

Completing a Task

Completing Workflow Activity/Task

When a Workflow Activity becomes active, it is immediately sent to all of the assignees, specified in the **Assignments** tab of the Activity. The identities who receive these activities can then view all of their assigned activities in their InBasket.

1. Log on to Aras Innovator.
2. Navigate to My Innovator --> InBasket.
3. Select the Activity to be updated from the main grid, right-click and select Complete Task from the context menu that pops up.

The Workflow Activity Completion window appears.





Workflow Activity Completion

Workflow: ECO-00001001

Activity: Submit ECO

Tasks			
Sequence	Required	Description	Complete
1	☐	Identify all affected items and specify change actions	☐
2	☐	Submit the ECO to implementation planning	☐

Vote	
Vote:	Delegate to:
Comments:	

Authentication	
Password:	E-Signature:

Complete

Save Changes

Cancel

4. Complete the Activity:

1. Select the **Complete** check box for the tasks that you have completed.

Important

If the Required check box is selected for a task, it implies that it is mandatory for you to complete the task. If you try to vote and complete the Workflow Activity without



completing the Required Task, an error appears.

2. Submit your vote by selecting the appropriate choice from the Vote drop-down. The voting options are dynamically built based on the Workflow Process definition.
3. If required, enter your Password and/or E-Signature for authentication. Depending on the configuration by the administrator, you may have to provide either a Password or an E-Signature or both for authentication purposes.

The Workflow Activity Completion provides a location to collect Authentication such as passwords and e-signatures and a location to vote an Exit Path. The result of this vote is then used by the Workflow Process to determine the next set of actions to perform.

5. Click one of the following:

- **Complete:** Checks the activity (to make sure that all required tasks have been checked, variables entered, etc.), marks the activity as complete, and continues the Workflow.
- **Save Changes:** Saves all information entered on the form, but does not process the activity.

This is a useful option for activities having a long list of tasks, where an assignee wishes to keep track of what has been completed. Also, if the activity is assigned to a group, then different members of the group may work on different tasks. Once a task is completed, marked as complete, and saved, all members of that group see this information on their Worksheets, thereby reducing duplication of effort.

- **Cancel:** Closes the form without saving any of the changes made to it since it was opened or last saved.

Before the Activity moves to the next state, the Activity needs to be unlocked.

