Launching a Workflow

Once you've completed the Pre-Workflow process (refer to the Launching a Workflow: Pre-Workflow Process instruction sheet), you're ready to launch your Workflow. This is the last step before going "live" with your work.

Instructions:

Contributor

1. In your Workarea, click on the **Workflow tab**. (See Figure 1)
2. Click on the **Tasks button**. (See Figure 1)
3. In the View menu, scroll and select **Unassigned Group Tasks**.
4. Click on the file you wish to send through the Workflow.
5. In the window below, click on the word **Take**.
6. In the View pull-down menu, scroll and select **My Open Tasks**.
7. Scroll down to the window below and click on the word **Done**.
8. It takes a minute (or sometimes longer) for the background work to complete. If you want to give it a "push", you can refresh your Browser by clicking on the Refresh button (it looks like two green arrows circling each other). You might have to do this more than once – until the Task Description reads "Set Metadata".
   - **Tip:** Another way to "refresh" the screen, is to toggle between My Open Tasks and Unassigned Group Tasks.
9. Select the file you wish to send through the Workflow.
10. Scroll down to the window below and click on **Start Input Task**.
11. Complete the Metatagging and click **Save and Close**. For further details, refer to the metatagging instruction sheet.
12. If your role is Contributor only, your Workflow is complete and the Approver has your file. If you are Contributor and Approver, the Approver step will be skipped. Continue on to the Publisher stage.

Approver

1. Repeat steps 1 through 6 under Contributor above.
2. Click on **Preview** and, if necessary, edit the file (optional).
3. Select the file you wish to send through the Workflow.
4. Scroll down to the bottom of the screen and select: **Approve** or **Reject**

Publisher

1. Repeat steps 1 through 5 under Contributor above.
2. Click on **Preview** and, if necessary, edit the file (optional).
3. In the View pull-down menu, scroll and select **My Open Tasks**.
4. Select the file you wish to send through the Workflow.
5. Scroll down to the bottom of the screen and click on one of these options: **Approve and Deploy**, **Approve and Schedule Deploy** or **Reject**.

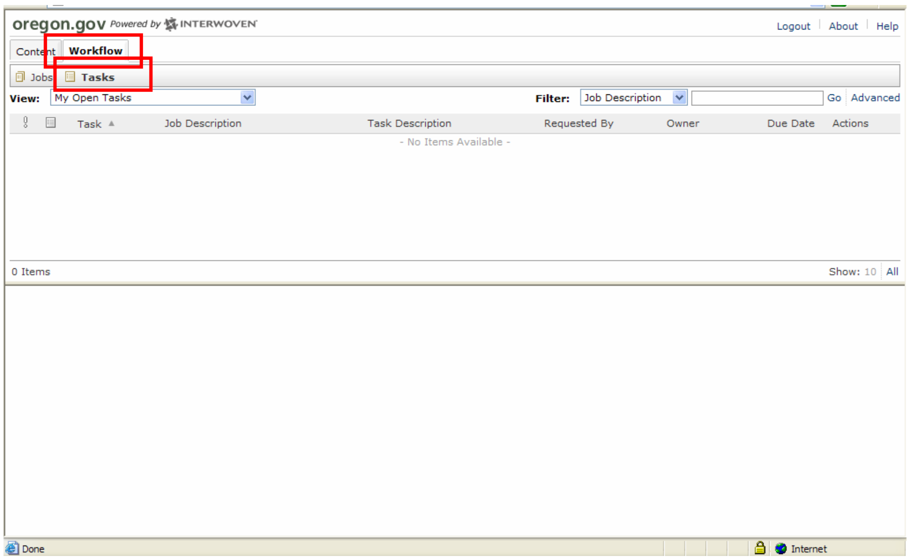

Figure 1 – The Workflow tab. Click on the Tasks button.