



Advanced Workflows & Training Requests

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You will learn to:

- Define advanced workflow and training request.
- Identify use cases for advanced workflows and training requests.
- Create an advanced workflow template.
- Enable training requests.
- Create a training request as a PowerDMS user.
- Approve a training request as a PowerDMS administrator.



What are Advanced Workflows?

- ✓ A feature in PowerDMS that contains multiple simple workflows in one template that provide a way for users to collaborate on and discuss items in the mapped order set by the workflow creator.



What are Training Requests?

- ✓ A feature in PowerDMS that allows an employee to submit a request to attend a training and include information about the training such as costs, dates and times.



What are the benefits of advanced workflows and training requests?

- ✓ Combines several simple workflows in one.
- ✓ Allows approval across multiple departments.
- ✓ Can be used for training requests, time off requests, schedule requests and more.
- ✓ Easily track fees and expenses associated with requests.



You should now be able to:

- Define advanced workflow and training request.
- Identify use cases for advanced workflows and training requests.
- Create an advanced workflow template.
- Enable training requests.
- Create a training request as a PowerDMS user.
- Approve a training request as a PowerDMS administrator.



QUESTIONS?

A person wearing a dark blue suit and a light-colored shirt is holding a rectangular white sign with both hands. The sign has the word "QUESTIONS?" written on it in a bold, dark blue, sans-serif font. The person's hands are visible, holding the sign from the bottom corners. The background is a plain, light grey.

Support Resources

Success Community Article:

- [Creating Advanced Workflow Templates](#)
- [Allowing Training Requests](#)
- [Submitting a Training Request](#)

PowerDMS Support Team:

- 1-888-959-5158 or support@powerdms.com