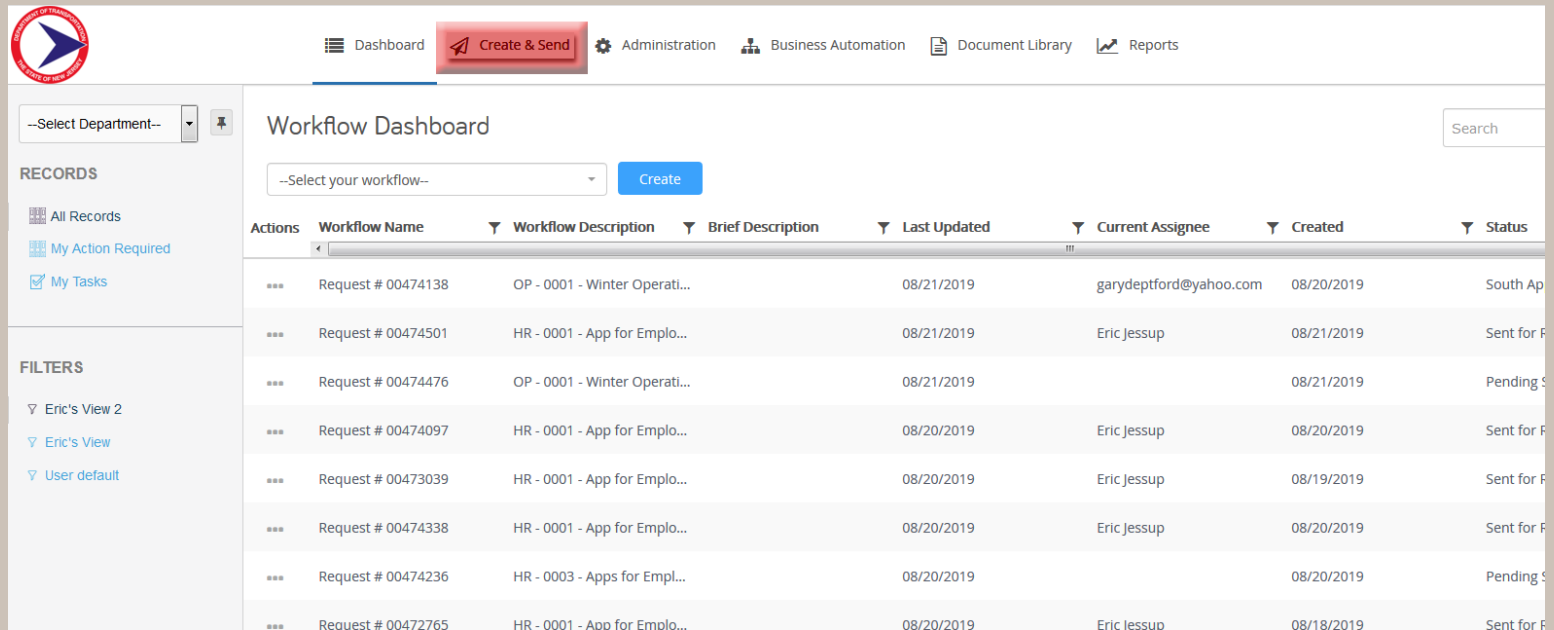


From the Simpligov Workflow Dashboard

- 1) Click the "**paper airplane**" icon. NOTE: if your screen is expanded you may also see the words **Create & Send** next to the icon.

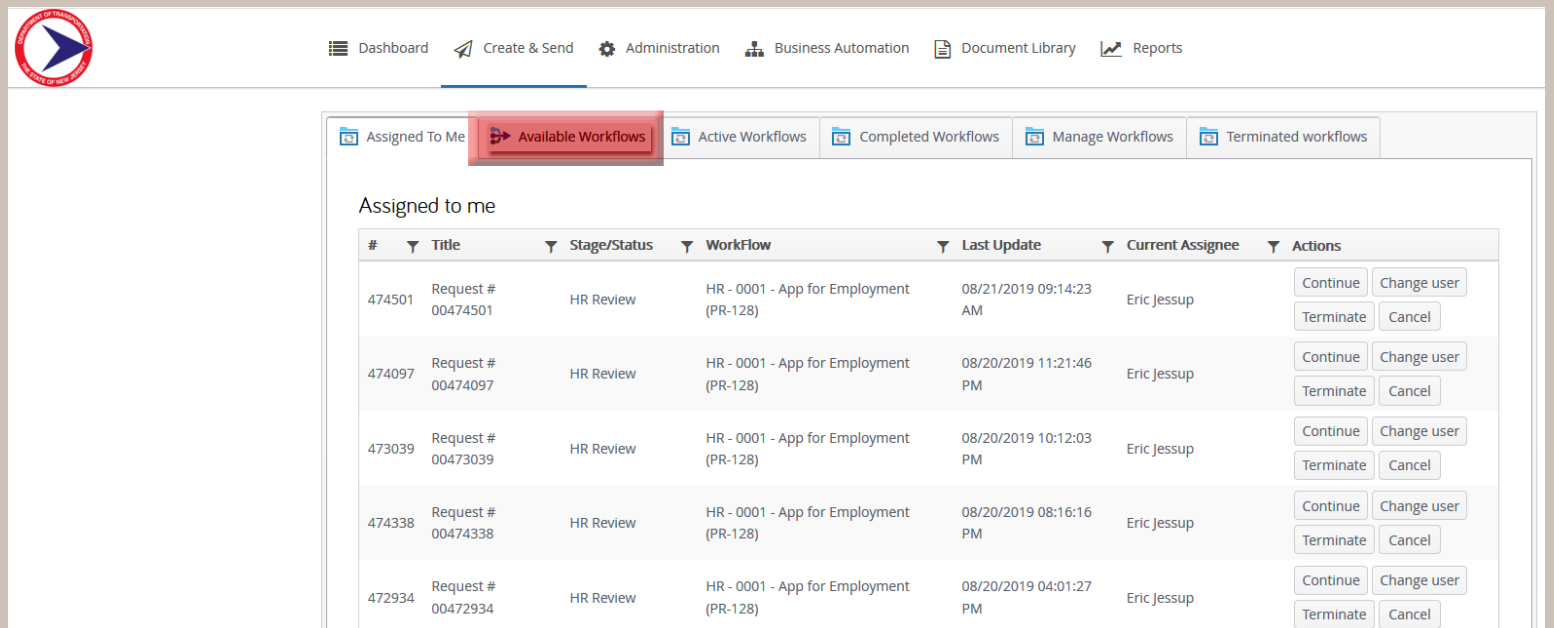


Workflow Dashboard

--Select your workflow-- [Create](#)

Actions	Workflow Name	Workflow Description	Brief Description	Last Updated	Current Assignee	Created	Status
...	Request # 00474138	OP - 0001 - Winter Operati...		08/21/2019	garydeptford@yahoo.com	08/20/2019	South Ap
...	Request # 00474501	HR - 0001 - App for Emplo...		08/21/2019	Eric Jessup	08/21/2019	Sent for F
...	Request # 00474476	OP - 0001 - Winter Operati...		08/21/2019		08/21/2019	Pending S
...	Request # 00474097	HR - 0001 - App for Emplo...		08/20/2019	Eric Jessup	08/20/2019	Sent for F
...	Request # 00473039	HR - 0001 - App for Emplo...		08/20/2019	Eric Jessup	08/19/2019	Sent for F
...	Request # 00474338	HR - 0001 - App for Emplo...		08/20/2019	Eric Jessup	08/20/2019	Sent for F
...	Request # 00474236	HR - 0003 - Apps for Empl...		08/20/2019		08/20/2019	Pending S
...	Request # 00472765	HR - 0001 - App for Emplo...		08/20/2019	Eric Jessup	08/18/2019	Sent for F

- 2) This will take you to a workflows management listings screen. Here click the **Available Workflows** tab.

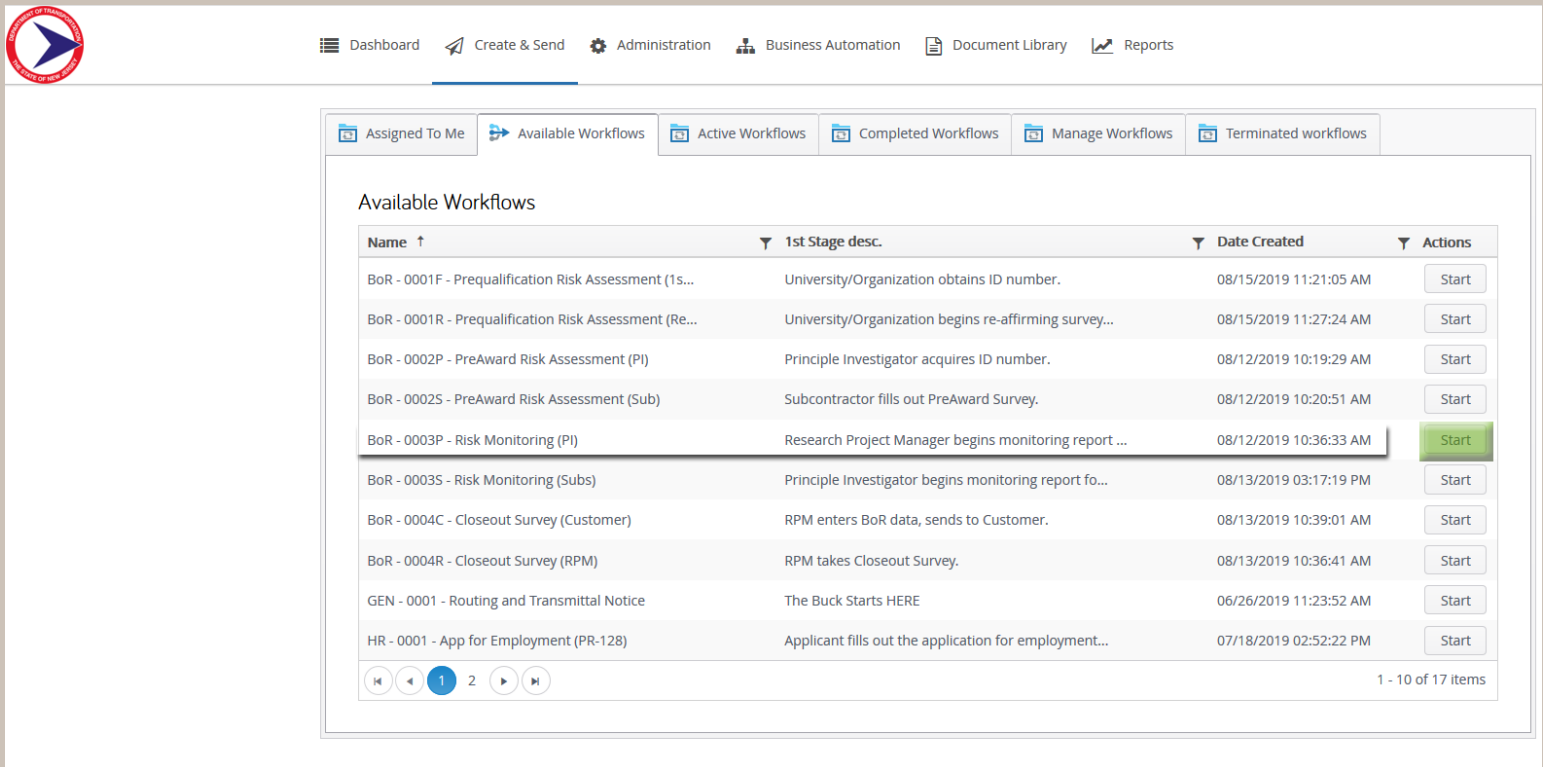


Assigned To Me **Available Workflows** Active Workflows Completed Workflows Manage Workflows Terminated workflows

Assigned to me

#	Title	Stage/Status	WorkFlow	Last Update	Current Assignee	Actions
474501	Request # 00474501	HR Review	HR - 0001 - App for Employment (PR-128)	08/21/2019 09:14:23 AM	Eric Jessup	Continue Change user Terminate Cancel
474097	Request # 00474097	HR Review	HR - 0001 - App for Employment (PR-128)	08/20/2019 11:21:46 PM	Eric Jessup	Continue Change user Terminate Cancel
473039	Request # 00473039	HR Review	HR - 0001 - App for Employment (PR-128)	08/20/2019 10:12:03 PM	Eric Jessup	Continue Change user Terminate Cancel
474338	Request # 00474338	HR Review	HR - 0001 - App for Employment (PR-128)	08/20/2019 08:16:16 PM	Eric Jessup	Continue Change user Terminate Cancel
472934	Request # 00472934	HR Review	HR - 0001 - App for Employment (PR-128)	08/20/2019 04:01:27 PM	Eric Jessup	Continue Change user Terminate Cancel

3) You should now see a listing of all the workflows to which you have access. NOTE: the listing is alphabetical and may span more than one page.



The screenshot shows a web application interface for workflow management. At the top, there is a navigation bar with a logo on the left and menu items: Dashboard, Create & Send, Administration, Business Automation, Document Library, and Reports. Below the navigation bar, there are tabs for workflow categories: Assigned To Me, Available Workflows (selected), Active Workflows, Completed Workflows, Manage Workflows, and Terminated workflows. The main content area is titled 'Available Workflows' and contains a table with the following columns: Name, 1st Stage desc., Date Created, and Actions. The table lists 11 workflows, with the 'BoR - 0003P - Risk Monitoring (PI)' workflow highlighted in blue. The 'Start' button for this workflow is green, while the others are grey. At the bottom of the table, there are pagination controls showing '1' of 2 pages and a total of '10 of 17 items'.

Name ↑	1st Stage desc.	Date Created	Actions
BoR - 0001F - Prequalification Risk Assessment (1s...	University/Organization obtains ID number.	08/15/2019 11:21:05 AM	Start
BoR - 0001R - Prequalification Risk Assessment (Re...	University/Organization begins re-affirming survey...	08/15/2019 11:27:24 AM	Start
BoR - 0002P - PreAward Risk Assessment (PI)	Principle Investigator acquires ID number.	08/12/2019 10:19:29 AM	Start
BoR - 0002S - PreAward Risk Assessment (Sub)	Subcontractor fills out PreAward Survey.	08/12/2019 10:20:51 AM	Start
BoR - 0003P - Risk Monitoring (PI)	Research Project Manager begins monitoring report ...	08/12/2019 10:36:33 AM	Start
BoR - 0003S - Risk Monitoring (Subs)	Principle Investigator begins monitoring report fo...	08/13/2019 03:17:19 PM	Start
BoR - 0004C - Closeout Survey (Customer)	RPM enters BoR data, sends to Customer.	08/13/2019 10:39:01 AM	Start
BoR - 0004R - Closeout Survey (RPM)	RPM takes Closeout Survey.	08/13/2019 10:36:41 AM	Start
GEN - 0001 - Routing and Transmittal Notice	The Buck Starts HERE	06/26/2019 11:23:52 AM	Start
HR - 0001 - App for Employment (PR-128)	Applicant fills out the application for employment...	07/18/2019 02:52:22 PM	Start

4) In this case we need the **BoR - 0003P Risk Monitoring (PI)** workflow; used by Research Project Managers. By clicking the **Start** button, you will launch the workflow and initiate this risk monitoring process.