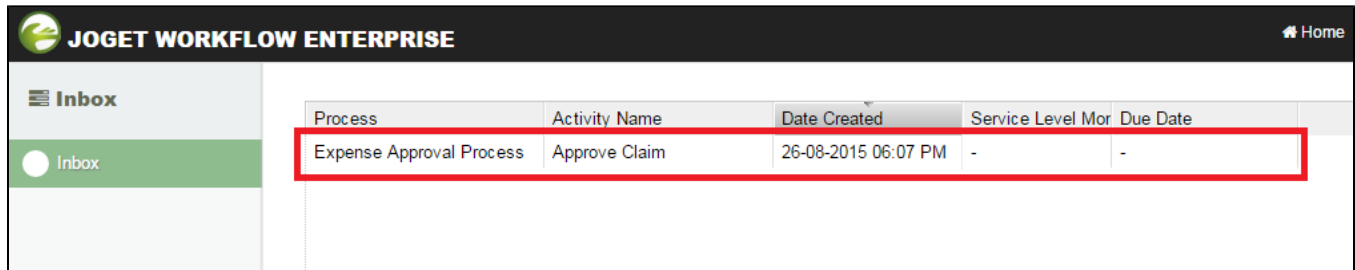


Assignment

Assignment is created to collect information from the participating users.

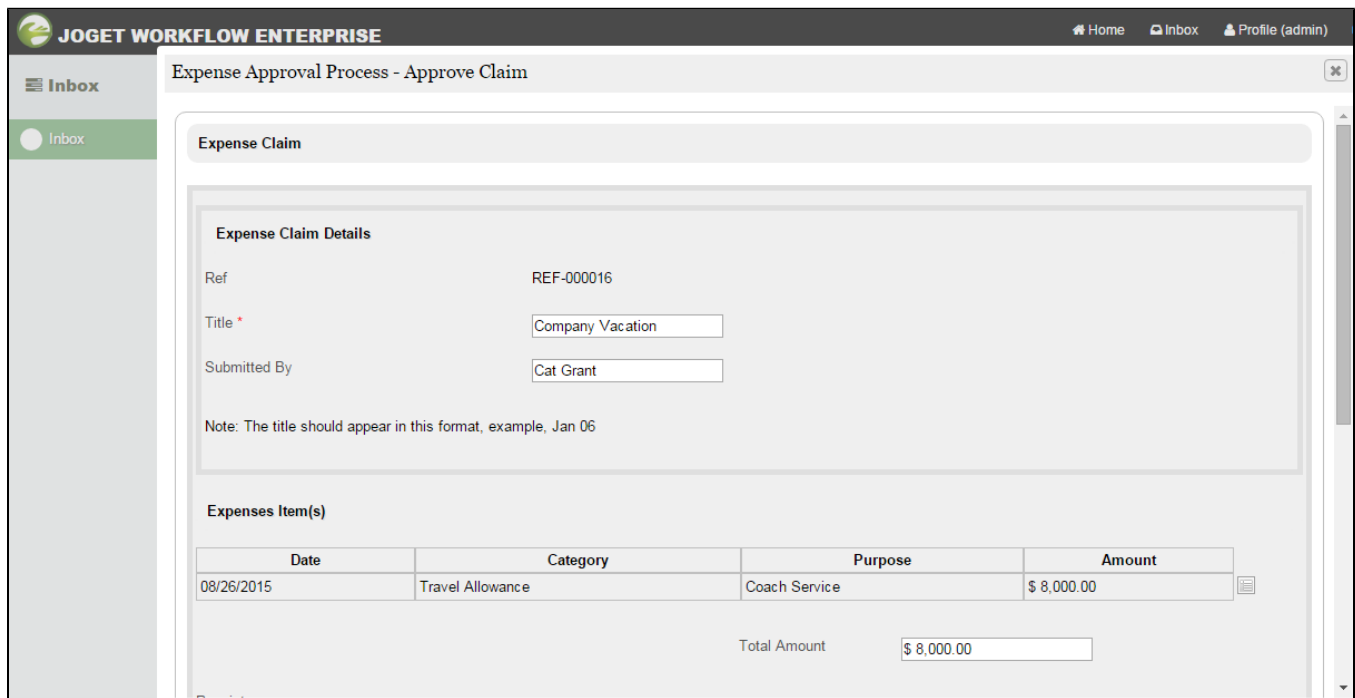


The screenshot shows the JOGET WORKFLOW ENTERPRISE interface. On the left is a sidebar with an 'Inbox' menu. The main area displays a table of pending assignments. One assignment is highlighted with a red border.

Process	Activity Name	Date Created	Service Level Mor	Due Date
Expense Approval Process	Approve Claim	26-08-2015 06:07 PM	-	-

Figure 1: Inbox with pending assignment

From the screenshot above, there's one assignment named "Approve Claim" pending for the current logged in user.



The screenshot shows the 'Expense Claim' assignment view. The title bar reads 'Expense Approval Process - Approve Claim'. The form contains the following details:

Expense Claim Details

Ref: REF-000016

Title:

Submitted By:

Note: The title should appear in this format, example, Jan 06

Expenses Item(s)

Date	Category	Purpose	Amount
08/26/2015	Travel Allowance	Coach Service	\$ 8,000.00

Total Amount:

Figure 2: Assignment view

Once opened up, Joget will load the relevant form and form data for the user to complete the assignment.

Expense Approval Process - Approve Claim

Total Amount

Receipt

Approval

Status *

Approved ▼

Approver

Admin Admin

Approver Comments

Save As Draft

Complete

Figure 3: Assignment view action buttons

User will have the options to either **Save as Draft** so that the user can continue to attend to the assignment with form filled up partially or to **Complete** the assignment with the form data validated and move on.