



# Workflow Anywhere

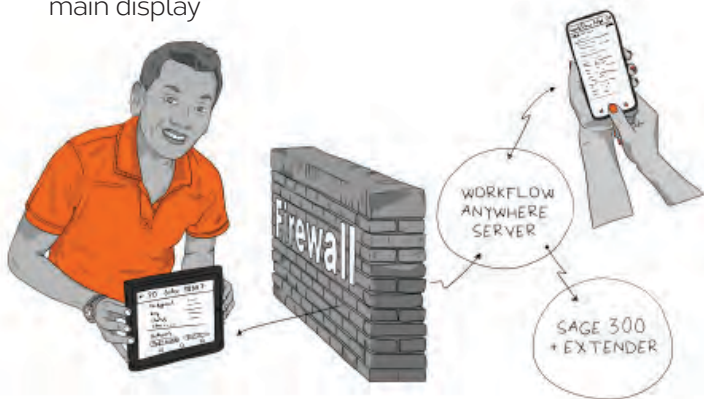
## “An Extender Workflow Console for your mobile device”

### Using the App

Install from your device’s App Store  
(Google Play, Apple Store, Microsoft Store).



- Open the App, log in to Sage 300 using your saved credentials, select your Company
- View a list of all open Workflow tasks assigned to you (or a group you are in)
- Select a task to display more detail
- Action the task, as configured (e.g. Enter a value and/or comment, Approve or Reject)
- Your responses are reflected in Sage 300, in real time
- See a refreshed task list each time you return to the main display



### Use it locally or remotely

- Connect directly to your local server if using the App in the office
- Alternatively, configure a secure firewall port for access from anywhere

### Minimum Requirements

Each Workflow Anywhere user requires both a named Extender Workflow User licence and a named Workflow Anywhere App User licence.

Workflow Anywhere works in conjunction with the Workflow capability provided by Orchid Extender (all editions), which in turn requires Sage 300 to be installed. Features relate to the latest supported version. The Workflow Anywhere App was developed for Orchid Systems by AutoSimply Ltd.

### What is it?

Workflow Anywhere is a made-for-mobile version of Orchid’s Extender Workflow Console. It provides a versatile alternative for monitoring and actioning your workflow tasks in Sage 300.



### Made for mobile

Designed specifically for smartphones or tablets, Workflow Anywhere presents a streamlined, personalized, at-a-glance alternative to the classic version of the Extender Workflow Console.



### More information

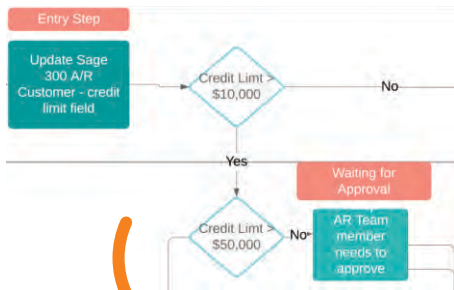
Further information about Workflow Anywhere, including videos, is available from Orchid’s Website: [www.orchid.systems/products/extender/workflow-anywhere](http://www.orchid.systems/products/extender/workflow-anywhere).



“Streamline approvals and other business processes in Sage 300 to improve compliance, accountability, and transparency”

## How does it work?

1. Start by designing a workflow using your preferred process charting tool.
2. Create a Workflow Template, comprising a set of steps, and attach it to a Sage 300 view.
3. Configure the workflow to be automatically triggered or started manually.
4. Define the value-dependent Workflow Actions to execute at each step.
5. Use the Workflow Console (or screen icons) to monitor, examine and progress Workflow Instances.



## What do you need?

**Extender Configurator** includes both the workflow tools and a set of pre-defined Workflow Actions. These can be used to configure workflows for common business processes (e.g. approvals and notifications) with no coding required.

You can build on this by using other Orchid products:

- **Extender Developer** lets you introduce Custom Actions constrained only by your imagination and Python coding skills.
- **Remote Action Service** lets you progress a Workflow action from any internet-connected device, without needing to log in to Sage 300. All you need is access to email and a browser.
- **Workflow Anywhere** provides a made-for-mobile App version of the Workflow Console, allowing you to both monitor and progress your Workflow Actions, in Sage 300, from your mobile device.

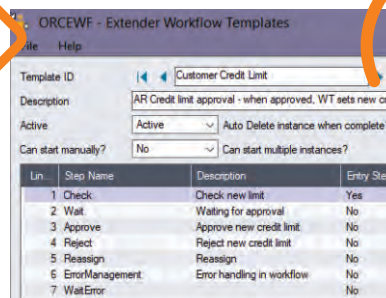
Step Actions - Executed when a workflow enters this step

Lin...	Action #	Action Name	Field
1	10	SetDnlDown	{CUSTOMER}
2	20	SetDescription	{NAMECUST} + {IDGRP}
3	30	SetValue	{ARUSERLMT}
4	40	SetValue	{ARMGRMLT}
5	50	IFWorkflowExists	
6	60	Evaluate	{AMTCRLMT}
7	70	Evaluate	{AMTCRLMT}
8	80	AssignUser	{ARUSERAPPROV}

ORCEWF - Extender Workflow Console

Template ID	Started On	Started At	Started By	Assigned To	View ID	Record Key	Desc
GL Activate Account	1/12/2020	15:17:36	SUSAN	ACCOUNTS	GL0001	10071	GL L...
AP Invoice Batch Post	1/12/2020	15:18:24	SUSAN	ACCOUNTS	AP0020	85	85 0...
AP Invoice Batch Post	1/12/2020	15:21:00	SUSAN	ACCOUNTS	AP0020	79	79 0...
AP Vendor Approval	1/12/2020	15:22:33	SUSAN	ACCOUNTS	AP0015	1201	Check
AP Vendor Approval	1/12/2020	15:23:00	SUSAN	ACCOUNTS	AP0015	1204	Check
PO APPROVALS PO Requestion	1/12/2020	15:25:44	SUSAN	ANNE	PO0760	PO000000012	Requ...
PO APPROVALS PurchaseOrder	1/12/2020	15:26:57	SUSAN	ANNE	PO0620	PO000000067	PO C...
Sales Order Approval	1/12/2020	15:30:58	SUSAN	SALESMGR	OE0520	ORD00000000114	DEB...
Create EFT File Approval	1/12/2020	15:32:36	SUSAN	ACCOUNTS	AP0030	PY.1	Deal
Create EFT File Approval	1/12/2020	15:32:36	SUSAN	ACCOUNTS	AP0030	PY.1	Deal
Sales Order Approval	1/12/2020	15:35:23	SUSAN	SALESMGR	OE0520	ORD00000000115	DEB...
EFT Order Change	1/12/2020	15:37:31	SUSAN	ACCOUNTS	EL0068		SUS...
Create EFT File Approval	1/12/2020	15:37:31	SUSAN	ACCOUNTS	AP0030	PY.2	Deal
Customer Credit Limit	1/12/2020	15:39:38	SUSAN	ARAPPROVER	AR0024	1200	IM R...
Customer Credit Limit	1/12/2020	15:39:51	SUSAN	ARAPPROVER	AR0024	1210	ACM...
Customer CR Hold Approval	1/12/2020	15:40:12	SUSAN	ARAPPROVER	AR0024	1100	Base
BMA Approval	2/12/2021	14:01:12	ANNE	ANNE	RA0001	REP0000000000001	CRB...

- Design your business process
- Configure your Workflow Steps
- Assign Workflow Actions to each Step
- Monitor & manage with the Workflow Console



## More information

Further information about Extender Workflow, including videos, is available from Orchid's Website: [www.orchid.systems/solutions/workflow](http://www.orchid.systems/solutions/workflow).

## Minimum Requirements

Extender Workflow is included with Orchid Extender (Configurator or Developer). Extender requires Sage 300 System Manager, and operates with 3rd Party modules written in the Sage 300 SDK. Python is installed as part of Extender. Workflow User licences are required to access Extender Workflow functionality. Features relate to the latest supported version.

## Contact your Sage Software Solution Provider

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