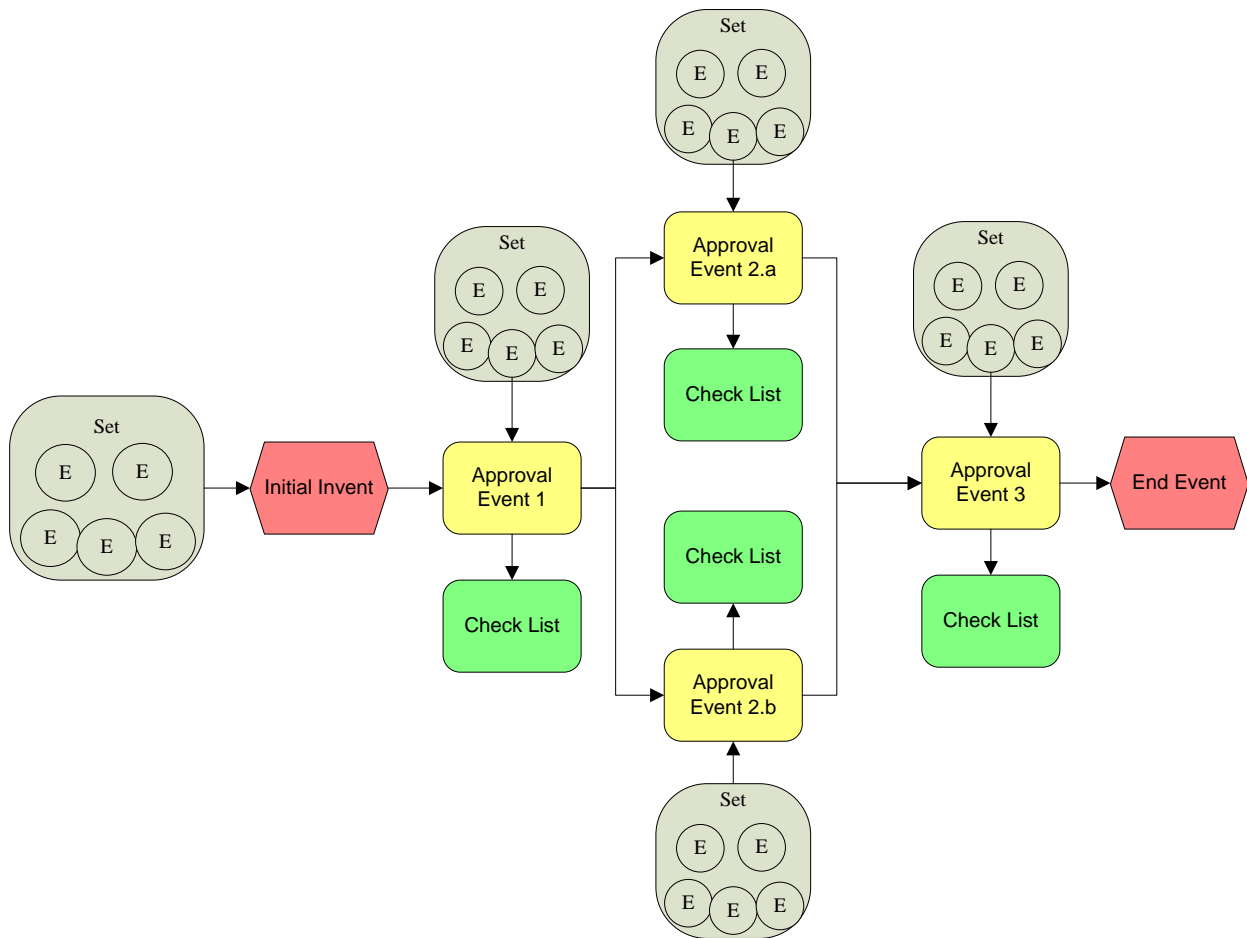


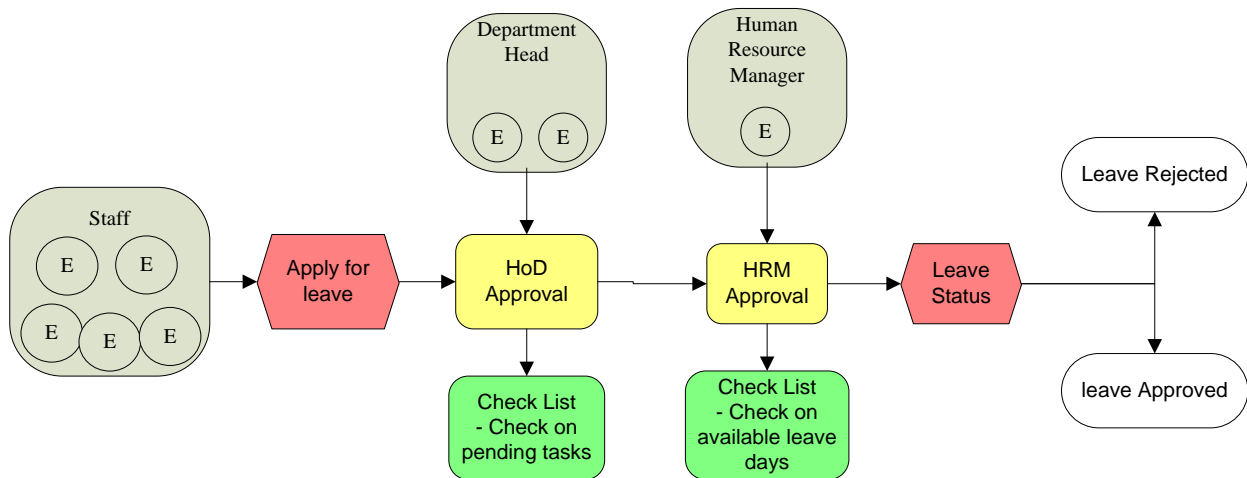
## Baraza Work Flow System

Baraza work flow seeks to automate database approval events through a customizable approval work flow process.



A sample approval process is show above. This approval process would be initialized by an event from a given source set. This would go through several approvals 1, 2.a, 2.b and 3 and the resulting effect would be processed by the End Event as an approval or rejection of the request.

An example of a simple work flow would be leave approval by the HR manager for a small company:



**E: Entity** - Represents individual people or objects within a system. All employees are entities belonging to the staff group and the head of department belong to Department head.

**S: Set** – This represents a collection of Entities that can be grouped together to be used to determine the source or approval block for example Staff is the source set or group and head of department and Human resource manager are approving sets.

**IE: Initial Event** – This is the event that triggers the start of the work flow.

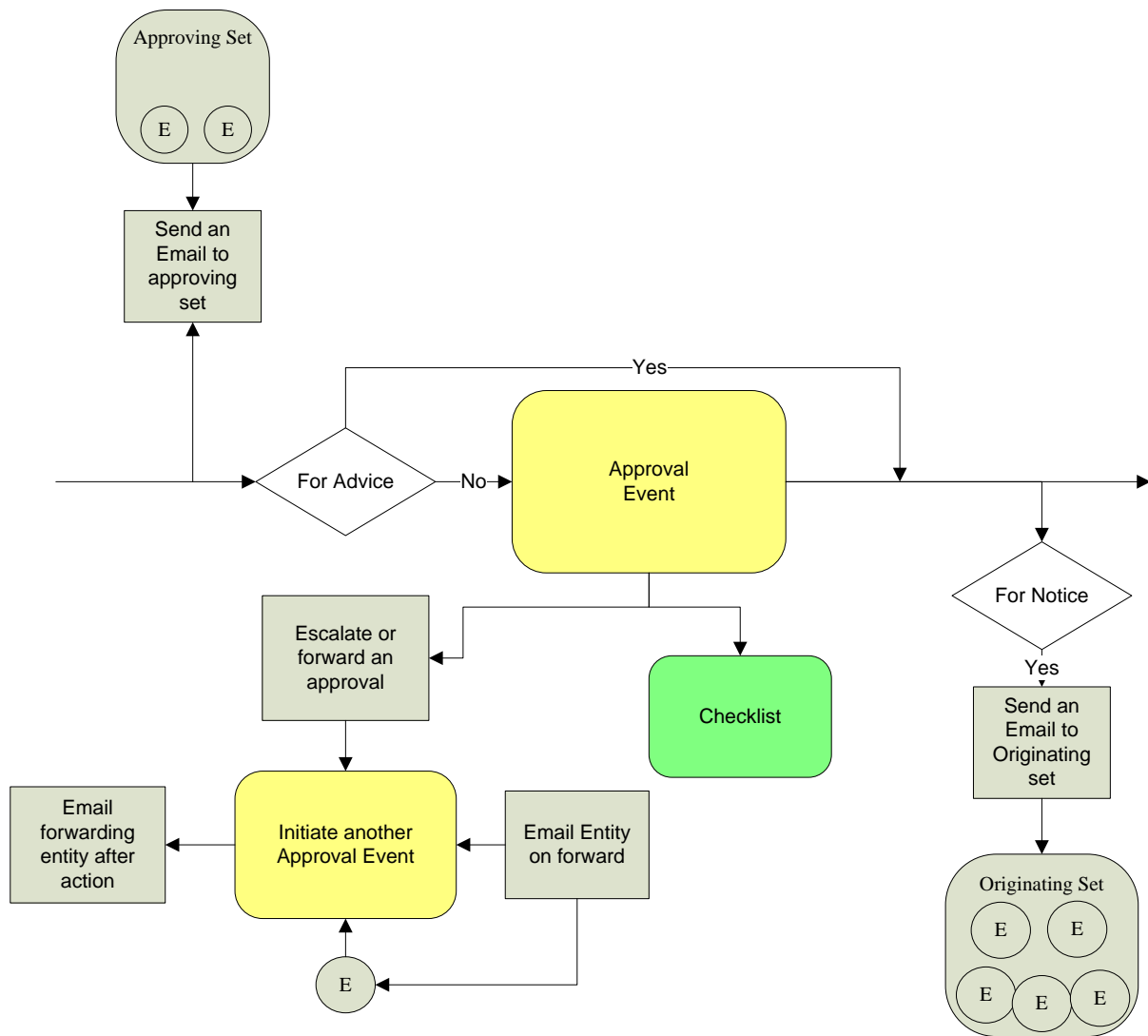
**AE: Approval Event** – This is the Event that will either

- i. Approve
- ii. Reject
- iii. Forward

**CL: Checklist** – This is a list of items that the Entity handling the approval has to check before an approval is given or rejection done.

**EV: End Event** – The final event of the workflow process.

Each approval event has specific actions it needs to perform to be able to complete an action cycle



1. On arrival an notice email is sent to the approving set on the Approval event
2. A check is done to determine if the Approval event is just for advice or requires action
  - a. If it's for advice the approval event is skipped
  - b. If it's not for advice then the approval event is reached
3. For an approval event the Approving set can do the following
  - a. Approve the event
  - b. Reject the event
  - c. Forward the event to another Entity
4. For a forwarded event
  - a. An event can be reviewed by forwarding to the person who signed.
  - b. An email is sent to the forwarded Entity
  - c. After action by Entity an email is sent to the Entity who forwarded the event
5. After approval or rejection the event checks if it's to send a notice to the originating party

- a. If on notice a notice is sent to the originating party.
- b. If no notice is required the event moves to the next or final event

On Baraza the workflow is done by the following tables

