

BrightWork: Issue Overdue Notification Nintex Workflow

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Introduction

This document outlines the instructions to install and configure the Issue Overdue Nintex Workflow. A pre requisite is to have Nintex Workflow 2010 installed on your SharePoint server.

The purpose of this workflow is to monitor the Issues in the Project Issue List. If an item's Assigned To field is blank or the Due Date is later than today, a notification email will be sent to the Project Manager.

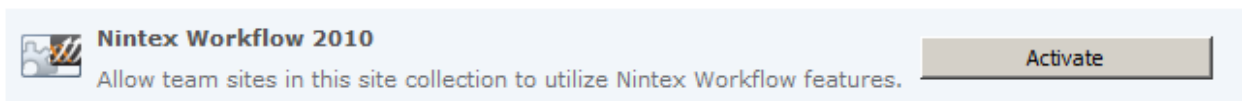
This site workflow will be scheduled using Nintex Workflow 2010 (instructions below)

Activate Nintex

Before Nintex can be used, the 'Nintex Workflow 2010' feature needs to be activated at both a Site Collection and a Site Level.

Below are the actions to activate the Nintex features:

- Click on Site Actions, Site Settings
- Select Site Collection Features or Manage Site Features (depending if Site Collection or Site level)
- Activate Nintex workflow 2010



Add the Nintex Site Workflow to monitor the Issues List

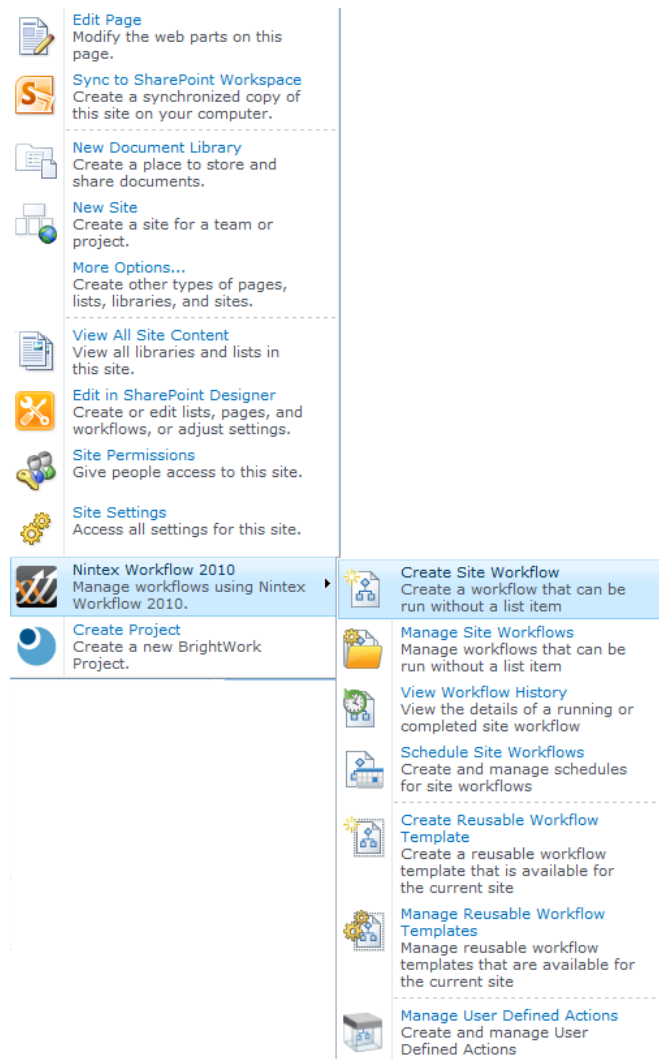
Description:

The Workflow has two functions:

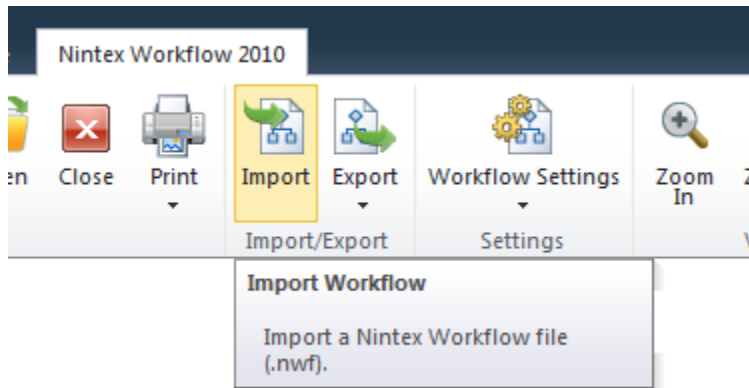
- Check the Assigned To field is populated, if not notify the Project Manager that is assigned for this site.
- Notify the Project Manager if the current date is later than Due Date (i.e. issue is late).

Steps to Import the 'Issue Overdue Notification' workflow.

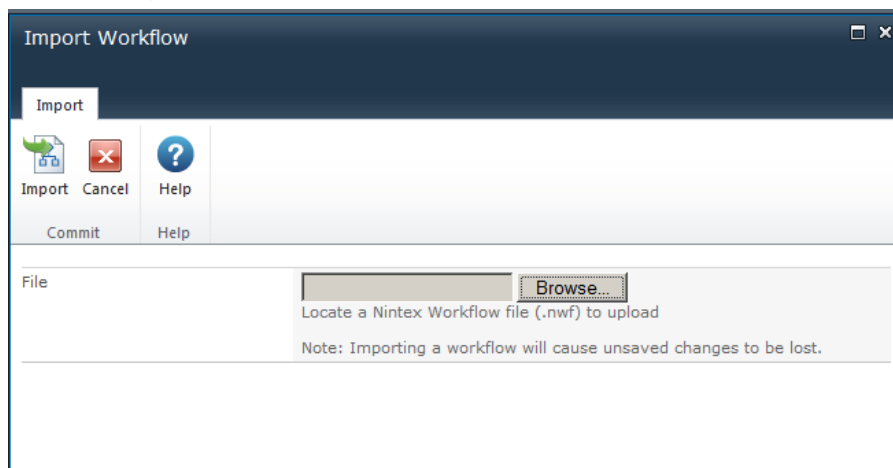
- Select Site Actions and Nintex Workflow 2010, Create Site Workflow.



- On the 'Nintex Workflow 2010' tab on the ribbon, click 'Import'



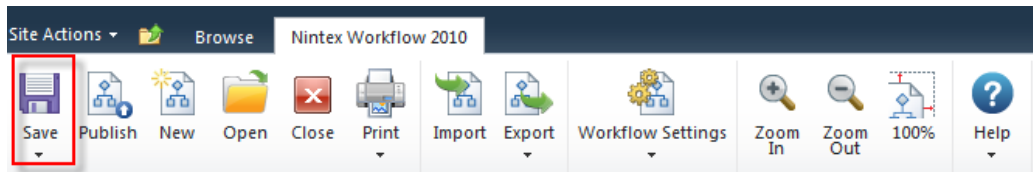
- Browse to the temp location where you have downloaded the Nintex Workflow (Issue Overdue Notification) .nwf file.



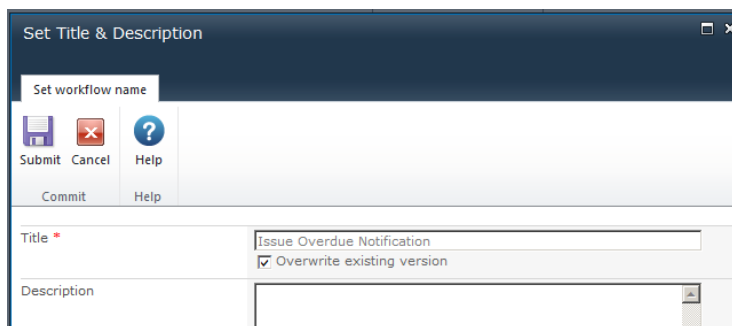
- Click 'Import' button

Publish Workflow

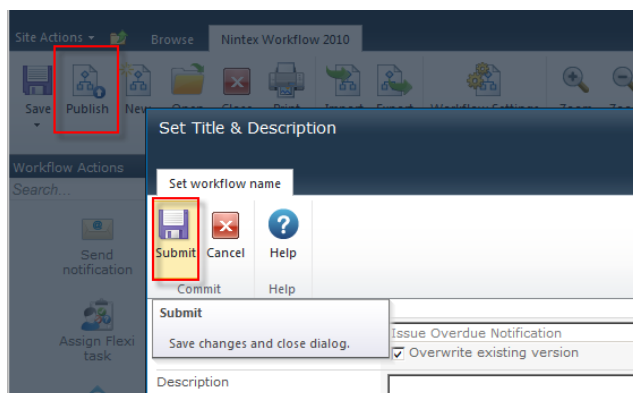
- Save & Publish the Workflow



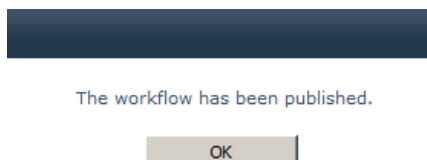
- Click Submit



- Finally click on the Publish button and click submit

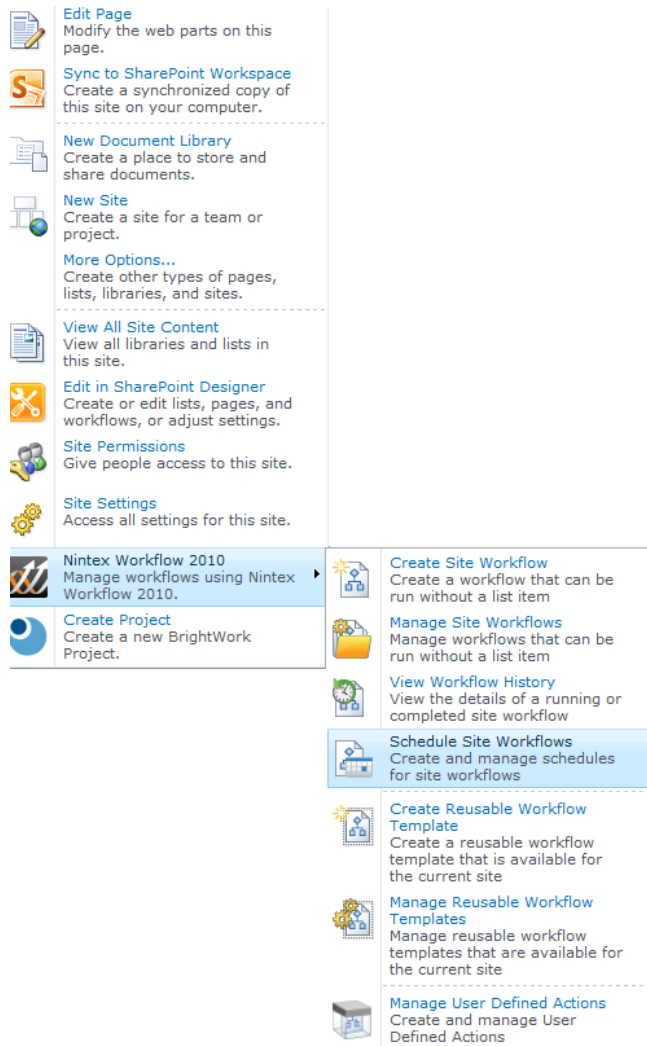


- Click ok on the confirmation screen



Schedule Nintex site Workflow

- Select Site Actions and Nintex Workflow 2010, Schedule Site Workflows






- Click Add Schedule

Use this page to configure workflows to run automatically at a certain time.

Workflow	Last Run	Next Run	Repeat Sequence	Last Modified By
<div>Add Schedule</div>				

- Select the Issue Overdue Notification

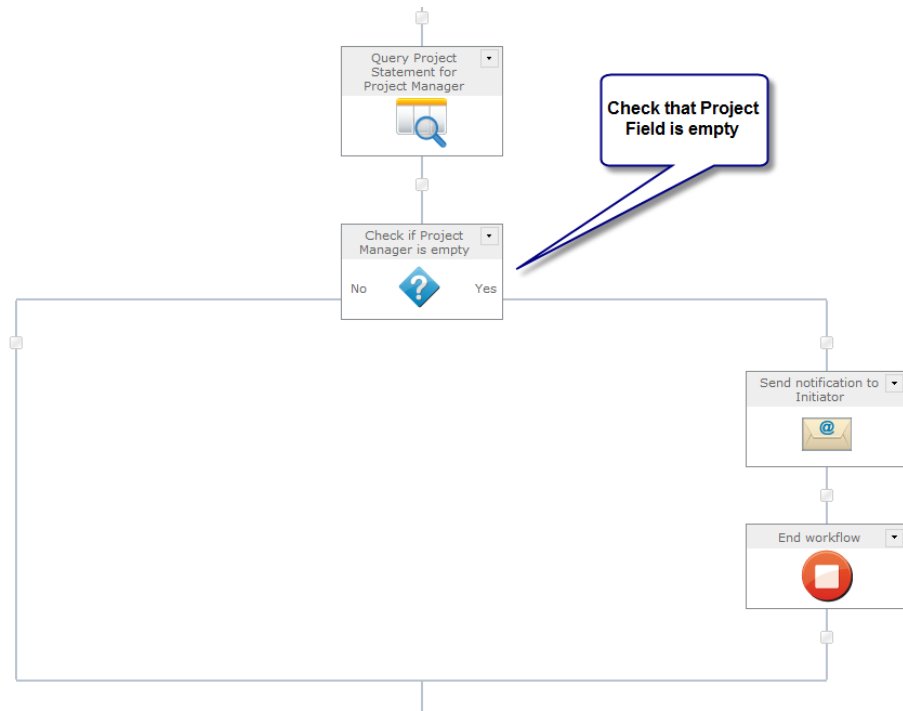
Create a new workflow schedule for a site workflow.

Workflow	
Select a workflow for this schedule:	Issue Overdue Notification ▾
Schedule start	
Start time	11/1/2012  11 AM ▾ 00 ▾
Repeat settings	
Repeat every	1  Hours ▾
Workdays only <i>If a repetition falls on a non-workday, it waits until the next workday to run.</i>	
<input type="checkbox"/>	
Schedule End	
<input checked="" type="radio"/> Date	11/1/2012  12 PM ▾ 00 ▾
<input type="radio"/> Number of repeats	0
<input type="radio"/> Indefinite	

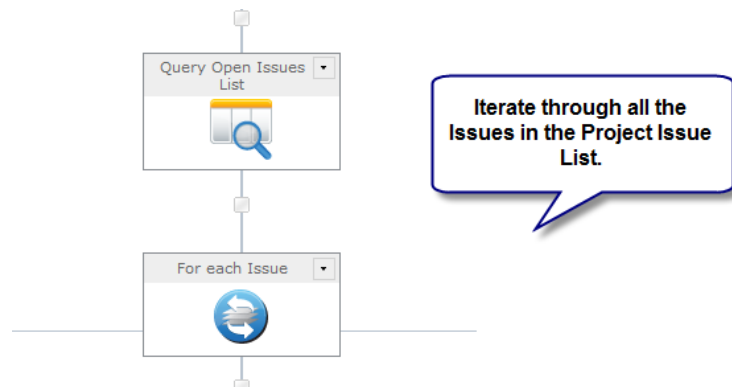
- Click Save

Workflow Sequence

Stage 1



Stage 2



Stage 3

