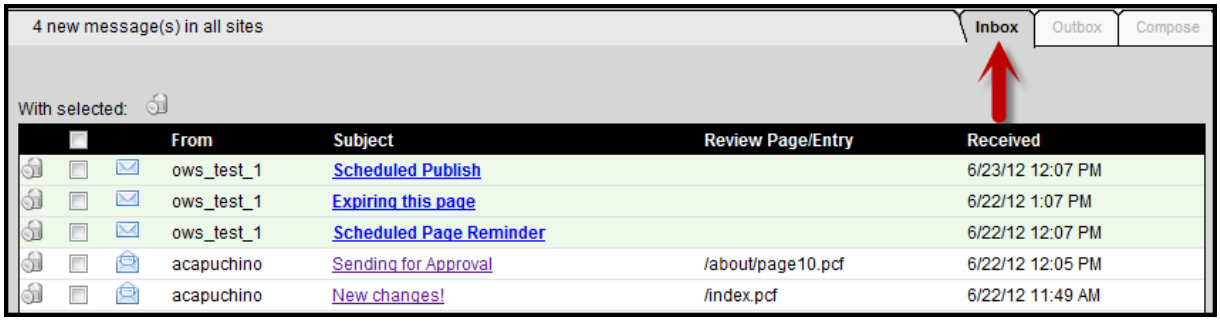
Workflow

Workflow works as a mailbox in order to facilitate the sending and tracking of pages for approval. Workflow includes the Inbox, Outbox, and Compose sections.

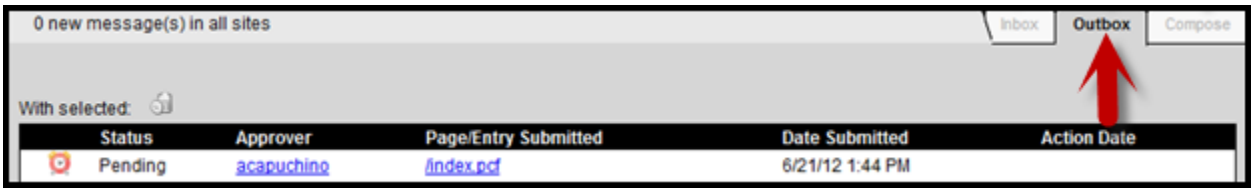
INBOX

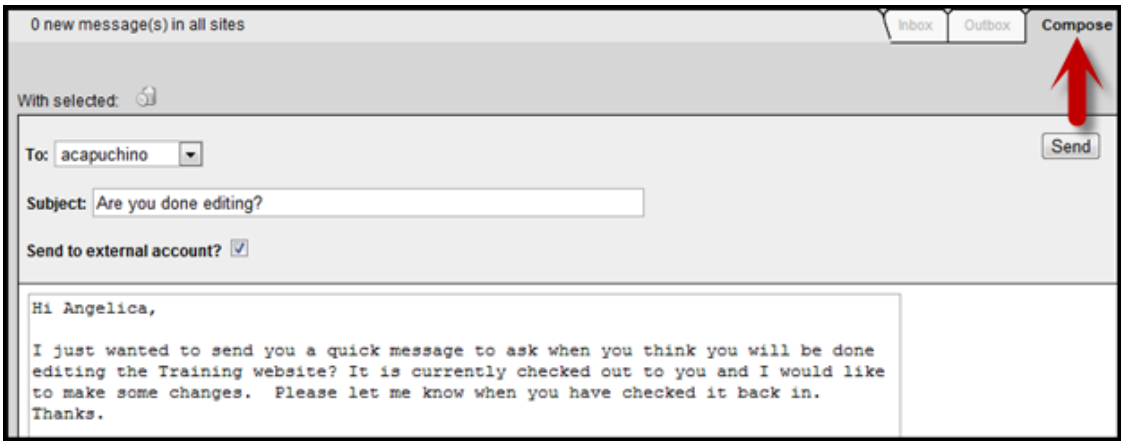
The Inbox contains any messages that have been sent through the system and all requests for approval. From the Inbox, the message can be opened, and users can navigate directly to the page to be reviewed. Messages will have to be manually deleted from the Inbox after the task is completed.



OUTBOX

The Outbox shows all pages that were sent to another user for approval and the status of the pages. It is possible to navigate to the page that was sent for approval by simply clicking on the link. It will also show any messages that were sent from within OU Campus.



COMPOSE

Compose allows the user to compose a message to another Fresno State user in OU Campus's messaging system. The message can also be sent to the user's external Fresno State email as well.