

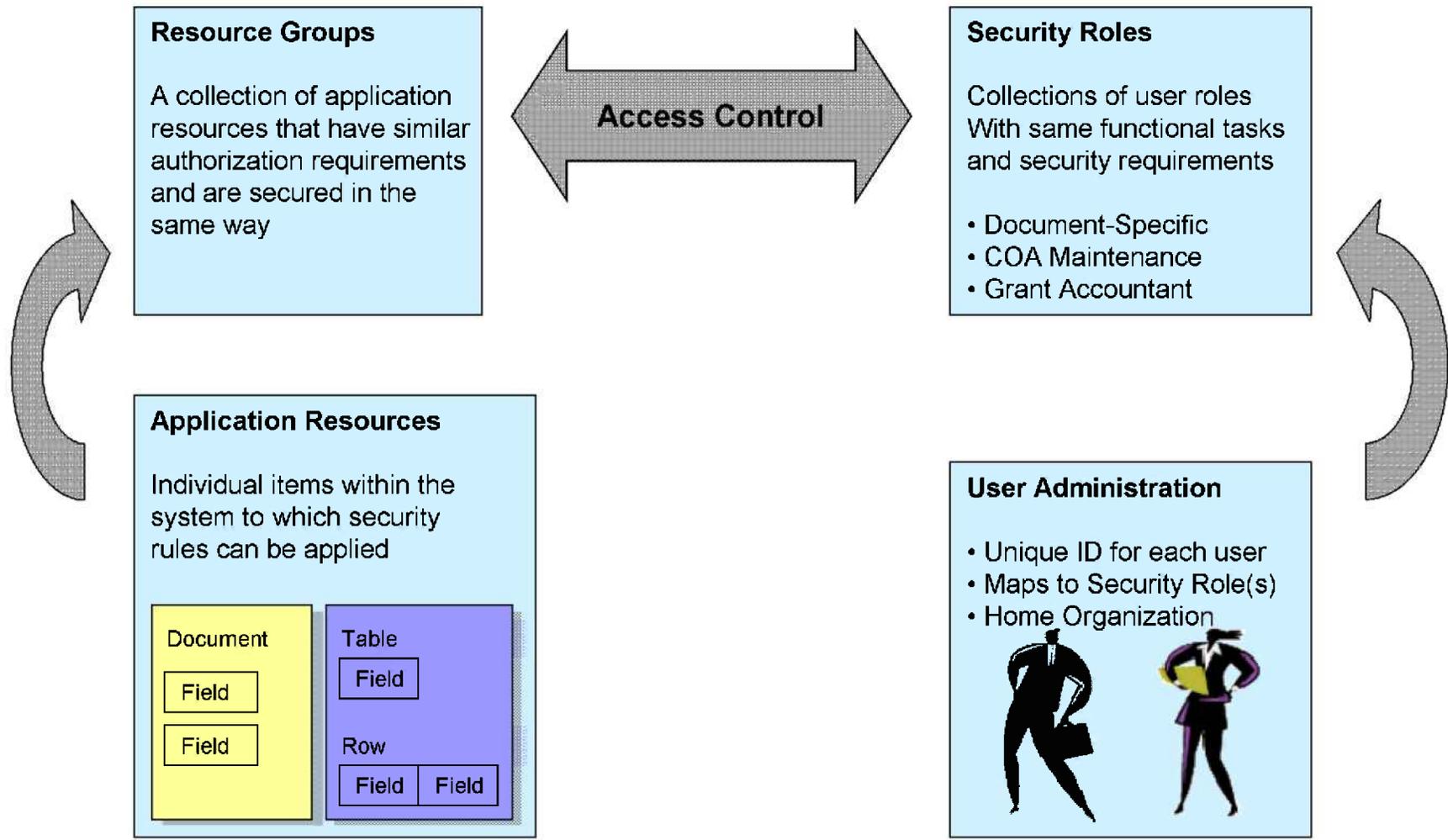
# eMARS Security and Workflow

## September 20, 2005



**Kentucky**  
UNBRIDLED SPIRIT™

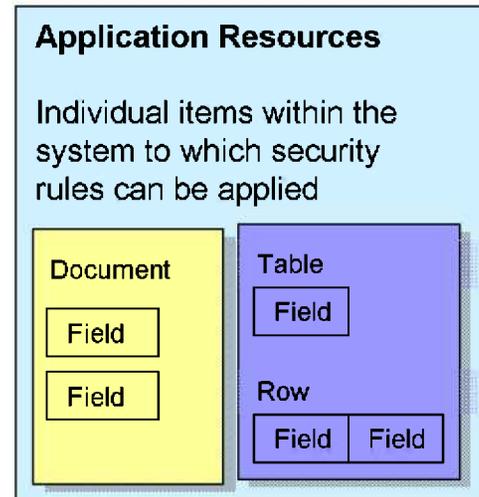
# eMARS – Security Model



Advantage Security Model

# eMARS – Application Resources

- **WHAT DOES IT DO?**
- Gateway to securing resources
- Uses resource type to distinguish different kinds of resources
  - Page, Document, Reference Table, or Query
- Security features
  - Organizational Security
  - Row Security
  - Field Security
  - User Interface Field Security



•**Application Resources:** Items used to control access to areas within Advantage

# eMARS – Resource Groups

- **WHAT DOES IT DO?**
- Groups Application Resources
- Unlimited amount of groups can be used
- In most cases each “page” code will represent a Resource Group
- Security assignments are done on the Resource Group level, not on the individual Application Resources

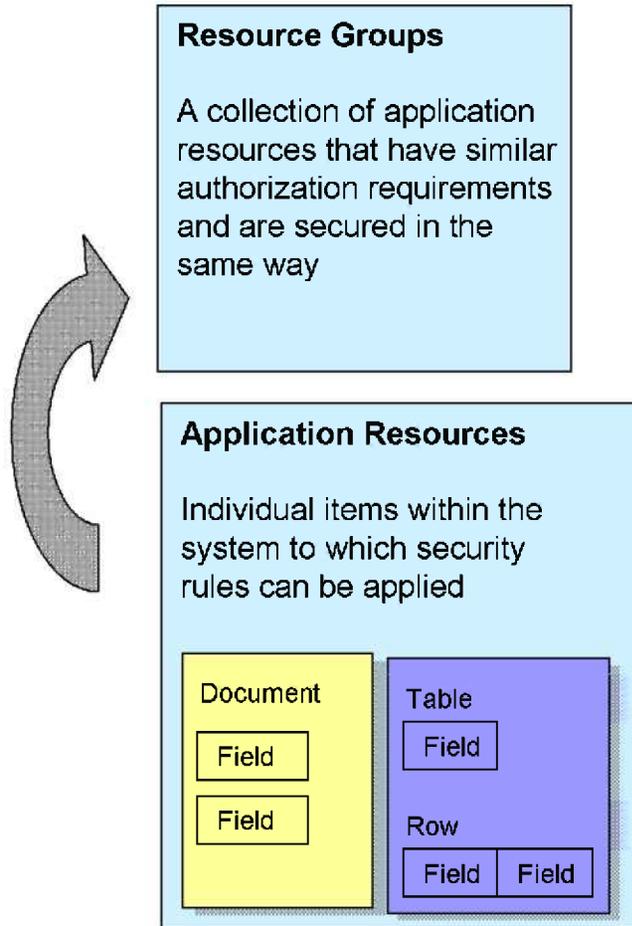
## Resource Groups

A collection of application resources that have similar authorization requirements and are secured in the same way

- **Resource Groups:** Used to group resources to enable assignments of multiple resources



# eMARS – Security Model



**Advantage:** Resource Groups and Application Resources shape security building blocks

# eMARS – Security Roles

- **WHAT DOES IT DO?**
- Each document will belong to its own security role
  - Read-Only, Edit, and Approve roles for each document
- Assigned to users to grant specific areas of access
  - Budget Inquiries, COA Maintenance, Grant Setup, etc...
- Roles can be controlled by organizational constraints
  - Roles secured by “Home” or “Foreign” Organization access
  - Roles can be restricted to users in a certain department
- A user may belong to an **unlimited** number of Security Roles

## Security Roles

Collections of user roles  
With same functional tasks  
and security requirements

- Document-specific
- COA Maintenance
- Grant Accountant

•**Security Roles:** Used to grant a unique set of grants to users



# eMARS – Access Control Table

## Resource Groups

A collection of application resources that have similar authorization requirements and are secured in the same way

Access Control

## Security Roles

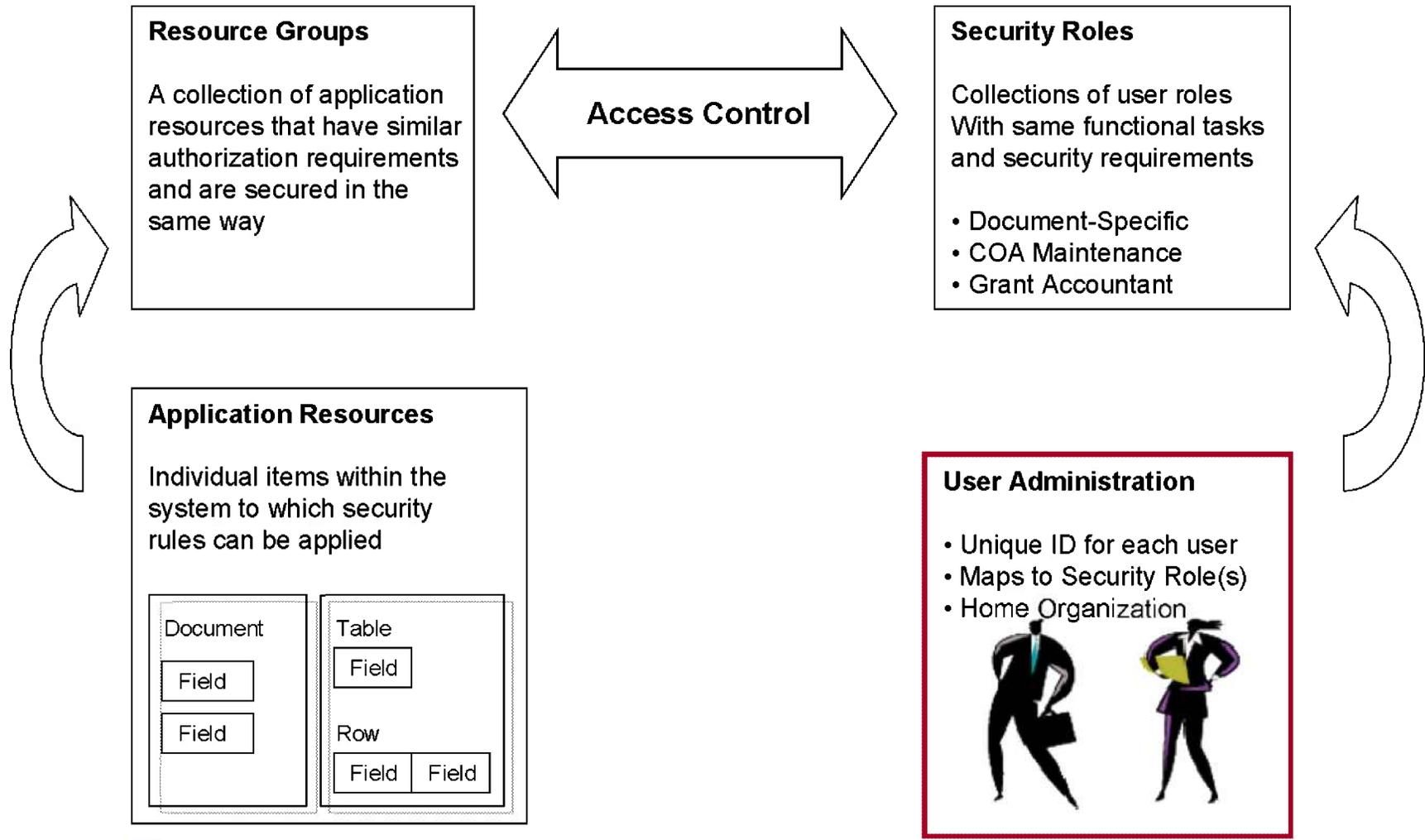
Collections of user roles  
With same functional tasks  
and security requirements

- Document-Specific
- COA Maintenance
- Grant Accountant

- **WHAT DOES IT DO?**
- Most important security configuration page
- Controls all effective security settings for Security Roles
  - Defines Organizational Security (Home, Foreign or Statewide)
  - Approval Levels (1 – 15)
  - Document Actions (Open, Edit, Validate, Submit, etc...)

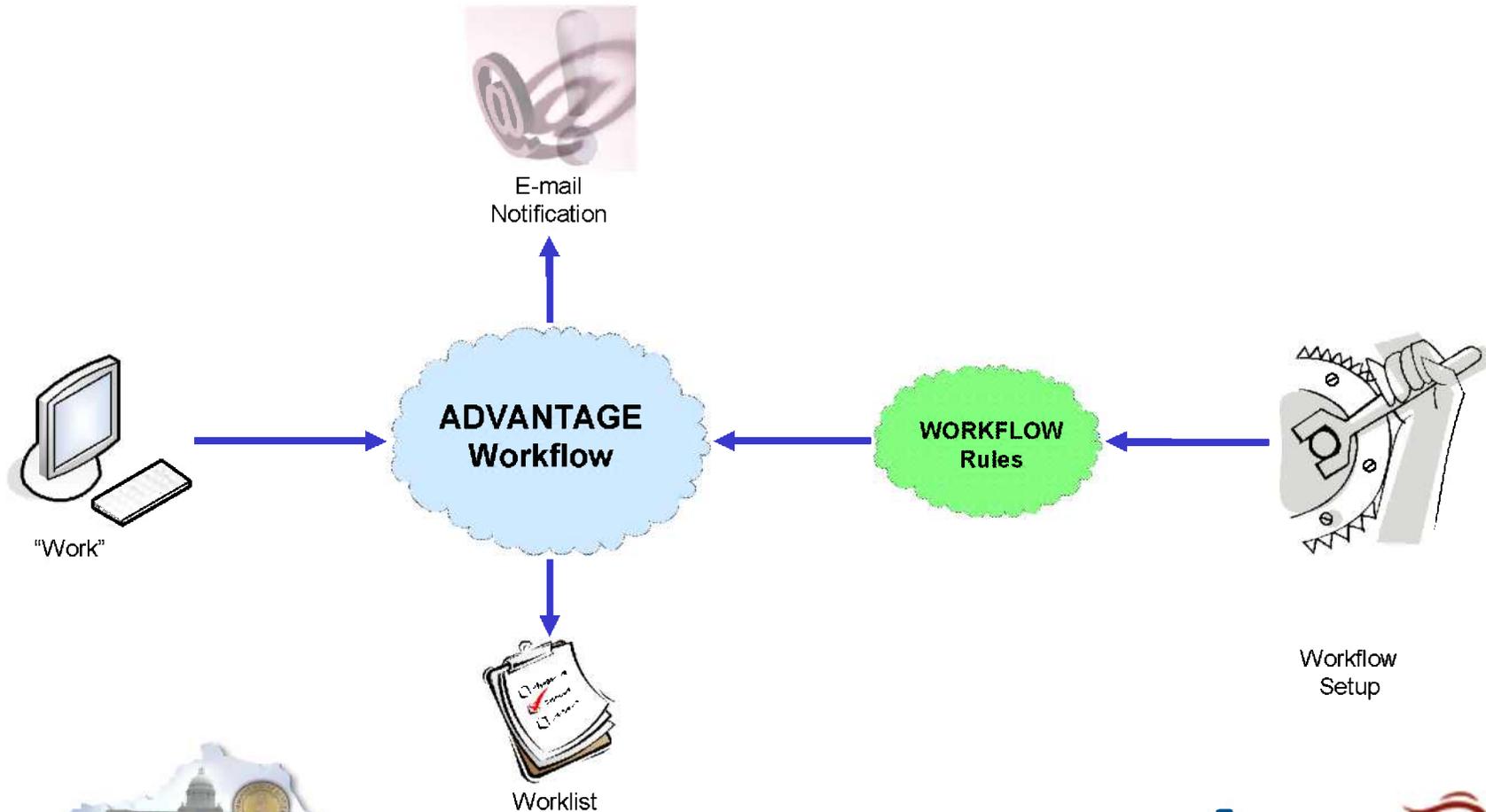
•**Access Control:** Defines a unique set of access between each Security Role and Resource Group

# eMARS – Users



# eMARS – Workflow and Approvals

## Workflow Overview



# eMARS – Workflow and Approvals

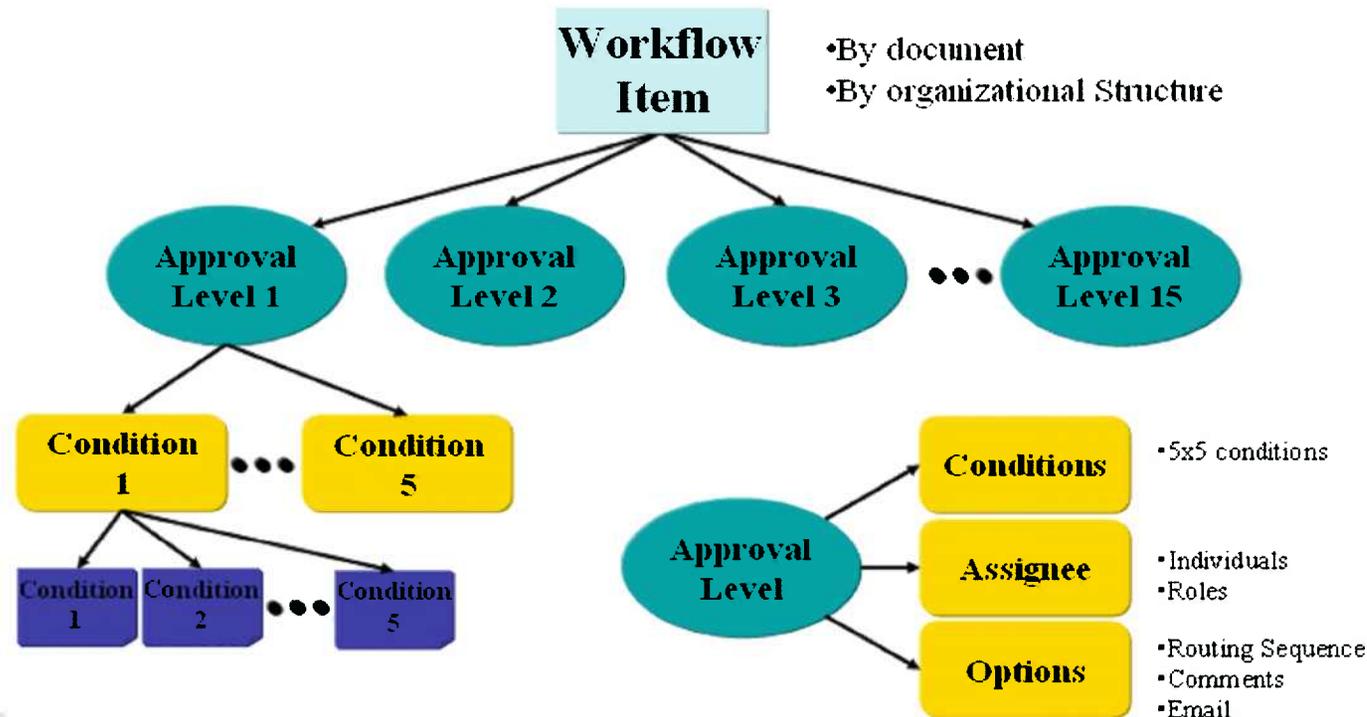
## Introduction – Flexibility

- Used to route documents to specified Approval Roles for approval
  - Documents will route to “Role” (not individual user)
  - Approval Role similar to Team Cabinet in PD
  - Help prevent “stranded” documents
  - Any member of Approval Role may be designated as a “Manager” for that role
- Approvals can be restricted to subset of users using organizational security
- Each Security Role can have up to 15 levels of approval associated with it.



# eMARS – Workflow and Approvals

- A document may go through up to 15 Approval Levels.
- Documents are automatically routed between approval levels depending on the Approval Actions applied.
- Documents rejected after prior approvals are routed back to previous 'approvers' for reconsideration.
- After final 'approval,' the document is revalidated to ensure it still complies with standing business rules. If it passes revalidation its Phase becomes Final.
- If a document is Rejected (and/or fails revalidation), it returns to **Draft** Phase and the original submitter is notified.



# eMARS – Workflow and Approvals

## Approval Rules

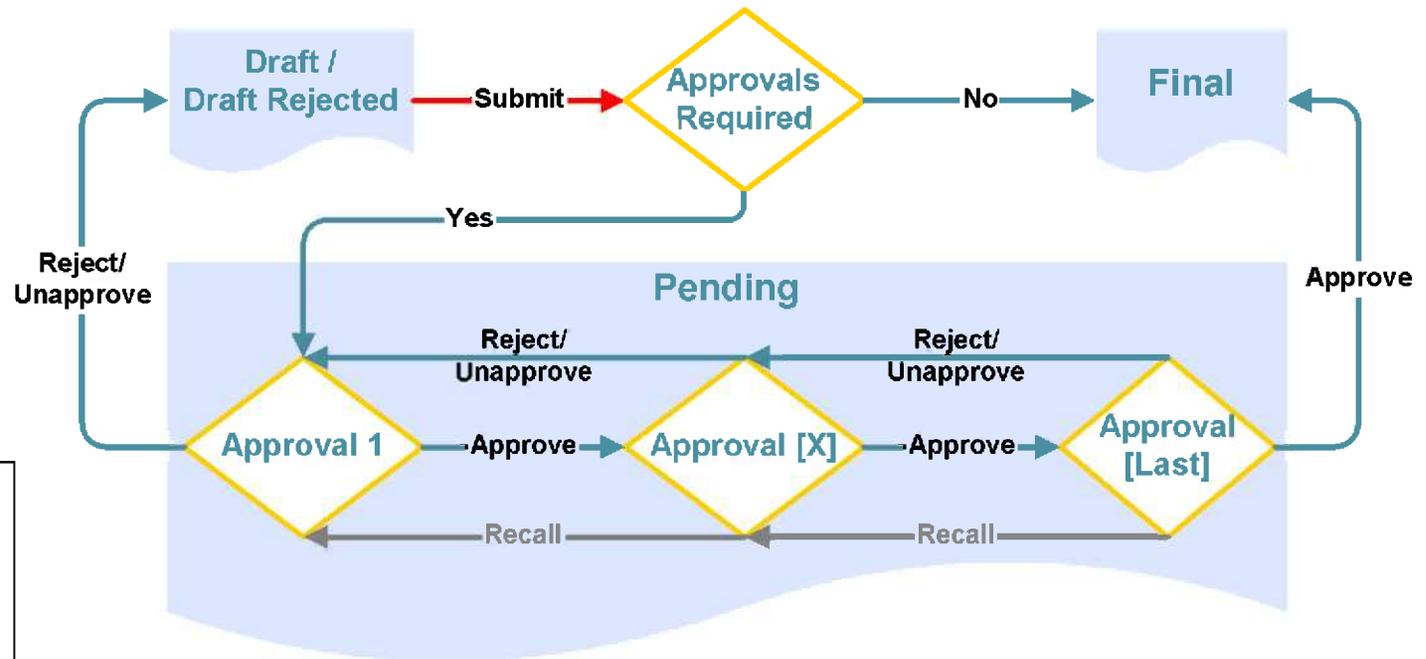
- ▶ The Approval Rule applied to a document, if any, is the one that matches the Document Code and most specifically matches the document's organizational values (based on Dept and Unit)
- ▶ The Approval Rule may require up to 15 Approval Levels.

## Approval Process Activation

▶ Document setup determines whether or not Approval Process is activated for a given document. Even if Approval Rules and Conditions are defined for a document, Approval Processing may be inactive.

## Approval Level Activation

▶ Although Approval Levels may be defined for a given document, they are controlled via Security setup and are activated by User Role



## Approval Process Pending Phase

- ▶ Documents are assigned a Pending phase during the entire Approval Process, until the document is ultimately approved or rejected by all applicable Approval Levels.

# eMARS – Worklist

**TrnTZb ADV30 Bld12**

**Message Center**

- Inbox
- Alerts
- Broadcasts
- Worklist**
- Search
- History
- Favorites
- Administration
- Training Team Database B

**Worklist** Action Menu

Select Worklist:  ▼

Level	Doc Code	Doc Dept Code	Doc ID	Date	Reason	Comment
<input type="checkbox"/> 1	GAX	150	<a href="#">O\W\101-LN03-WKFLW</a>	11/26/2002 1:39:22 PM	Apply approval	Returned to be corrected/resubmitted
<input type="checkbox"/> 1	GAX	150	<a href="#">O\W\101-LN04-WKFLW</a>	11/26/2002 1:39:27 PM	Apply approval	Returned to be corrected/resubmitted
<input type="checkbox"/> 1	GAX	150	<a href="#">O\W\101-LN05-WKFLW</a>	11/26/2002 1:39:31 PM	Apply approval	Returned to be corrected/resubmitted

First Prev Next Last Refresh  
Recall

▶ This is a user's approval Worklist, accessed from the Message Center on the secondary navigation panel

▶ The document link opens the document for viewing

▶ A predefined/programmed Reason for the document appearing in the user's list is given.

▶ The checkboxes on the left allow the user to select one or more documents to perform an action on from the Action Menu.

▶ The date and time is shown for the most recent approval action taken.

▶ A configurable Comment, assigned to this Approval Level, indicates the purpose of the approval.

# eMARS – Worklist

## Worklist

### Worklist

Select Worklist:

Approval Role 1  
Approver One  
Approval Role 1

Level	Doc	Doc ID	Date	Reason
<input checked="" type="checkbox"/>	1	GAX 150	QWW101-LN01-VKFLW	1/16/2003 9:10:45 PM Apply approval

First Prev Next Last Refresh

Recall

Action

- Approve
- Unapprove
- Reject
- Reject All
- Reassign
- Take Task
- Return Task
- Manual Route
- Bypass Approval

### Approval Roles vs. Users

- ▶ Select Worklist: Lists the user's name and all Approval Roles assigned to the user.
- ▶ Documents may be listed under each.

### Approval Actions

- ▶ The Action Menu includes all of the Approval Actions in addition to some Worklist actions
- ▶ The Approval Actions are also available from within the document view

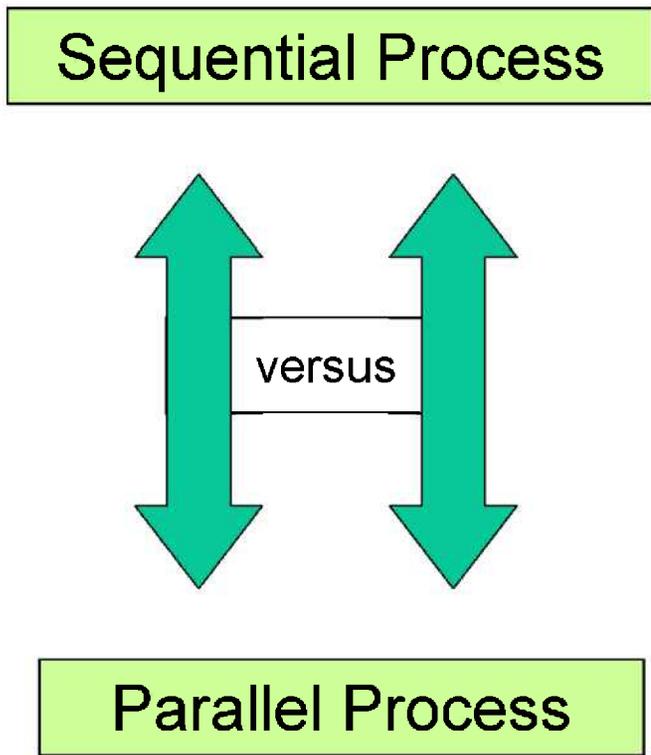
# eMARS – Approvals and Workflow

## Approval Process – Actions

Approve	Approve the document to the next approver or to "Final"
Unapprove	Removes previously applied approval level
Reject	Rejects back to prior user (Approver or Submitter)
Reject All	Rejects <b>ALL</b> approvals and document goes back to "Draft" phase
Reassign / Manual Route	Manually route PENDING document to another user
Take Task	Takes ownership of document from the Role to the user
Return Task	Returns the document back to the Approval Role
Bypass Approvals	Will not be used
Track work in progress	View the current approval steps (and link to Approval Log)
Recall	Recalling any actions made by the approval chain and put the object back to the first approver in the chain

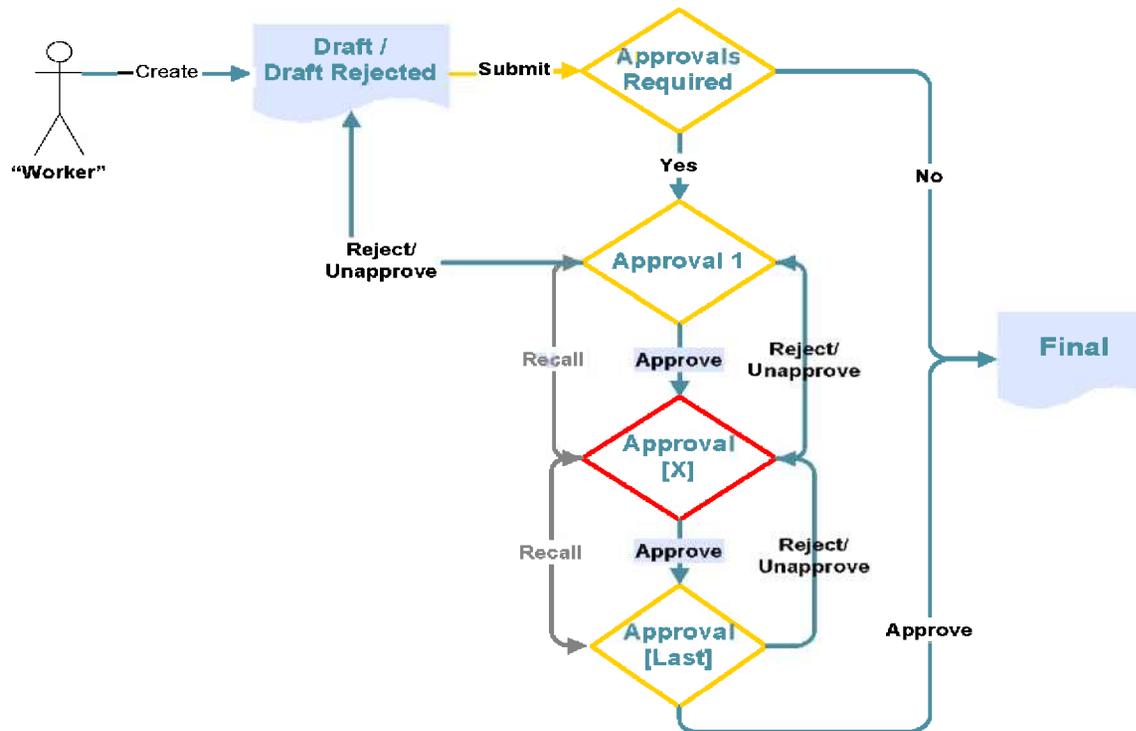
# eMARS – Approvals and Workflow

## Sequential vs. Parallel Approvals



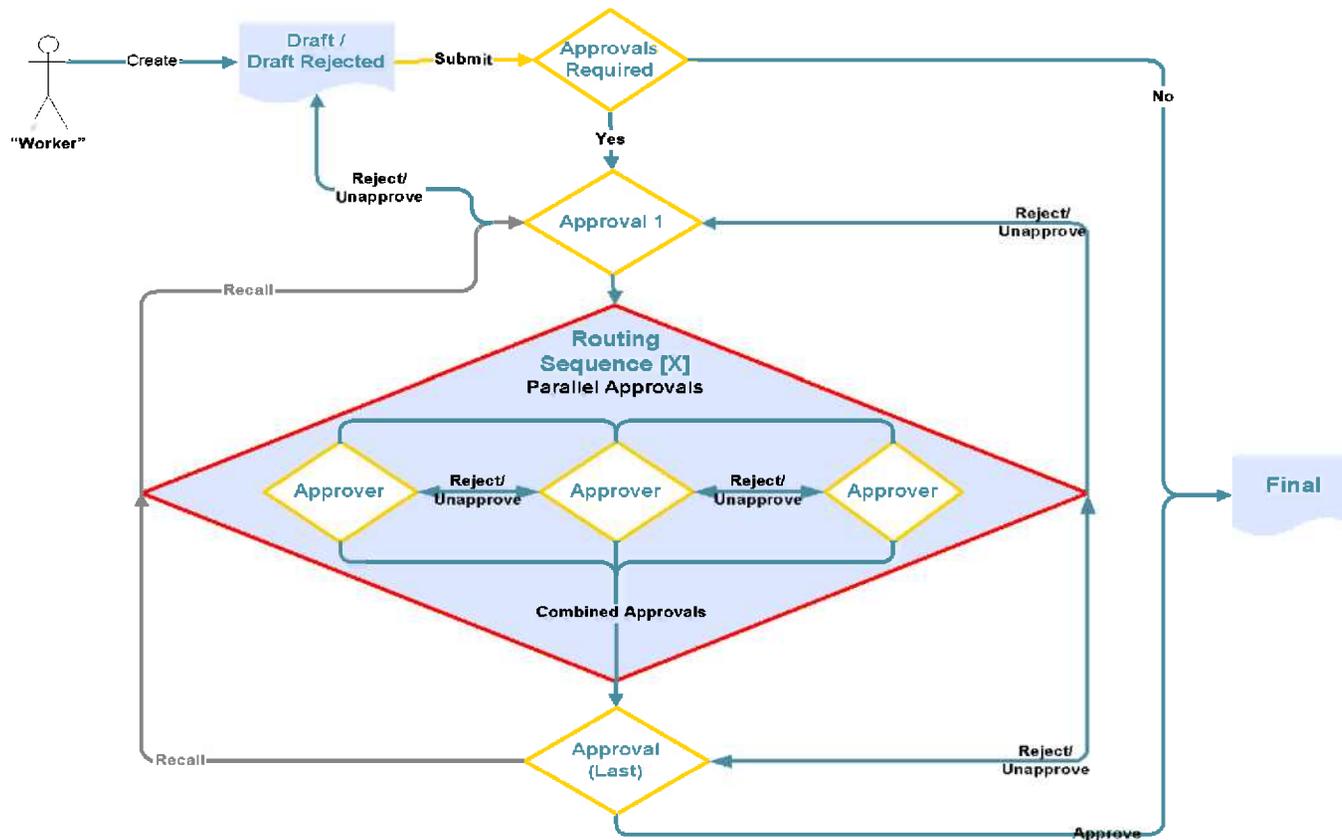
# eMARS – Sequential Approvals

## Sequential Approvals



# eMARS – Parallel Approvals

## Parallel Approvals



# eMARS – Approvals and Workflow

## Configuration – Setup Sequence

1. Identify documents with approval needs
2. Identify document approval conditions
3. Define approval Fields
4. Define approval Conditions
5. Define approval Roles
6. Define approval Rules
7. Define approval users
8. Assign approval users to roles
9. Configure security roles (with approval levels)



# eMARS – Security and Approvals

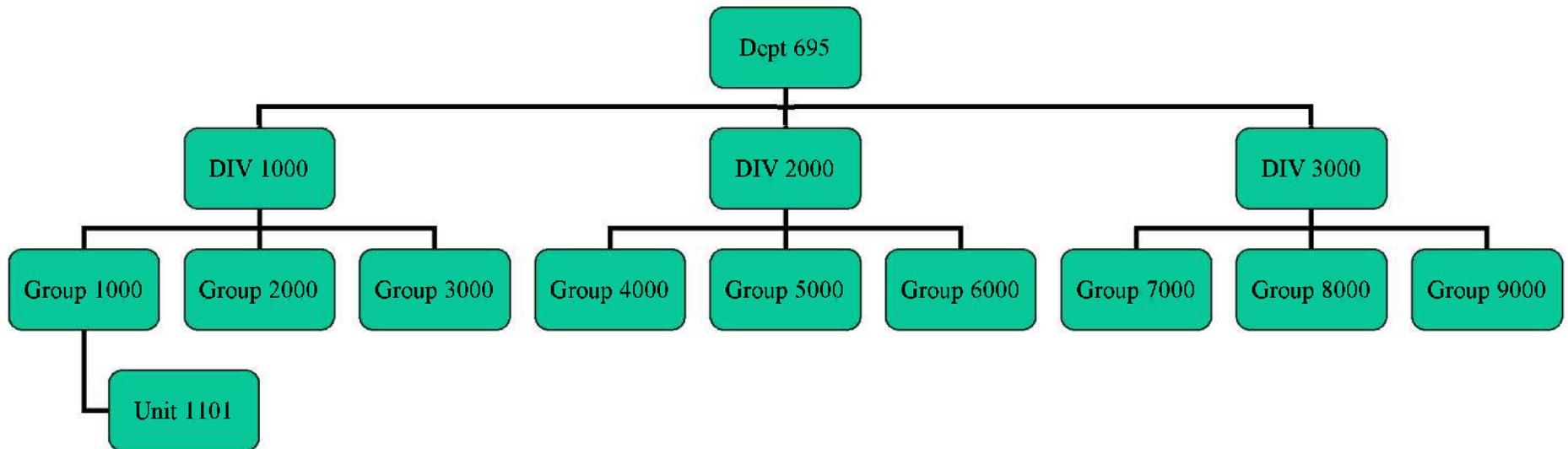
## Looking Ahead - Approvals

- Identify agency approvals required for each document
  - Think about your existing approval process
  - Eliminate inefficiencies
  - Is there “value” added to each approval?
  - Sequential or Parallel approvals?
- Identify approval roles and users
  - Can the same Role be used for multiple documents?
- Identify constraints/conditions on documents for which rules should be created
- Start analyzing a workflow process using identified elements and approval roles
  - Approval Rules should not change unless there is a change in business policy or procedure



# eMARS Workflow

- Online demonstration



# eMARS Security and Workflow



Questions?