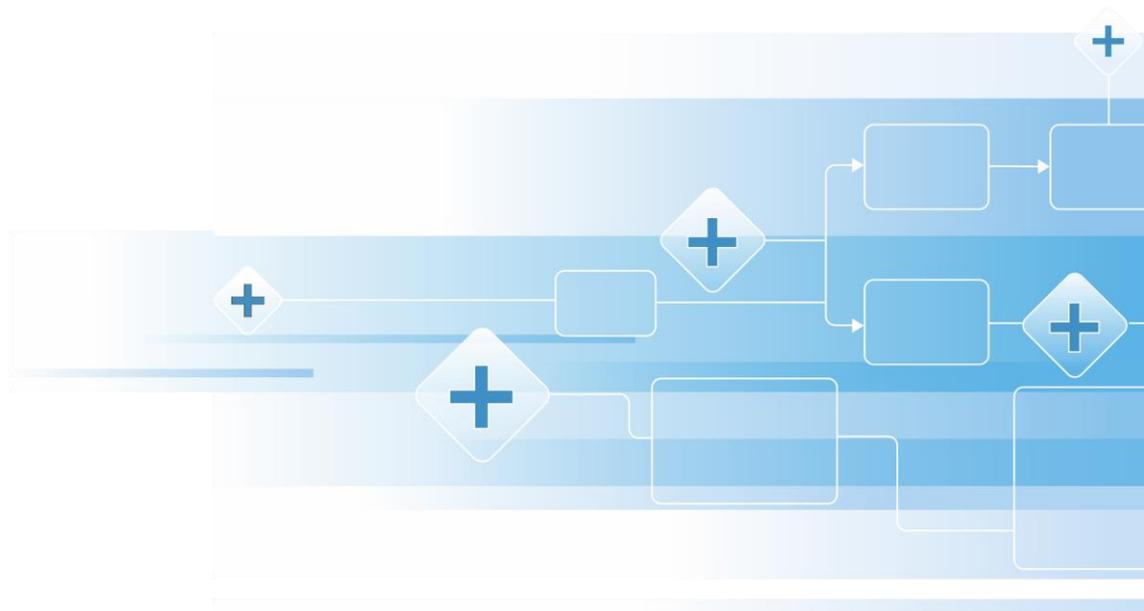


ELMA Store Component

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

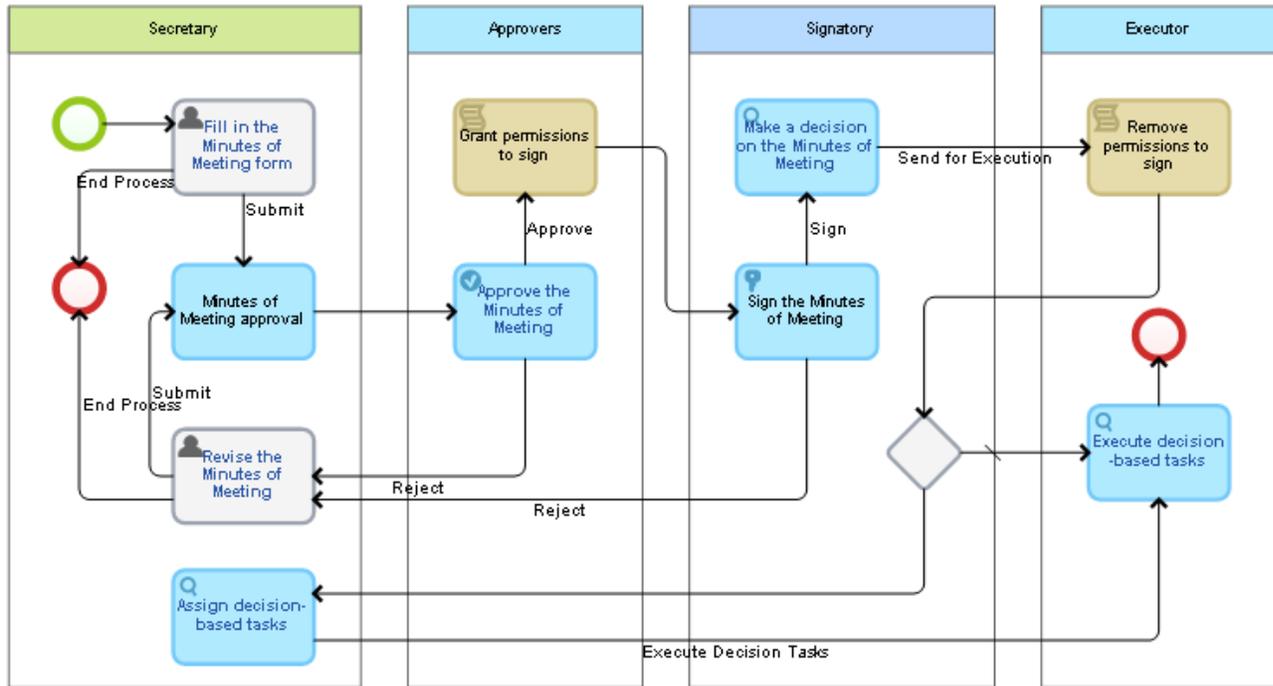


Fig. 1. Map of the “Minutes of Meeting” process.

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 * 🔍 +

Meeting Attendees * 👤

 Hayes J.
Chief Executive Officer ✖

 Harrison R.
Marketing Specialist ✖

 Webster A.
IT Director ✖

Signatory * 👤

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. <i>Chief Executive Officer</i> | × |  | Webster A. <i>IT Director</i> | × |
|  | Harrison R. <i>Marketing Specialist</i> | × | | | |

Signatory *
 

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

v Enter a decision

v Create tasks according to the decision on the document

| Subject | Executor | Supervisor | End Date |
|--------------------|----------|------------|----------|
| No data to display | | | |

+ Add Task

Current Version

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

+ Add Version

Send for Execution

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.