Lesson 20 Workflow Manager

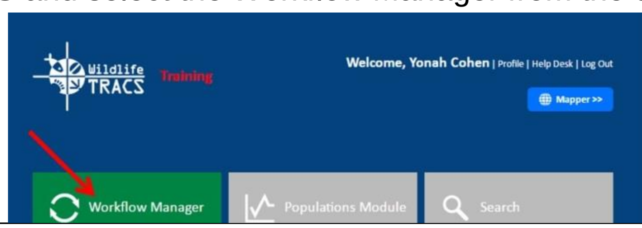
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

The Workflow Manager is used to manage the project proposal and performance report workflows for one or more projects.

Note: Using the Workflow Manager to send projects through the workflow is ***optional*** since users can complete the same workflow for an individual project directly from the Guided Process Tool on the mapper. The Workflow Manager is typically used by users who need to manage multiple projects at a time.

The Workflow Manager is the only place users can generate Interim Reports.

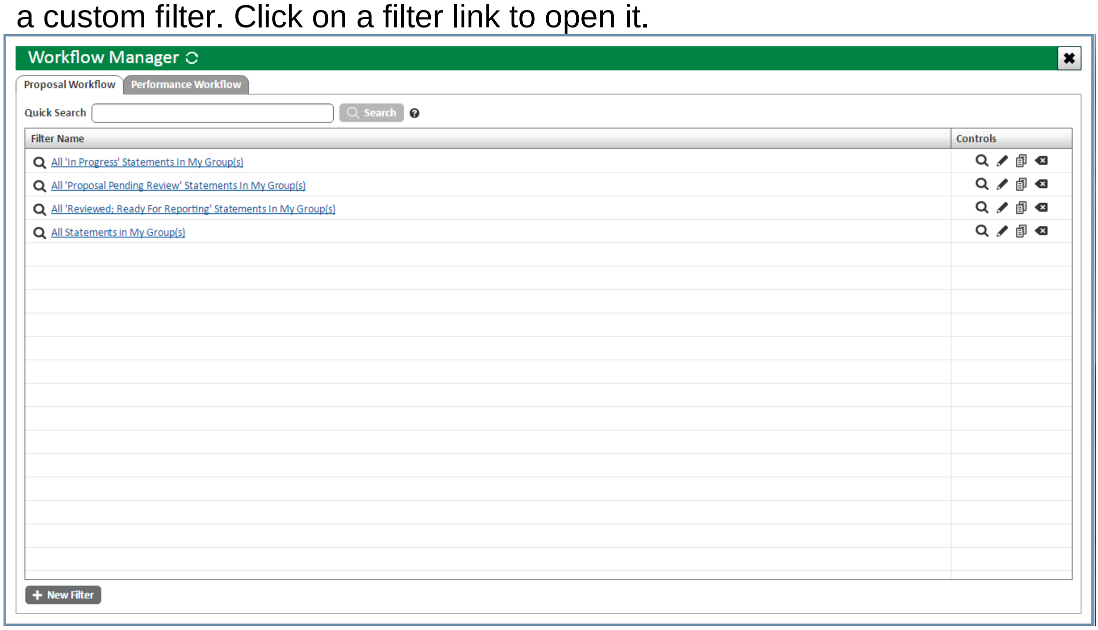
Log into TRACS and select the Workflow Manager from the dashboard.



</td></tr>
<tr><td>2</td><td>

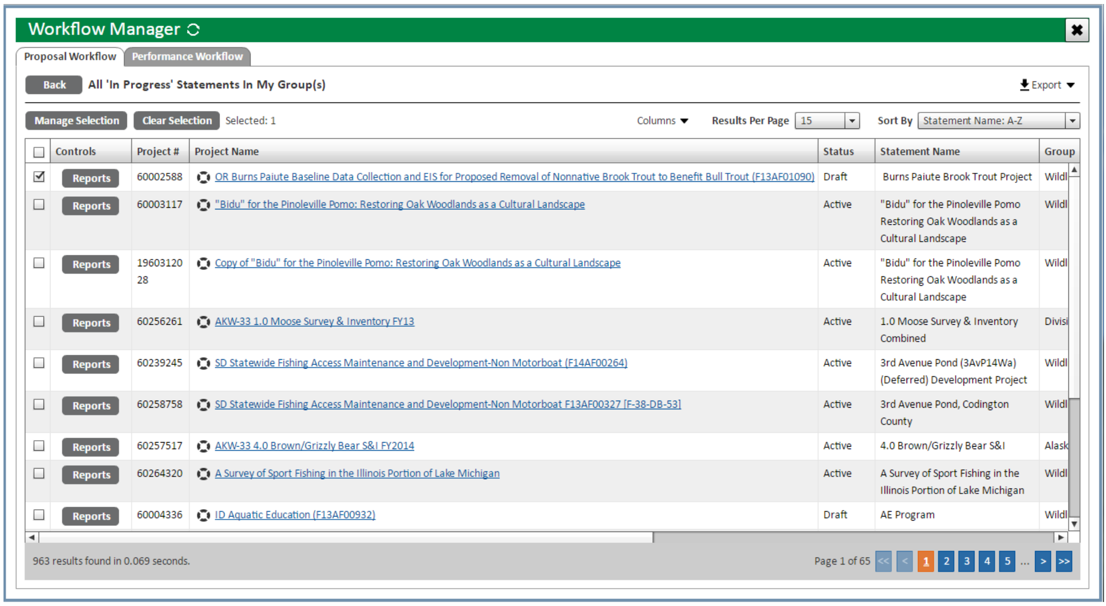
Proposal WorkflowTab: This tab is used to view and manage project proposals.

Select from one of the standard filters or use the **New Filter** button to create a custom filter. Click on a filter link to open it.

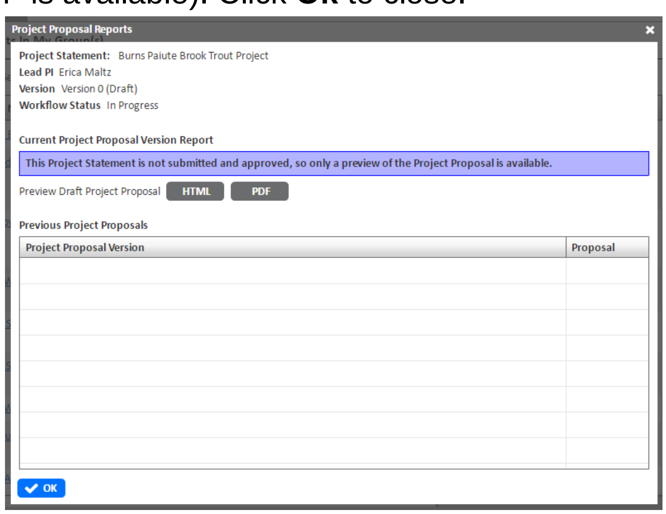


</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>
The results page will display with each project statement listed per row. Tip: Customize the page by Columns, Results per page, and Sort By fields in the upper right. Use the Export button to download an Excel spreadsheet of the list if desired.

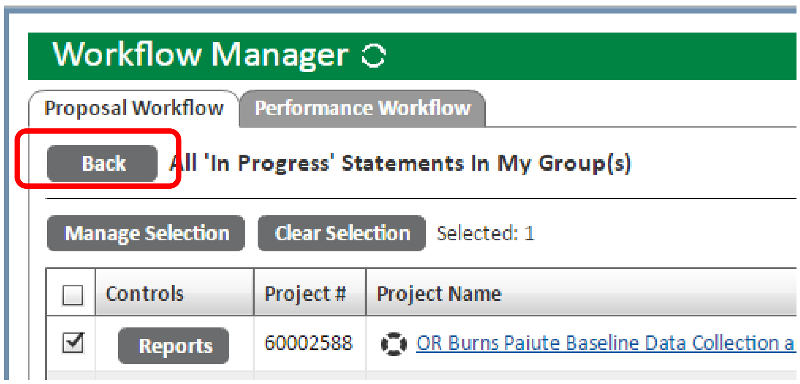


<u>To open an individual project:</u> click on the hyperlinked name to open the Guided Process Tool.
<u>To view or download the Proposal:</u> click on the Reports button and select HTML or PDF (note: Once the proposal has been approved only the PDF is available). Click Ok to close.



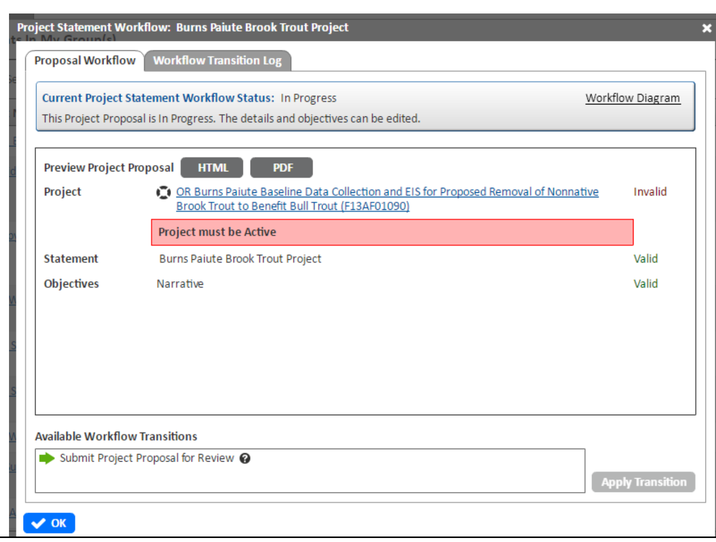
</td></tr>
</table>

Step	Action
3 cont.	<u>To send one or more projects through the workflow:</u> check the box to the left of the project name(s) and click **Manage Selection**. Note: In order to manage multiple proposals, they all must have the same workflow status and meet all the validation rules.



- This will open the same workflow form available by going through the mapper to open the Guided Process Tool. You can use the Workflow Manager **<u>or</u>** the Guided Process Tool to send the project through the workflow steps.

- Validation information will appear at the top (select a project to view details in the lower half of the screen). If there is missing information it will appear in a red “Error” message. Errors must be fixed before proceeding, whereas "Warnings" which appear in yellow are informational and can be bypassed.



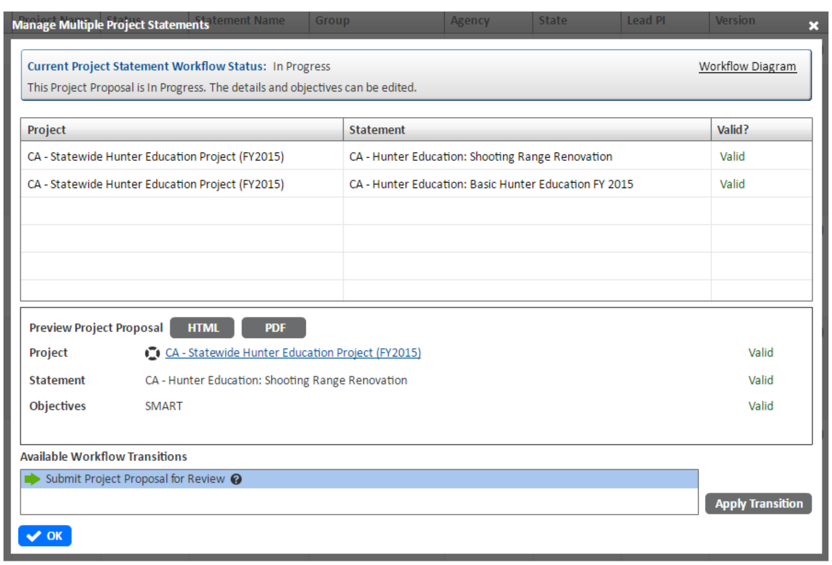
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3. cont.</td><td>

Select the desired workflow process and click Apply Transition.

The proposal begins with a status of "In Progress". The editor (state or federal) will need to select "Submit Project Proposal for Review" and apply the transition to change the status to "Pending Review".
The federal reviewer will have the option to select "Approve Proposal" or "Do Not Approve Proposal". Once the project is approved, the status will display as "Reviewed Ready for Reporting".
If the data needs to be edited after the proposal has been approved, contact the federal reviewer to rescind approval. The federal reviewer can “Rescind Approval and Set to In Progress” which allows the state editor to make any changes and submit the project for approval again. The other option to “Rescind Approval and Set to Statement Pending Review” allows the federal reviewer to make changes.

Note: The system does not currently send automatic notifications, so you will need to follow-up with the reviewer to let them know when the proposal is pending their review. Likewise, the federal reviewer should contact the editor when the proposal is approved or if any revisions are needed.

Click OK to close the window.

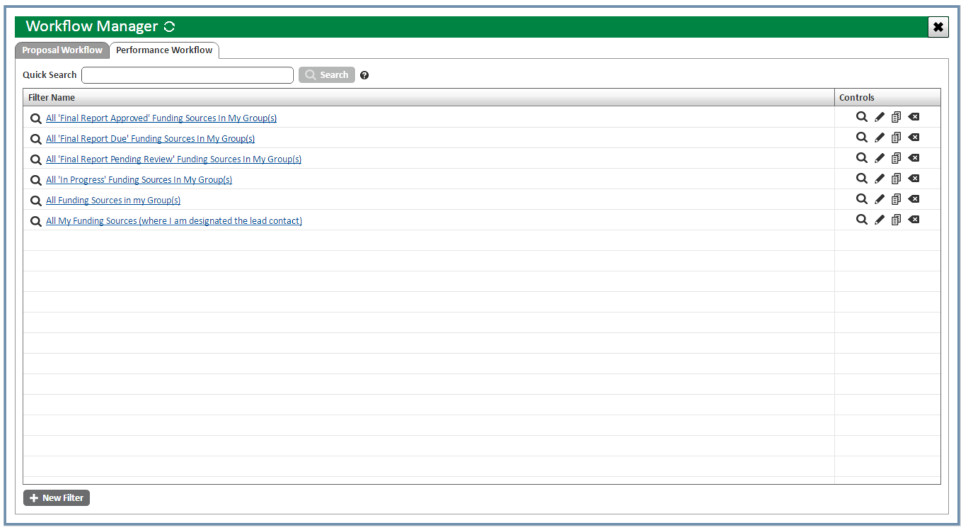


</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>

Performance Workflow Tab: This tab is used to view and manage performance reports and to generate interim reports.

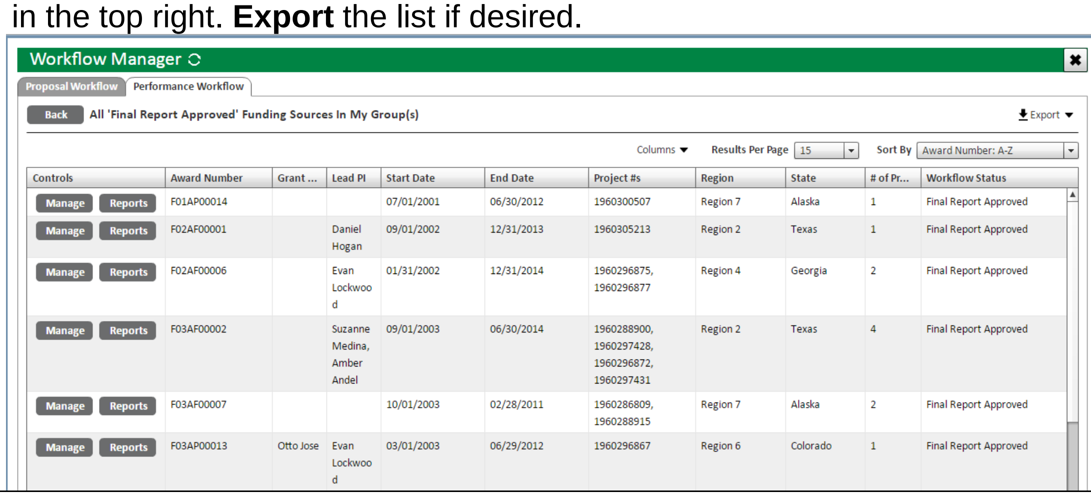
Select from one of the standard filter links or use the **New Filter** button to create a custom filter.



</td></tr>
<tr><td>5</td><td>

The results page will display with each ***funding source*** listed per row. This is because the Performance Workflow is “grant-centric” instead of Project Centric. This means that reports using the Workflow Manager are created at the grant level and therefore may contain multiple projects associated with that one grant. To generate the final report for an individual project, use the Guided Process Tool from the mapper.

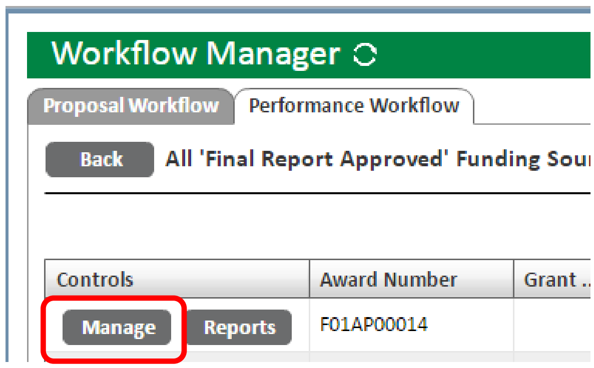
Tip: Customize the page by **Columns**, **Results per page**, and **Sort By** fields in the top right. **Export** the list if desired.



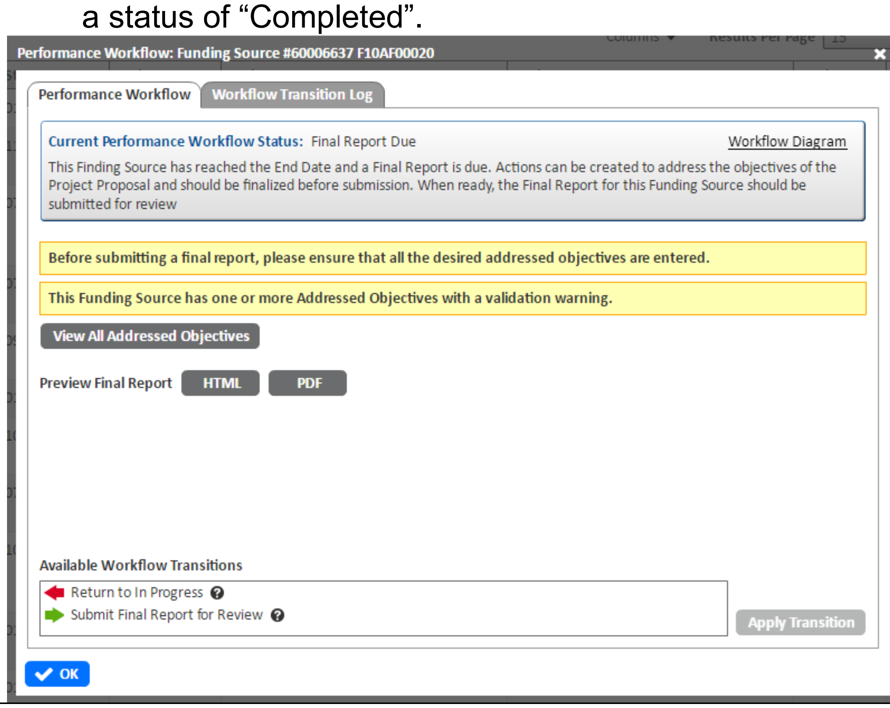
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5 cont.</td><td>

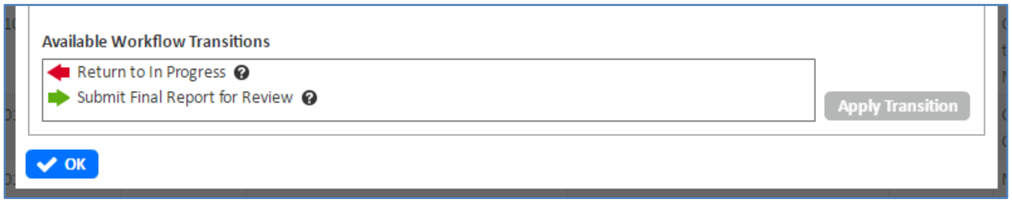
<u>To send the project(s) through the workflow:</u> Select the Manage button to the left of the funding source. This will open the workflow form to manage all projects associated with that funding source. Note: You can use the Workflow Manager or the Guided Process Tool to send the project through the workflow steps.



Error messages (in red) and warnings (in yellow) will appear at the top of the window. Errors must be fixed before proceeding, whereas "Warnings" which appear in yellow are information and be bypassed.
Click View All Addressed Objectives to review objectives and validation messages that may need to be fixed before proceeding. Tip: All actions that will be included in the Final Report must have a status of “Completed”.

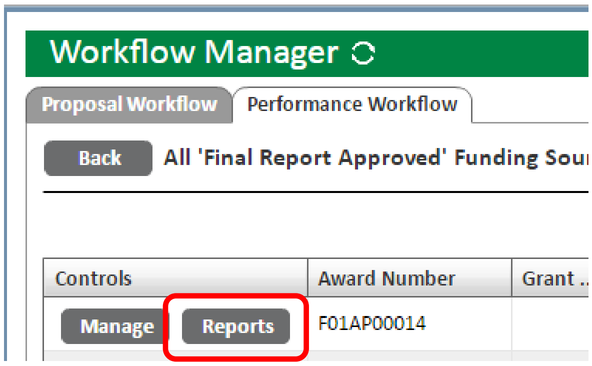


</td></tr>
</table>

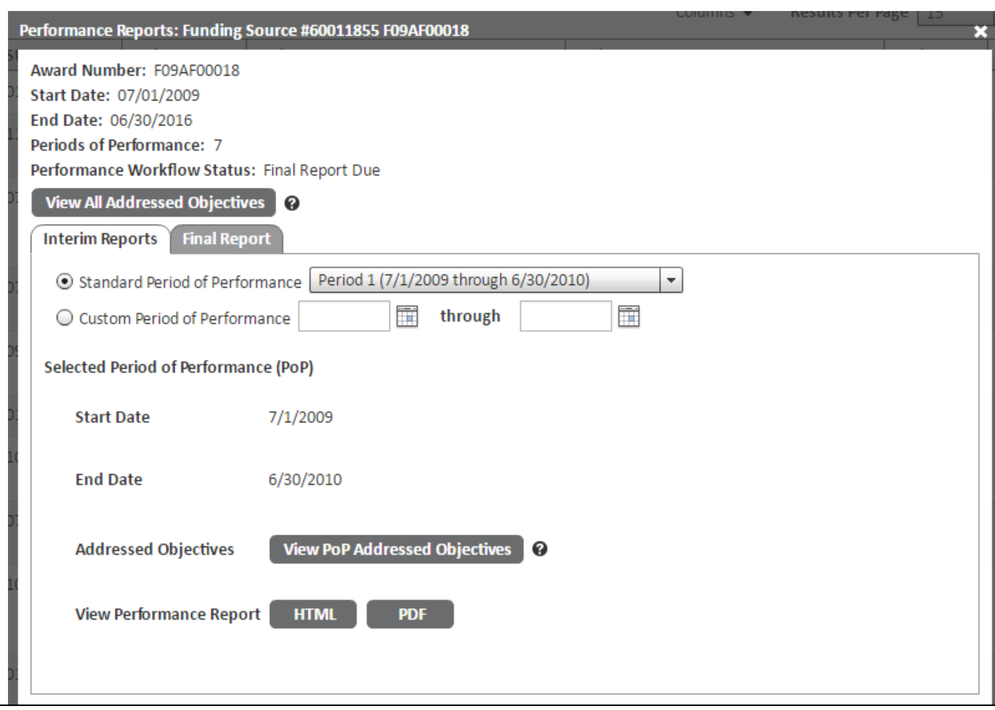
Step	Action
5 cont.	• Select the desired workflow process and click **Apply Transition**.  o The final report begins with a status of "**Unassigned**" before the funding source has been associated with the project by WSFR (Step 4 Associate Funding Source in the Guided Process Tool). o Once the funding source is associated with the project, the system should automatically change the status of the Performance Report to "**In Progress**" (if the status does not update contact the Help Desk). o When the final report is due, the editor (state or federal) will need to select "**Set Final Report Due**" and click **Apply Transition.** o The state or federal editor will need to select "**Submit Project Proposal for Review**" and apply the transition to change the status to "**Pending Review**". o The federal reviewer will have the option to select "**Approve Final Performance Report**" or "**Do Not Approve Final Performance Report**". o Once the project is approved, the status will display as "**Approved Final Performance Report**". o If the data needs to be edited after the proposal has been approved, contact the federal reviewer to rescind approval. The federal reviewer can "**Rescind Approval and Set to In Progress**" which allows the state editor to make any changes and submit the report for approval again. The other option to "**Rescind Approval and Set to Final Report Pending Review**" allows the federal reviewer to make changes. • Note: The system does not currently send automatic notifications, so you will need to follow-up with the reviewer to let them know when the final report is pending their review. Likewise, the federal reviewer should contact the editor when the final report is approved or if any revisions are needed.

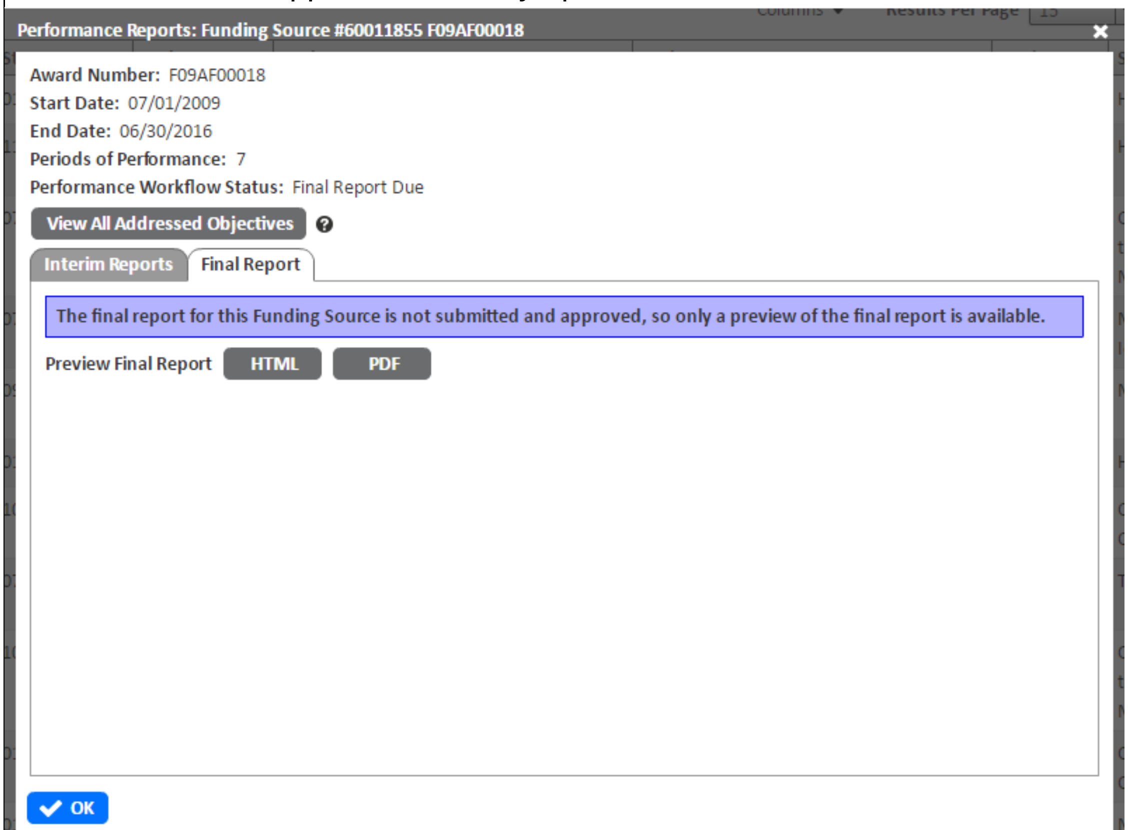
5 cont.

- To preview and generate reports (including Interim Reports): click on the **Reports** button.



  - Use the **Interim Reports tab** to generate an Interim Report.
    - Select a **Standard Period of Performance** or enter the dates by **Custom Period of Performance**.
    - The **View All Addressed Objectives** button can be used to check validation information. The **View PoP Addressed Objectives** is used to view the objectives in the selected Period of Performance (PoP). Tip: All actions that will be included in an Interim Report must have a status of "Active".
    - Select the **HTML** or **PDF** version to download/view.



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5 cont.</td><td>Use the Final Reports tab to preview/download the final report in HTML or PDF format. Once approved, the only option will be the PDF version.

</td></tr>
<tr><td>6</td><td>To close the Workflow Manager, click the X in the upper right.</td></tr>
</table>