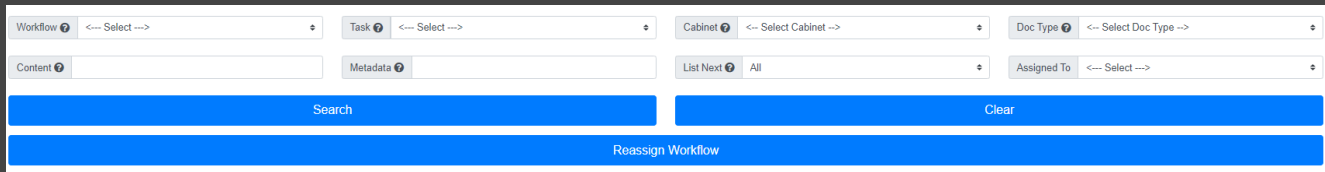


SUPERVISOR WORKFLOW MANAGEMENT



The screenshot displays a web interface for Supervisor Workflow Management. At the top, there are four dropdown menus: 'Workflow' (with a question mark icon and '<-- Select -->'), 'Task' (with a question mark icon and '<-- Select -->'), 'Cabinet' (with a question mark icon and '<-- Select Cabinet -->'), and 'Doc Type' (with a question mark icon and '<-- Select Doc Type -->'). Below these are two input fields: 'Content' and 'Metadata', both with question mark icons. To the right of these fields are two more dropdown menus: 'List Next' (with a question mark icon and 'All') and 'Assigned To' (with a question mark icon and '<-- Select -->'). At the bottom of the form area, there are three buttons: a blue 'Search' button, a blue 'Clear' button, and a blue 'Reassign Workflow' button.

If you have been assigned as a supervisor of a workflow, you will be able to monitor the progress of the workflow and also reassign tasks if needed.

From this screen, you can filter by specific Workflow/Task, as well as Cabinet, Doc Type, Content, Metadata and Assigned To.

As the supervisor, you can also add comments that the current assigned user will see, as well.

Re-assign Workflow Tasks

1. Select the tasks you want to reassign.
2. Use the Reassign To drop-down to select the user who the task will be assigned to.
3. Click Reassign Workflow at the bottom of the screen to submit.