

### Basic Workflow Training

Topic	Description	Duration
Introduction of the SuiteFlow/Workflow Training	<ul style="list-style-type: none"> <li>• Introduction of Facilitator</li> <li>• Introduction of Participants</li> <li>• Agenda/Topics</li> </ul>	15mins
Overview of SuiteFlow/Workflow	<ul style="list-style-type: none"> <li>• Permissions</li> <li>• Enabling the feature</li> <li>• Workflow Sample/Demo</li> </ul>	30min
Working with Workflows	<ul style="list-style-type: none"> <li>• Creation</li> <li>• Properties</li> <li>• States</li> <li>• Actions</li> <li>• Transitions</li> <li>• Conditions</li> </ul>	1hr & 30min
Break		15mins
Workflow Administration	<ul style="list-style-type: none"> <li>• Workflow Instance &amp; History</li> <li>• Testing &amp; Troubleshooting Workflows</li> <li>• SuiteFlow References               <ul style="list-style-type: none"> <li>○ Triggers</li> <li>○ States</li> <li>○ Event Types</li> <li>○ Templates</li> <li>○ Actions</li> <li>○ Transitions</li> <li>○ Conditions</li> </ul> </li> </ul>	1hr
Hands on – Workflow	<ul style="list-style-type: none"> <li>• Demo</li> <li>• Exercise</li> </ul>	45mins
Q&A		15mins