

## Nintex Workflow for SharePoint

Duration: 1 day

### Overview:

This one day Nintex training course has been designed to provide SharePoint power users with an introduction to Nintex Workflow. This course has been designed to provide a balance of theory and class room discussion and hands on lab time. This combination of theory and practice enables the students to discuss new concepts and then put them into practical applications during the labs.

### Target Audience:

This course has been designed for SharePoint power users who have already attended the SharePoint Members and Site Owners end-user training, and InfoPath or Nintex Forms. If you are ready to take your SharePoint skills to the next level then this course is for you. This course will enable you to create and deploy workflows that can help you automate and enhance your business processes.

### Pre-requisites:

This course has been developed to build upon the concepts presented in the end-user, site owners, and InfoPath or Nintex Forms courses. These prerequisite courses provide the base knowledge of SharePoint and electronic forms which are critical for understanding workflow.

### At Course Completion:

After completing this course, students will be able to:

- Understand how to create a Nintex Workflow
- Monitor and participate in a Nintex Workflow
- Know how to add business logic to a workflow
- Know how a workflow can interact with people
- Understand workflow templates and snippets
- Understand the reporting and dashboards for workflow

### Module 1: Introduction to workflow

This first module establishes the basic concepts which surround business processes and workflows. Students are provided with guidelines and given a worksheet to assist in planning workflows back at the office.

### Module 2: Participating in a workflow

In this module students learn the lifecycle of initiating, monitoring and terminating a workflow. Students will learn how to inspect a workflow's history and status.

### Module 3: Creating a workflow

Students will be introduced to the Nintex Workflow Designer and the methods used to create and publish workflows.

### Module 4: Managing a workflow

This module discusses concepts such as variables, start-up options, expected durations, scheduling and constants. Students will learn best practices for managing workflows.

### Module 5: Creating business logic

In this module students will learn how to create sophisticated workflows by adding logic and decisions into a workflow.

### Module 6: Working with people

This module addresses the challenges associated with user interaction in workflows. Students will learn how to streamline workflows and reduce user-related bottlenecks.

### Module 7: Workflow templates

Students will learn how to create and publish workflow templates to facilitate sharing of workflows across the organisation.

### Module 8: Reporting and monitoring

In this module students will learn how workflow reports assist with managing and monitoring workflows and give visibility into the business processes.