

4 Process Chaining Principles

A new person can be added by making use of a process chain. Process chaining is a facility in Trent that allows you to link forms and processes together into a logical sequence. There are several benefits for using these, however the main ones are:

- Users do not have to remember the form sequence that is used for the required process, such as New Starters.
- Process chains can be stopped and restarted as required, therefore long processes can be completed in stages.

4.1 Starting a Process

Each process chain is linked to a type of record and is therefore accessed from the appropriate module/menu options. Details of each process, including where to find them will be explained later.

4.2 The Process Chain Bar

Completing forms within a process chain is the same as if you completed them independently, however when in a process chain you are given information about what you are currently doing along with the ability to navigate from step to step.



Once the first step within a process chain has been completed, you can add other details as required.

Note: It is essential to save the first step of the chain, even if no entries are made

To move onto the next step, click on the Next Step button in the top right corner of the form.



To go backwards through the process use the Previous Step button, also found in the top right corner of the form.



4.2.1 Multiple Entries

To make multiple entries within a step of the screen chain, for example to enter two

different address types, save the first details entered, use the previous step button



to move backwards, then use the next step button



to return to the screen where you wish to make an additional entry. You will then be able to select from the complete list in any drop down

box and complete as normal.

4.3 Stopping and Restarting the Process

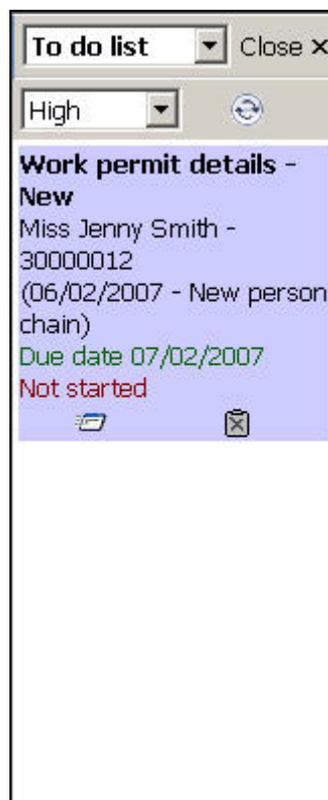
Trent keeps a track on where you are in the process, therefore it is possible to stop the process at any point with a view to returning to where you left off and continuing.

To stop the process, simply navigate away from the process chain. To restart the process from the place you left it follow the steps below.

1. Click on the To Do List button within the Control Bar



2. This will open the To Do List Pane.



3. Click on the process you would like to continue. Trent will open the Process Chain at the place indicated at the top of the task details.

4.4 Chain process E-mail reminders

Some process chains are also designed to send an email task which will be sent directly to your email inbox. In the New Starter process chain, if you start the chain and then stop the process an email reminder will be sent.

Trent workflow reminder - late task for Mr Bart Simpson.

het27@admin.cam.ac.uk

To: Hazel Turton

The following Trent task was due for completion by 20/03/2007 14:11:44.
It is now late.

Task: Contact details
Form: Contact details
For: Mr Bart Simpson

Completion due date: 20/03/2007 14:11:44
Priority: 1

To continue the task Click on the To Do List button within the Control Bar in Trent which will open the To Do List Pane.