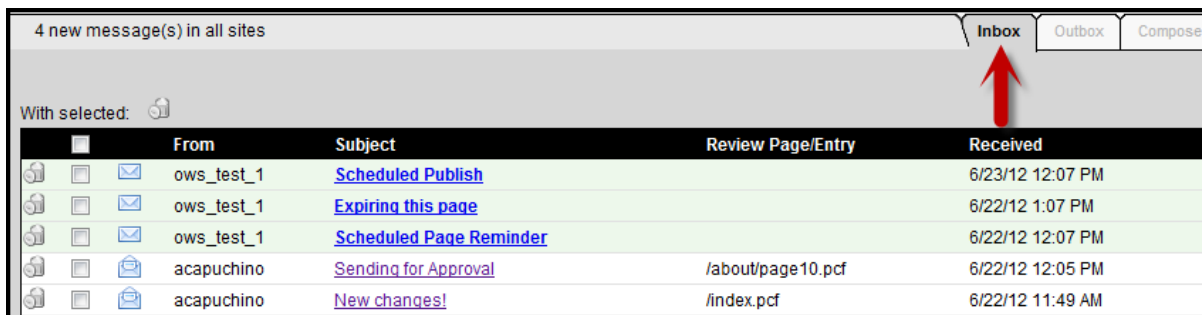


## Workflow


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.



4 new message(s) in all sites

With selected: 

	From	Subject	Review Page/Entry	Received
	ows_test_1	<a href="#">Scheduled Publish</a>		6/23/12 12:07 PM
	ows_test_1	<a href="#">Expiring this page</a>		6/22/12 1:07 PM
	ows_test_1	<a href="#">Scheduled Page Reminder</a>		6/22/12 12:07 PM
	acapuchino	<a href="#">Sending for Approval</a>	/about/page10.pcf	6/22/12 12:05 PM
	acapuchino	<a href="#">New changes!</a>	/index.pcf	6/22/12 11:49 AM

### 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



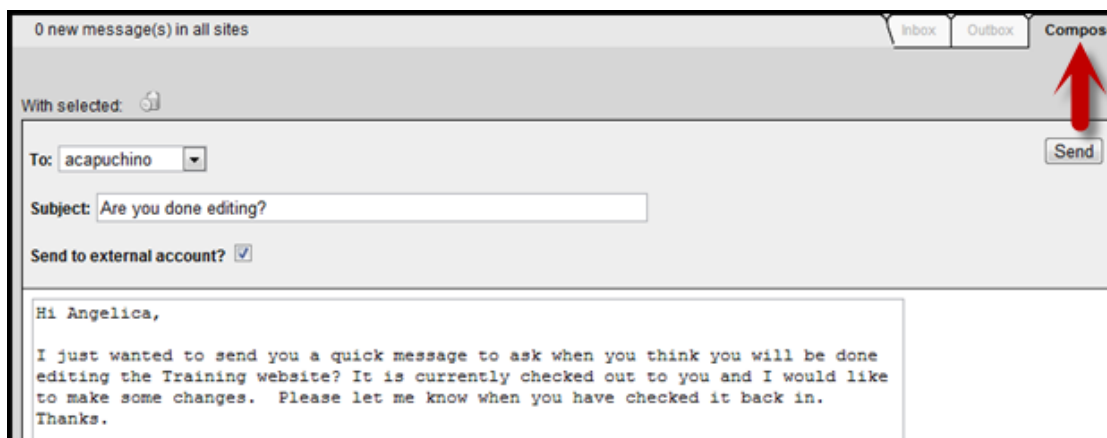
0 new message(s) in all sites

With selected: 


Status	Approver	Page/Entry Submitted	Date Submitted	Action Date
 Pending	<a href="#">acapuchino</a>	<a href="#">/index.pcf</a>	6/21/12 1:44 PM	

### 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.



0 new message(s) in all sites

With selected: 

To: [acapuchino](#)

Subject:

Send to external account?

Send

Hi Angelica,

I just wanted to send you a quick message to ask when you think you will be done editing the Training website? It is currently checked out to you and I would like to make some changes. Please let me know when you have checked it back in.

Thanks.