



Microsoft SharePoint 2010 - Workflows

One Day Course

OVERVIEW

In this hands-on development day, delegates learn to leverage the SharePoint Designer 2010 features to extend SharePoint sites, aggregate SharePoint libraries, automate complex business processes with SharePoint workflows, create forms and capture data for workflows.

Key Features:

Workflows – the Basics
The Approval Workflow
The Collect Feedback for a File Workflow
The Collect Digital Signatures for a File Workflow
Workflows – Tips for Tasks
Including someone outside your Company
SharePoint Designer
Creating SharePoint sites
Designing and Customising Workflows
Events, Actions, Conditions and Steps
Workflow Forms
Workflow Status
Creating a reusable Workflow

AUDIENCE

This course is ideal for anyone responsible for creating, building or managing SharePoint 2010 sites, including Site Designers, SharePoint Developers and Site owners.

OBJECTIVES

After completion of this course, delegates should be able to:

- Use the Approval, Collect Feedback & Collect Signatures workflows
- Attach, Start & Process Workflows
- Utilise Summary & History
- Reject, Cancel & Delete Workflows
- Understand SharePoint Designer
- Use Events, Actions, Conditions & Steps
- Use Workflow Forms & Status
- Create a Reusable Workflow

PREREQUISITES

Delegates should have a basic knowledge of SharePoint site structure; ideally our SharePoint overview course, or experience with a previous version of SharePoint.

LEVEL: Intermediate

COURSE FEE: £300 per person (includes course notes & refreshments)

Please note: We require a minimum of 3 delegates for closed courses

To make a booking and for all enquiries:

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