

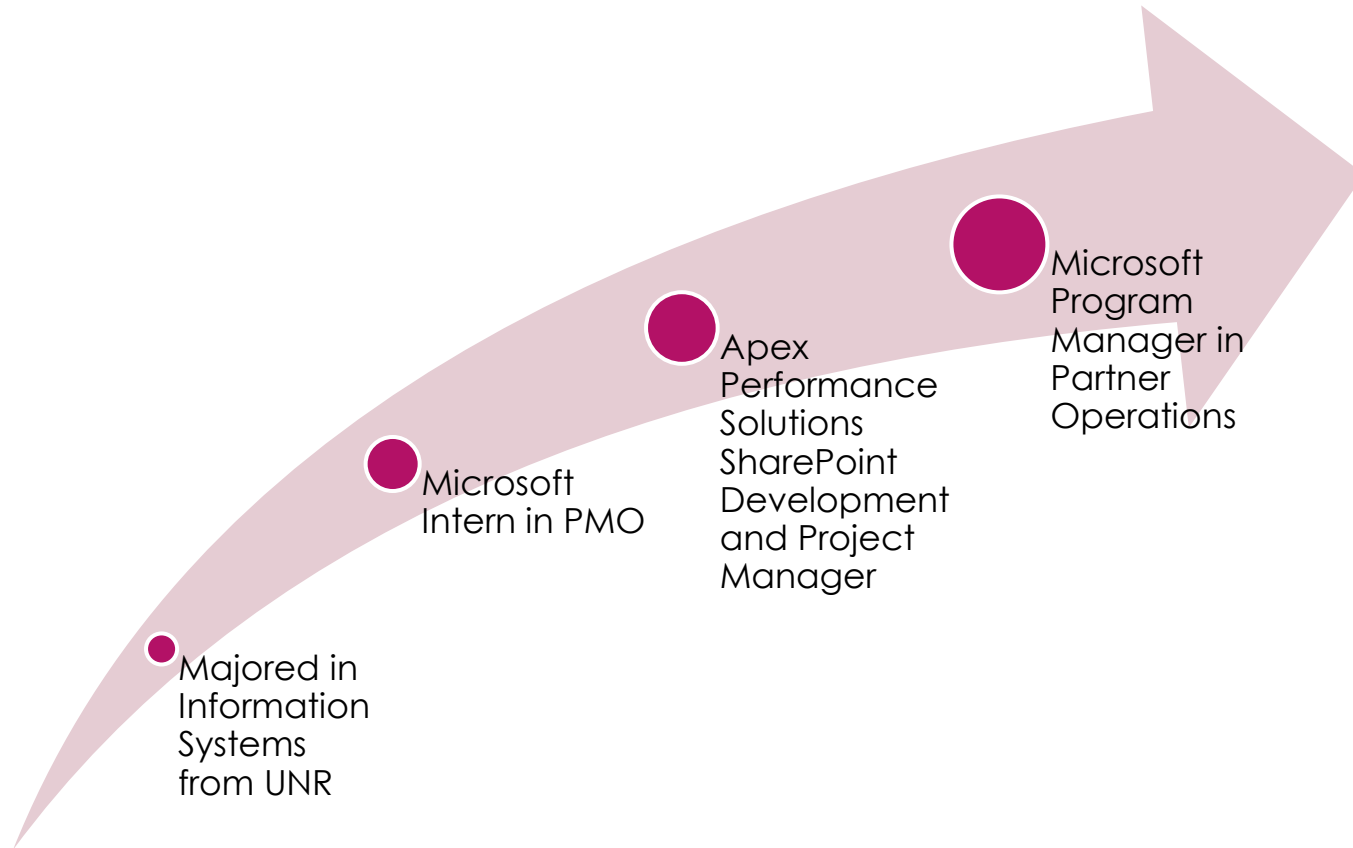


# SharePoint Workflows and Automation

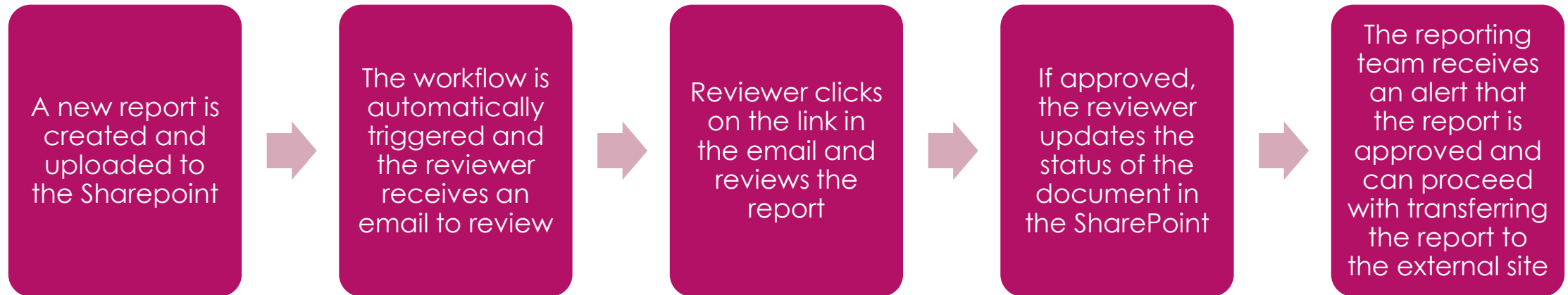
ANN QUINN, PMP

PROGRAM MANAGER, MICROSOFT

# Brief Background



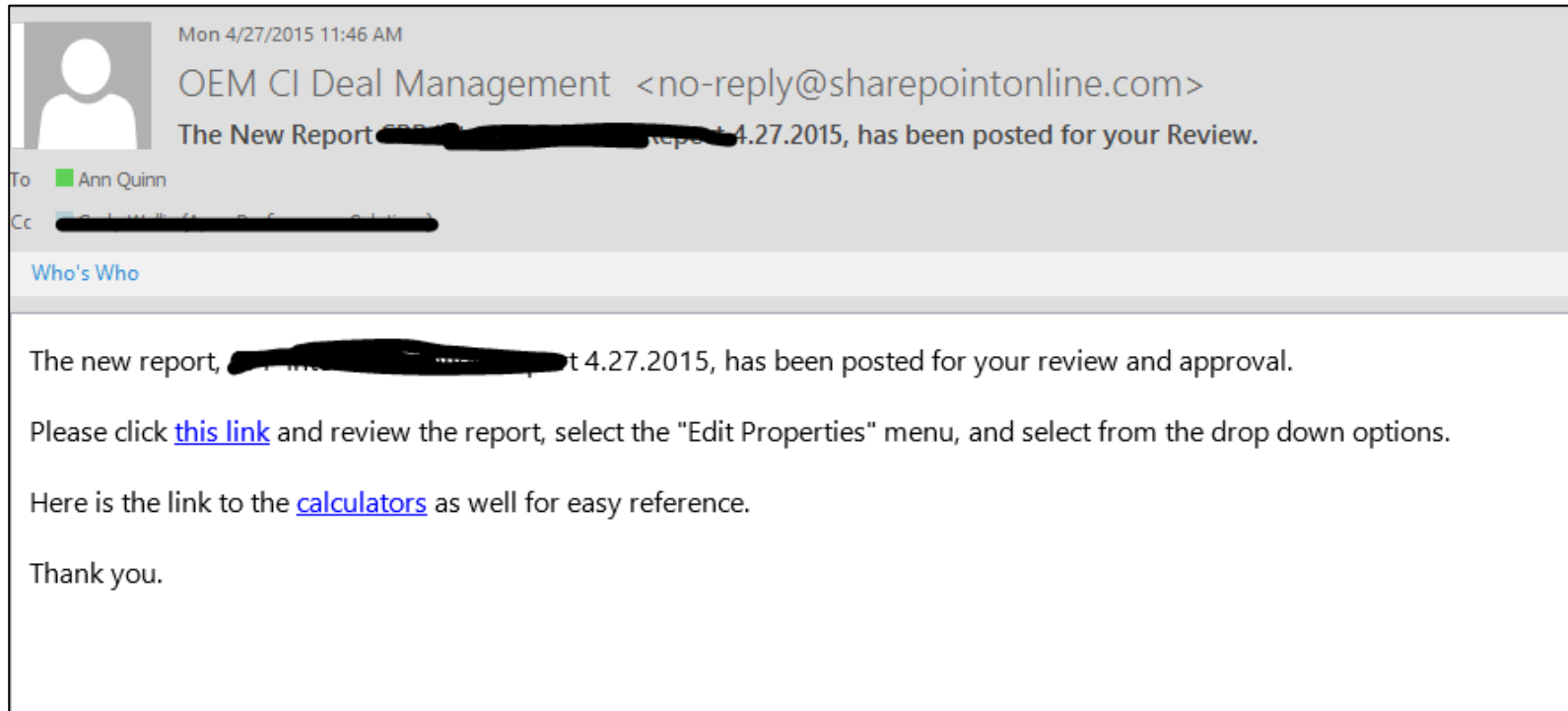
# Report Review Process



## Benefits of using SharePoint Automation and Workflows:

- This process does not reduce the amount of emails sent but it automates the email creation, saving 5 hours a month in overhead
- Approvals are archived with approvers name and approval date for easy audit trail

# Automated Emails





# Want to give this a try?

- ▶ You'll need access to a SharePoint
  - ▶ Workflows can be created directly in the Web UI or
  - ▶ Workflows can also be created in SharePoint designer (**recommended interface**)
- ▶ Patience to troubleshoot 😊

The background of the slide is a dark purple gradient. It features several decorative elements: a small pink rectangle in the top right corner, a large dark purple circle in the upper right, a medium dark purple circle in the lower right, and a large, faint dark purple circle in the lower left. The text "Questions?" is written in white, sans-serif font on the left side of the slide.

Questions?

Thanks for your time!