



Introduction to BusPlanner Workflow

Duration: 1 day

Overview

Introduction to BusPlanner Workflow is both a comprehensive overview of, and a deep dive into, how the various pieces of the BusPlanner Workflow module fit together.

This course will help you understand what Workflow is capable of, and how to automate and standardize the submittal and treatment processes for your own unique forms.

Goals

At the conclusion of this course, students should understand how to:

- Manage technicians in BusPlanner Workflow
- Configure and edit automated letters
- Automate how submitted forms are directed
- Help staff manage their Workflow work lists effectively

Audience

This course is primarily intended for admin users who manage your BusPlanner Workflow forms and environment.

Prerequisites and recommendations

Students should have completed “Introduction to BusPlanner” and purchased the BusPlanner Workflow module.