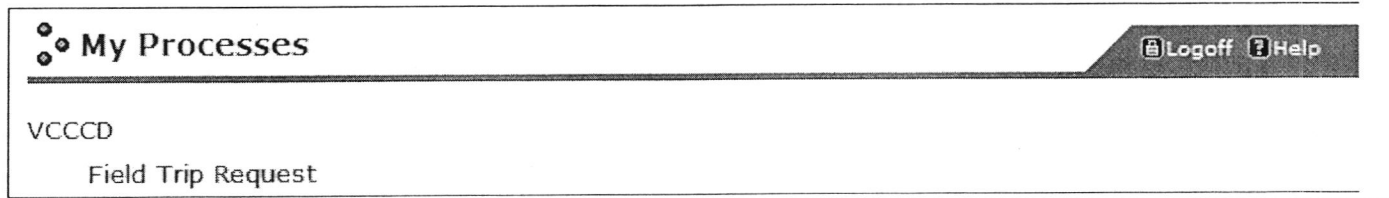


FIELD TRIP WORKFLOW PROCESS

Log on to the VCCCD Portal

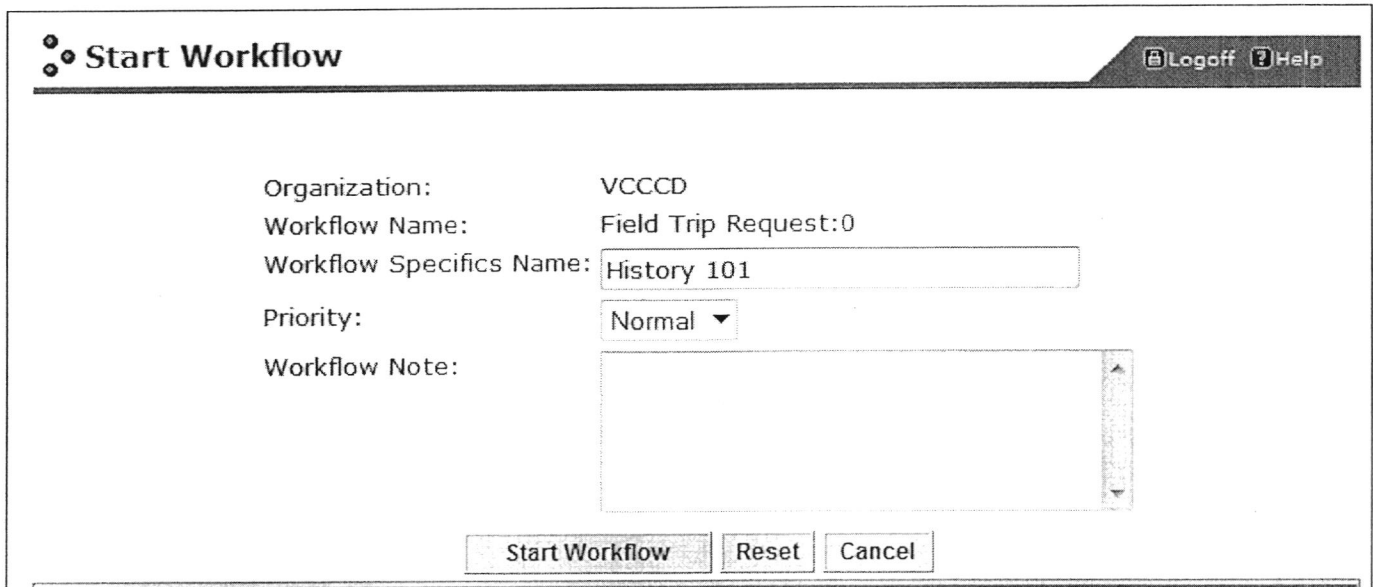
Go to the Work Life Tab

Select "My Processes" link in the Work Life Tab, then select "Field Trip Request":



The screenshot shows the 'My Processes' page. The header includes a logo and the text 'My Processes'. On the right side of the header, there are links for 'Logoff' and 'Help'. Below the header, the text 'VCCCD' is displayed, followed by 'Field Trip Request'.

Enter a Generic Name in the Workflow Specifics Name, and press "Start Workflow", then Press OK when the message displays:



The screenshot shows the 'Start Workflow' dialog box. The header includes a logo and the text 'Start Workflow'. On the right side of the header, there are links for 'Logoff' and 'Help'. The main area contains the following fields:

- Organization: VCCCD
- Workflow Name: Field Trip Request:0
- Workflow Specifics Name: History 101
- Priority: Normal (dropdown menu)
- Workflow Note: (empty text area)

At the bottom of the dialog box, there are three buttons: 'Start Workflow', 'Reset', and 'Cancel'.

Priority field can default to "Normal"

Select "Start Workflow" to begin the process

Start Workflow Logoff Help

The workflow was started successfully.

OK

When the Workflow is started, the Worklist specific name will be what is entered by the user:

Worklist Logoff Help

Organization	Workflow	Activity	Priority	Created
VCCCD	History 101 Ready	Field Trip Request	Normal	25-Oct-2012 11:32:48 AM

From "Worklist", select the field trip form to complete entering the information.