_ID>'. The status is 'ADD-a-24' and the expiration date is '4/12/2017 12:00'. The form also includes checkboxes for 'New home warranties', 'Registration required', 'Registration No.', 'Meets all requirements', 'Payment has been made', 'Accompanied by specifications', 'Accompanied by documents', and 'Will not contravene any law'.

6.1.1702.691 - HAPPYVILLE_PROD_BUXGB2_SQL

Generating Workflows from a Saved Dataset

A Dataset is a collection of name or parcel records. You can add a prompt for a dataset to a step in an existing workflow. When the step is reached, a prompt is displayed and the user selects a dataset. A new workflow is created for every name or parcel record in the dataset.

You can access the Saved datasets Govern from the Saved Datasets explorer. To create a new dataset or view an existing one:

1. Launch Govern.
2. Open the Profile where you are creating the new workflows.
3. Select **Saved Datasets**.

This opens the Saved Datasets window. From there you can select an existing dataset, create a new one, or manage the datasets in the Profile.

For details on datasets, see <http://product.govern.harrisgovern.com/101-std-fea-006>

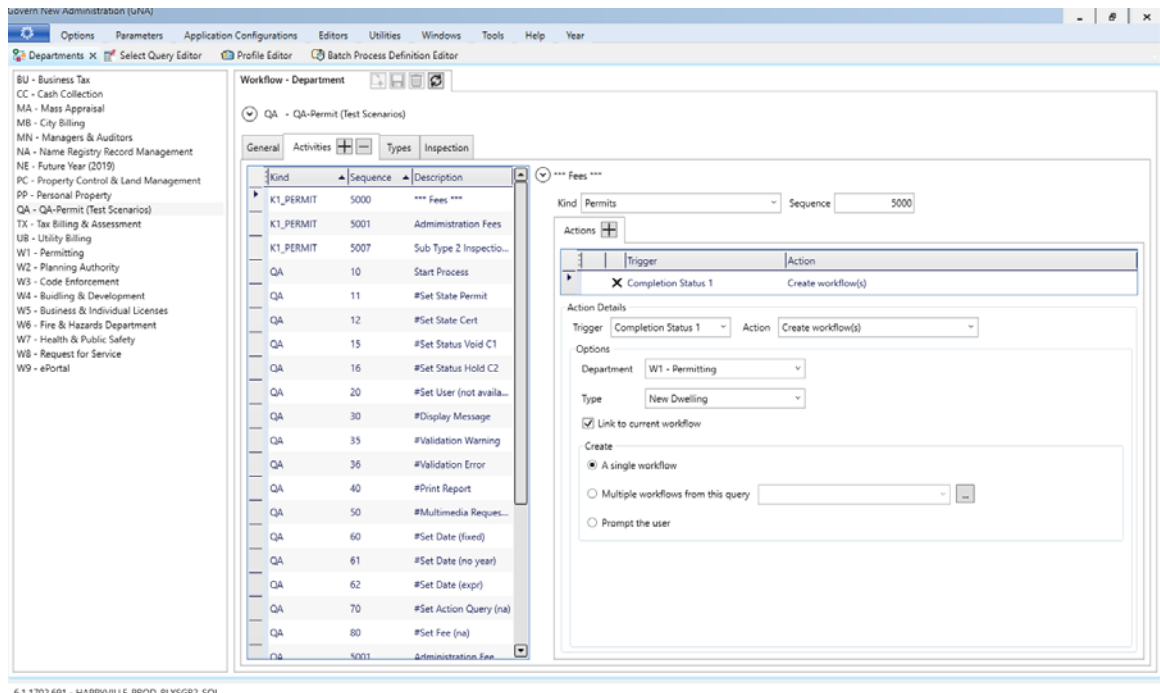
Setting Up the Automatic Generation of Workflows from a Saved Dataset

The setup for the automatic generation of workflows from a saved dataset is similar to the setup for generating a single workflow or multiple workflows from a query. It is performed in GNA.

To set up the automatic generation of workflows from a dataset:

1. Launch GNA.
2. Select **Application Configurations > Workflow Management > Department**.

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3. Select the department
4. Select the **Activities** tab.
5. Select the activity.
6. Select a status from the **Trigger** drop-down list, such as Initiation or Completion of a Status.
7. Select **Generate workflow(s)** from the Action drop-down list.
8. Select the workflow type form the **Type** drop-down list.

Examples of Workflow Types include Addition to Building, End-of-Year Process, and License Application.

9. Select the **Link to current workflow** option to link the new workflow to the workflow from which the action is launched.

For example, you may want to launch an electrical inspection workflow once the electrical installation is complete and the step is documented for a new building permit.

The generated workflows appear in the **Names Links** or **Other Links** tab for the workflow.

10. Select **Prompt the user**: When this option is selected, the user is prompted to select a saved dataset when the activity step is reached. See

11. Click **Save**.

Alternatively, you can launch the action from an activity step.

To perform the setup to launch the action from an activity step:

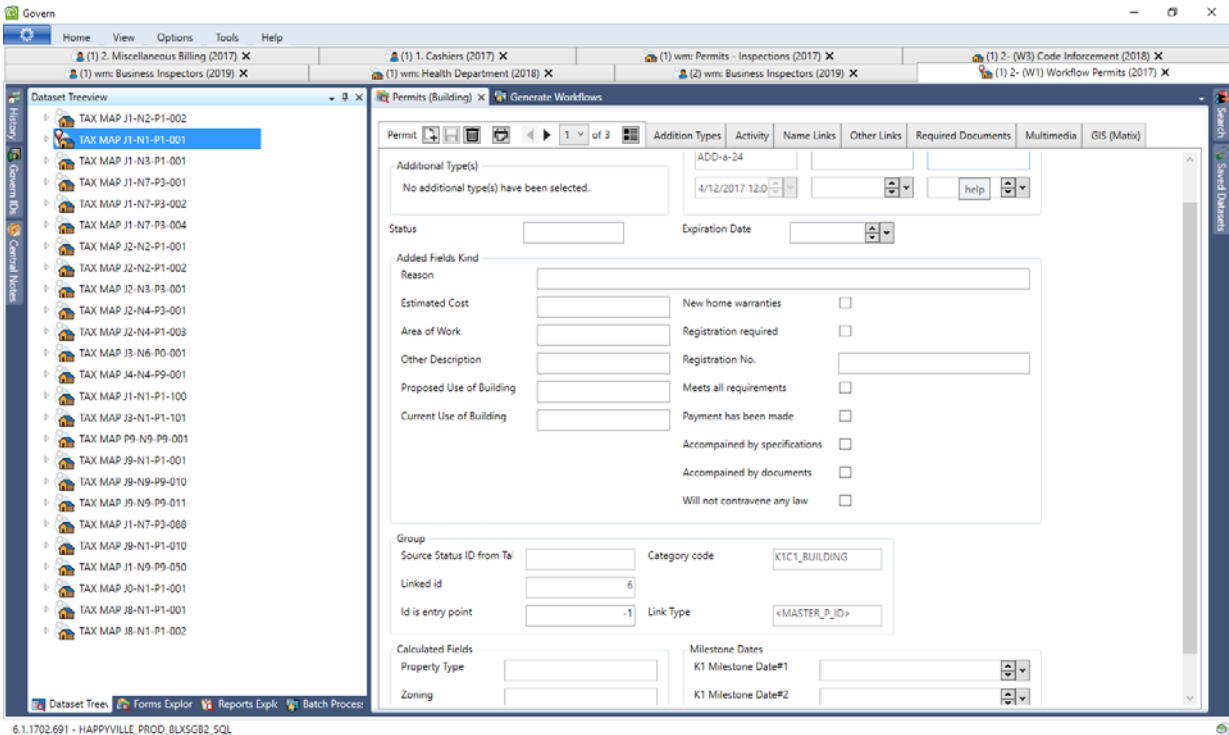
1. Launch GNA.
2. Select **Application Configurations > Workflow Management > Department**.
3. Select the department where the workflow will be generated.
4. Select the **Types** tab.
5. Select the **Steps** icon.
6. Select an activity in the **Activities** list box.
7. Do one of the following:
8. Select **At Initialize** under **Initialization Settings** to launch the action when the permit is created.
9. Select a status to launch the action when that status of the activity step is reached. For example, launch the action when the activity step is completed.
10. Follow steps 7 to 12 in the preceding procedure,

Viewing the Generated Workflow(s) in Govern

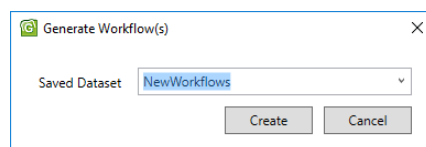
To view the new workflow(s):

1. Launch Govern.
2. Open the Profile and the workflow form that contain the workflow with the action to generate a workflow.
3. Perform a search and load the required records to the form.
4. Select a record in the tree view.

Workflow Management

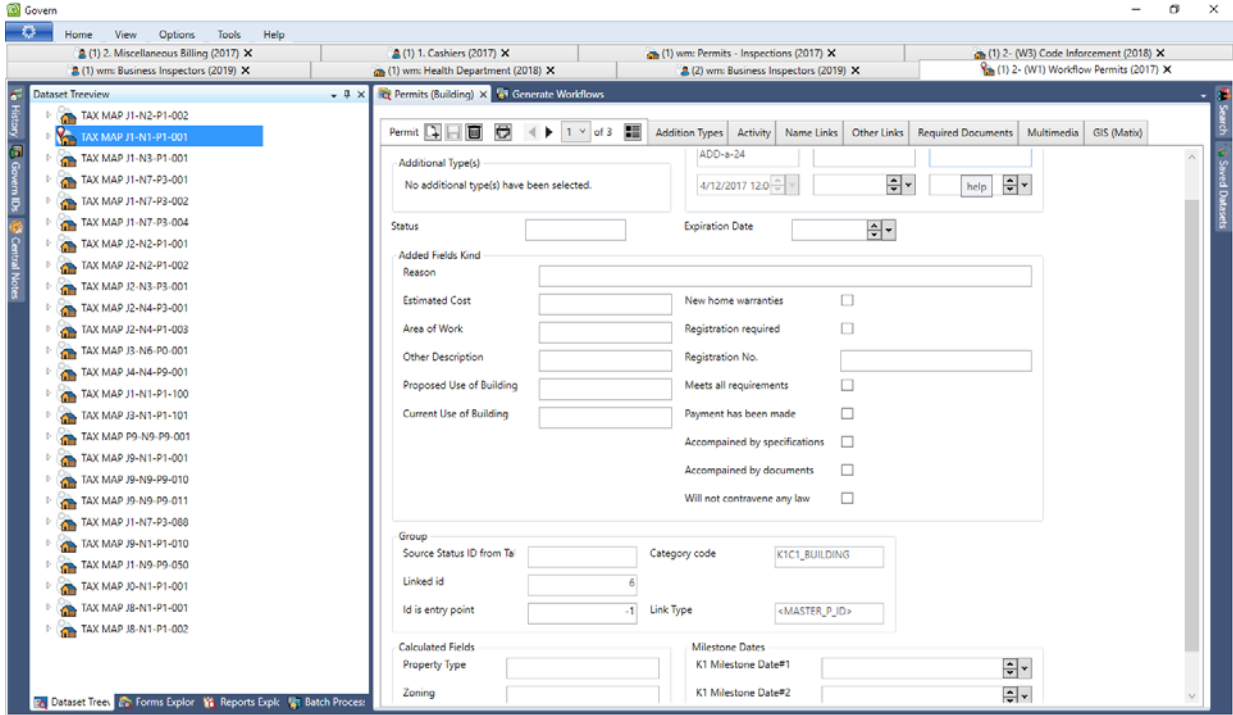


5. Complete the required steps to launch the action that generates the workflow.
6. A prompt appears.



7. Select a dataset from the **Saved Dataset** drop-down list.
8. Click **Create**.

9. A new workflow is generated for every record in the saved dataset.



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Creating Linked Workflows

If you are setting up the automatic generation of workflows from an action, you can add automatic linking. With this feature, the generated workflow(s) are linked to the current workflow. They are displayed in the **Name Links** or **Other Links** tab of the workflow.

Note: Automatic linking is available only for workflows that are generated from an action. It is not available for workflows that are generated from a batch process.

Prerequisite

If you are adding automatic linking, the following setup is required:

- The WM ID - Workflow ID Link Type must be created.
- The Workflow Link Type must be set as the default for incoming links.

Reference Type

To add automatic linking, the following prerequisite is required:

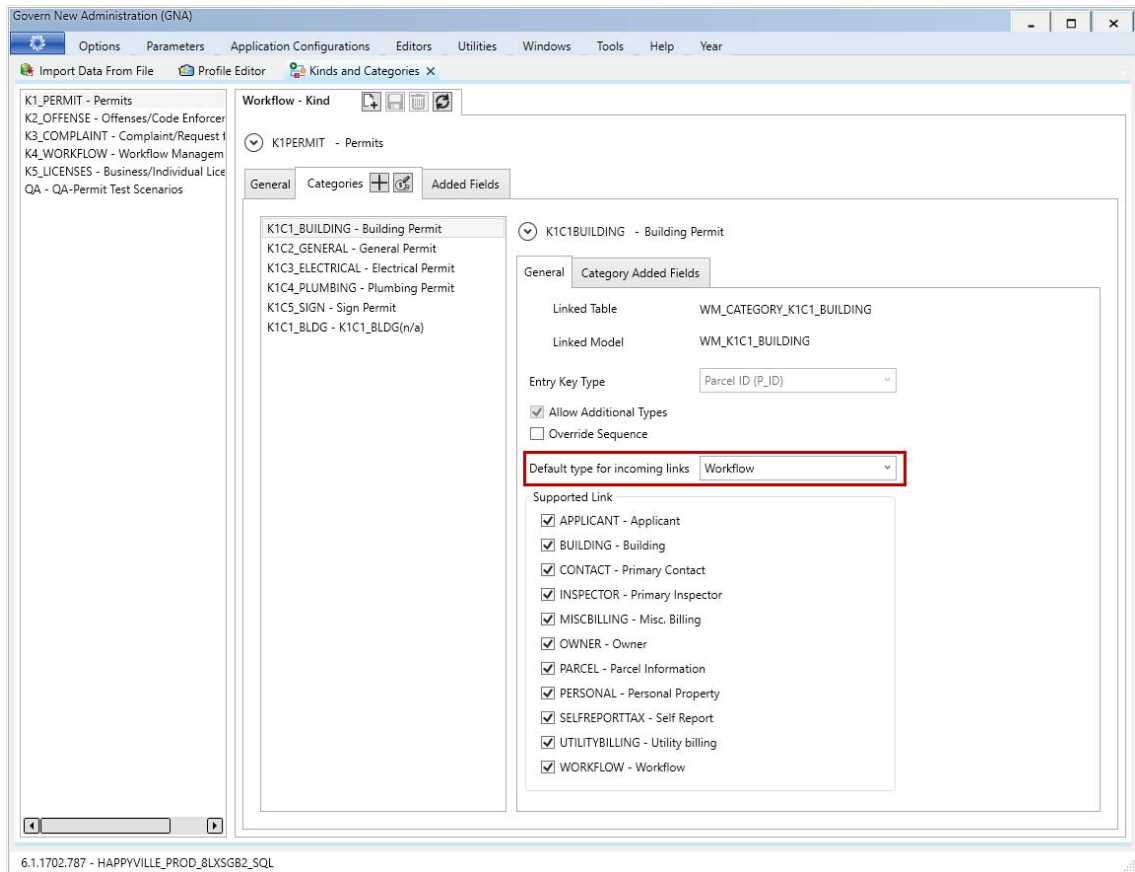
- A Link Type with the Reference Type set to WM_ID - Workflow ID

To view or create this Link Type:

1. Launch GNA.
2. Select **Application Configurations > Workflow Management > Link Types**.
3. Ensure that **WM_ID - Workflow ID** is selected from the **Reference Type** field.
4. For details, see the documentation on Link Types, see <http://product.govern.harrisgovern.com/103-wm-parm-401%C2%A0>

Setting the Default Workflow Type

1. To complete the category setup:
 1. Launch GNA.
 2. Select **Application Configurations > Workflow Management > Kinds and Categories**.



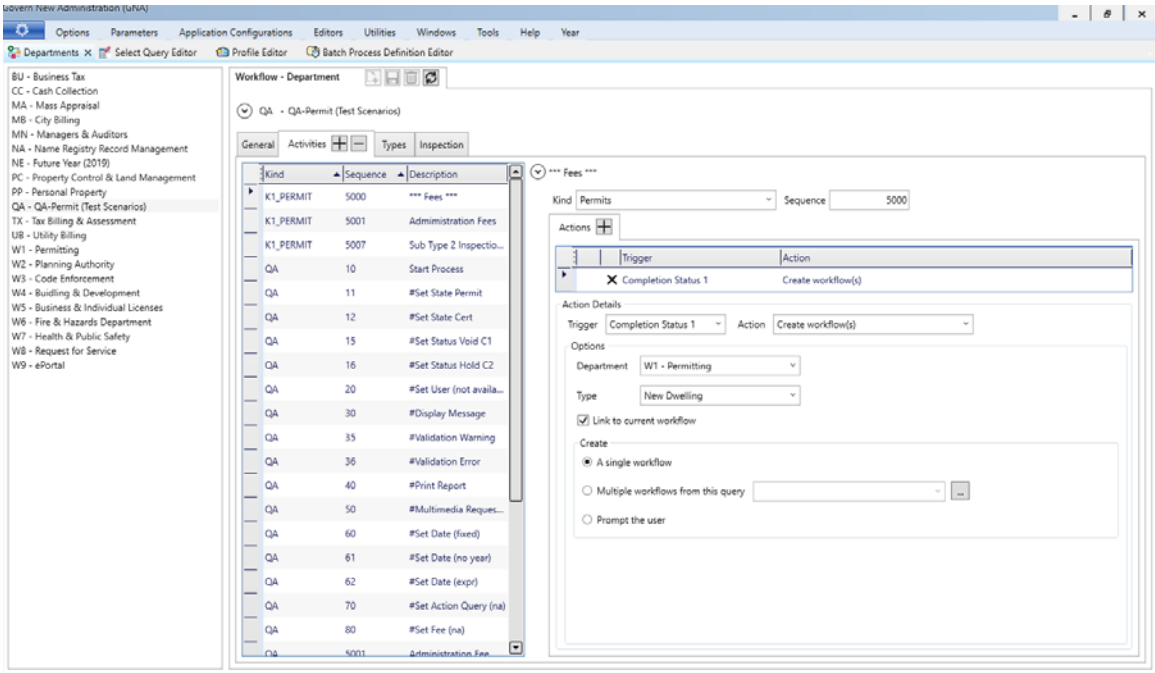
3. Select the required **Workflow Kind** in the tree view on the left.
4. Select the **Categories** tab for the Workflow Kind.
5. Select the required **Category**.
6. Select the **General** tab for the Category.
7. Select **Workflow** from the **Default type for incoming links** parameter.
8. Select **WORKFLOW - Workflow** from the **Supported Link** list box.
9. Complete the remaining parameters as described under <http://product.govern.harrisgovern.com/103-wm-parm-200>.
10. Click **Save** if you have made modifications.

Adding Automatic Linking to the Action to Generate Workflows

Follow the procedures in this section in order to add automatic linking to the generation of a workflow from an action.

To add automatic linking to the generation of a workflow from an action:

1. Launch GNA.
2. Select **Application Configurations > Workflow Management > Department**.



The screenshot shows the 'Workflow - Department' configuration window for 'QA - QA-Permit (Test Scenarios)'. The 'General' tab is active, displaying a list of activities with columns for Kind, Sequence, and Description. The 'QA' department is selected in the left-hand tree view. The 'Activities' tab is also visible, showing a list of activities including 'K1_PERMIT', 'QA', and 'QA-Permit (Test Scenarios)'. The 'QA-Permit (Test Scenarios)' activity is selected, and the 'Action Details' panel on the right shows the configuration for this activity. The 'Trigger' is set to 'Completion Status 1' and the 'Action' is 'Create workflow(s)'. The 'Options' section shows 'Department' set to 'W1 - Permitting' and 'Type' set to 'New Dwelling'. The 'Create' section has 'Link to current workflow' checked, and 'A single workflow' selected.

Kind	Sequence	Description
K1_PERMIT	5000	*** Fees ***
K1_PERMIT	5001	Administration Fees
K1_PERMIT	5007	Sub Type 2 Inspectio...
QA	10	Start Process
QA	11	#Set State Permit
QA	12	#Set State Cert
QA	15	#Set Status Void C1
QA	16	#Set Status Hold C2
QA	20	#Set User (not availa...
QA	30	#Display Message
QA	35	#Validation Warning
QA	36	#Validation Error
QA	40	#Print Report
QA	50	#Multimedia Reques...
QA	60	#Set Date (fixed)
QA	61	#Set Date (no year)
QA	62	#Set Date (expr)
QA	70	#Set Action Query (na)
QA	80	#Set Fee (na)
QA	5001	Administration Fee

3. Select the department
4. Select the **Activities** tab.
5. Select the activity.
6. Select a status from the **Trigger** drop-down list, such as Initiation or Completion of a Status.
7. Select **Generate workflow(s)** from the Action drop-down list.
8. Select the workflow type form the **Type** drop-down list.

9. Select the **Link to current workflow** option to link the new workflow to the workflow from which the action is launched.
10. Select any of the following:
 - **A single workflow**: to create only one workflow.
 - **Multiple workflows from the query**: This is similar to the Generate workflows batch process except that the query is launch from a step and an action.
 - **Prompt the user**: Select this option to add a prompt for a saved dataset. This appears when the step is reached.
11. Click **Save**.

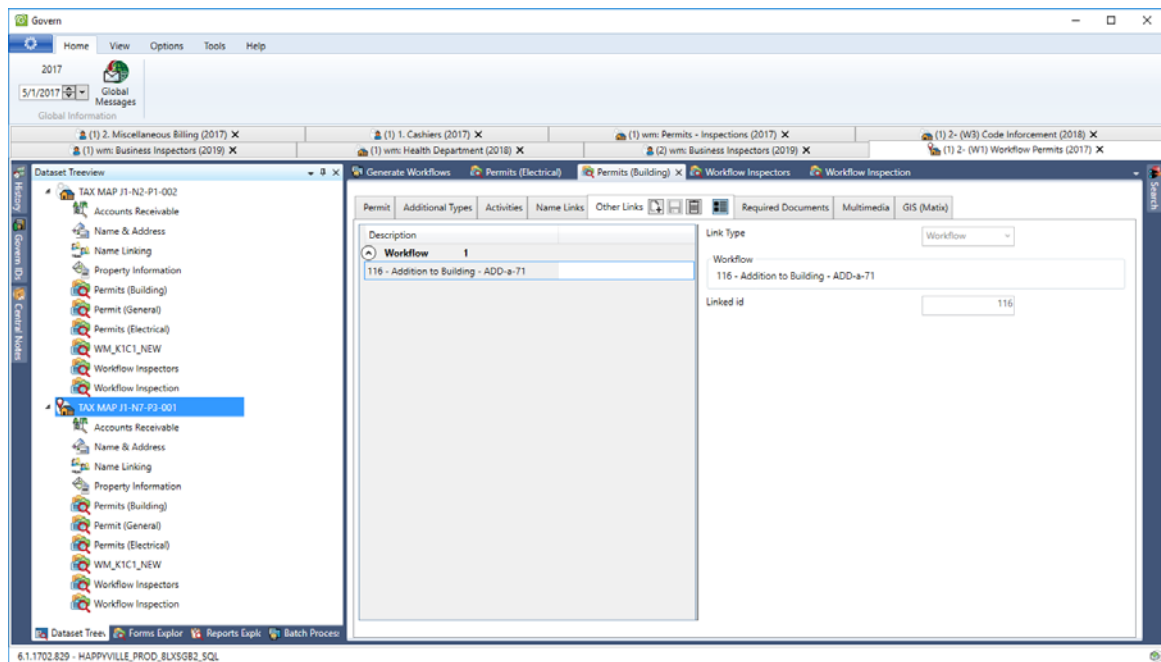
Viewing the New Linked Workflows

Linked workflows are displayed in the **Name Links** or **Other Links** tab of the workflow from which the action was generated.

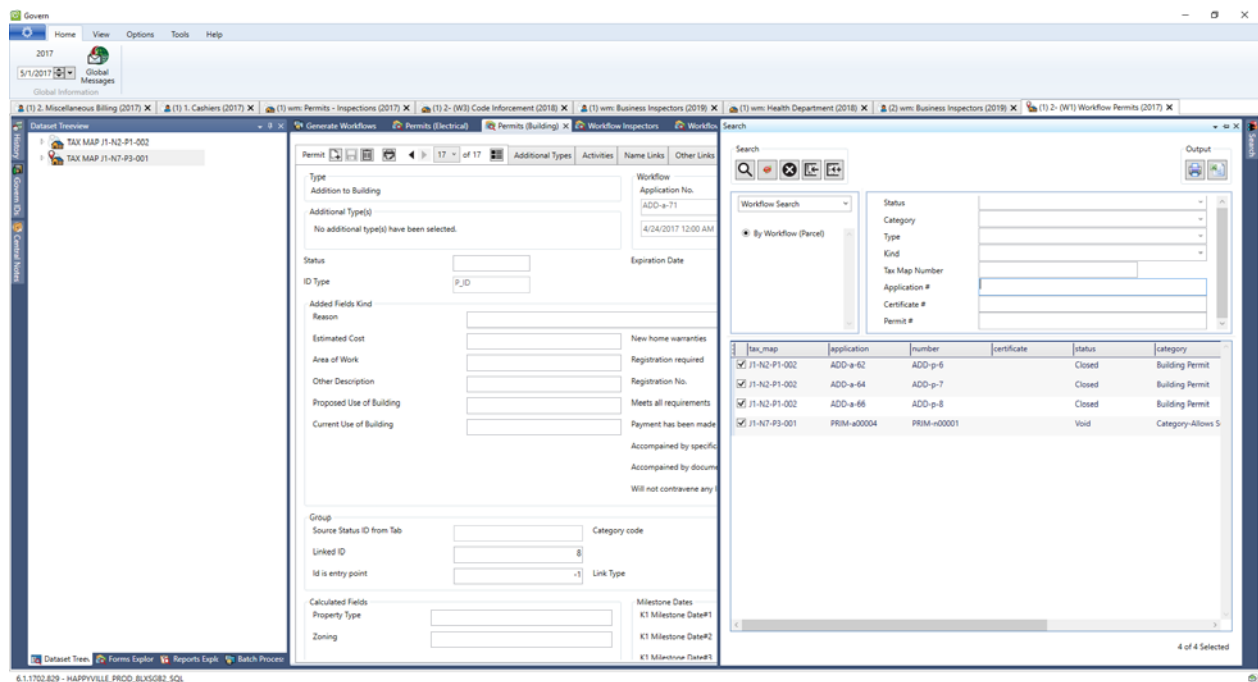
To view the new workflows:

1. Launch Govern.
2. Open the Profile that contains the workflow form from which the action was launched.
3. Perform a search and load the required records to the form.
4. Select the **Forms** explorer.
5. Select the workflow form.
6. Select a record in the tree view.
7. Perform the step that launches the action to generate the workflow(s).
8. Select the **Name Links** or **Other Links** tab to view the liked workflows.

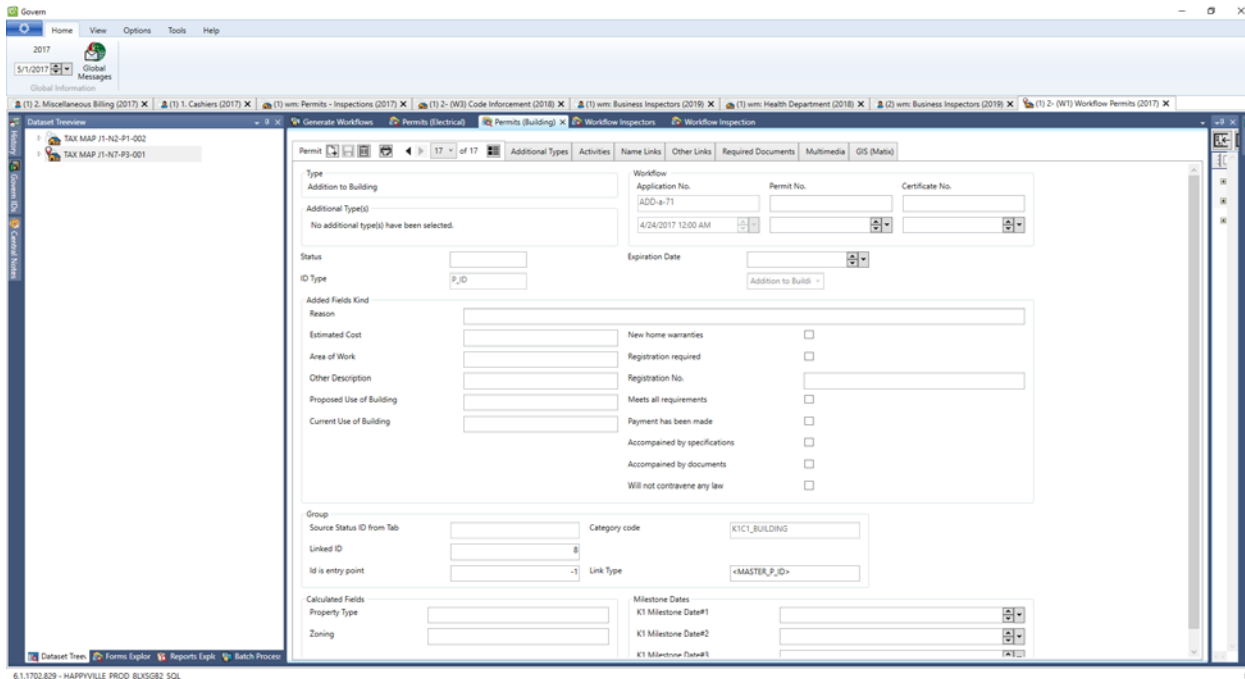
Workflow Management



9. Perform a search to view the new workflow form.



For example, workflows are assigned an application number when they are created. You can perform a search by workflow application number.



The screenshot displays the 'Permits (Building)' workflow form within the Govern application. The form is divided into several sections:

- Header:** Includes 'Type' (Addition to Building), 'Application No.' (ADD-a-71), 'Permit No.', and 'Certificate No.'.
- Additional Types:** A section for selecting additional types, currently showing 'No additional type(s) have been selected.'
- Status:** A dropdown menu for selecting the status.
- ID Type:** A dropdown menu for selecting the ID type, currently set to 'P_ID'.
- Added Fields Kind:** A section for adding fields, including 'Reason', 'Estimated Cost', 'Area of Work', 'Other Description', 'Proposed Use of Building', and 'Current Use of Building'.
- Checkboxes:** A series of checkboxes for various requirements: 'New home warranties', 'Registration required', 'Registration No.', 'Meets all requirements', 'Payment has been made', 'Accompanied by specifications', 'Accompanied by documents', and 'Will not contravene any law'.
- Group:** A section for selecting the group, including 'Source Status ID from Tab', 'Linked ID', 'Id is entry point', 'Category code' (K1C1_BUILDING), and 'Link Type' (<MASTER_P_ID>).
- Calculated Fields:** A section for calculating fields, including 'Property Type', 'Zoning', and 'Milestone Dates' (K1 Milestone Date#1, K1 Milestone Date#2, K1 Milestone Date#3).

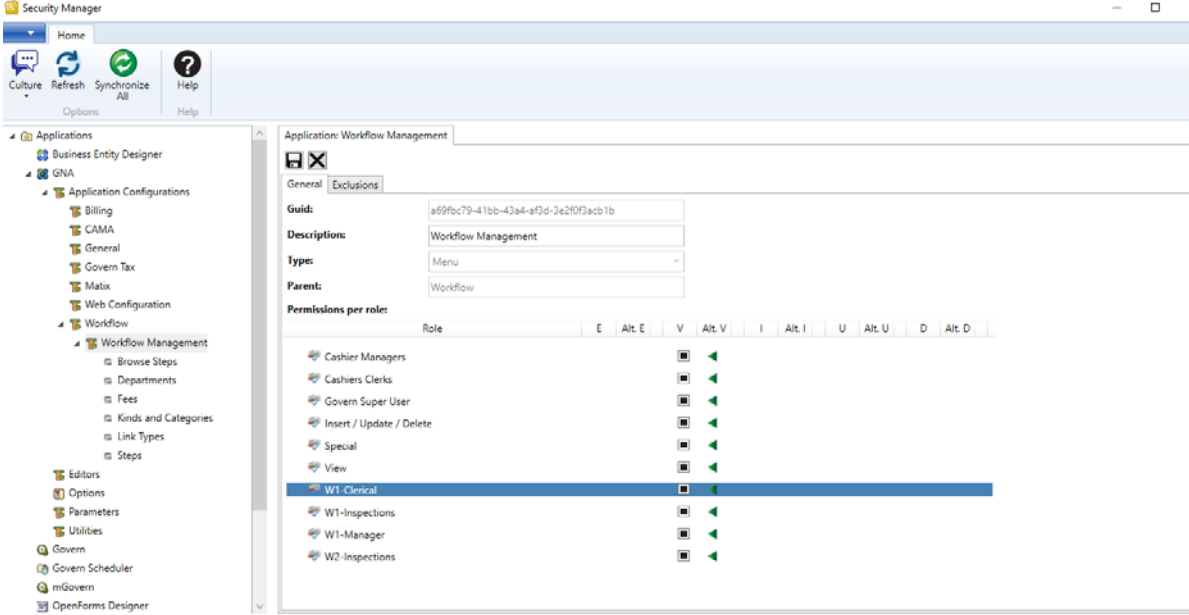
Applying Security on an Action

Security permissions can be set on Workflow Management Departments. They are not defined on individual actions.

To apply security on the Departments:

1. Launch the Govern Security Manager.
2. Select **GNA > Application Configurations > Workflow > Workflow Management > Departments**.
3. Right click on **Departments** and select **Edit** and / or **Exclusions** to define permissions.

Workflow Management



Security Manager

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Application: Workflow Management

General Exclusions

Guid: a69fbc79-41bb-42a4-af3d-3e2f0f3acb1b

Description: Workflow Management

Type: Menu

Parent: Workflow

Permissions per role:

Role	E	Alt E	V	Alt V	I	Alt I	U	Alt U	D	Alt D
Cashier Managers			<input checked="" type="checkbox"/>							
Cashiers Clerks			<input checked="" type="checkbox"/>							
Govern Super User			<input checked="" type="checkbox"/>							
Insert / Update / Delete			<input checked="" type="checkbox"/>							
Special			<input checked="" type="checkbox"/>							
View			<input checked="" type="checkbox"/>							
W1-Clerical			<input checked="" type="checkbox"/>							
W1-Inspections			<input checked="" type="checkbox"/>							
W1-Manager			<input checked="" type="checkbox"/>							
W2-Inspections			<input checked="" type="checkbox"/>							

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4. Click **Save**.