

# SPARK

SharePoint Advanced Redesign Kit

**Workflow for Office 365**

*Workflow for every business*

**SPARK**  
workflow

**ITLAQ**  
TECHNOLOGIES

## NO LIMITS TO WHAT YOU CAN ACCOMPLISH WITH SPARK WORKFLOW

SPARK Workflow for Office 365 is a no-code business process management tool that enables business users to quickly and seamlessly design and build out processes from the simple one to the more complex processes. It includes activities and operations for sending e-mail, request approval, request review, dealing with items and documents (i.e. create/delete/move/copy/update item/document, set item permission, set column value, translate document, check in/check out item), set workflow status, change workflow status, start/stop/suspend workflow, flow and logic activities (i.e. if condition, switch, do while loop, while loop, loop n times, for each, state machine), integration activities and many more activities for creating custom workflows. SPARK Workflow permits its customers to drive business process efficiently, simply, intuitively and increasing productivity by eliminating the need to perform day-to-day routine tasks manually to adapt their changing of business requirements.

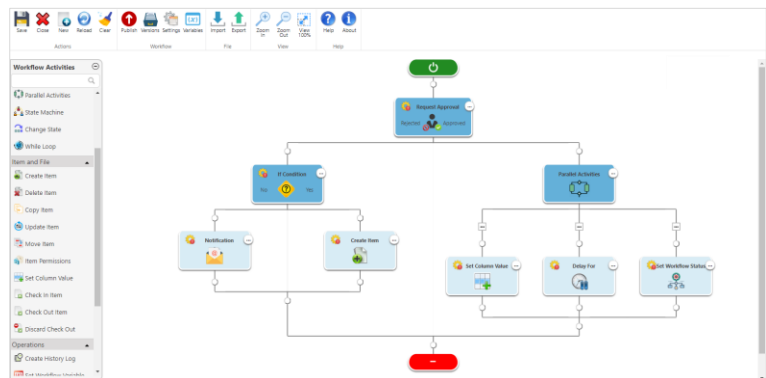
With SPARK Workflow for Office 365, you can manage and create workflows on lists/libraries and on a particular site.

With SPARK workflow for Office 365, you can configure the workflow to send reminders to each assignee who has not yet completed the task. In addition, you can configure the workflow to escalate the outstanding task/s automatically to another user within specified time frame in case of non-availability of the user or if there is no response from her/him within the time specified.

The product can be used to establish, standardize, and monitor processes and workflows in any department of your organization.

SPARK Workflow for Office 365 provides an affordable solution for any sized business and at an affordable and rapid Return-On-Investment (ROI) price point.

You can develop workflows using intuitive browser-based visual interface by dragging activities onto the drawing node and setting up a few properties and rules. You can copy activity along with all of its sub-activities and paste it to another workflow location/path. The Interface of the workflow is extremely clear, readable user friendly with a graphical workflow editor showing exactly the process flow.



## MONITORING WORKFLOW

SPARK Workflow provides a status report for monitoring the status of all submitted requests so you'll never lose track of your workflow.

ID	Title	Create Date	Created By	Modified Date	Modified By	New Workflow
1	test1	10/23/2018 12:54:44 PM	...	10/23/2018 12:54:50 PM	...	Completed
2	test2	10/23/2018 12:55:13 PM	...	10/23/2018 12:55:19 PM	...	Completed

## TASKS MANAGEMENT

Using this great feature, administrators or site admin can easily query a specific user's outstanding tasks and delegate them to another user or complete them with one click.

Central Tasks Management

As a site administrator you can query a specific user running tasks, delegate them to another user, or complete them with one click using this central management page.

Workflow Tasks Lists: \*  
Assigned To: \*  
Task Type: \*  
Created: \*  
Task Name Keyword: \*

Query Tests

ID	Tasks Name	Status	Assigned To	Create Date	Created By	Modified By
684	HR Approval	Not Started		5/10/2018 1:37:58 AM		System Account
685	HR Approval	Not Started		5/10/2018 1:38:22 AM		System Account

## A FAST ROI

SPARK Workflow makes it easy to model and automate your business processes and workflows in the shortest possible time by creating end-to-end process efficiency throughout your organization.

## SUPPORT ALL BROWSERS

You can design your processes using SPARK Workflow using almost any known browser without worrying about browser compatibility issues.

## DESIGN PROCESSES EASILY WITH NO-CODE

SPARK Workflow is designed to be configured by the people who understand their business needs. Business consultants, process owners, designers, administrators, power users and business analysts are all examples of people who can use SPARK Workflow to quickly create complete workflows without the need to write any type of code and without the need to have any IT skills to automate their business processes, just minimal training and professional services needed from the IT staff

SPARK Workflow allows you to easily layout the map of your business processes graphically and with no code by placing symbols "Activities" that represent process steps and by easily adding business rules and properties to each activity.

## VERSION CONTROL

SPARK Workflow comes with an in-built version control that helps you keep track of any changes introduced to your workflows and revert them upon necessity. Whenever you update a workflow design, SPARK Workflow versions your changes letting you choose whether you want the existing design or to revert back to the old ones. SPARK Workflow protects old running workflows when publishing a new updated one by versioning them in the system.

## CUSTOM WORKFLOW STATUS

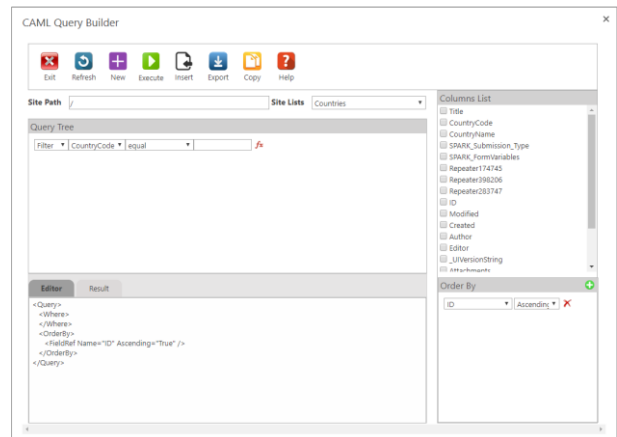
Using SPARK workflow, you can completely build your own workflow statuses such as "In Progress", "Completed", "Pending", "Rejected", "Accepted", ...etc. and use them to set the workflow status value using "Set Workflow Status" activity.

## DIFFERENT PROCESSES, DIFFERENT BUSINESS AREAS - THE SAME

SPARK Workflow has no limits, you can create as many processes as you want. SPARK Workflow can be used by a variety of industry sectors, from small business size to large enterprises, including government, local government, NGOs, commercial, educations, manufacturing, financial services, property management, public sector and corporate head offices to make their day-to-day operations more efficient.

## CAML QUERY BUILDER

The CAML Query Builder is an intuitive tool that helps workflow designers creating a CAML query from a list in an easy and quick manner. It has features to create, export, copy and test the CAML queries through a visual interface without the need to write any code. User can add unlimited number of conditions and "order by" clauses to the query.



## APPROVAL AND REVIEW PROCESSES

With SPARK Workflow, you can create an approval workflow using "Request Approval" activity. Adding this activity to the workflow will assign a task to one or more users/groups or a mix of both and generate an approval tasks to those assignees. For example, you can create approval workflows that approve leave requests, overtime work, or travel plans.

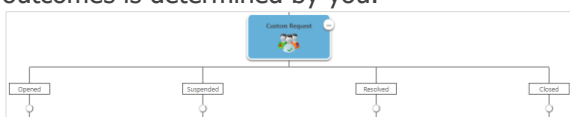
In addition, you can create a review workflow using "Request Review" activity. For example, you can assign a task to one or more users/groups or a mix of both to review an item/form details and information and provide the required feedback as part of the workflow.

## EVENT-BASED EMAIL NOTIFICATIONS

As a request moves forward from step to another, everyone working on the next step can be notified. Or, if a Priority column changes, for example, from "High" to "Critical" a rule can make sure everyone associated with the request is notified. The designer will be able to set the To, From, CC, BCC, Subject and the Body of the email easily and also choose to have static or dynamic data to be populated in the email at runtime prior to sending it.

## CUSTOM REQUEST

With "Custom Request" workflow activity, you can assign a task to one or more user/group to request a specific outcome. The list of possible outcomes is determined by you.

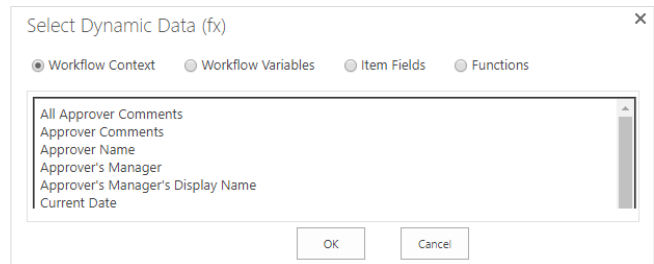


## ZOOM IN/OUT

By zoom in/out features, you can increase or decrease the magnification of the workflow diagram to make it easy to see the whole picture of the process.

## DYNAMIC DATA FOR ACTIVITIES

SPARK Workflow provides the ability to access data dynamically without the need to search for and type it manually. This will increase productivity, decrease errors, shrink design structure and shorten the time to access needed data and passing them between the different activities of the workflow.



## EXPORT/IMPORT WORKFLOW DESIGN

SPARK Workflow provides you the ability of exporting and importing workflows as backups or for further reuse and sharing, or to move your workflows from development environment to production.

## INTEGRATION

What makes SPARK Workflow unique is that your workflow can be integrated with other internal and external systems and applications using Database Query, Web Service Call and User Profile activities. You will be able to integrate with these types of sources and let the workflow take decisions automatically based on their returned data.

## TIGHTLY INTEGRATED WITH SPARK FORMS

Provides the most intuitive way to create form-based processes by seamlessly integrated workflows with "SPARK Forms builder" Forms, letting process designers visually define form behavior and map process data based on workflow actions. Users will be able to take decision and actions on assigned tasks or delegate tasks to other users from within the form itself.

## DYNAMIC WORKFLOW

In addition to the linear sequence workflows that can be created by SPARK Workflow, SPARK Workflow can create looping, parallel and state machine mixed workflows allowing the designer to have dynamic workflows which can do far more work than a simple linear one.

## PAUSING WORKFLOW

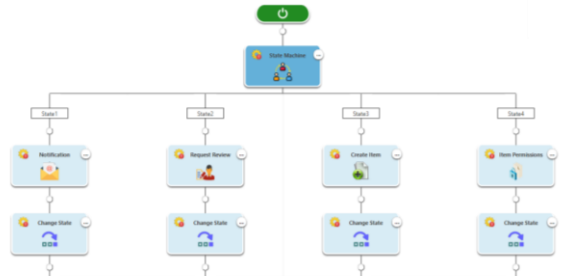
Pausing allows a workflow to stop execution for a specific duration. You can pause the workflow execution for several minutes, hours, days or pause until a specific date.

## PERFORMANCE AND

SPARK Workflow offers a highly scalable environment designed to handle the most intensive usage whatever the complexity and number of the workflows.

## STATE MACHINES

State Machine activity allows you to go forwards and backwards or even jump around in a process based on user responses. For example, suppose you want to develop a workflow that sends an email to all contacts where the vendors contacts contain different data than the customers contacts and both vendors and customers contacts saved in the same list, you would set up a workflow containing two states:



SendVendorsEmail and SendCustomersEmail. Then, using loop on a contacts list, you could then use an "If Condition" activity to check whether the contact is a vendor or a customer. If the contact is a vendor, you use the special workflow activity "Change State" and tell the workflow to go to SendVendorsEmail State, otherwise you tell it to go to SendCustomersEmail State.

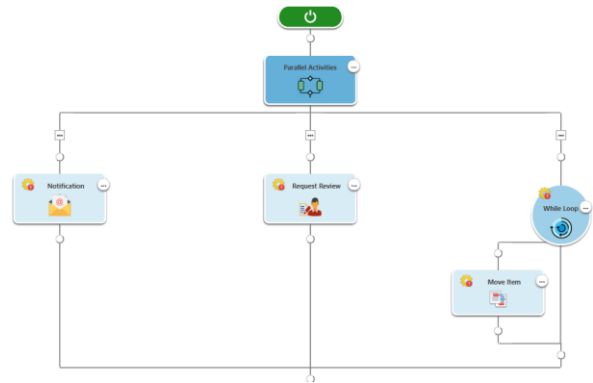
## LOOPS & IF CONDITION

With "If Condition", "Switch", "For Each" and Loops activities, you can create simple to complex looping activities.

Looping is very powerful. You can design the workflow to run a set of activities a specific number of times or until a certain condition is met. With the ability to set workflow variables and dynamic data from the workflow context, item's fields and internal functions, this becomes extremely powerful and useful. Say you want to delete all documents in a document library that were approved by a certain user, you could set up a loop to open each folder in the library, then you could set up another loop to look through each file in the current folder and by examining the document properties of each file, you could determine whether or not to delete a specific file.

## PARALLEL WORKFLOWS

SPARK Workflow makes it possible to split your workflow into multiple branches to execute activities concurrently rather than successively. Successful completion of activities within all branches merges the branches back and advances the process a step forward in your workflow.



## WORKFLOW VARIABLES

This feature provides the designer with ability to store data within the workflow without the need to save it in a list column. The designer can create different types of workflow variables such as (Single line of text, Plain Text, Integer, Number, Datetime, Boolean, Person or Group, List (Multi select), Radio Button, Dropdown List, List Item ID, Action ID, Collection) in order to use them in the suitable context of workflow rules and activities.

