

Workflows

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About the workflows included with SharePoint

SharePoint workflows are pre-programmed mini-applications that streamline and automate a wide variety of business processes — from collecting signatures, feedback, or approvals for a plan or document, to tracking the current status of a routine procedure. SharePoint workflows are designed to save you time and effort, and to bring consistency and efficiency to tasks that you perform on a regular basis.

What do you want to know?

- What is a SharePoint workflow?
- What processes can I automate by using a SharePoint workflow?
 - Approval (route a document or item for approval or rejection)
 - Collect Feedback (route a document or item for feedback)
 - Collect Signatures (route a document, workbook, or form for digital signatures)
 - Three-State (track an issue, project, or task through three states or phases)
 - Publishing Approval (automate content routing for review and approval)
- Who can add and start a SharePoint workflow?
- How do I add and run a SharePoint workflow?
- Can I create custom SharePoint workflows of my own?

<http://office.microsoft.com/en-us/sharepoint-help/about-the-workflows-included-with-sharepoint-HA102771434.aspx>