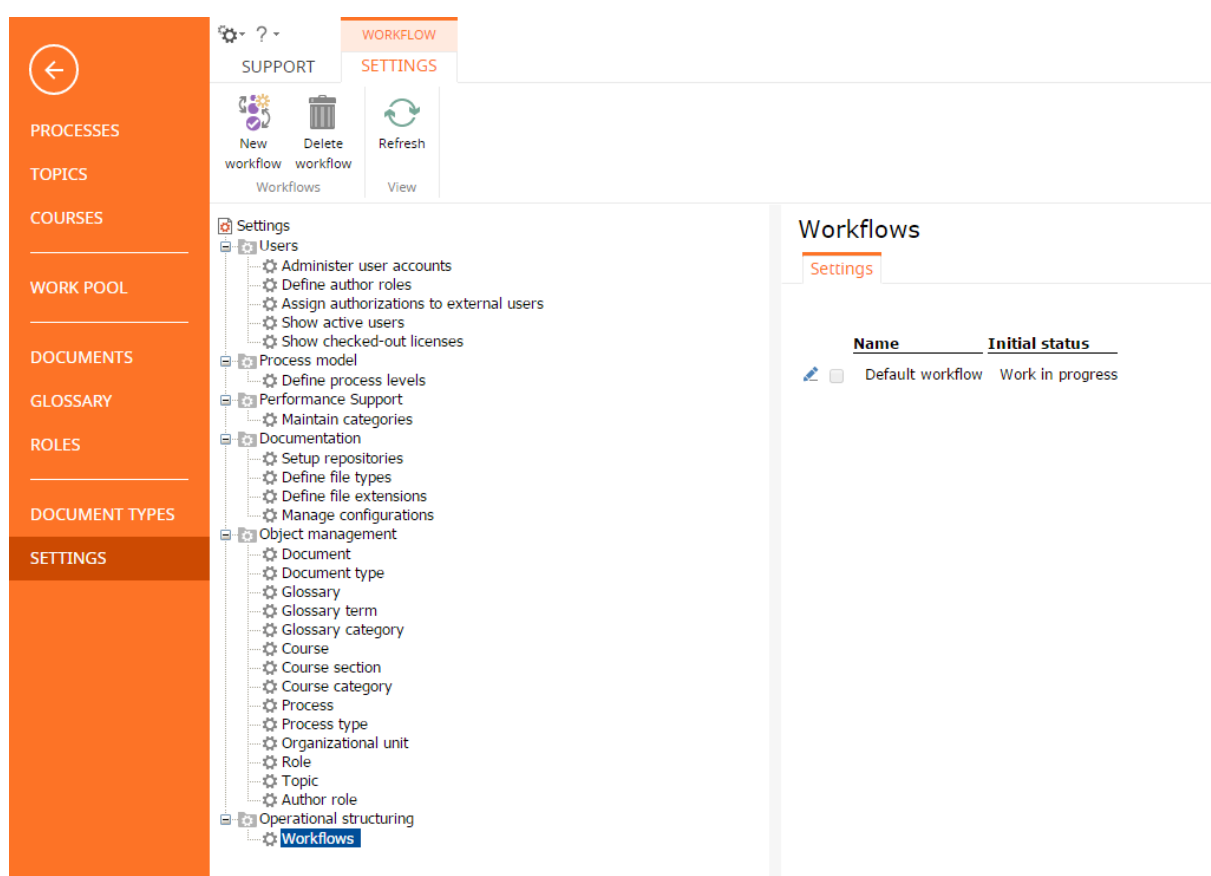


# Workflow

This documentation will reveal what the workflow concept is and how to work with the workflow settings in tts performance suite.

The "Workflow" entry in the Administration view is for defining the various workflows for all the documents that you manage via tts performance suite. You can define the status of each workflow and the way in which they are to interact. There is an initial **default workflow** which you can use as a starting point, providing an example of how the status, status transitions and functions can be used.



Alternatively, you can also create a whole new workflow by clicking the **New workflow** button.

A basic workflow model should look something like the following:

- **Planning**  
(as an initial status).
- **Work in progress**  
(while documents are being edited).
- **Quality management**  
(the status after the "Work in progress" status. In this status, documents can be discarded, reverted to the "Work in progress" status or transferred to the "Released" status).

- **Released**

(as the final status: All documents with this status are ready to be made visible to the end users).



If the need arises, you can delete a user-defined workflow by selecting it and then clicking the **Delete workflow** button. Please note that you can't delete the default workflow.

Workflow Default workflow

Title :	Default workflow								
Technical name :	defaultWorkflow								
Status Transitions :	Status	Archived	Released	Work in progress	Under review	Konzept prüfen	für Tonstudio freigegeben	nach Tonstudio	Under review final
	Archived	No action	No action	Reactivate	No action	No action	No action	No action	No action
	Released	Archive	No action	Update	No action	No action	No action	rework	No action
	Work in progress	No action	Release immediat	No action	To review	verifyconcept	No action	spoken	No action
	Under review	No action	Release immediat	Reject	No action	No action	tospeak	No action	No action
	Konzept prüfen	No action	No action	rework	No action	No action	No action	No action	No action
	für Tonstudio freigegeben	No action	No action	rework	No action	No action	No action	spoken	No action
	nach Tonstudio	No action	Release immediat	rework	No action	No action	No action	No action	No action
	Under review final	No action	Release	No action	No action	No action	No action	Reject	No action
	Under review	No action	No action	No action	No action	No action	No action	Reject	Release
	Konzept freigegeben	No action	No action	No action	No action	No action	No action	No action	No action
Status :	Title	Technical name	Roles	Documents	Publish	Initial status	Add / Remove		
	Archived	archived	None	0	<input type="checkbox"/>	<input type="radio"/>	<input type="button" value="✖"/>		
	Released	released	None	21	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="button" value="✖"/>		
	Work in progress	in_progress	Author,Key user,Knowledge Manager	400	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="button" value="✖"/>		
	Under review	in_review	All	4	<input type="checkbox"/>	<input type="radio"/>	<input type="button" value="✖"/>		
	Konzept prüfen	conceptverifying	All	0	<input type="checkbox"/>	<input type="radio"/>	<input type="button" value="✖"/>		
	für Tonstudio freigegeben	speak	All	0	<input type="checkbox"/>	<input type="radio"/>	<input type="button" value="✖"/>		
	nach Tonstudio	allspoken	All	2	<input type="checkbox"/>	<input type="radio"/>	<input type="button" value="✖"/>		
	Under review final	in_review_final	All	1	<input type="checkbox"/>	<input type="radio"/>	<input type="button" value="✖"/>		
	Under review	in_review_2	All	0	<input type="checkbox"/>	<input type="radio"/>	<input type="button" value="✖"/>		
	Konzept freigegeben	conceptreleased	All	20	<input type="checkbox"/>	<input type="radio"/>	<input type="button" value="✖"/>		
		All	0	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="button" value="✚"/>			

Here you see the settings of a workflow.

- Both the Title and Technical name have to be specified.
- **Status Transitions** specify the status from which the author can transfer a document to the next status. You should start at the left of the table, e.g. with the "in progress" status. This row is for defining the actions that then move the document to a different status, e.g. the "Archive" action transfers the document to the "Archived" status.

- **Status**

All the available statuses are defined in the list of statuses.



The following information or functions are available for each status:

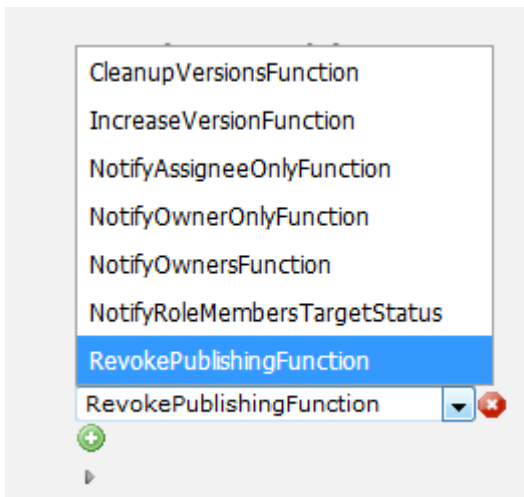
- **Documents:** Displays the number of documents that have been allocated the status.
- **Publish:** Indicates whether documents with this status are visible in the portal.
- **Initial status:** Indicates the status with which the workflow begins. New documents are created in this status.
- **Add / Remove:** Statuses can be added or deleted via this column.

- **Actions**

Actions can be used to generate valid transitions from one state to the next. The following functions are available for each action:

- **Assigned functions:** Functions can be executed during the transition from one status to another.
- **Add / Remove:** Actions can be added or deleted via this column.

If you wish to assign a function to an action, go to the **Assigned functions** column and click this  button and then the "Add function"  button. This function will then always be displayed/accessed when the action is carried out during the transition from one status to the next.



Explanation of the **Assigned functions**:

**CleanupVersionsFunction:** All unnecessary versions of a document will be deleted (upon calling) via this function. All the versions that will be retained are: versions that were once in a "published" state, along with all versions that are newer than the last published version.

**IncreaseVersionFunction:**When this function is executed, the version of the document will be increased in the major part of the number, while the minor part will be set to the default value. When, for example, the "quality\_released" action is executed for a document that was Version 2.3, the version of the document will be 3.0 afterwards.

**NotifyOwnersFunction:**When this action is executed, both the document's owner and assignees will receive an e-mail.



**NotifyOwnerOnlyFunction:** When this action is executed for one of their documents, only the owner (and not the assignees) will receive an e-mail.



**NotifyAssigneeOnlyFunction:** When this action is executed for one of their documents, only the assignees (and not the owner) will receive an e-mail.

**NotifyRoleMembersTargetStatus:** All the people who are responsible for the target status of documents will be notified when a document attains the new status.

**RevokePublishingFunction:** When this function is used, the document will no longer appear in the portal until a new version is published. For example, this could involve a status switch to an "obsolete" status.

-  It can take quite some time to upload workflow settings, particularly in cases where a large number of documents are affected by the changes. Please be patient!
-  tts performance suite automatically detects discrepancies in the workflow and displays them in an error message.