

COURSE DESCRIPTION

The AVEVA™ Work Tasks course is a 5-day, instructor-led class designed to provide an overview of the features and functionality of AVEVA's digital workflow management software. The software is used to design and manage business processes, which include the activity flow of people and systems. It enables companies to model, execute, analyze, and improve operational processes to drive higher levels of productivity, collaboration, and innovation.

This course provides lectures and hands-on labs to supply and reinforce the knowledge necessary to use workflows and forms in the digital workflow management software. The information includes how to design workflows, work with various workflow activities to build processes, assign tasks to individuals/teams, work with database data, design adaptive user interfaces with the help of workflow management forms, store form data in databases, use workflow management lists, and understand workflow management reports.

OBJECTIVES

Upon completion of this course, you will be able to:

- Model business processes in workflow management
- Use workflow activities
- Export and import a workflow
- Provide collaborative approval and decision making
- Handle timeout and escalation
- Create calendars and queues
- Design and create layouts of forms using the panel form control and tabs
- Work with databases using form controls
- Handle rich data using the base form control
- Use lists to add information to repository databases
- Work with reports
- Create, export, and import packages

AUDIENCE

Individuals who need to use the AVEVA Work Tasks software to model an existing industrial automation process or work with automated business processes.

PREREQUISITES

A working knowledge of the following tools, features, and technologies is required:

- Basic understanding of Business Process Management (BPM)
- Web concepts
- Basic programming
- Basic XML and Transact-SQL

COURSE OUTLINE

MODULE 1 - INTRODUCTION

- Section 1 - Course Introduction
- Section 2 - Introduction to Workflow Management Software
- Section 3 - Licensing and System Requirements

MODULE 2 - EXPLORING THE WORKFLOW MANAGEMENT FEATURES

- Section 1 - Workflow Management Core Concepts
 - Lab 1 - Creating a Workflow Management Repository
- Section 2 - Workflow Management Security
 - Lab 2 - Setting Up Permissions for Users
- Section 3 - Working with Process Designer and Activities
 - Lab 3 - Creating a Workflow Management Workflow
 - Lab 4 - Exporting and Importing a Workflow
- Section 4 - Working with Variables
 - Lab 5 - Using Human Activities with Variables in a Workflow
- Section 5 - Scheduler and Engine Activities
 - Lab 6 - Using Decision Activity for Conditional Checking
- Section 6 - Integration and Email Activities
 - Lab 7 - Using Script Activity for Conditional Allocation of Approver

MODULE 3 - WORKING WITH WORKFLOW MANAGEMENT CONTROLS

- Section 1 - Controls Overview
- Section 2 - Workflow Management Calendar Control
 - Lab 8 - Using Calendar for Timeout and Escalations
- Section 3 - Workflow Management Queue
 - Lab 9 - Creating Queues
- Section 4 - File Watcher Configuration
 - Lab 10 - Creating a Backup Utility Using the File Watcher Workflow

MODULE 4 - FORMS

- Section 1 - Workflow Management Forms
- Section 2 - Form Controls and Container Overview
- Section 3 - Controls and Containers
 - Lab 11 - Working with Basic Form Controls
- Section 4 - Form Design Layout and Scripting
 - Lab 12 - Scripting in Form Controls
- Section 5 - Invoking Forms
- Section 6 - Using Invoke Form Activity and Getting Data from a Form
 - Lab 13 - Using Invoke Form Activity and Reading Form Data in Workflow

MODULE 5 - LISTS

- Section 1 - Generic Table List
 - Lab 14 - Creating a Generic Table List
- Section 2 - Existing Table List
 - Lab 15 - Creating an Existing Table List
- Section 3 - Workflow Management Lookup
 - Lab 16 - Reading Data Using a Workflow Management Lookup

MODULE 6 - DATABASE OPERATIONS

- Section 1 - Reading Data from a Database
 - Lab 17 - Using the Database Activity
- Section 2 - Workflow Management Log
 - Lab 18 - Adding Information to a Workflow Management Log

MODULE 7 - REPORTING

- Section 1 - Introduction to Business Activity Monitoring
- Section 2 - Workflow Management Reports
- Section 3 - Introduction to the Process Execution View
- Section 4 - Introduction to Analyze Reports
 - Lab 19 - Working with Workflow Management Reports

MODULE 8 - APPLICATION DISTRIBUTION

- Section 1 - Packaging
 - Lab 20 - Creating, Exporting, and Importing a Package