

Course Title	SharePoint Designer Workflow Workshop
Course Code	SPDesigner_072018_001
Objective	<p>The SharePoint Designer workflow workshop class presents all the essential SharePoint 2013 Designer features and information organization decision points. The course requires prior knowledge of SharePoint.</p> <p>If you've already been working with SharePoint, the course will clear up areas that might be confusing and introduce you to new not so obvious functionality.</p>
Target Audience	SharePoint Administrators, Power Users, Developers, Project Managers, Project Leads and Team Leads
Benefits	<ul style="list-style-type: none"> • Learn to create workflows using SharePoint 2013 Designer • Use and manage Sharepoint sites using SharePoint Designer 2013 • Manage permissions, Sites, lists and libraries • Use workflow actions, stages and steps • Learn out of box approval workflows
Duration	1.0 days
Time	<p>10.00 am to 1.00 pm (break for 15 minutes) 1.00 pm to 2.00 pm (lunch break at own expenses) 2.00 pm to 5.00 pm (break for 15 minutes)</p>
Venue	Customer Office or Microsoft Office
Class Size	Up to 6 attendees to have an effective learning experience
Technology	SharePoint Online / SharePoint On-premise

<p>Notes to Attendee</p>	<p>Attendee has to bring your own laptop (Windows 7 and above) for this workshop.</p> <p>Attendee has to ensure that the internet browser software is updated to the supported version with SharePoint 2013/2016 server.</p> <p>http://technet.microsoft.com/en-us/library/cc263526(v=office.15).aspx</p> <p>Attendee has to ensure that this laptop is able to connect to wifi network.</p>
<p>Topics</p>	<ol style="list-style-type: none"> 1. Definitions, History, and Expectations <ul style="list-style-type: none"> • Definitions • History • Editions 2. SharePoint 2013 Designer workflows <ul style="list-style-type: none"> • Out of Box workflows • Types of workflows • Understand workflows scenarios/process 3. Workflow Ribbons <ul style="list-style-type: none"> • List workflows • Reusable workflows • Site workflows • Workflow settings • Edit workflows • Associate to list & library • Other Settings 4. Understand Workflow GUI <ul style="list-style-type: none"> • Save, publish & check for errors • Insert options • Manage Settings • Advanced Settings 5. Workflow Parameters <ul style="list-style-type: none"> • Form Parameters • Initiate Parameters • Local variables • Columns Associations 6. Workflow Actions <ul style="list-style-type: none"> • Steps • Conditions • Actions • Parallel Blocks

7. Create & configure workflow (2 level Approval workflow)

- Sequential workflow
- Stage Machine Workflow
- Start a workflow Manually/on New item/Edit item
- Edit workflow
- Manage workflows
- Workflow execution

Note:

1. Free 14-days of email support/enquiry with Training Facilitator from last day of the class.
2. Trainee agreed to provide the feedback form on the last day of the class.
3. Trainee agreed that this feedback form will be shared with the company of the trainee (if sponsored by the company), Microsoft upon request for verification/validation purpose.
4. Due to time constraint, not all the topics will be covered.