Workflow for Office365 introduce manual

1.Workflow introduce

1.1 Application profile

Workflow for Office 365 is a free, full-featured 30-day trial version. Continue to use the need to contact the Office Store Active Subscription license.

With the Workflow for Office 365 application, you can authorize anyone in your organization to convert any business process, and no matter how complex the process is, you do not need to write code that can be done with a simple drag and drop design. Easy-to-use designer and powerful connectivity to extend the content and data you entrust to Microsoft Office 365 to break your business success and rely on people and processes to provide fast and easy automation for business users and IT professionals Business processes; from simple leave approval to complex integration across applications, cloud services, and data sources.

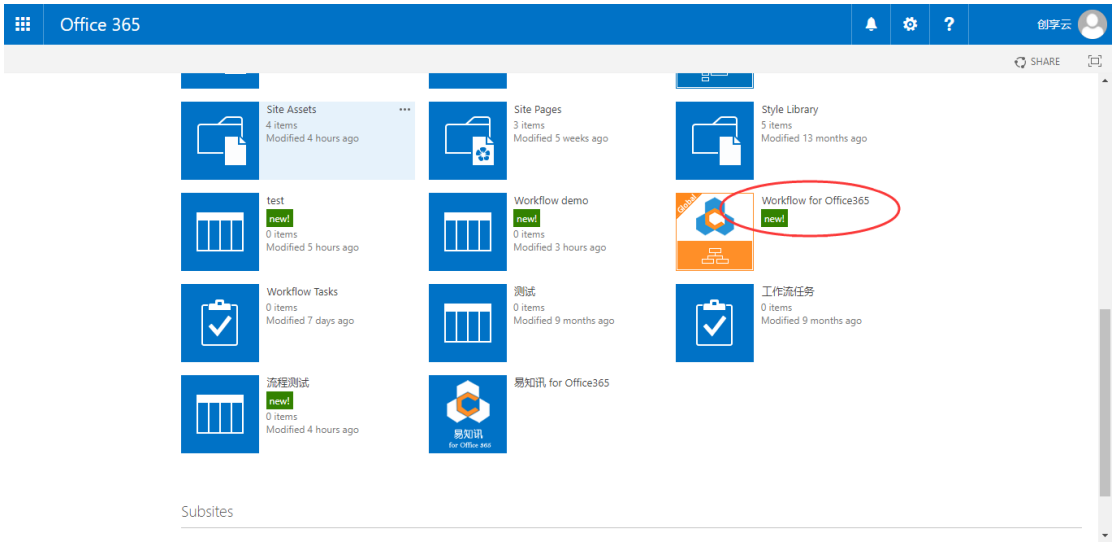
With Workflow for Office 365, you can:

- Visualization No code design Any complex process
- Connect SharePoint lists and document libraries as data sources
- Integrated custom task processing page
- Integration with any system by integrating web services

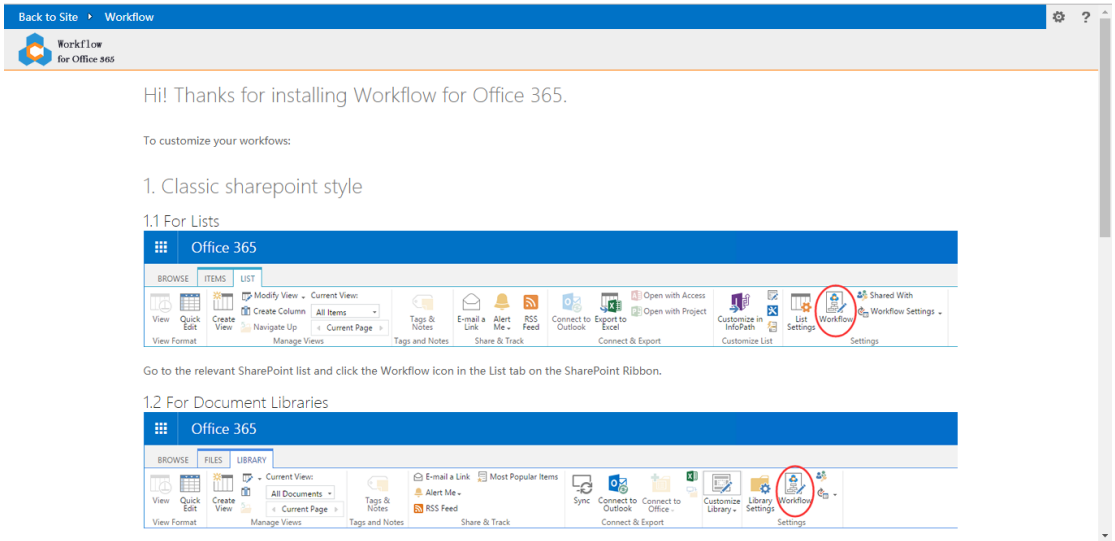
- Provide technical support and use of training

1.2 Application Portal

Through the SharePoint Online Adds-In APP access, click on the site contents. click the Workflow for Office365, you can enter the statistical report interface.



Then go to the following interface:



2. Workflow design

2.1 Workflow activity introduce

Approval	Common approval nodes that can be approved and rejected.
Countersign	Many people at the same time in a node, how many people are required to approve the transfer to the next node, or not transferred to the next node.
Assign tasks	When the task is assigned to this node, only permission is granted, and no permission is denied.
Notify	When the business process is basically processed, the people in this node can understand the business process of the process in the form of informing.
Workflow status	You can customize the set of workflow status values (for display only).
Call Web service	The current process can call an external Web service with no return value.
If	For a given condition, there are only two branches "yes" and "no".
Switch	Branch flows can be performed according to a number of conditions.

Run if	It can be filtered according to settings and supported by "or"," and ".
While	When a particular set of conditions is satisfied, it enters the branch and supports "or"," and ".
Parallel	Support multiple branch flows, that is concurrent branches.

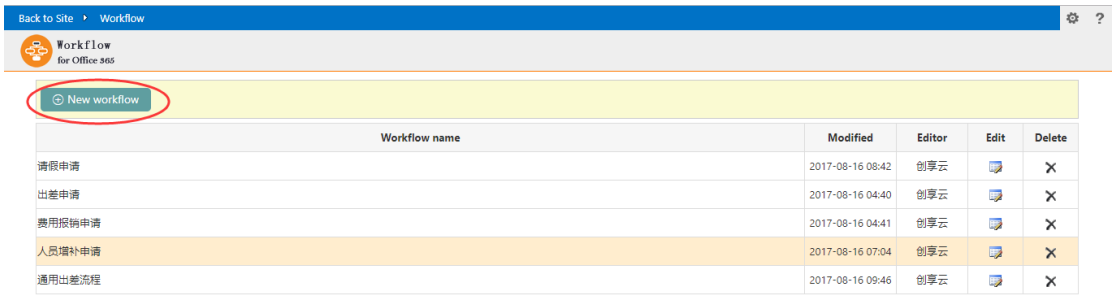
2.2 Introduction of basic operations

Import	You can import the SharePoint Online process template XML file directly as the workflow template for the current workflow.
Export	Export workflow templates can be exported for use elsewhere.
Save workflow	After the design workflow is completed, you need to save the workflow.
Publish workflow	When all the workflow information is confirmed, the workflow can be released. If a process node does not set the information, it will be prompted accordingly.
Workflow settings	Set up workflow name, select workflow task list, workflow history record, workflow description and so on.

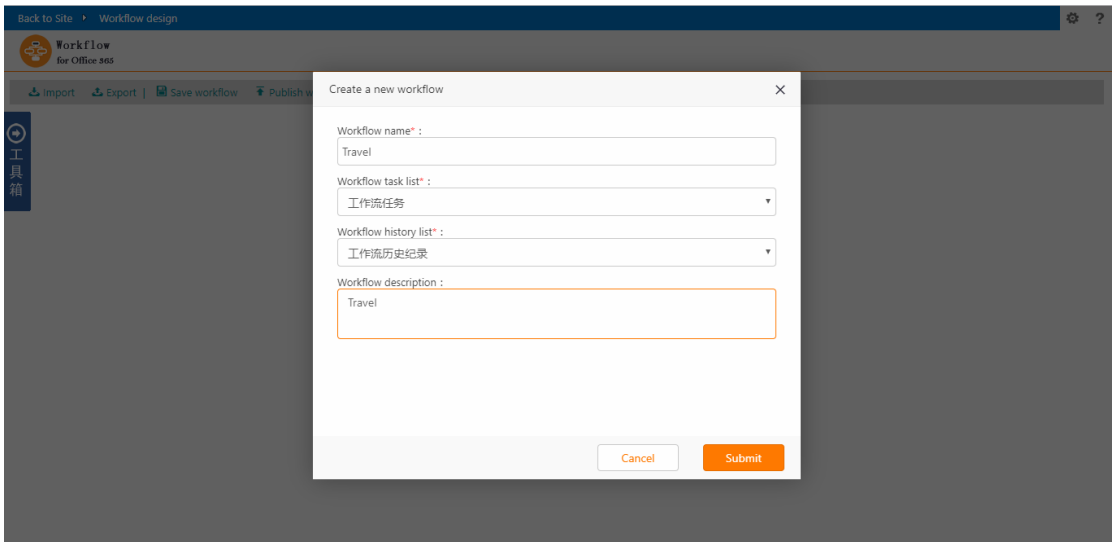
2.3 Typical process design examples

Next, we demonstrate a typical process design process.

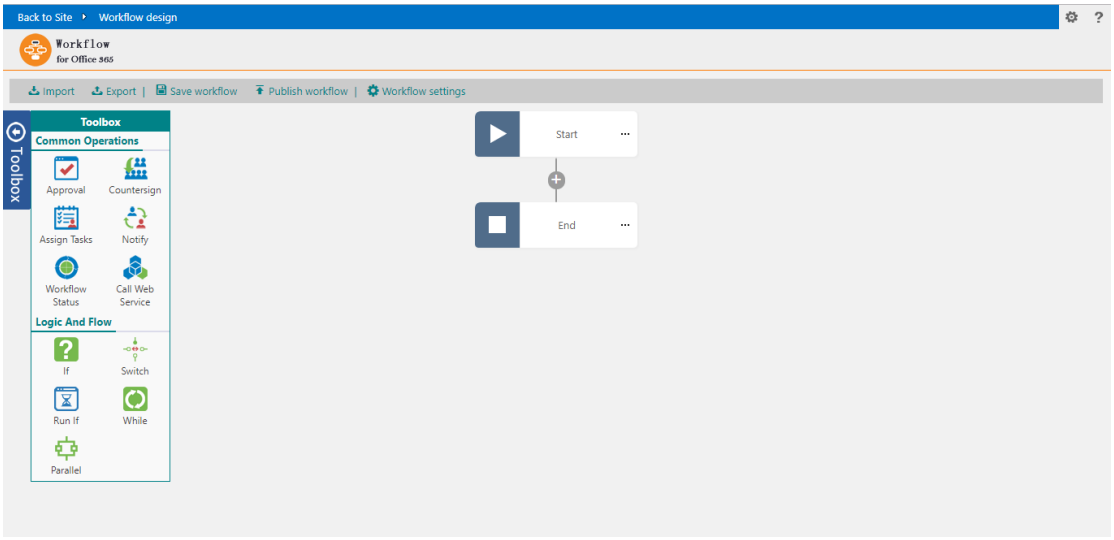
1) First, we click "new workflow"



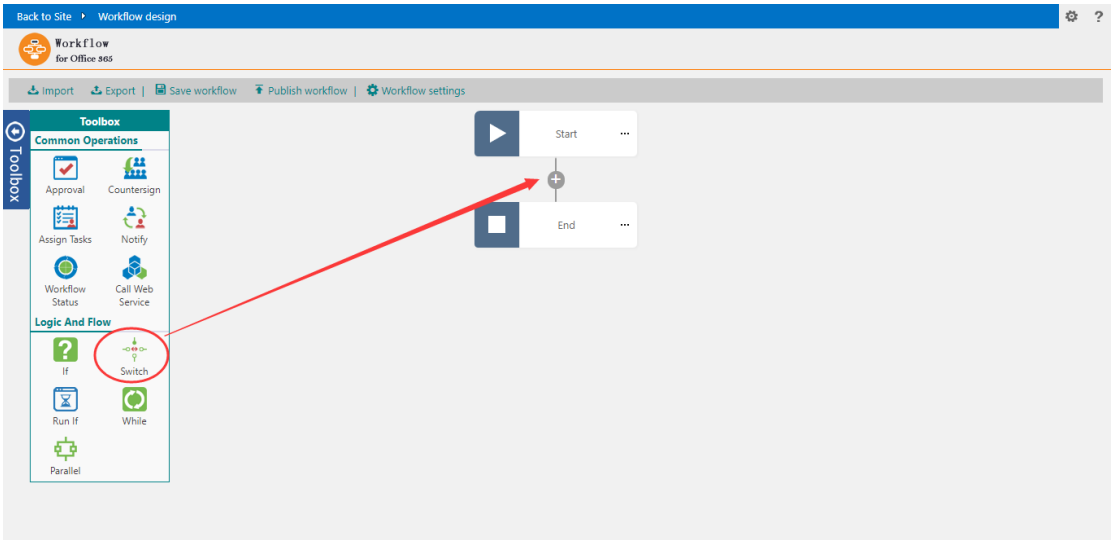
2) Fill in the initialization information of workflow, such as workflow name, workflow task list, etc..



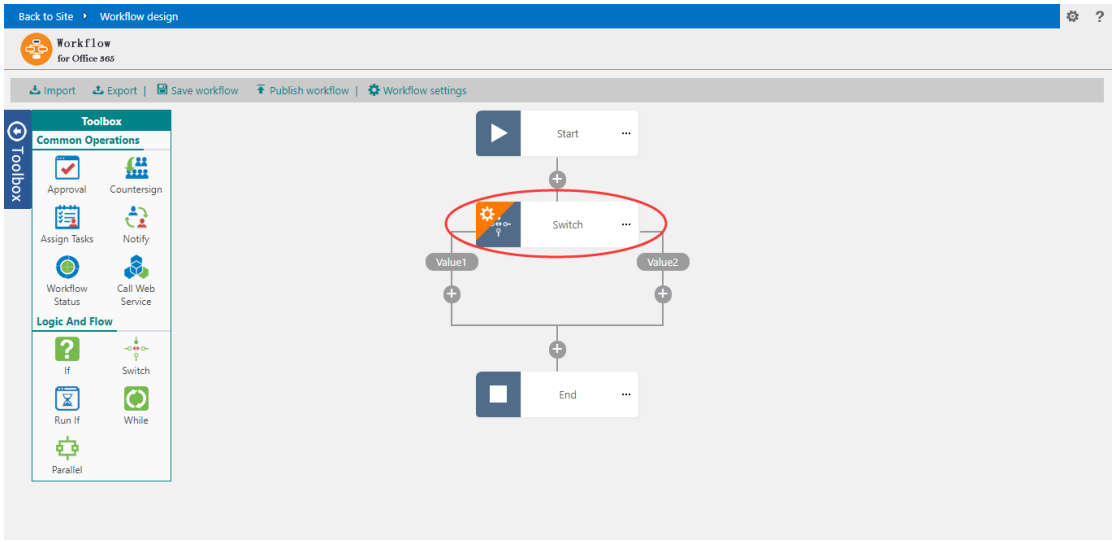
Then ,the default design interface.

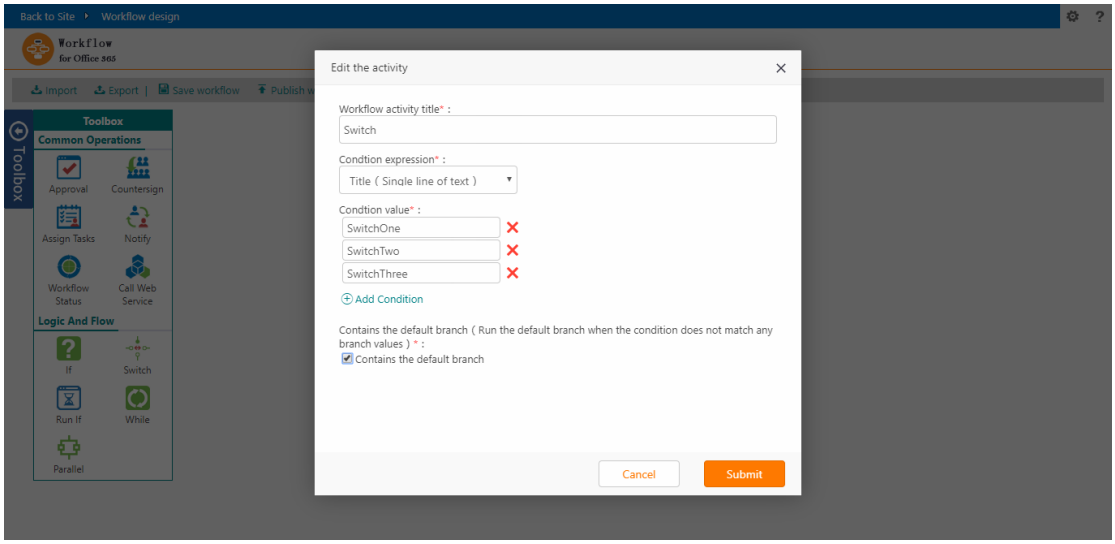


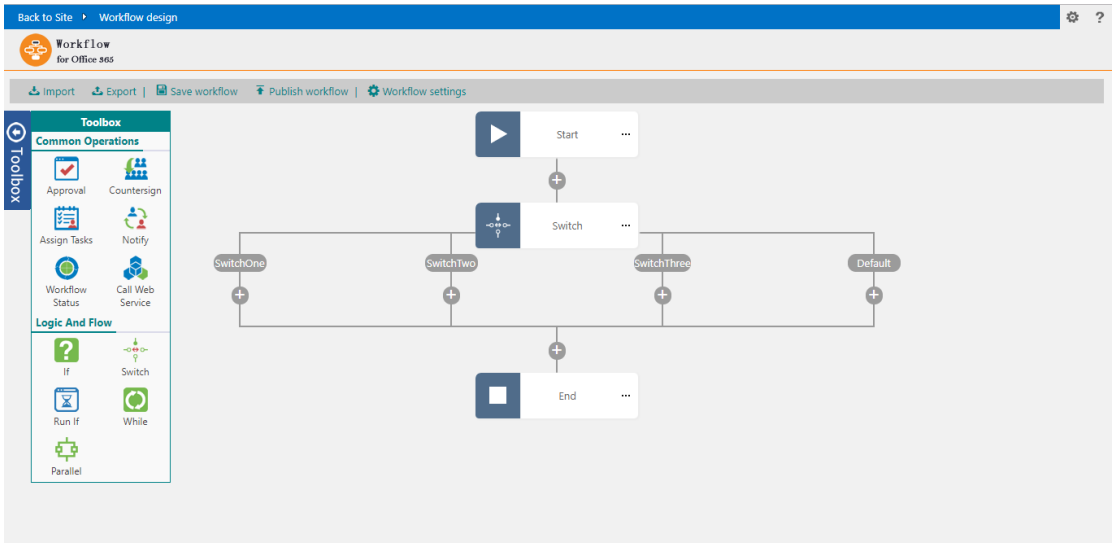
3) Drag and drop a conditional branch between the start of workflow and the end of workflow.



Double-click the conditional switch node to set branch conditions


Back to Site
Workflow design
Workflow for Office 365
Import
Export
Save workflow
Publish workflow
Workflow settings
Toolbox
Common Operations
Approval
Countersign
Assign Tasks
Notify
Workflow Status
Call Web Service
Logic And Flow
If
Switch
Run If
While
Parallel
Start
Switch
Value1
Value2
End


Edit the activity
Workflow activity title* :
Switch
Condtion expression* :
Title (Single line of text)
Condtion value* :
SwitchOne
SwitchTwo
SwitchThree
Add Condition
Contains the default branch (Run the default branch when the condition does not match any branch values) * :
Contains the default branch
Cancel
Submit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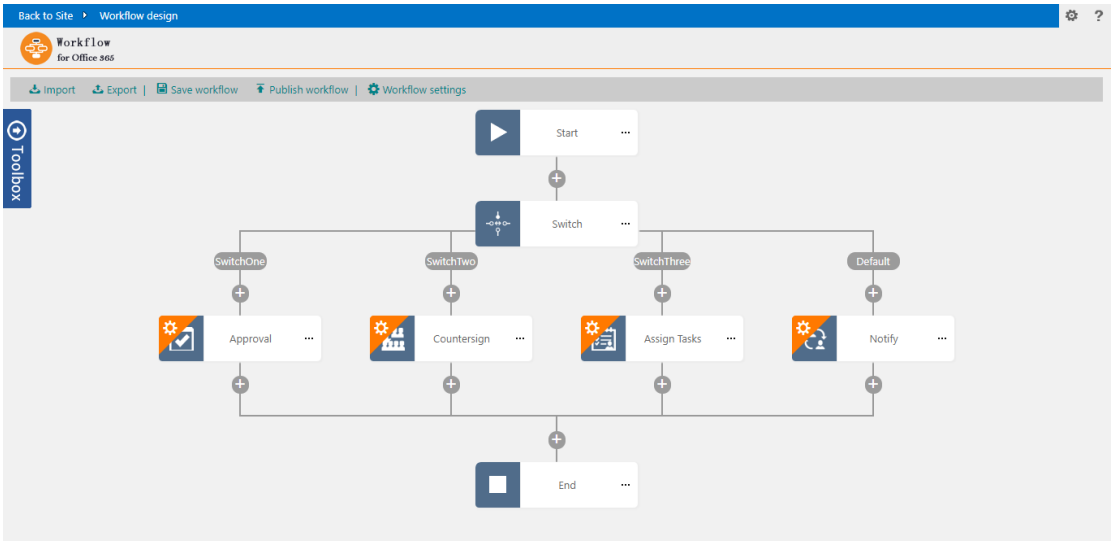
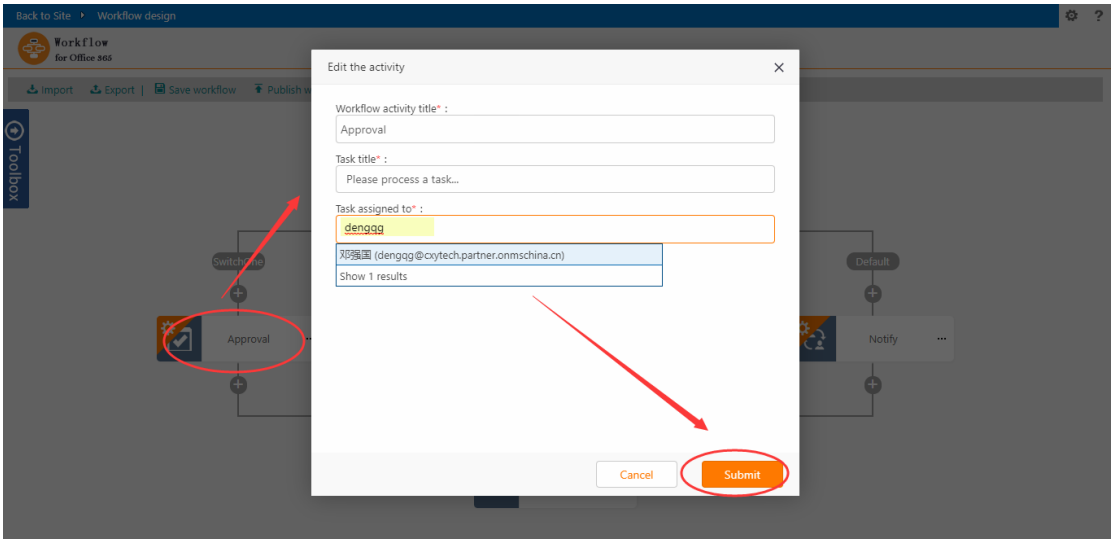
Call Web Service
Logic And Flow
If
Switch
Run If
While
Parallel
Start
Switch
SwitchOne
SwitchTwo
SwitchThree
Default
End

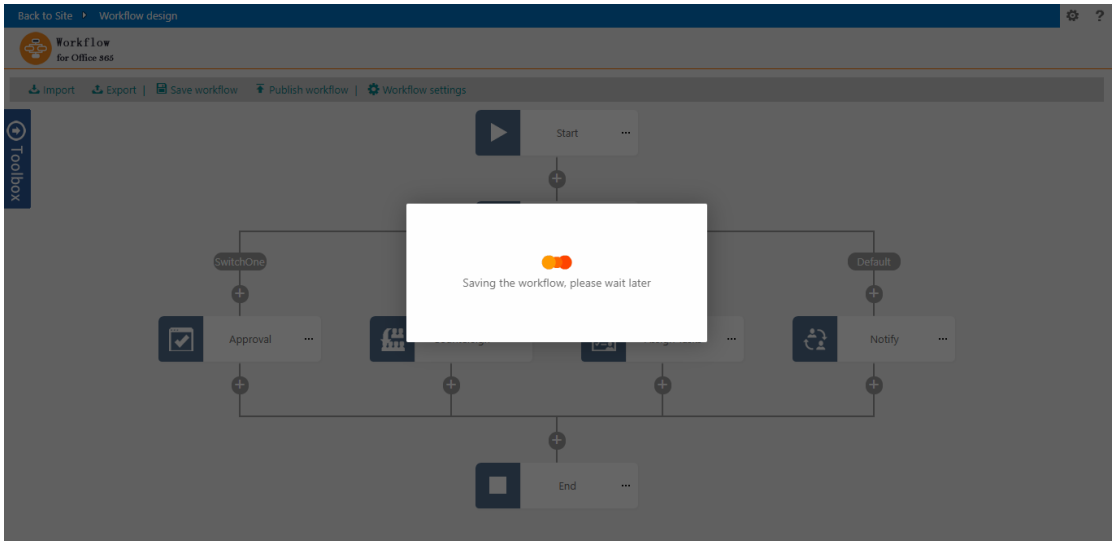
Drag and drop approval activities, countersign activities, assign tasks tasks, and notify activities to branch.



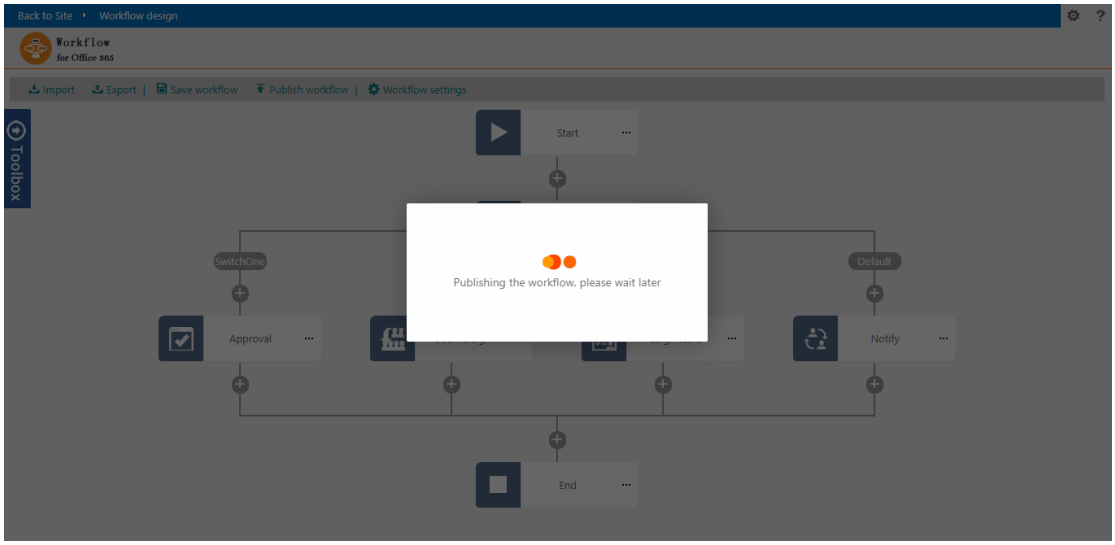
Then double-click the node to set the node information, and finally according to the different conditions will be transferred to the corresponding branch.



4) Click the save workflow button

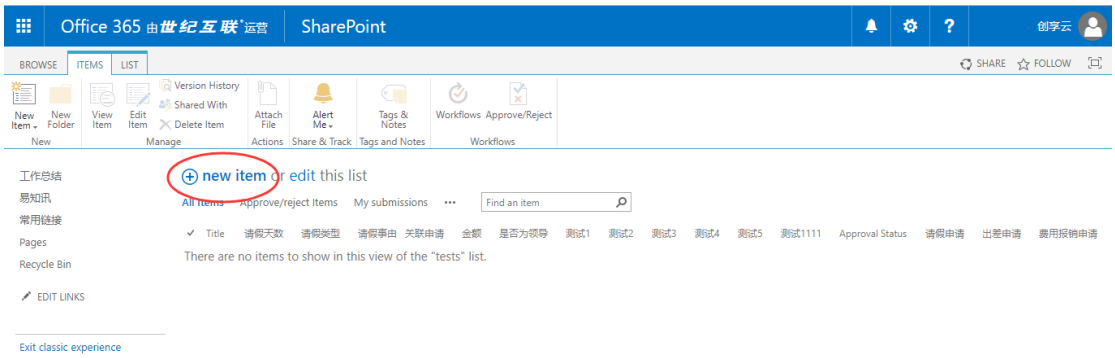


5) Click on the "publish workflow" button to complete the design of the workflow.

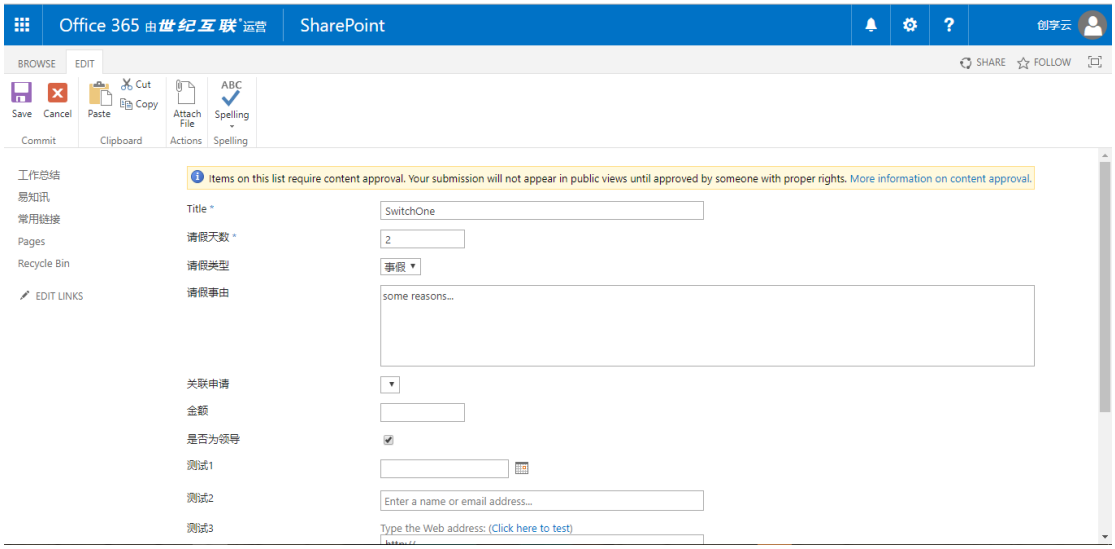


3. Workflow task processing

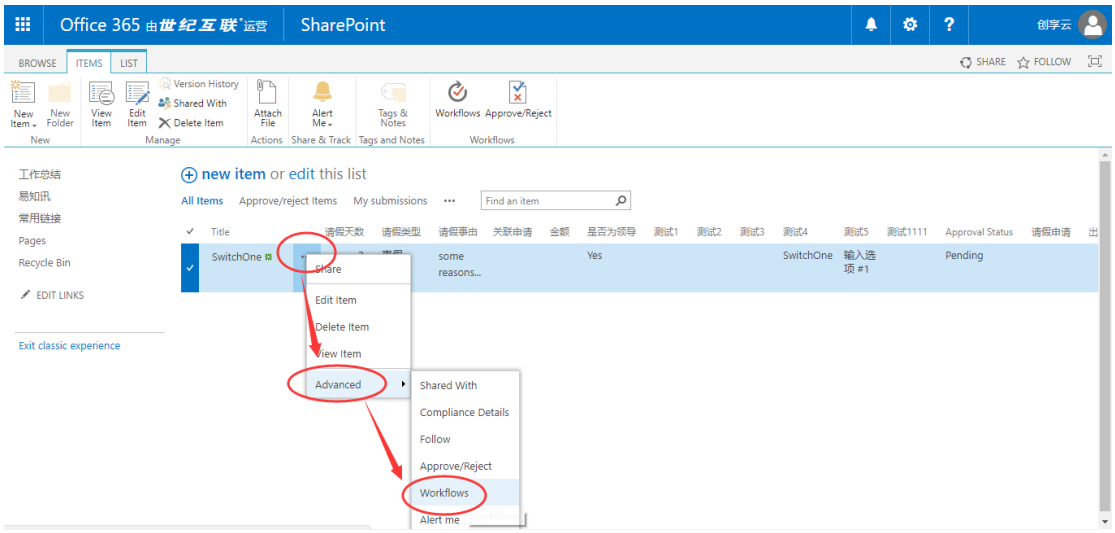
1) Click the new item button.



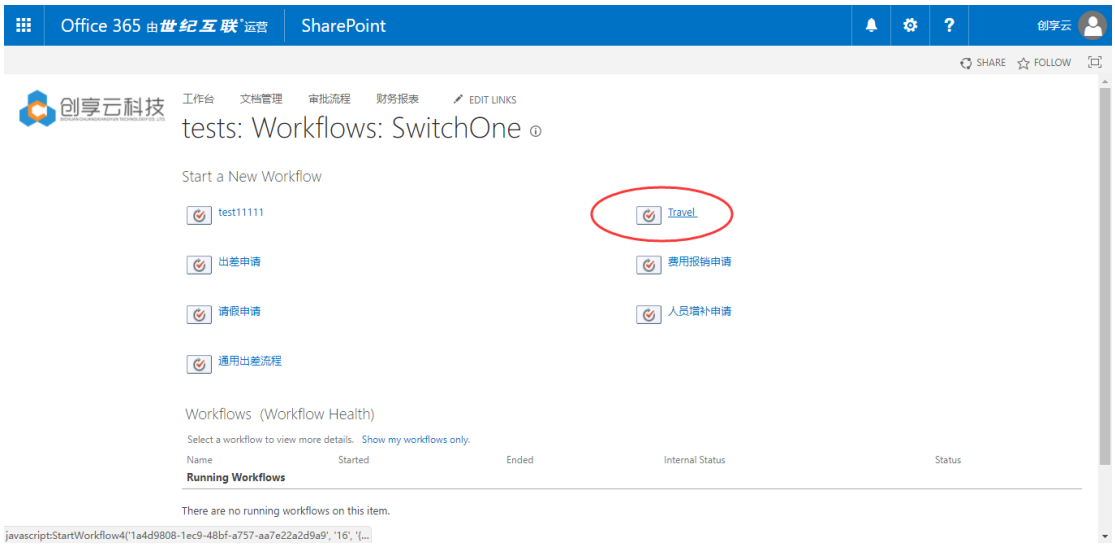
2）Fill in the input form information.



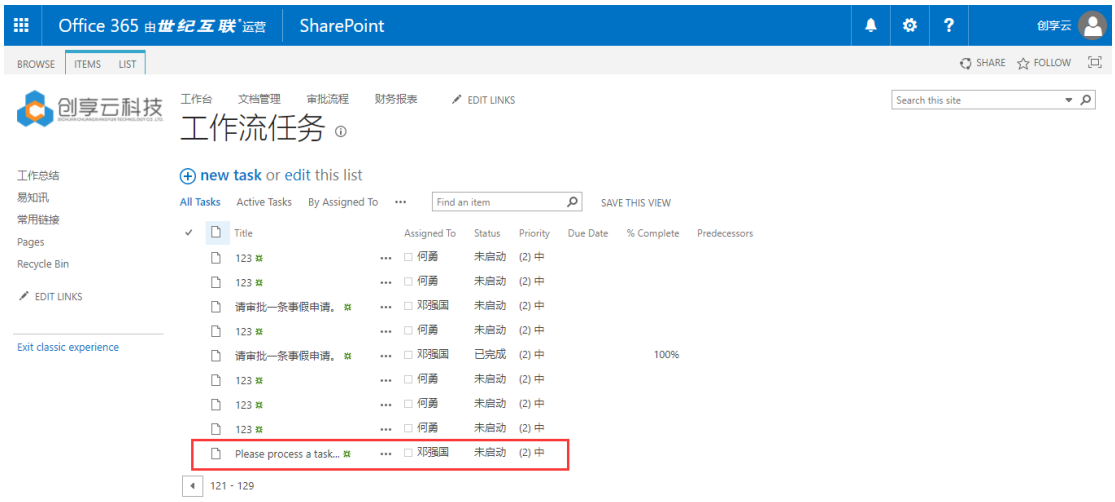
3）Start workflow



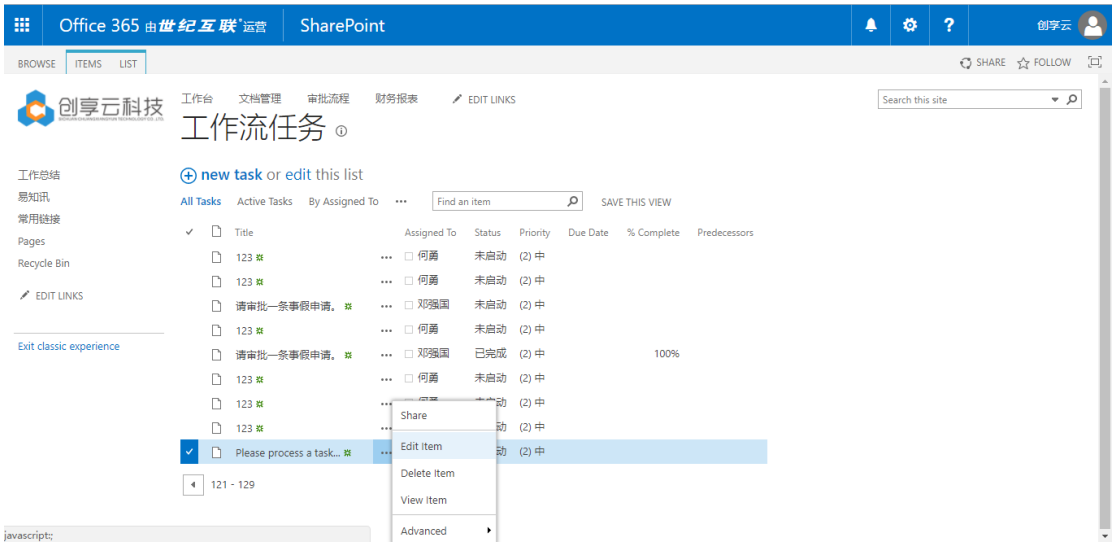
You can start this workflow by one-click.



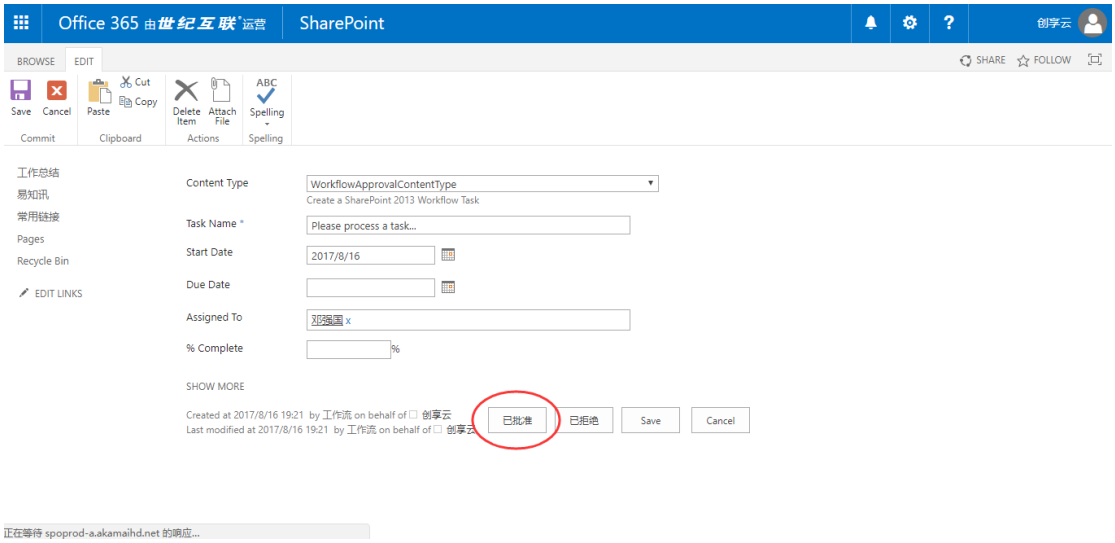
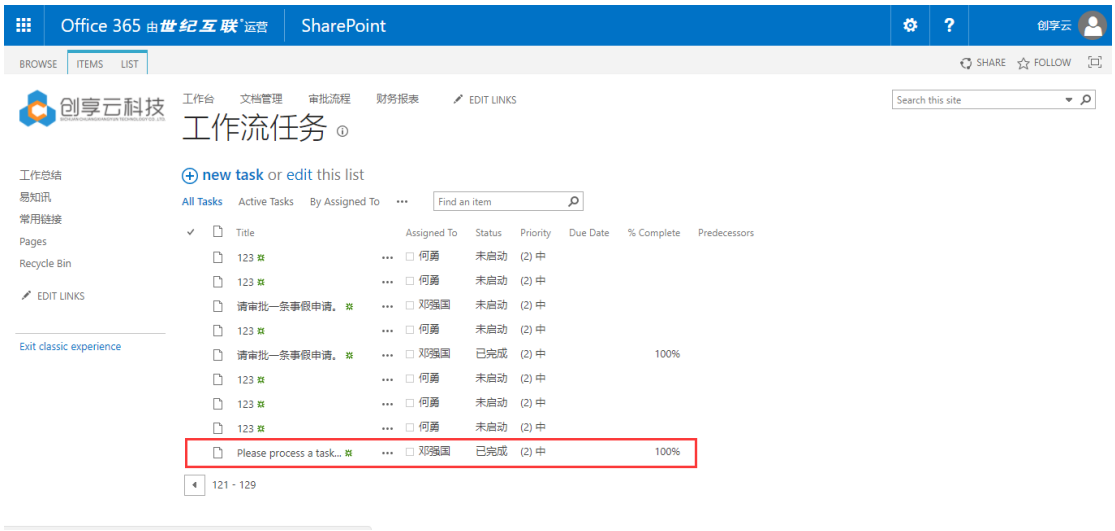
4) Once the workflow is started, a new task is received in the workflow task list.



5) Task: click more, and then click the edit item.



Then select "approved" button.



6) finished ,we can find the task status’ s value is "finished".