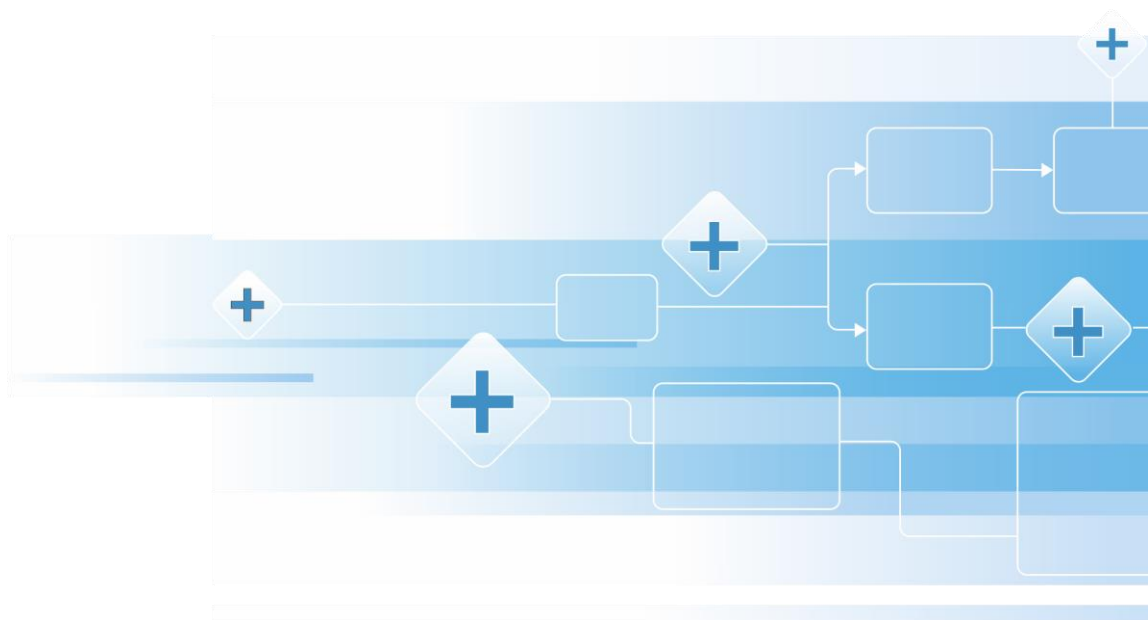




ELMA Store Component

Business Process: Minutes of Meeting





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1 Intended Use

The process defines procedures for approving and registering minutes of meetings and executing tasks, based on them.

The output of the process is approved minutes of meeting and executed tasks.

2 Process Participants

- **Secretary** – user, responsible for drawing up minutes of meeting;
- **Approvers** – participants of the meeting;
- **Signatory** – user, responsible for signing and making a decision on the minutes of meeting;
- **Executor** – users, who execute document-based tasks;

3 Business Process Includes

No	Object/Process	Name	Intended Use
1	Business process	Minutes of Meeting	The process includes actions from drawing up minutes of meeting to executing tasks, based on it.
2	Document type	Minutes of Meeting	Child document type of the “Internal Document” type with additional attributes.

Compatibility with other ELMA applications and modules:

- Requires ELMA BPM application;
- Requires ELMA ECM application.

3.1 Map of the “Minutes of Meeting” process

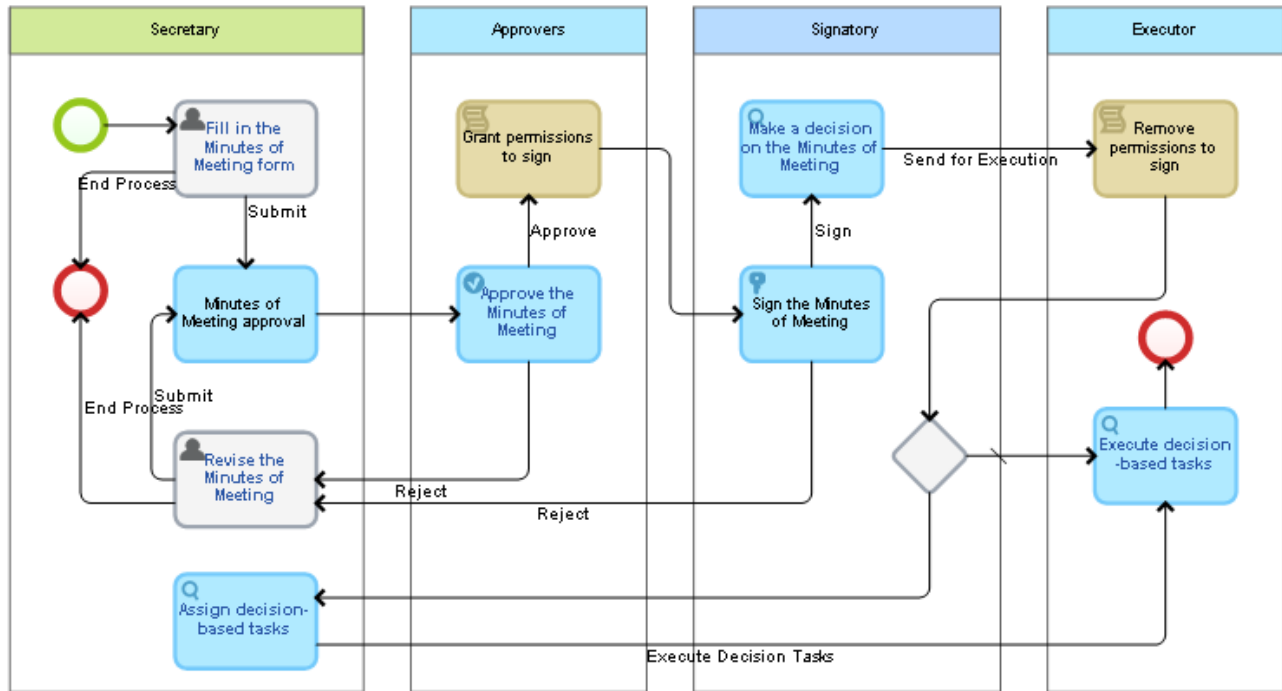


Fig. 1. Map of the “Minutes of Meeting” process.

3.2 “Minutes of Meeting” document type

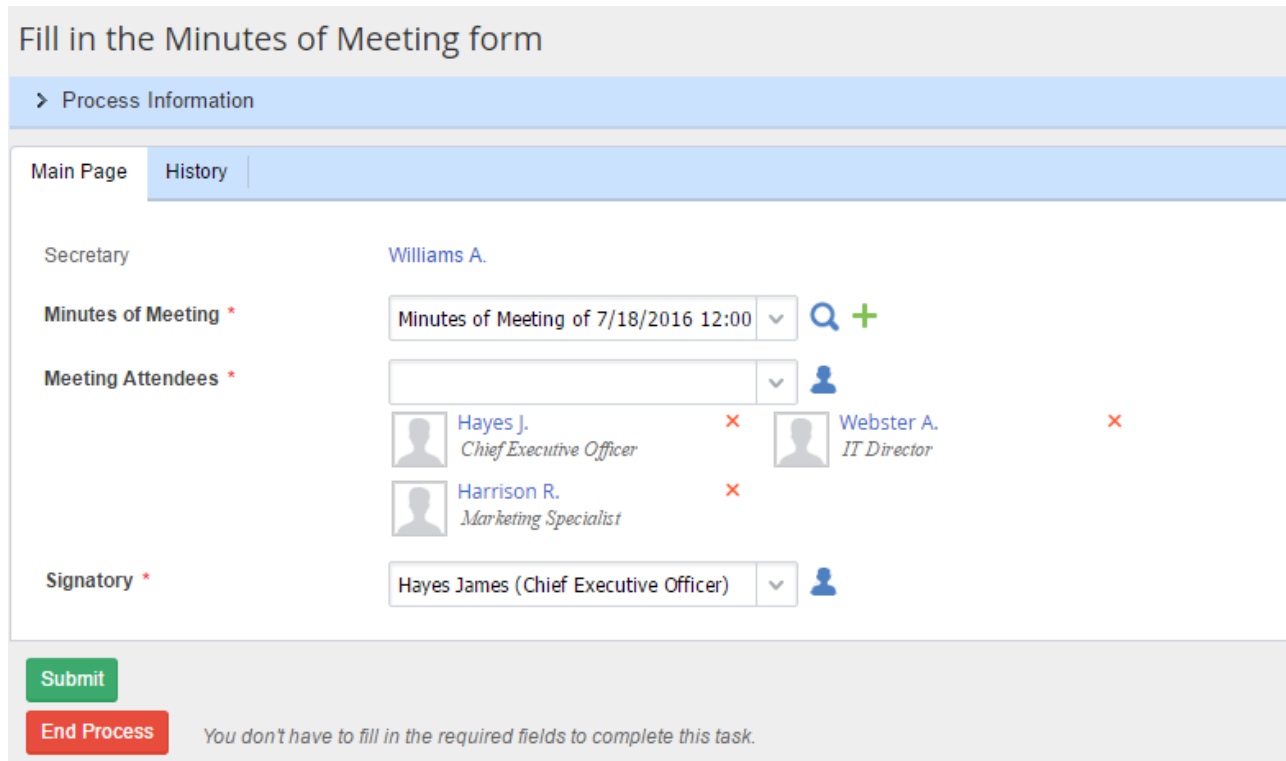
Attribute Name	Attribute Type	Attribute Description
Standard attributes of the “Internal Document” type		
Legal Entity	My Companies (object)	Optional field.

4 Starting Business Process

To initiate the business process, click the Start Process button on the main page of the ELMA web interface and select the Minutes of Meeting process, or click the Start Process button on the page of a Minutes of Meeting document.

5 Process Tasks

5.1 Fill in the Minutes of Meeting form



Fill in the Minutes of Meeting form

> Process Information

Main Page | History

Secretary Williams A.

Minutes of Meeting * Minutes of Meeting of 7/18/2016 12:00

Meeting Attendees *

Hayes J. Chief Executive Officer

Harrison R. Marketing Specialist

Webster A. IT Director

Signatory * Hayes James (Chief Executive Officer)

Submit

End Process You don't have to fill in the required fields to complete this task.

Fig. 2. "Fill in the Minutes of Meeting form" task

Executor: Initiator.

Task: Fill in the Minutes of Meeting form:

- **Secretary** – filled in automatically. Read only field.
- **Minutes of Meeting** – the document to approve. Required field.
- **Meeting Attendees** – approvers, selected by the initiator. Required field.
- **Signatory** – selected by the initiator. Required field.

Transitions:

- **Submit** – the document is sent for approval.
- **End Process** – cancel the process.

5.2 Approve the Minutes of Meeting

This task has the standard ELMA approval form.

Executor: selected by the secretary of the meeting.

Task: approve the minutes of meeting.

- **Minutes of Meeting** – filled in automatically. Read only field.

Transitions:

- **Approve** – the document is sent to the signatory.
- **Reject** – the document is sent to the initiator for revision.

5.3 Revise the Minutes of Meeting

Revise the Minutes of Meeting

> Process Information

The Minutes of Meeting has been rejected. Please make necessary changes and send it for reapproval.




Main Page

History

Secretary

Williams A.

Minutes of Meeting




Minutes of Meeting of 7/18/2016 12:00 AM

Meeting Attendees *

Hayes J.

Chief Executive Officer

×

Harrison R.

Marketing Specialist

×

Webster A.

IT Director

×

Signatory *

Hayes James (Chief Executive Officer)

Submit

End Process

You don't have to fill in the required fields to complete this task.

Fig. 3. “Revise the Minutes of Meeting” task

Executor: Process Initiator.

Task: Revise the document:

- **Secretary** – filled in automatically. Read only field.
- **Minutes of Meeting** – document to approve.
- **Meeting Attendees** – filled in by the initiator. Required field.

Transitions:

- **Submit** – the document is sent for approval again.
- **End Process** – cancel the process.

5.4 Sign the Minutes of Meeting

The task has the standard ELMA signing form.

Executor: User, selected by the initiator.

Task: Sign the Minutes of Meeting

- **Minutes of Meeting** – filled in automatically. Read only field.

Transitions:


- **Sign** – the document is signed, the next task is assigned.
- **Reject** – the document is sent to the initiator for revision.

5.5 Make a decision on the Minutes of Meeting

Make a decision on the Minutes of Meeting

> Process Information

Consideration/Tasks
Decision
Preview
Document (open in a new window)
History

Minutes of Meeting

Minutes of Meeting of 7/18/2016 12:00 AM

Legal Entity
Not selected

Meeting Date
7/18/2016 12:00 AM

Assign Tasks for Execution *
☐ Yes
☒ No

Enter a decision


Create tasks according to the decision on the document

Subject	Executor	Supervisor	End Date
No data to display			

+ Add Task

Send for Execution

Current Version


Minutes of Meeting.docx
(No.1, Williams Alexandra, 7/19/2016 9:08:20 AM)



+ Add Version

Fig. 4. “Make a decision on the Minutes of Meeting” task

Executor: Signatory (selected by the initiator).

Task: Make a decision on the Minutes of Meeting:

- **Assign tasks for execution** – Yes/No switch. If No is selected, the executor creates the tasks themselves. If Yes is selected, the document is sent to the secretary for creating tasks.

- **Enter a decision** – decision on the document.

Transitions:

- **Send for Execution** – assign decision-based tasks.

5.6 Assign decision-based tasks

This task has a similar form to the one above.

Executor: Secretary.

Task: Create decision-based tasks.

- **Minutes of Meeting** – filled in automatically. Read only field.

Transitions:

- **Execute Tasks** – the tasks are assigned to their executors, the process is completed.