



Workflow Connect has a number of sharing and collaboration features which help you to share information and facilitates working cooperatively with documents.

Sharing

Once documents and workflows have been published you need to help others get access to those documents.

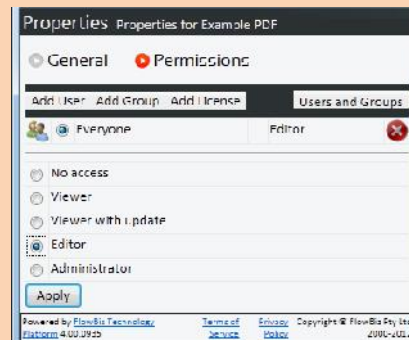
1 Folders

In Workflow Connect documents are organised into folders and they can be also placed in multiple folders making it easy for other users to find the documents that they care about.



2 Permissions

Use *Permissions* to control who can see or change what. Share documents the way you want them with permissions, which can be set on folders or individual documents.



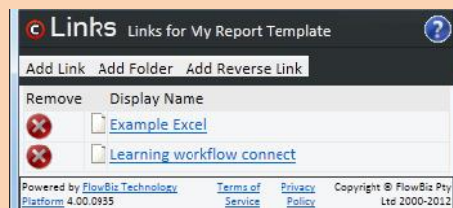
3 Subscriptions

If you want to know if a document has been changed then you can *Subscribe* to it. When the document has been updated you will receive an email notification.



4 Links

You can also link documents to other documents using the *Links* button making it easy to find related documents. You can also add reverse links which creates a link the linked to document.

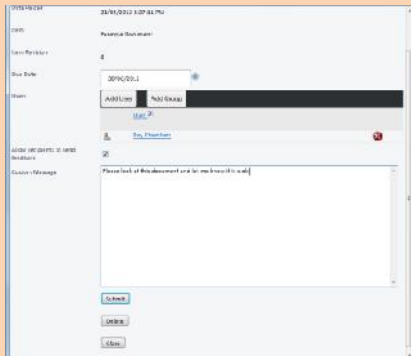


Collaboration

Publishing and maintaining documents and workflows is usually a team effort. Workflow Connect has a number of features that will help you cooperate with other team members on documents.

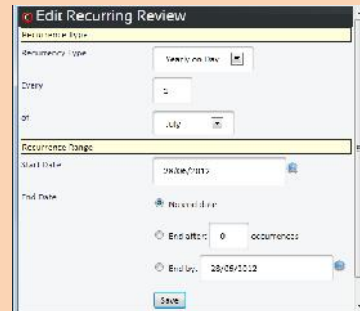
5 Acknowledgements

This lets you notify others users or groups of users of the need to look at specific documents or provide feedback about them. **Acknowledgements** sends an email to the user and it appears on their summary page.



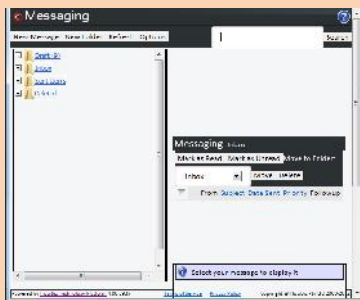
6 Reviews

To keep your documents up-to-date they should be reviewed on a regular basis. Use **Reviews** to schedule reviews. Reviews will appear in the **Unified Tasks** screen.



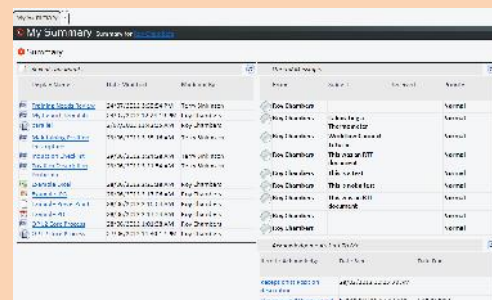
7 Messages

Workflow Connect features its own internal private messaging system that can be linked to any item in the system



8 Summary & Unified Tasks

The **Summary** screen gives the **Recent Documents**, new messages and **Acknowledgements**. **Unified Tasks** provides a list of tasks assign to you, including reviews.



9 File Notes

File Notes have two functions. They automatically keep track of changes to documents through **Check in** and **Check out** but users can also add a file note manually.



10 Reports and Logs

Get an overview of file usage as well as track the usage of collaboration features using **Reports** and **Logs**.

