



Connecting People, Process
Information & Data

Workflow Connect Quick Start

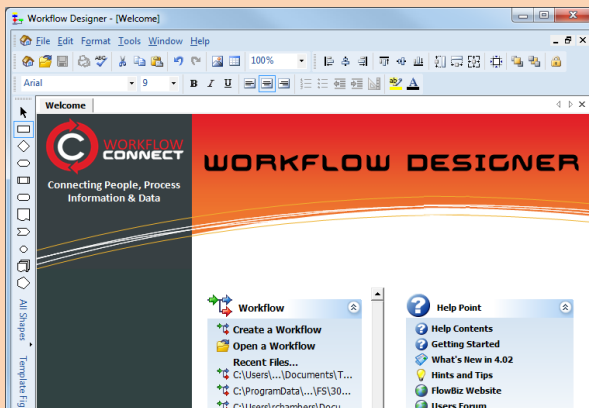


Workflow Designer 4.1
Workflow Connect 4.1
Revision 1.0

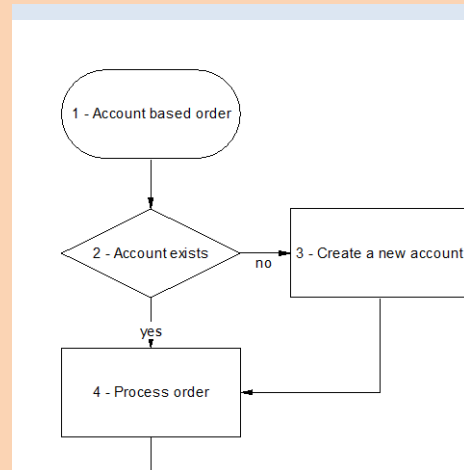
Workflow Connect and Workflow Designer work together in creating fully documented workflows with documents linked to steps. Follow the instructions below to create your workflows and publish online.

1 First you will need to download the FREE Workflow Designer Desktop tool.

<http://www.workflowconnect.com/download>

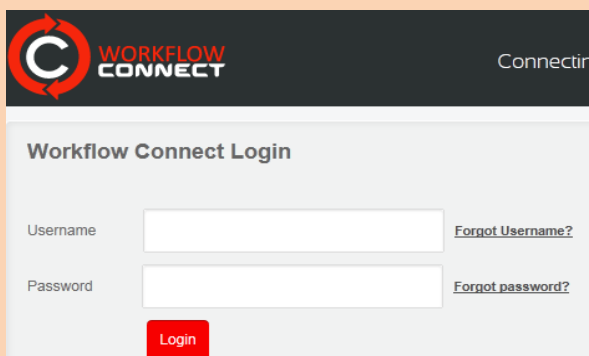


2 Use Workflow Designer to create a workflow diagram. Identify documents you want to link to each step.

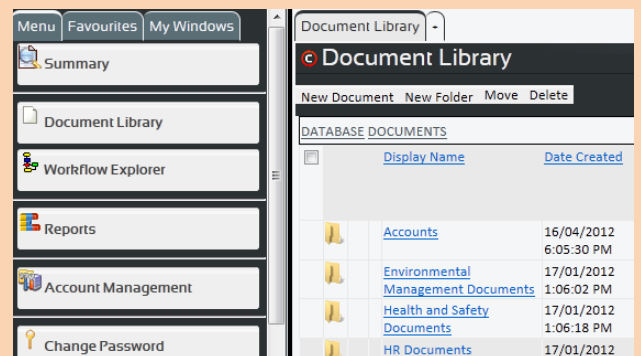


3 Login or Signup for to Workflow Connect.

<http://www.workflowconnect.com/pricing-signup>

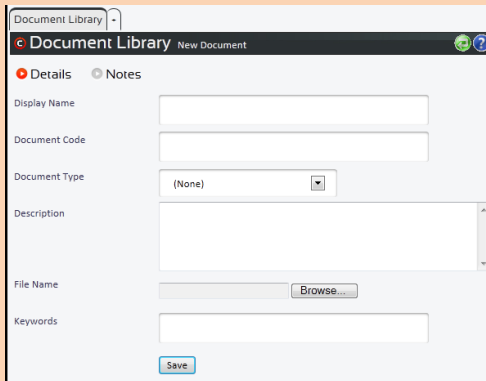


4 Create folders in the *Document Library* to store the files (such as documents, spreadsheets) that you want to upload and then link to your workflow diagram.



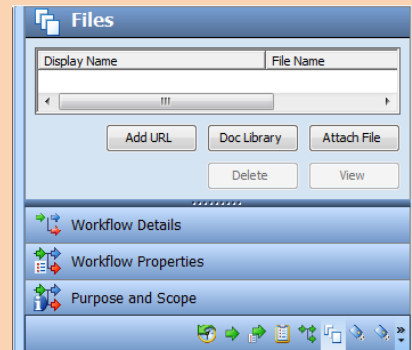
5

Upload key documents that you want to link to the steps in your workflow diagram.



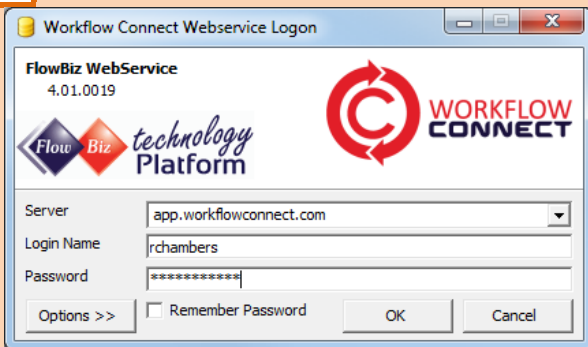
6

Once again using Workflow Designer, link documents to your workflow by clicking on the files button.



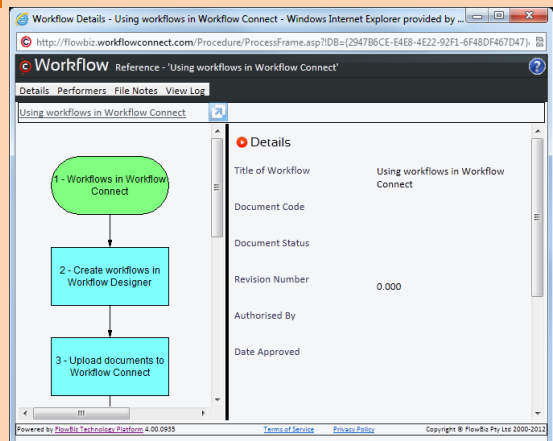
7

Upload the workflow to Workflow Connect by going to File | Publish.



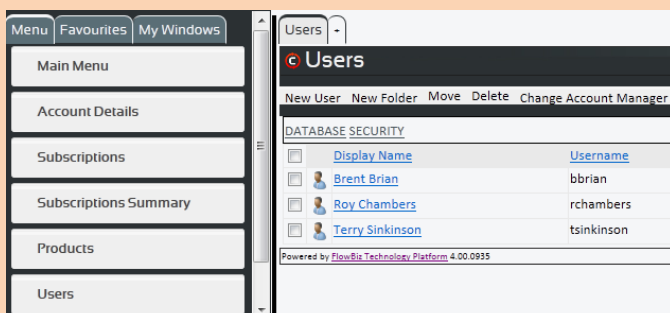
8

Use the Document Library and Workflow Explorer to view your workflow and documents.



9

Add additional users to your Workflow Connect tenancy by clicking on Administration | Users | New User.



10

Use the sharing and collaboration features of workflow connect share your workflows and documents with other users.

Acknowledgements

Reviews

Favourites

Subscriptions

Messages

Folders

Links