

Workflow Task

[Return to Workflow Administration](#)

Workflow Task Form

This form allows users to adjust workflow tasks, determine [user groups](#), send [email notifications](#) and set the due dates for [workflow activities](#).

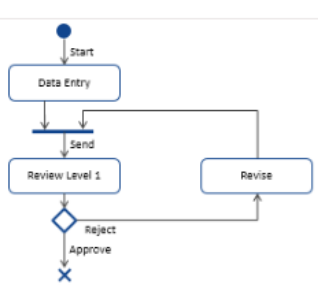
The setting of the [Workflow Task](#) is the same as for the combobox in the [Workflow Administration Report](#) workflow status control panel.

The image below shows the workflow task menu and flow diagram (which changes based on the [Workflow Type](#) you select) when the cubes for the Step Dimension exist.

Cost Center Workflow Task

Workflow Task	Cost Center Mid-Term Planning 2019 - 2021
Cube	Cost Center
Type of Dimension	Business
Step Dimension	Cost Center
Workflow Type	WF_Approval_Activities

Cost Center E-Mail Notification



```

graph TD
    Start((Start)) --> DataEntry[Data Entry]
    DataEntry --> Send[Send]
    Send --> Review[Review Level 1]
    Review --> Decision{ }
    Decision -- Approve --> End((X))
    Decision -- Reject --> Revise[Revise]
    Revise --> Send
    
```

The input fields and options for the workflow task menu and diagram are explained below:

Field	Description	Implementation
Workflow Task	Displays the name of the workflow task	Element of dimension WF_Task

Field	Description	Implementation
Cube	A data validation that allows you to select the cube that will connect to the workflow task.	Element of dimension <code>#_CUBE</code> which has the value <code>Fact</code> in the attribute <code>Type</code>
Type of Dimension	Displays the dimension connected to the workflow task	<code>Type</code> attribute of dimension <code>#_#_DIMENSION</code>
Step Dimension	Displays the Step Dimension connected to the workflow task.	Listed dimensions of the selected Cube
Workflow Type	A data validation that allows you to select the type of workflow task that will be executed. Several workflow types are selectable: Approval workflow, Two Level Approval Workflow, Three Level Approval Workflow, and Feedback Workflow.	Workflow Type <code>Attribute</code> of dimension <code>#_WF_Task</code>
E-mail Notification	Hyperlink to report that allows you to edit e-mail notifications .	Opens <code><Model Name>Reports/Detail/E-Mail/<Model Name>Notification.wss</code>
Create Workflow Cubes for Step Dimension (button)	Appears when a previously unused Step Dimension is selected. See the Create Workflow Cubes for Step Dimension Section for further details.	
Workflow Task Summary (diagram)	Displays the Unified Modeling Language (UML) diagram of the workflow task.	There are several diagrams possible depending on which Workflow Type is selected: Approval workflow, Two Level Approval Workflow, Three Level Approval Workflow, and Feedback Workflow (images are stored in Opens <code><Model Name>/Cost Center/Files/Images</code>).

The columns displayed in the Workflow Task form are shown below:

	Data Entry	02/27/2015 Review	09/7/2019 Revise	09/21/2019 Review
All Cost Centers - All Cost Centers		***	***	***
~ - Not applicable		***	***	***
Unassigned - Unassigned	controlling	***	***	***
11 - Cost Center Bikers Best Fahrradmanu	admin_controlling	***	***	***
12 - Cost Center Bikers Velo SARL		***	***	***
13 - Cost Center Bikers UK plc		***	***	***
14 - Cost Center Bikers Best Italia Srl		***	***	***
15 - Cost Center Canadian Bikers Best Lim		***	***	***
16 - Cost Center Bikers Best Nippon		***	***	***
17 - Cost Center Bikers Best Fahrradmanu		***	***	***
All Functional Areas - All Function Areas		***	***	***
~ - Not applicable		***	***	***
Unassigned - Unassigned	controlling	***	***	***
ADM - General and Administration		***	***	***
OPE - Operations		***	***	***
COS - Cost of Sales		***	***	***
FIN - Finance & Controlling		***	***	***

Below are descriptions of the columns in the Workflow Task form:

Column	Description	Implementation
... (3) Headers	Link Edit or activity, or attribute of the workflow step <code>WF_Task</code> <code>Attribute</code> <code>Attribute</code>	<code>WF_Task</code> element of dimension <code>WF_Task</code> <code>WF_Task</code> <code>WF_Task</code>
Step Dimension	Displays the dimensions of the workflow Step Dimension.	Contents of selected step dimension depending on which Step Dimension is for the <code>WF_Task</code> that selected
Activity	Displays the type of activity (e.g. Data Entry, Review or Recheck) connected to the workflow step.	Attribute <code>WF_Activity</code> of dimension <code>WF_Activity</code> (total presentation of number of activities depends on selected workflow type)
Assignee	Displays the group(s) to which the workflow step has been assigned to.	Returns the assigned groups of the workflow task and activity with function <code>WF_Task</code> <code>WF_Task</code> <code>WF_Task</code>
... (4) Task	Opens the Workflow Assignments form.	Opens <code><Model Name>Reports/Detail/Workflow/WorkflowAssignments.wss</code>



Workflow Assignments Form

This form allows process owners to [assign workflow steps](#) to user groups.

Cost Center Workflow Assignments

Workflow Task Cost Center Mid-Term Planning 2019 - 2021

Cost Center Unassigned - Unassigned

Activity Data Entry

admin

designer

etl

controlling

sales

marketing

board

Sheet1

The fields and options are explained below:

Field	Description	Implementation
Workflow Task	Displays the name of the workflow task	Element of dimension WF_Task

Field	Description	Implementation
Name of Step Dimension	Displays the selected element of the Step Dimension	
Activity	Displays the type of activity (e.g. Data Entry, Review or Revise), connected to the workflow step.	Name attribute of the WF Activity dimension
User Group	Shows the user groups that are allowed to perform the workflow step	

Create Workflow Cubes for Step Dimension

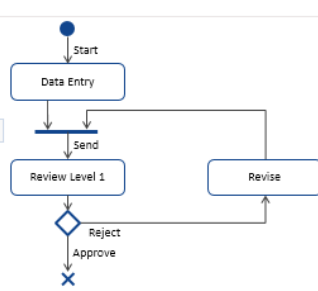
The image below shows the workflow task menu and flow diagram when the cubes for the Step Dimension must be created by selecting the [Create Workflow Cubes for Step Dimension](#) button.

Cost Center Workflow Task

Workflow Task	Cost Center Mid-Term Planning 2019 - 2021
Cube	Cost Center
Type of Dimension	Business
Step Dimension	Legal Entity
Workflow Type	WF_Approval_Activities

The workflow cubes for this step dimensions are missing

Create Workflow Cubes for Step Dimension



```

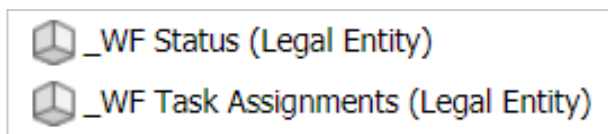
graph TD
    Start((start)) --> DataEntry[Data Entry]
    DataEntry --> ReviewLevel1[Review Level 1]
    ReviewLevel1 --> Decision{ }
    Decision -- Reject --> End((X))
    Decision -- Approve --> Revise[Revise]
    Revise --> DataEntry
    
```

It appears when a previously unused Step Dimension is selected. It

creates new `WF Status()` and `WF Task Assignment()` cubes for the previously unused Step Dimension.

For example, when Legal Entity is selected for the first time instead of Cost Center for the Cost Center Workflow Task, two new `WF Status(Legal Entity)` and `WF Task Assignment(Legal Entity)` cubes will be created when this button is pressed.

The image below shows the new cubes that were created when the `Create Workflow Cubes for Step Dimension` button was selected.



Notes:

- Model Cost Center will only support the Step Dimension Cost Center in reports Budget, Forecast, and Mid-Term Planning.
- Model Sales will only support the Step Dimensions Customer and Article in reports Sales Mid-Term Planning, Sales Gross Earnings, Sales Gross Revenue, Sales Commission and Sales Costs and Contributions Margin. When changing the workflow step dimension from Customer to Article the Sales planning reports work as long as the assigned Article element is selected in the POC

section. If an element above or below the assigned workflow step is selected the reports will be protected (will not allow entering values).

- Model Human Resources will only support the Step Dimension Cost Center in reports Headcount, Wages and Salaries, Non-Wage Labour Costs and Mid-Term Planning.
- When a new workflow cube is created without the above-mentioned Step Dimension it will not function with the Model reports