AUDIT Readiness Sites Lists Workflows Documentation

Date of Last Update: 8/27/2013 5:29 PM Updated by: Tom Ingram

Contents

URL / Link to Affected Site: http://law/AUDIT

Open Issues, Hot Items:

1. Clean up, rename as needed and save site as template for reuse
2. HOT ITEMS BELOW IN RED
3. LOWER PRIORITY OPEN/PENDING ITEMS BELOW IN YELLOW
4. Items to Improve on Next Project Using this as a Baseline:
    4.1. Consolidate Modules and AUDIT ModuleResponseTasks to a single list IF AT ALL POSSIBLE.
    4.2. Permissions can be better handled with SharePoint groups and "ViewEditMyStuffOnly" custom permissions. This version handles with some hard coding and some workflows
    4.3. Replace the folder structure for supporting documents with a single document library. AUDIT Admin uploads the document, copies and pastes the link for the document into the task. (The current design is too error prone and too much work).

Project Description:

AUDIT (Consumer Finance Protection Bureau) Readiness is based on 9 SharePoint Lists that duplicate the "Module" Structure of requests for information made by AUDIT. Set up site, lists, libraries, permissions and workflows as needed to complete the tasks associated with complying with these requests

One Page Outcomes Description Chart:

See Attached

Details on Critical Outcomes

Item	Priority	Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

List or Library Summary Documentation

Name	Site	Purpose, Description
Modules	AUDIT Readiness	AUDIT Module Task List
AUDIT Readiness Documents	AUDIT Readiness	Supporting Document Library for AUDIT Readiness Project
AUDIT ModulesTaskResponse Tasks	AUDIT Readiness	Used to track & update AUDIT Module Task responses.
WF_UpdateItemPermissions Tasks	AUDIT Readiness	UNUSED, REMOVE???
AUDIT_ResponseStartReview Tasks	AUDIT Readiness	UNUSED, REMOED

Forms

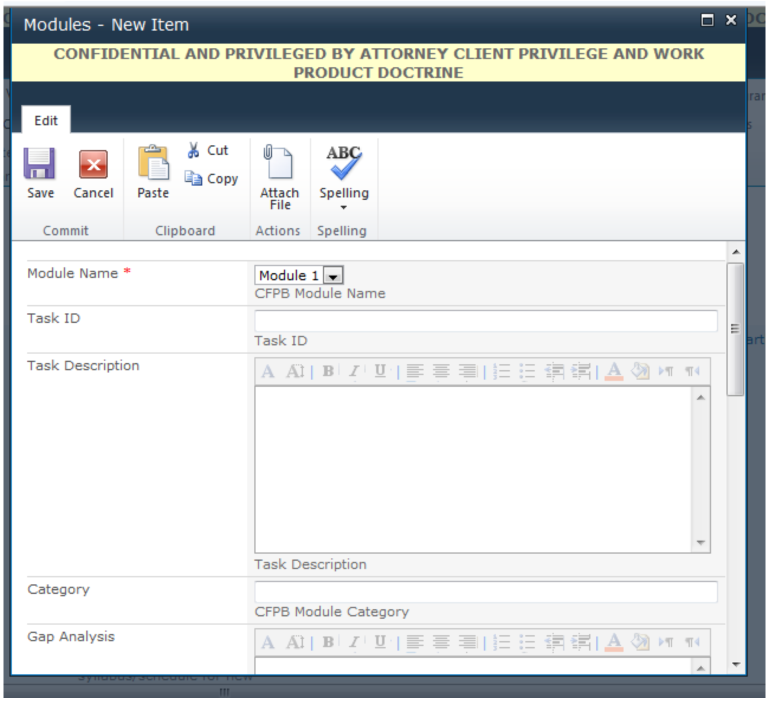
SPF1 New Item, Edit, Display

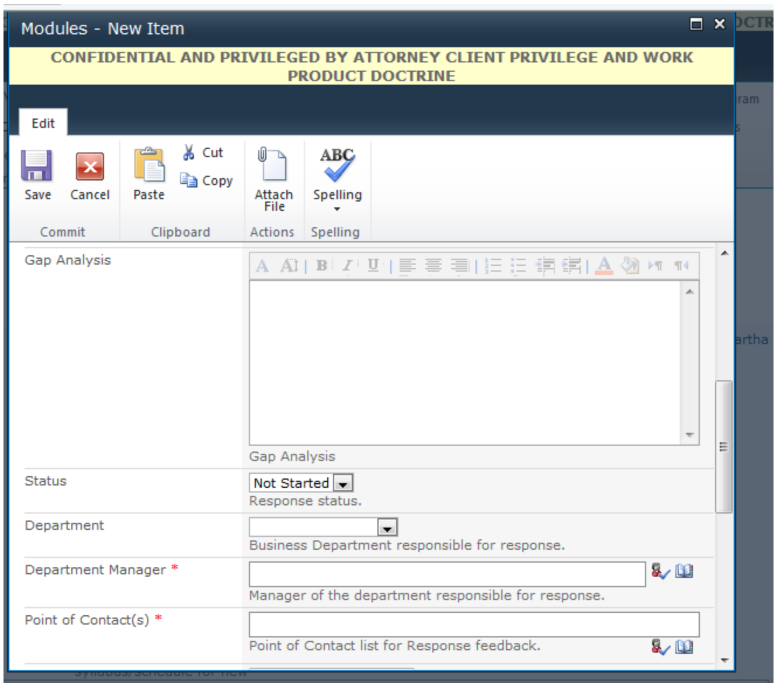
List Where Form Resides: Modules

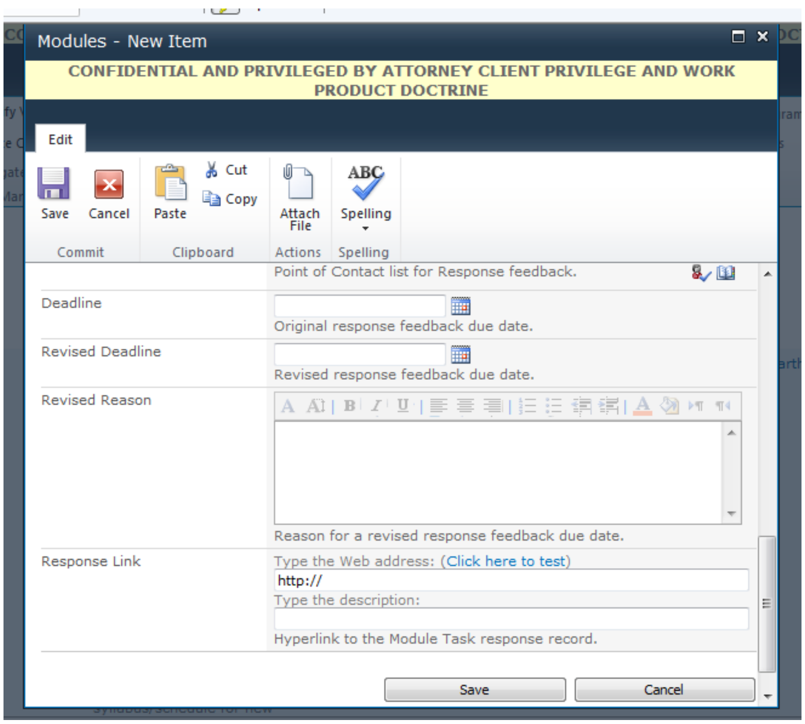
Form Name(s): New Item, Edit, Display

Form Source, Comments: Native, Default SharePoint forms

Workflow, Advanced Functions Embedded in the Form: None




Modules - New Item
CONFIDENTIAL AND PRIVILEGED BY ATTORNEY CLIENT PRIVILEGE AND WORK PRODUCT DOCTRINE
Edit
Save
Cancel
Paste
Cut
Copy
Attach File
Spelling
Commit
Clipboard
Actions
Spelling
Gap Analysis
Gap Analysis
Status
Not Started
Response status.
Department
Business Department responsible for response.
Department Manager *
Manager of the department responsible for response.
Point of Contact(s) *
Point of Contact list for Response feedback.


Modules - New Item
CONFIDENTIAL AND PRIVILEGED BY ATTORNEY CLIENT PRIVILEGE AND WORK PRODUCT DOCTRINE
Edit
Save
Cancel
Paste
Cut
Copy
Attach File
Spelling
Commit
Clipboard
Actions
Spelling
Point of Contact list for Response feedback.
Deadline
Original response feedback due date.
Revised Deadline
Revised response feedback due date.
Revised Reason
Reason for a revised response feedback due date.
Response Link
Type the Web address: (Click here to test)
http://
Type the description:
Hyperlink to the Module Task response record.
Save
Cancel

IPF1 Module Task Response

List Where Form Resides: AUDIT ModuleResponseTasks

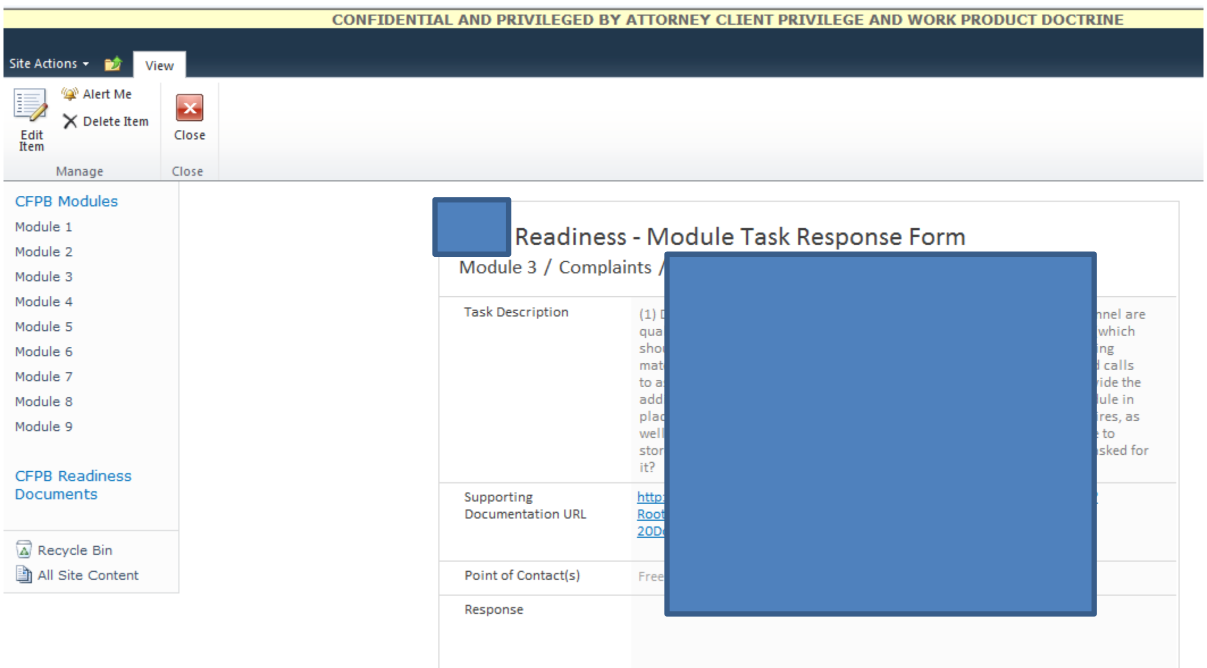
Form Name(s): Module Task Response

Form Source, Comments: This is an InfoPath form that serves as Display, Edit and New Item form for the List. It was created (and can be edited) from within Designer by clicking on Design Forms with InfoPath button.

NOTE: The SYSTEM name of this form is Task. Other forms have been created for the site but are not being used. Be sure you are editing the right one.

Workflow, Advanced Functions Embedded in the Form: Multiple. See below.

(This version of the form is called Item??? It is the default version which POC users see.)



CONFIDENTIAL AND PRIVILEGED BY ATTORNEY CLIENT PRIVILEGE AND WORK PRODUCT DOCTRINE

Site Actions View

Edit Item | Alert Me | Delete Item | Close

Manage | Close

Please [redacted] task
reques[redacted]

In add[redacted] with
your r[redacted] have
alread[redacted] sist you
in com[redacted] Ps
applic[redacted] quest. To
the ext[redacted]
additio[redacted] all
inform[redacted] rior to a
CFPB e[redacted]

Action Taken

The inf[redacted] ooking
for wh[redacted]
descri[redacted]
respon[redacted] a gap in
our P&[redacted] equest
and/or[redacted] P&P
update[redacted]

Gap Identification

In connection with your response to th[redacted]
identify any gaps (e.g., in our P&Ps or [redacted]
what the CFPB will be looking for durin[redacted]

Status

In Review

Attachments

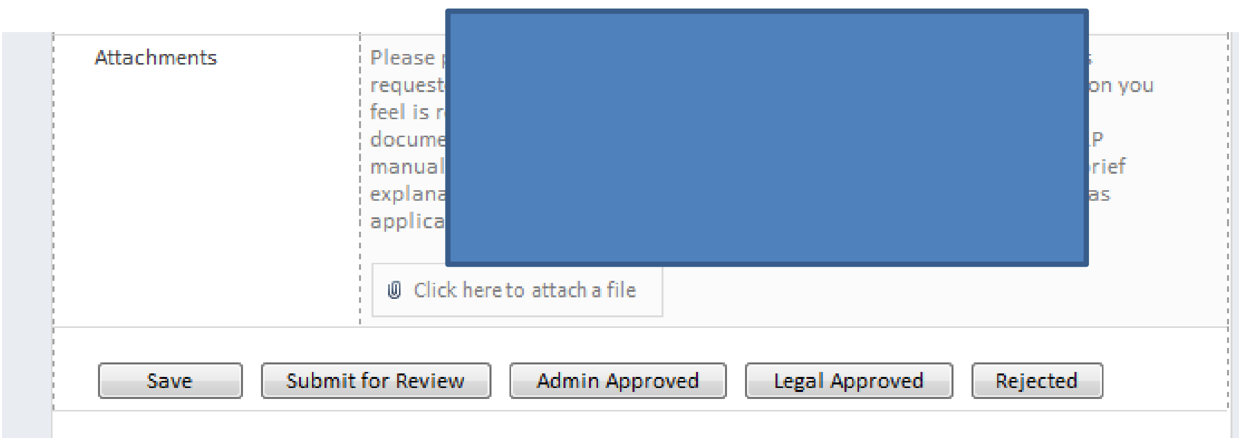
Please provide any documents, such as [redacted]
requested in the information and task [redacted]
feel is relevant to your response. Pleas[redacted]
documentation to review, so, for examp[redacted]
manuals. We need brief explanations [redacted]
explanations of other processes we employ that are not in written form (as
applicable to the information and task request).

Click here to attach a file

Save | Submit for Review

(the Legal version of the form is the same except for the addition of buttons)

(the Admin version of the form is the same but adds one additional button.)



Button functions:

Admin Approved

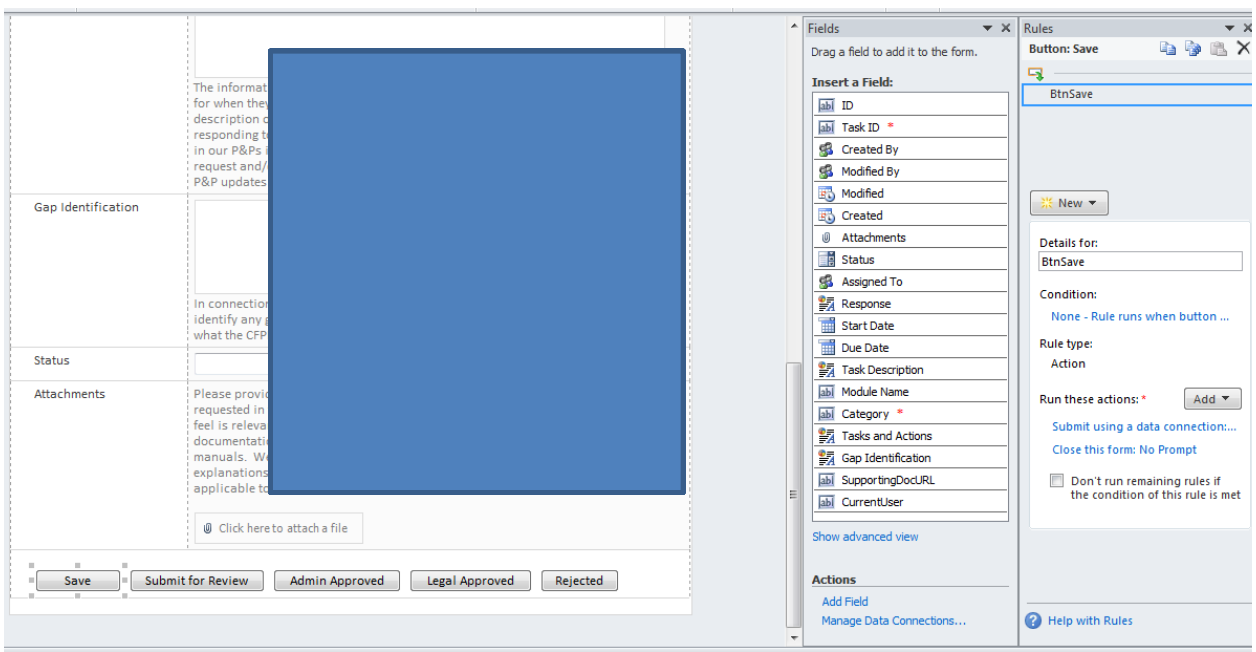
Changes Submit for Review status to Admin Approved, assigns task to CFPS Legal for approval.

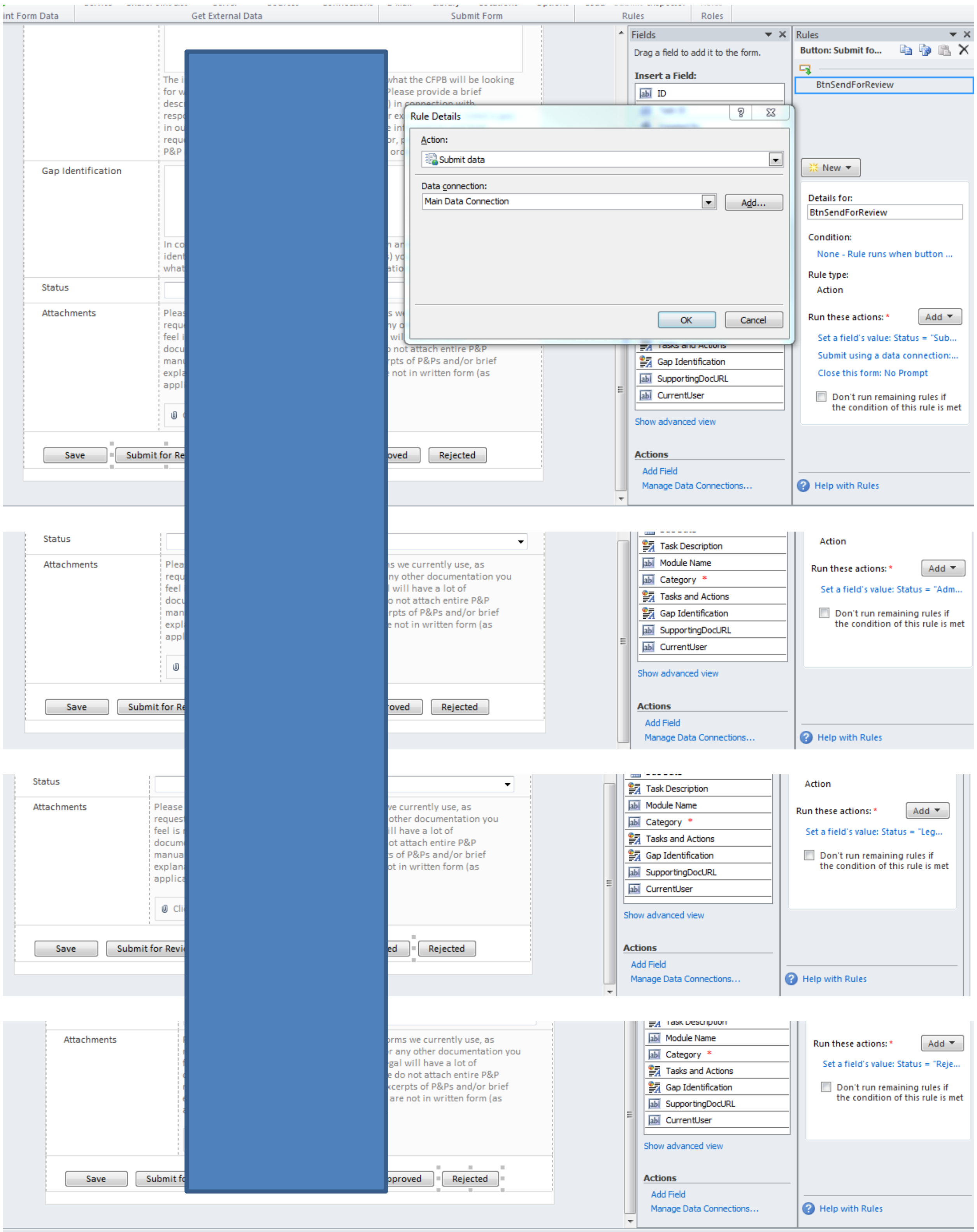
Legal Approved

Changes status to Legal Approved. This completes the task.

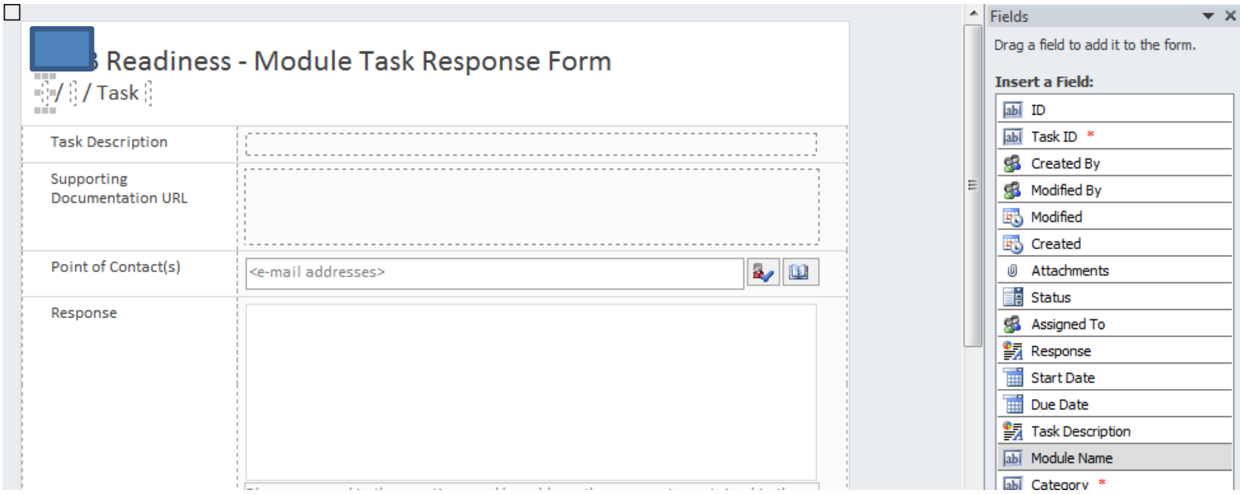
Rejected

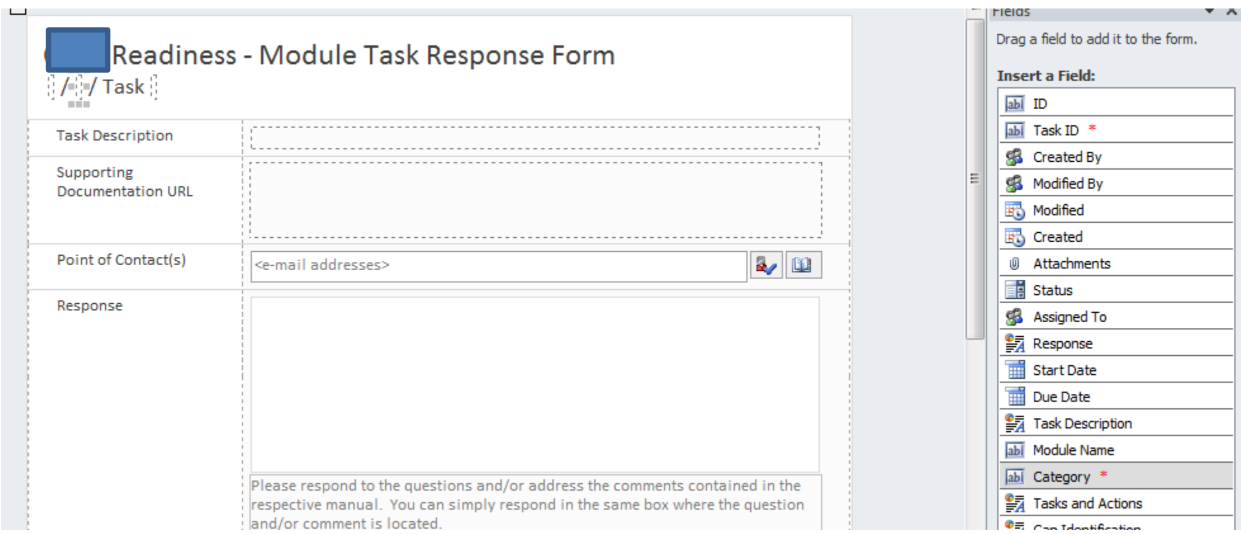
Reassigns the task to POC for further information, repeating original workflow

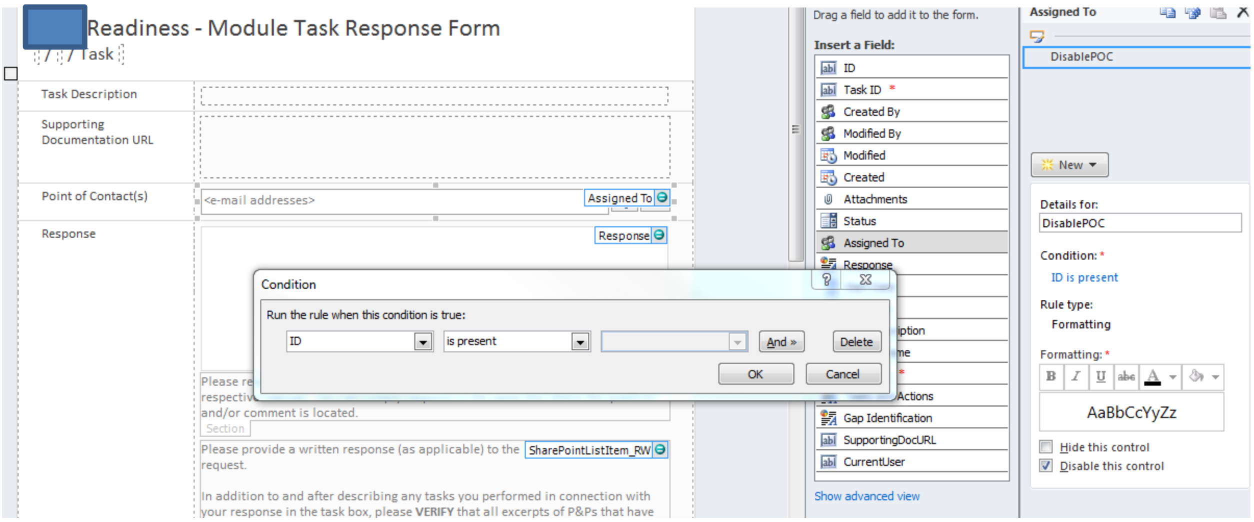



Get External Data
Submit Form
Rules
Fields
Drag a field to add it to the form.
Insert a Field:
ID
Rule Details
Action:
Submit data
Data connection:
Main Data Connection
Add...
OK
Cancel
Gap Identification
Status
Attachments
Save
Submit for Re
Rejected
Button: Submit fo...
BtnSendForReview
New
Details for:
BtnSendForReview
Condition:
None - Rule runs when button ...
Rule type:
Action
Run these actions: *
Add
Set a field's value: Status = "Sub...
Submit using a data connection:...
Close this form: No Prompt
Don't run remaining rules if the condition of this rule is met
Gap Identification
SupportingDocURL
CurrentUser
Show advanced view
Actions
Add Field
Manage Data Connections...
Help with Rules
Task Description
Module Name
Category
Tasks and Actions
Set a field's value: Status = "Adm...
Set a field's value: Status = "Leg...
Set a field's value: Status = "Reje...
Approved
Rejected

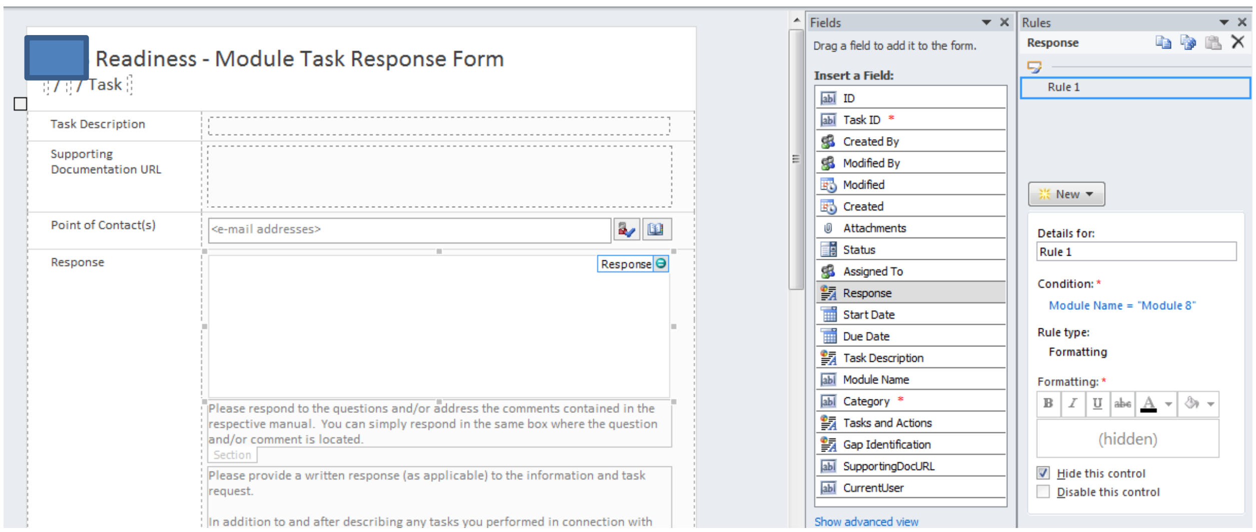
Additional Form / Field Functions



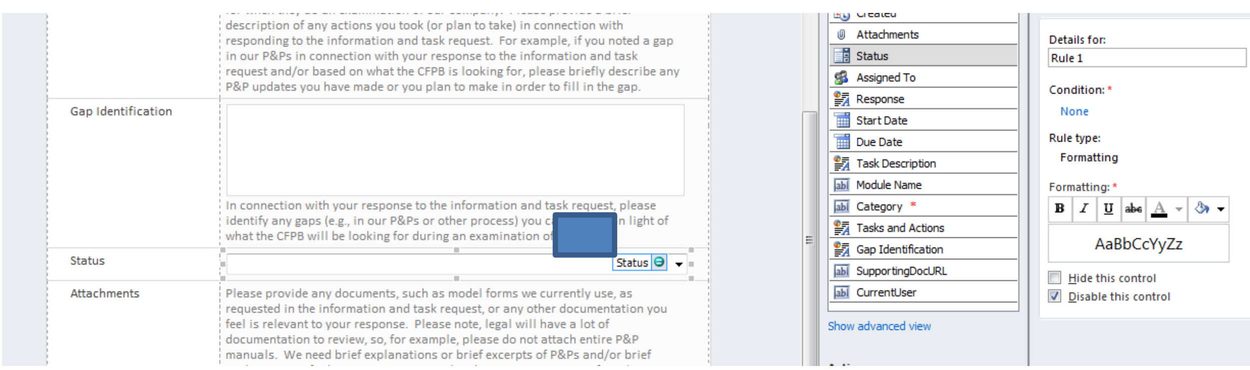




The following item hides the Response field if Module 8

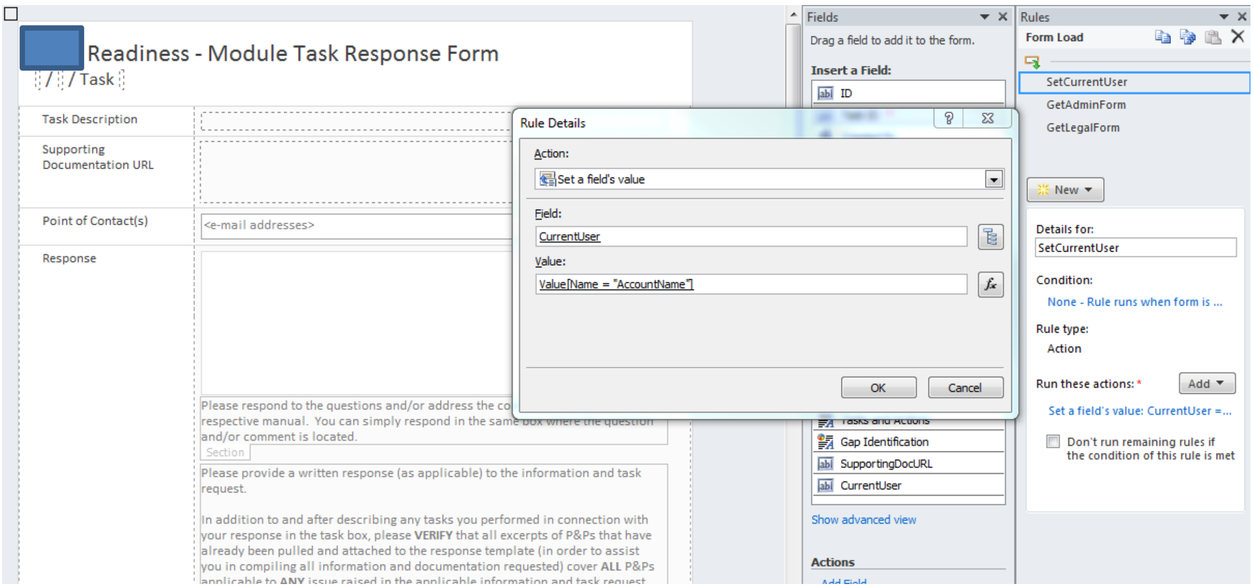


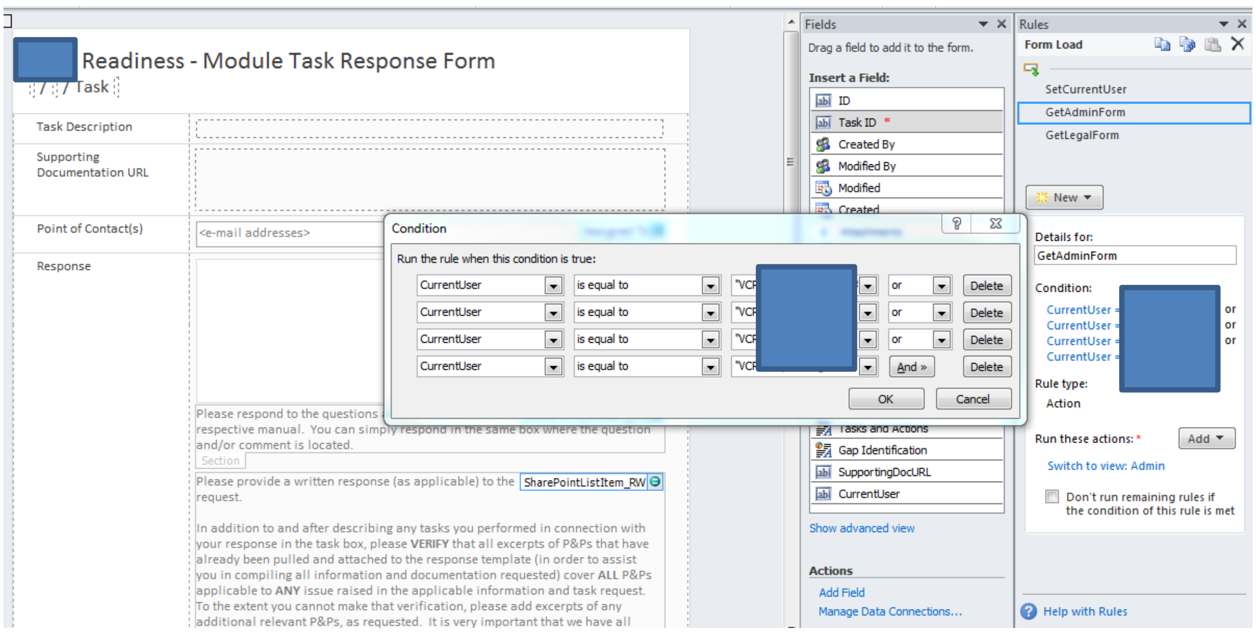
The Status field is disabled for normal POC users to prevent them from changing status.

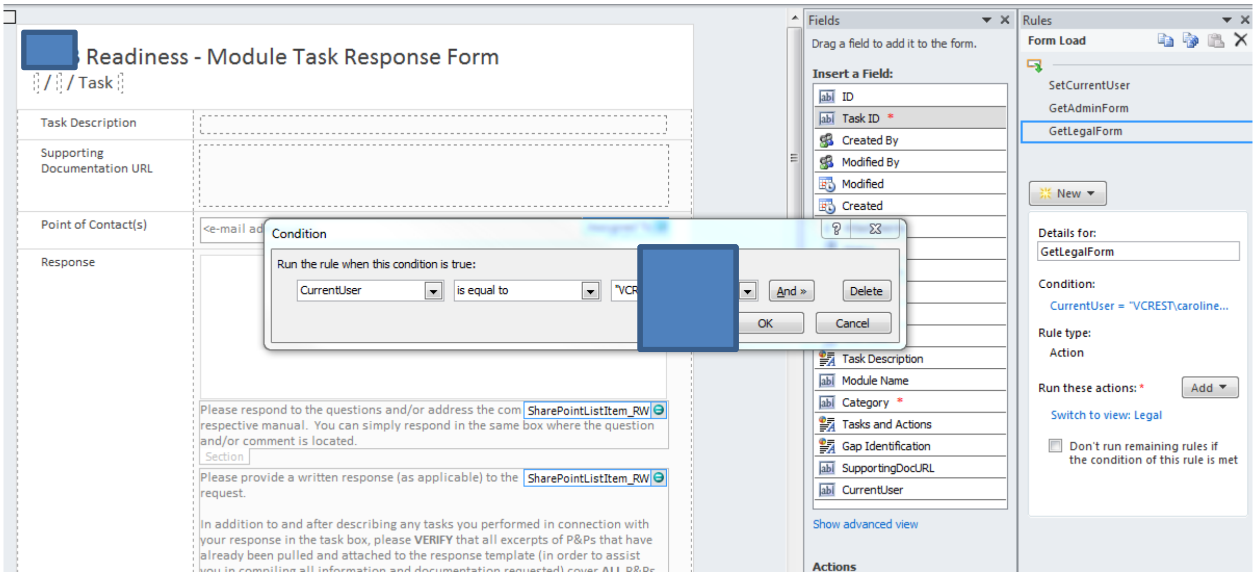


How Permissions are Controlled for Access to Buttons:

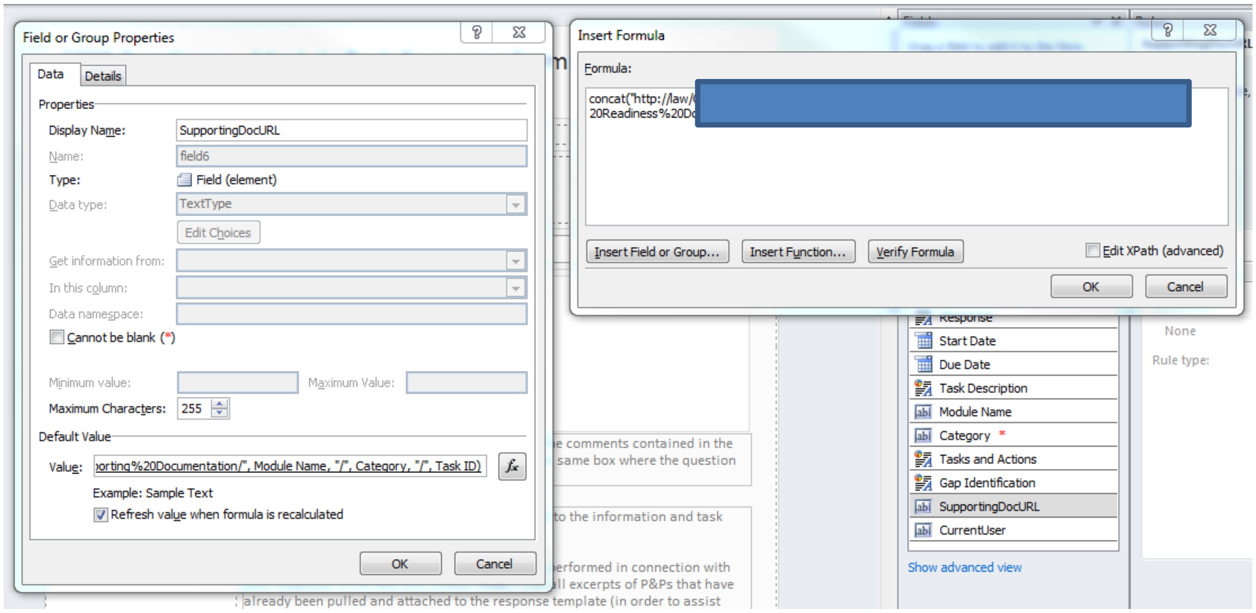
The logic to set the Current User, if a POC, present the basic Item form with no buttons. If the user is a AUDIT Admin or Legal team member, display the appropriate form with buttons.






Readiness - Module Task Response Form
/ / Task
Task Description
Supporting Documentation URL
Point of Contact(s)
Response
Condition
Run the rule when this condition is true:
CurrentUser
is equal to
And »
Delete
OK
Cancel
Please respond to the questions and/or address the com
respective manual. You can simply respond in the same box where the question and/or comment is located.
SharePointListItem_RW
Please provide a written response (as applicable) to the request.
In addition to and after describing any tasks you performed in connection with your response in the task box, please VERIFY that all excerpts of P&Ps that have already been pulled and attached to the response template (in order to assist
Fields
Drag a field to add it to the form.
Insert a Field:
ID
Task ID
Created By
Modified By
Modified
Created
Task Description
Module Name
Category
Tasks and Actions
Gap Identification
SupportingDocURL
CurrentUser
Show advanced view
Actions
Rules
Form Load
SetCurrentUser
GetAdminForm
GetLegalForm
New
Details for:
GetLegalForm
Condition:
CurrentUser = "VCREST\caroline...
Rule type:
Action
Run these actions:
Add
Switch to view: Legal
Don't run remaining rules if the condition of this rule is met

SupportingDocURL Field: Right click on this field to show settings for how the supporting document URD is created.



Workflow Status, Status Change Table

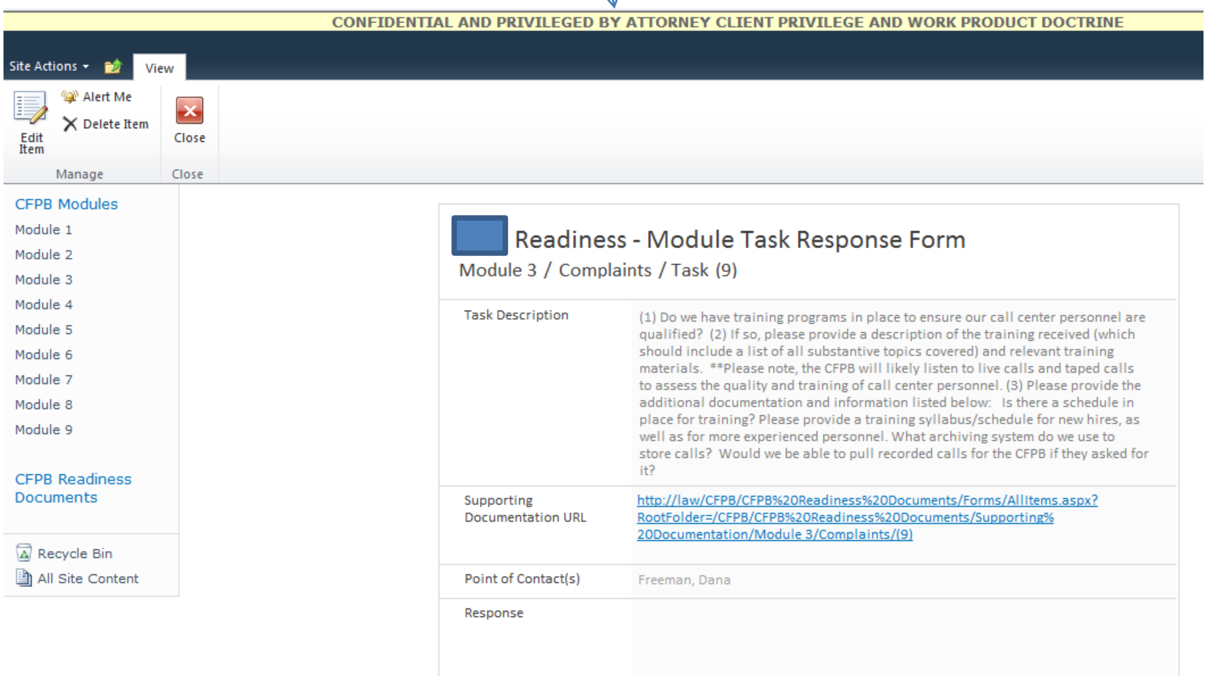
The following table describes the Status field choices (which must be kept consistent across all lists, workflows and forms)

Status Field Choices	Description, Who Changes When
Not Started	Default setting when item created
In Process (or In Progress???)	Set by workflow when task is assigned to POC
Submitted for Review	Set by workflow when POC completes an item for AUDIT Team review
Rejected	Set by workflow (button) when either Admin or Legal member of AUDIT Team rejects the submission. Workflow reassigns task to POC.
Admin Approved	Set by workflow (button) when Admin in AUDIT Team approves the submission. Workflow assigns task to BOB for Legal Approval
Legal Approved	Set by workflow (button) when BOB accepts the submission. Workflow is completed.
At Risk	Set manually by Admin in AUDIT Team as needed.

Archival, Document Retention, Deletion Requirements

Any Special Items, Customization

The master page for http://law/AUDIT has been customized by Brian Schmidt to provide the following legal language at the top of each form seen by users:



Workflow Summary Documentation

NOTE: Summary documentation for workflows is included in the pages of the Swim Lane drawing for this project which can be found at http://it/SP_Admin/Lists/SP_Lists/AllItems.aspx

Detailed documentation of the workflows is located in Appendix 1 of this document.

Swim Lane Chart Showing Overall Workflow Function

See embedded / attached drawing.

Use / Test Cases / Test Script

Step	Description	Expected Result, Notes, Supporting info	Test Script (IMPORTANT: Run the first test as users with full control permissions, but MAKE SURE to test again with live users to confirm permissions correct).
Use / Test Case 1: Task Preparation, Setup **User Performing Steps: AUDIT Team** **Permissions: Owner to Entire System (Read, Write, Create, Delete All)**			
A	User Groups and Permissions Set Up		1. (Though not used in this case, most of the time Users and Owners will added to separate groups to handle permissions.)
B	Enter AUDIT task data into list	(Not covered in detail – work is already done) http://law/AUDIT/Lists/Modules/Module1.aspx	2. (In Modules) Create new test task, enter multiple test users for POC(s) and one test user for department manager. 3. Set initial status to Not Started
C	Create sub folder in this document library so user is able to refer to reference documents. MUST MATCH the module number and category name.	Upload reference document. IF NOT DONE CORRECTLY, user will click on link sent in email and will not get access to the reference documents. http://law/AUDIT/AUDIT%20Readiness%20Documents/Forms/AllItems.aspx?RootFolder=%2FAUDIT%2FAUDIT%20Readiness%20Documents%2FSupporting%20Documentation&FolderCTID=0x012000684C442B7856144F83B6F40D998C8F86&View={804C65B6-806B-4CB4-882B-AAF3E74C60CE}	4. (In AUDIT Readiness Documents) Create folders and subfolders if needed then upload supporting document. 5. Remember to create sub-folders by module, by category, by Task ID
Use / Test Case 2: Initial Task Assignment and Notification to POC(s) and Department Managers **User Performing Steps: AUDIT Team** **User Permissions: Owner to Entire System (Read, Write, Create, Delete All)**			

A	Start workflow to notify POC(s) and Department Managers that a task is assigned.	POC(s) and Department Managers are notified by email that a task is assigned. http://law/AUDIT/Lists/Modules/Module1.aspx	1. (In Modules) Scroll to desired task, click Task ID, click Workflows, click on workflow WF AUDIT ModulesTask Response , click Start 2. POC(s) and Department Managers and department manager receive email requesting action, status is changed to In Process.
B	If deadline not met, reminder sent to POC(s) and Department Managers, copy sent to AUDIT team		3. (In Modules) Set deadline for test task so it is past due. Confirm notice emails sent
Use / Test Case 3: POC(s) and Department Managers Enter Information, Save, Complete Task, Enter Requested Changes **User Performing Steps: POC(s) and Department Managers** **User Permissions: Read, Write Only Items Assigned to Them**			
A	Click RESPONSE LINK in email to view item assigned. Click edit icon to enter response, click save to save any inputs. To return to saved work, click RESPONSE LINK in the original email.	Workflow sends daily reminder to POC(s) and Department Managers until task is completed???	1. (In Modules) As POC test user, click RESPONSE LINK, enter changes to test task, save, close, reopen, confirm changes saved. 2. Click link for supporting documents, confirm can open read only. 3. Add an attachment, save, reopen, delete attachment, save.
B	When all items entered and finalized, click Submit for Review button to complete.	Workflow changes status in AUDIT Module Response Tasks to Submitted for Review, stops daily reminder emails to POC and sends email alert to AUDIT Team when task is completed Changed Response form to read only on status so POC NOT ABLE TO CHANGE STATUS. AUDIT team will change status	4. (In Modules) As POC test user, edit, click Submit for Review button. 5. Confirm that AUDIT team receives email notice, (Note: Department Manager does not receive email). 6. Click on Task ID, confirm response is valid, confirm status changed to Submitted for Review. (CHANGE NEEDED – STATUS CURRENTLY SHOWS AS In Review

		manually when needed.	7. ???Reminder emails for past due items TURNED OFF???
Use / Test Case 4: CFPM Team Reviews Response, Rejects and Requests Changes from POC **User Performing Steps: AUDIT Team** **User Permissions: Owner to Entire System (Read, Write, Create, Delete All)**			
A	Email is received showing task submitted for review. Clicks on item number or RESPONSE LINK to review / edit item. Enter requested changes	AUDIT Team may need to look up items Submitted for Review in the AUDIT Module Response Tasks list. AUDIT Team opens an item for review by clicking on the Task ID or RESPONSE LINK	1. (In Modules) Open test item by clicking item number or RESPONSE LINK, edit item, enter request for additional info at top of Response field, be clear who is making the request, save changes. Click Rejected Button. 2. Open test item, Confirm that status is changed to Rejected. Close item. 3. AUDIT Admin will receive an email showing rejection. 4. AUDIT Admin clicks on RESPONSE LINK to see who POC is, opens new email to POC, copies and pastes instructions to POC from Rejection email in new email, sends email to POC. 5. POC test user opens email, clicks on RESPONSE LINK, enters additional info, clicks Submit for Review.
Use / Test Case 4.5: CFPM Team Reviews Response, Approves, Forwards to Legal **User Performing Steps: AUDIT Team** **User Permissions: Owner to Entire System (Read, Write, Create, Delete All)**			
A	Email is received showing task submitted for review. Clicks on item number link to review / edit item.	AUDIT Team may need to look up items Submitted for Review in the AUDIT Module Response Tasks list. AUDIT Team opens an item for review by clicking on the Task ID.	1. (In Modules) Open test item, confirm acceptable, click Admin Approved button. 2. Confirm that email is sent to Legal test user showing Admin Approved, with RESPONSE LINK. 3. Confirm that Status is changed to Admin Approved
Use / Test Case 4.6: CFPM Team Legal Reviews Item, Rejects and Requests More Information or Approves (Completing the Task)			

User Performing Steps: AUDIT Team **User Permissions: Owner to Entire System (Read, Write, Create, Delete All)**			
A	Email is received by Legal showing task submitted for review. Clicks on item number or RESPONSE LINK to review / edit item.		1. (In Modules) Legal test user opens test item by clicking item number or RESPONSE LINK, edits item, enters request for additional info at top of Response field, be clear who is making the request, save changes. 2. Click Rejected Button. 3. Open test item, Confirm that status is changed to Rejected. Close item. 4. AUDIT admin receives copy of email rejecting item, follows steps in Use / Test Case 4 above.
Use / Test Case 5: CFPM Team Reassigns Task to Different POC(s) or Department Managers **User Performing Steps: AUDIT Team** **User Permissions: Owner to Entire System (Read, Write, Create, Delete All)**			
A	Change assigned to names in POC(s) or Department Managers fields as needed	Newly assigned POC(s) or Department Managers receive email notice, proceed as in Use / Test Case 3 above.	1. (In Modules) Test user opens item, changes department manager, saves item, scrolls to test item, click Task ID, click Workflows, click on workflow AUDIT_ModulesTask_Response , click Start. 2. Confirm that test department manager and POC(s) receive email assigning this task. 3. Repeat this test, changing POC contacts and confirming that that test department manager and POC(s) receive email assigning this task.
Use / Test Case 6: Misc. Functions **User Performing Steps: AUDIT Team** **User Permissions: Owner to Entire System (Read, Write, Create, Delete All)**			
A	To get version history for any item		1. (In Modules or AUDIT Module Response Tasks) In Datasheet view, right click on the desire row, Items, Version History.

			2. In Standard View, hover cursor over Task ID, click on small black arrowhead, click Versions History
B	Check status on all action items		3. (AUDIT Module Response Tasks) MUST go to this list to get current status. Use datasheet view (CAREFUL) to locate or change
C	Print single items		4. (AUDIT Module Response Tasks) Open item and print. Confirm legible on two pages.

NICE TO HAVE:

- Try to have workflow update status in both lists so execs can look in one place and not be confused. Be careful on how At Risk is handled.

Additional Detail Needed for Some Projects

Permissions and Groups

- Need to understand special requirements such as AUDIT’s need for multiple people to have permission to edit “own items only”

Email Distribution Groups

Metadata

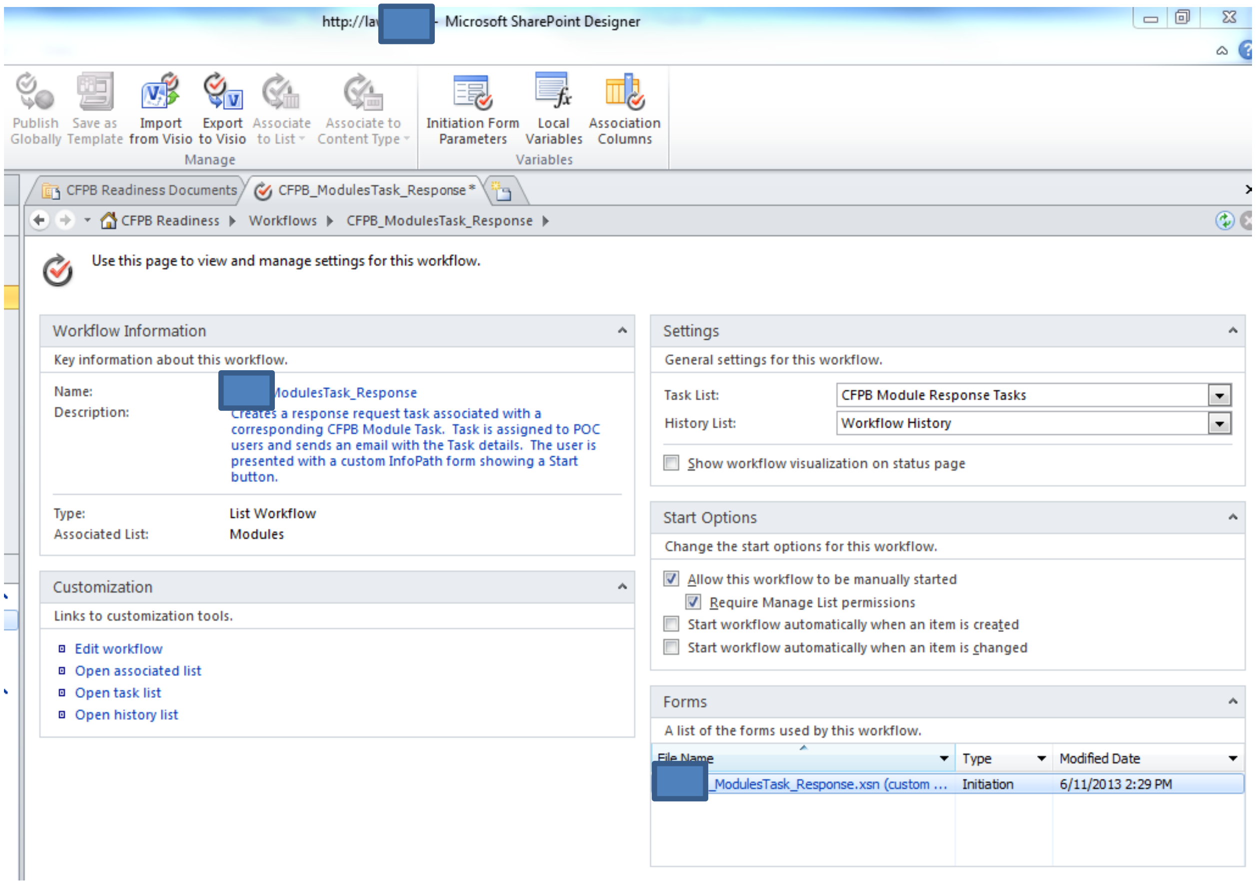
Search

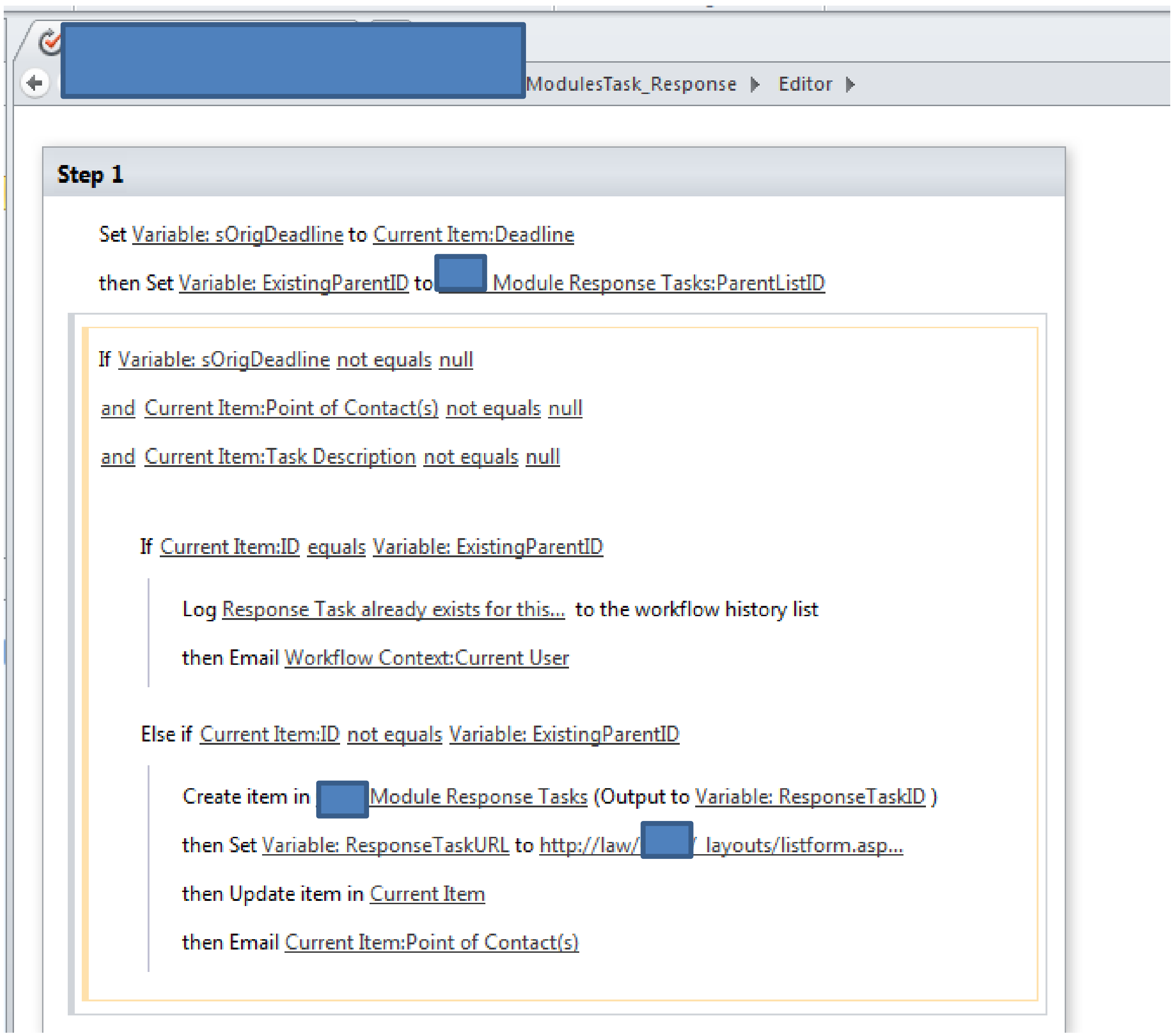
Content Types

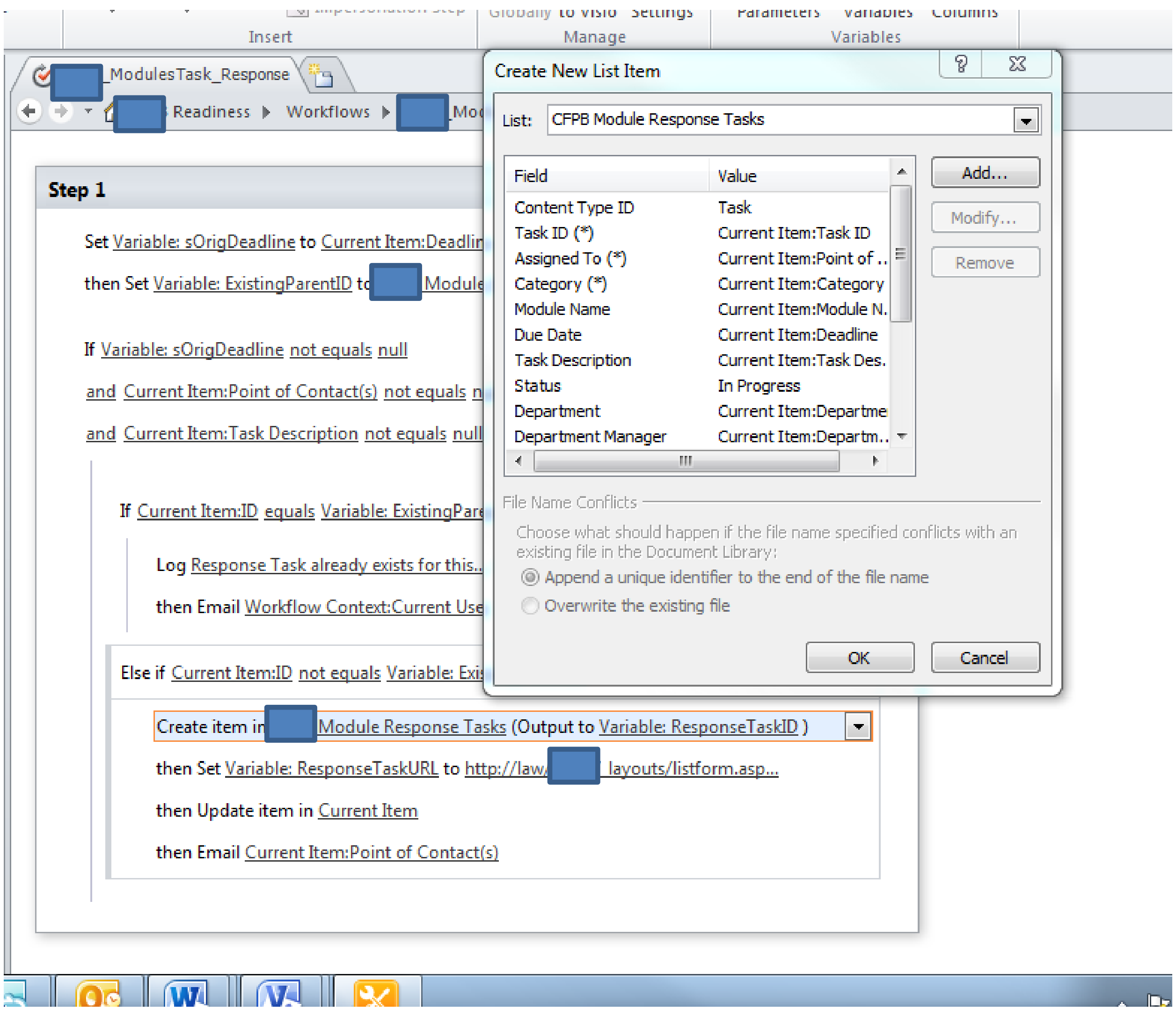
Sunsetting / Archival / Document Retention and Deletion

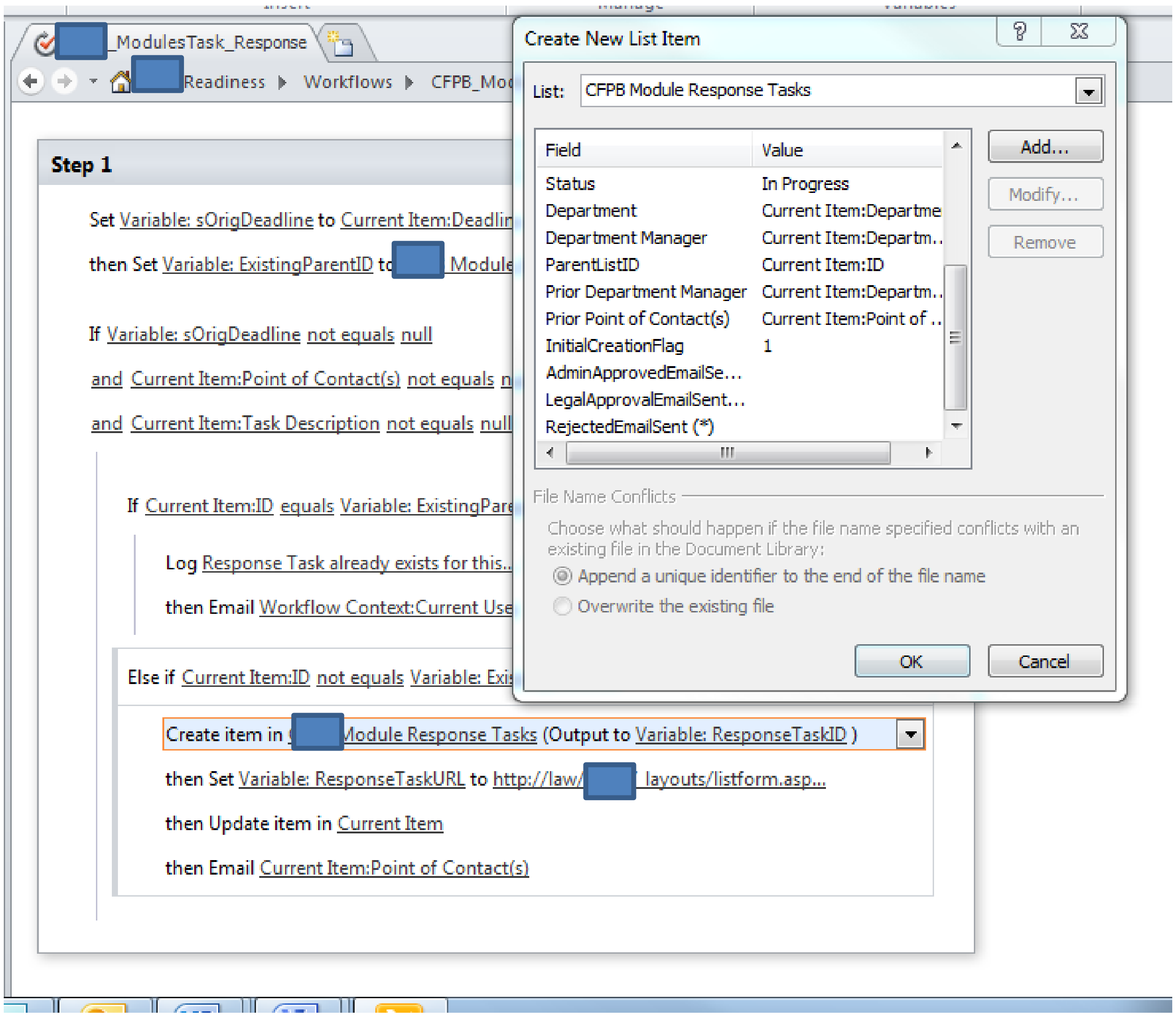
Appendix A: Detailed Workflow Documentation

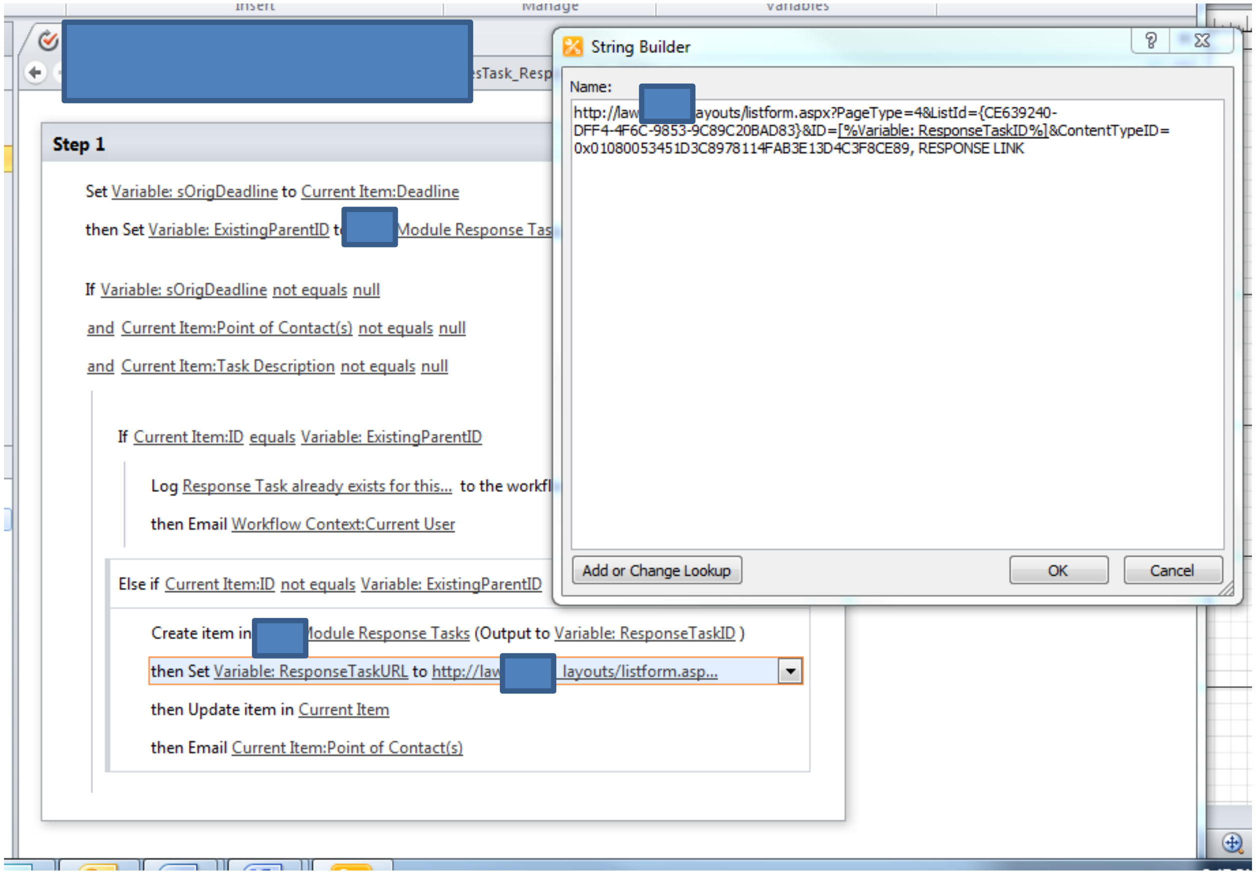
WF1 AUDIT Modules Task Response

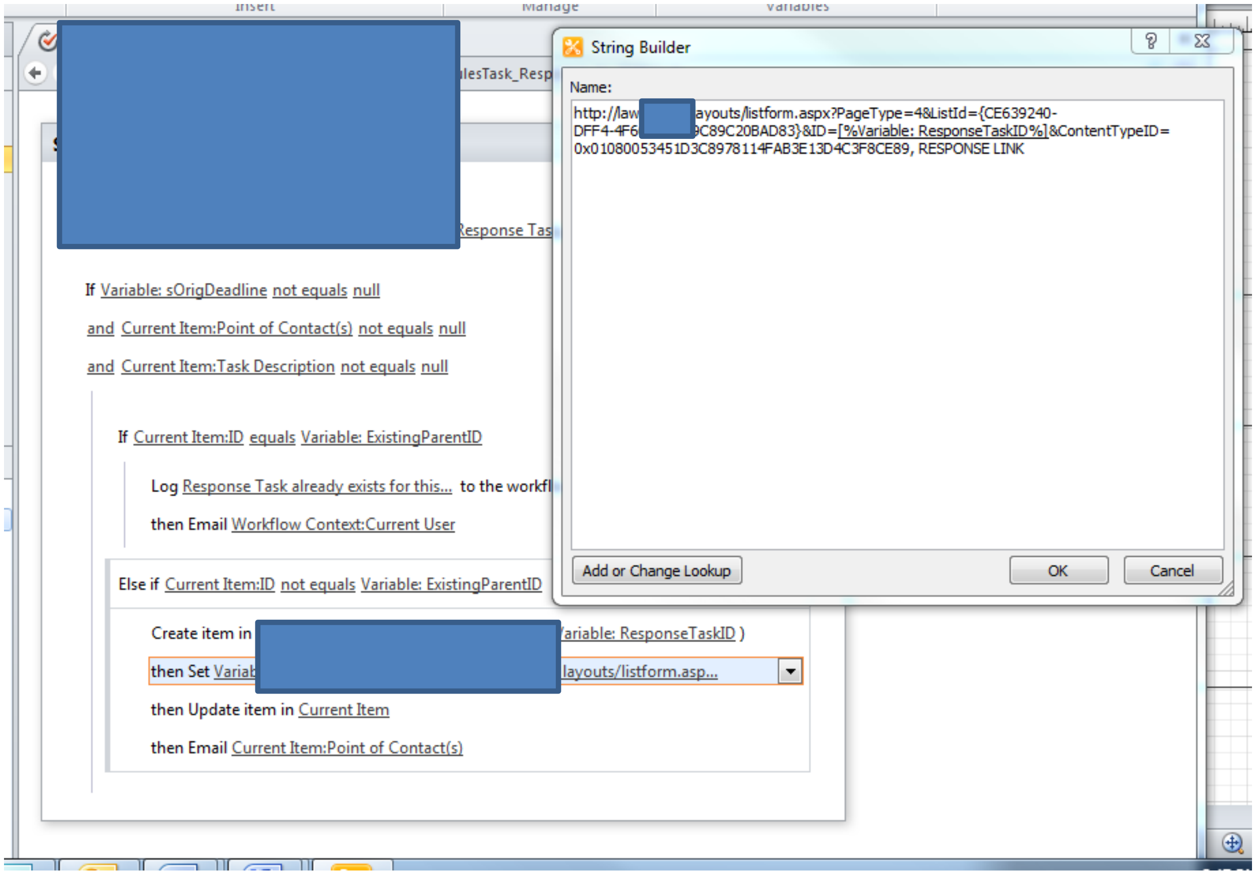


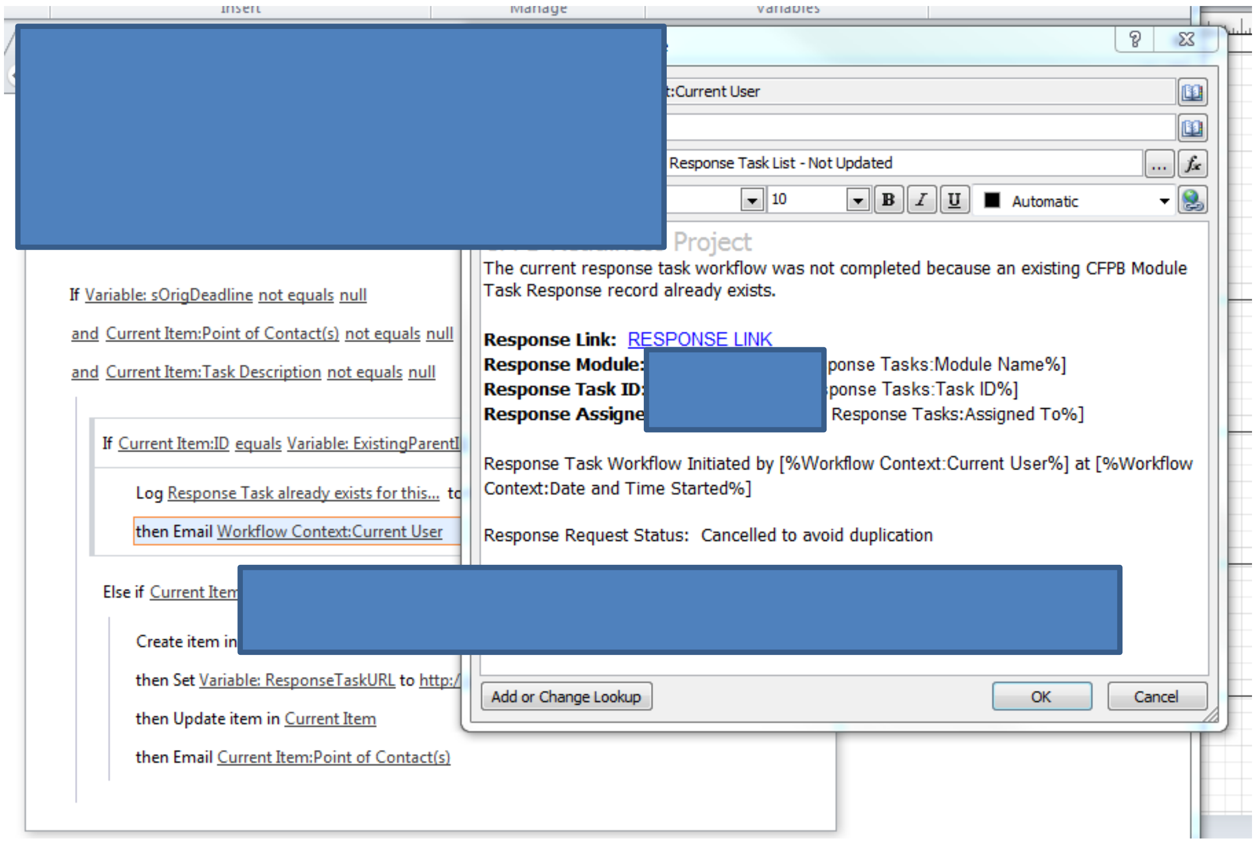

ModulesTask_Response ▸ Editor ▸
Step 1
Set Variable: sOrigDeadline to Current Item:Deadline
then Set Variable: ExistingParentID to Module Response Tasks:ParentListID
If Variable: sOrigDeadline not equals null
and Current Item:Point of Contact(s) not equals null
and Current Item:Task Description not equals null
If Current Item:ID equals Variable: ExistingParentID
Log Response Task already exists for this... to the workflow history list
then Email Workflow Context:Current User
Else if Current Item:ID not equals Variable: ExistingParentID
Create item in Module Response Tasks (Output to Variable: ResponseTaskID)
then Set Variable: ResponseTaskURL to http://law/ layouts/listform.asp...
then Update item in Current Item
then Email Current Item:Point of Contact(s)

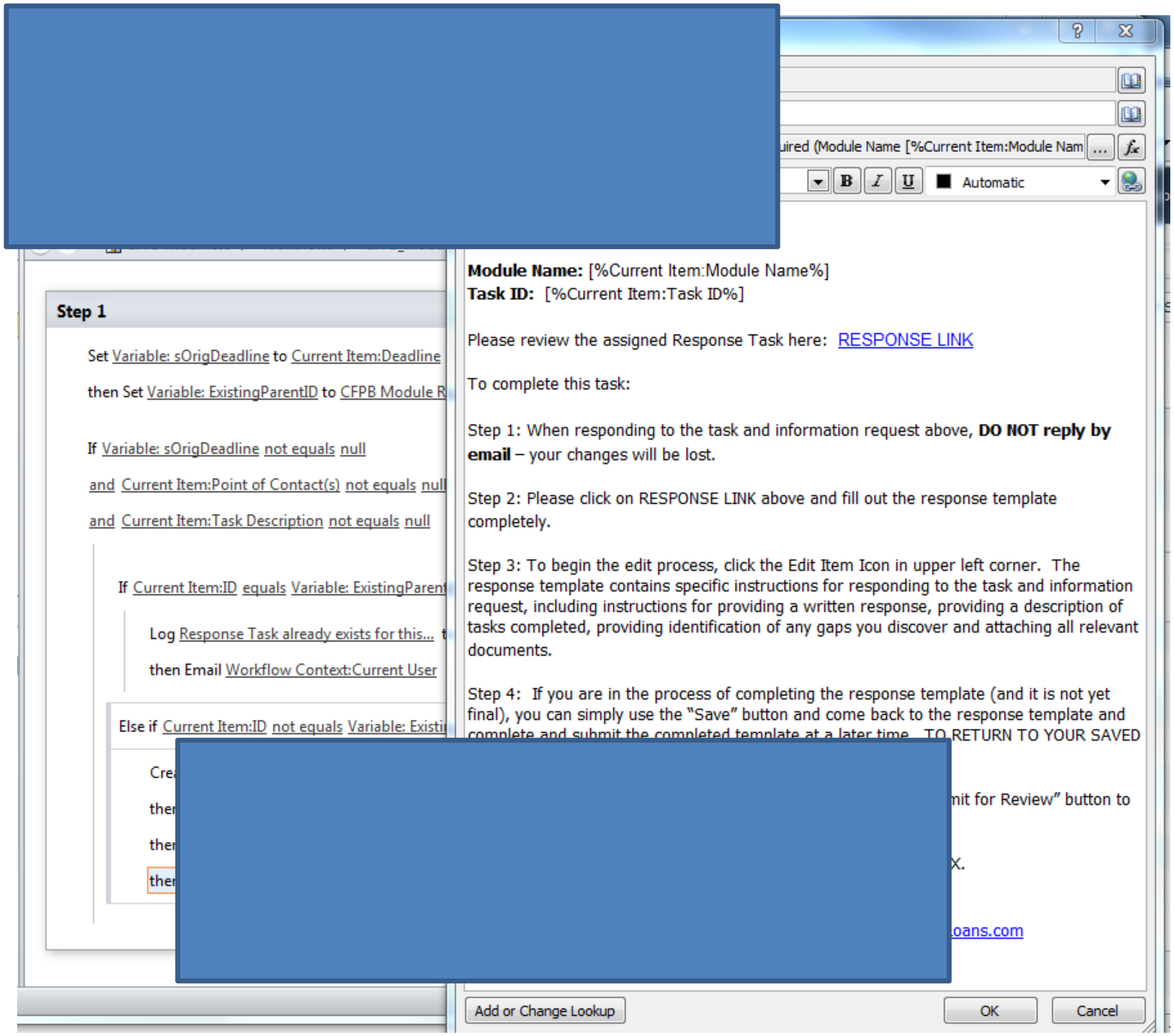

Insert
Manage
Variables
ModulesTask_Response
Readiness
Workflows
Step 1
Set Variable: sOrigDeadline to Current Item:Deadlin
then Set Variable: ExistingParentID to Module
If Variable: sOrigDeadline not equals null
and Current Item:Point of Contact(s) not equals n
and Current Item:Task Description not equals null
If Current Item:ID equals Variable: ExistingPare
Log Response Task already exists for this...
then Email Workflow Context:Current Use
Else if Current Item:ID not equals Variable: Exis
Create item in Module Response Tasks (Output to Variable: ResponseTaskID)
then Set Variable: ResponseTaskURL to http://law/ layouts/listform.asp...
then Update item in Current Item
then Email Current Item:Point of Contact(s)
Create New List Item
List: CFPB Module Response Tasks
Field
Value
Content Type ID
Task
Task ID (*)
Current Item:Task ID
Assigned To (*)
Current Item:Point of ...
Category (*)
Current Item:Category
Module Name
Current Item:Module N...
Due Date
Current Item:Deadline
Task Description
Current Item:Task Des...
Status
In Progress
Department
Current Item:Departme
Department Manager
Current Item:Departm...
Add...
Modify...
Remove
File Name Conflicts
Choose what should happen if the file name specified conflicts with an existing file in the Document Library:
Append a unique identifier to the end of the file name
Overwrite the existing file
OK
Cancel

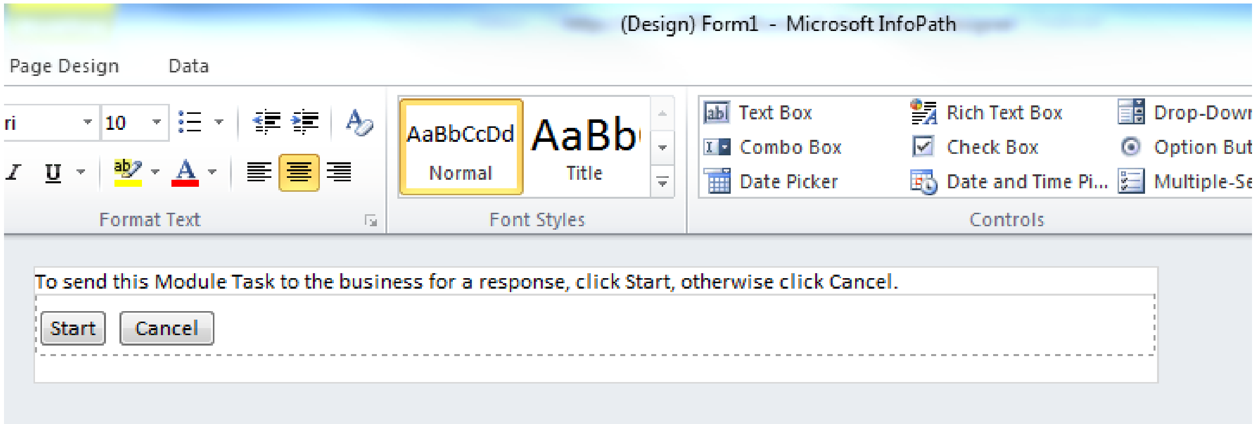

[redacted] _ModulesTask_Response
[redacted] Readiness ▸ Workflows ▸ CFPB_Mo
Step 1
Set Variable: sOrigDeadline to Current Item:Deadlin
then Set Variable: ExistingParentID to [redacted] Module
If Variable: sOrigDeadline not equals null
and Current Item:Point of Contact(s) not equals n
and Current Item:Task Description not equals null
If Current Item:ID equals Variable: ExistingPare
Log Response Task already exists for this...
then Email Workflow Context:Current Use
Else if Current Item:ID not equals Variable: Exis
Create item in [redacted] Module Response Tasks (Output to Variable: ResponseTaskID)
then Set Variable: ResponseTaskURL to http://law/[redacted] layouts/listform.asp...
then Update item in Current Item
then Email Current Item:Point of Contact(s)
Create New List Item
List: CFPB Module Response Tasks
Field
Value
Status
In Progress
Department
Current Item:Departme
Department Manager
Current Item:Departm...
ParentListID
Current Item:ID
Prior Department Manager
Current Item:Departm...
Prior Point of Contact(s)
Current Item:Point of ...
InitialCreationFlag
1
AdminApprovedEmailSe...
LegalApprovalEmailSent...
RejectedEmailSent (*)
Add...
Modify...
Remove
File Name Conflicts
Choose what should happen if the file name specified conflicts with an existing file in the Document Library:
Append a unique identifier to the end of the file name
Overwrite the existing file
OK
Cancel


String Builder
Name:
http://law[redacted]ayouts/listform.aspx?PageType=4&ListId={CE639240-DFF4-4F6C-9853-9C89C20BAD83}&ID=[%Variable: ResponseTaskID%]&ContentTypeID=0x01080053451D3C8978114FAB3E13D4C3F8CE89, RESPONSE LINK
Add or Change Lookup
OK
Cancel
Step 1
Set Variable: sOrigDeadline to Current Item:Deadline
then Set Variable: ExistingParentID t[redacted]Module Response Tas
If Variable: sOrigDeadline not equals null
and Current Item:Point of Contact(s) not equals null
and Current Item:Task Description not equals null
If Current Item:ID equals Variable: ExistingParentID
Log Response Task already exists for this... to the workfl
then Email Workflow Context:Current User
Else if Current Item:ID not equals Variable: ExistingParentID
Create item in[redacted]odule Response Tasks (Output to Variable: ResponseTaskID)
then Set Variable: ResponseTaskURL to http://law[redacted]layouts/listform.asp...
then Update item in Current Item
then Email Current Item:Point of Contact(s)

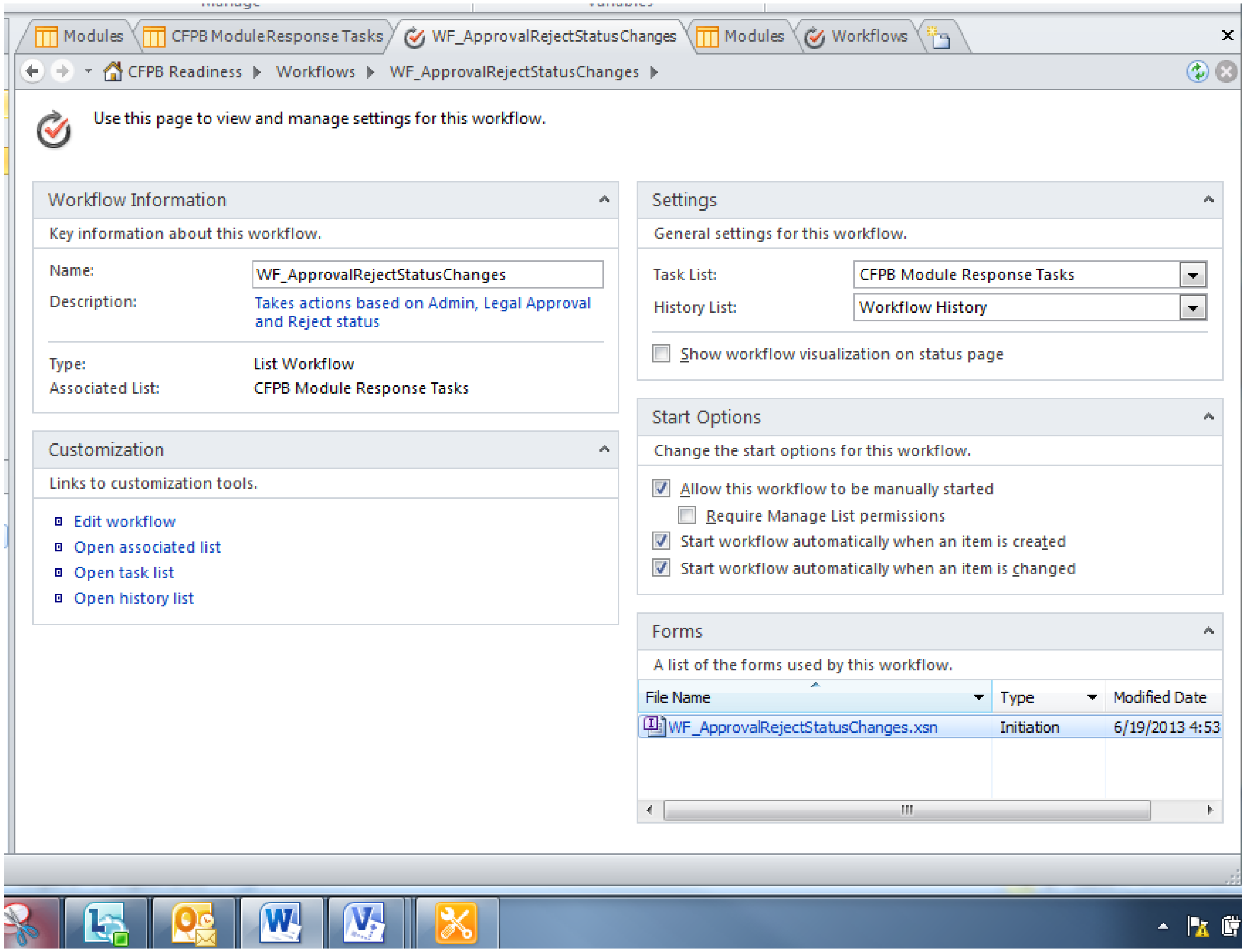

String Builder
Name:
http://law ayouts/listform.aspx?PageType=4&ListId={CE639240-
DFF4-4F6 C89C20BAD83}&ID=[%Variable: ResponseTaskID%]&ContentTypeID=
0x01080053451D3C8978114FAB3E13D4C3F8CE89, RESPONSE LINK
Add or Change Lookup
OK
Cancel
If Variable: sOrigDeadline not equals null
and Current Item:Point of Contact(s) not equals null
and Current Item:Task Description not equals null
If Current Item:ID equals Variable: ExistingParentID
Log Response Task already exists for this... to the workfl
then Email Workflow Context:Current User
Else if Current Item:ID not equals Variable: ExistingParentID
Create item in ariable: ResponseTaskID)
then Set Variab layouts/listform.asp...
then Update item in Current Item
then Email Current Item:Point of Contact(s)


Insert
Manage
Variables
:Current User
Response Task List - Not Updated
10
Automatic
Project
The current response task workflow was not completed because an existing CFPB Module Task Response record already exists.
Response Link: RESPONSE LINK
Response Module:
ponse Tasks:Module Name%]
Response Task ID:
ponse Tasks:Task ID%]
Response Assigne
Response Tasks:Assigned To%]
Response Task Workflow Initiated by [%Workflow Context:Current User%] at [%Workflow Context:Date and Time Started%]
Response Request Status: Cancelled to avoid duplication
Add or Change Lookup
OK
Cancel
If Variable: sOrigDeadline not equals null
and Current Item:Point of Contact(s) not equals null
and Current Item:Task Description not equals null
If Current Item:ID equals Variable: ExistingParentI
Log Response Task already exists for this... to
then Email Workflow Context:Current User
Else if Current Item
Create item in
then Set Variable: ResponseTaskURL to http:/
then Update item in Current Item
then Email Current Item:Point of Contact(s)


Step 1
Set Variable: sOrigDeadline to Current Item:Deadline
then Set Variable: ExistingParentID to CFPB Module R
If Variable: sOrigDeadline not equals null
and Current Item:Point of Contact(s) not equals null
and Current Item:Task Description not equals null
If Current Item:ID equals Variable: ExistingParent
Log Response Task already exists for this...
then Email Workflow Context:Current User
Else if Current Item:ID not equals Variable: Existi
uired (Module Name [%Current Item:Module Nam
Automatic
Module Name: [%Current Item:Module Name%]
Task ID: [%Current Item:Task ID%]
Please review the assigned Response Task here: RESPONSE LINK
To complete this task:
Step 1: When responding to the task and information request above, DO NOT reply by email – your changes will be lost.
Step 2: Please click on RESPONSE LINK above and fill out the response template completely.
Step 3: To begin the edit process, click the Edit Item Icon in upper left corner. The response template contains specific instructions for responding to the task and information request, including instructions for providing a written response, providing a description of tasks completed, providing identification of any gaps you discover and attaching all relevant documents.
Step 4: If you are in the process of completing the response template (and it is not yet final), you can simply use the "Save" button and come back to the response template and complete and submit the completed template at a later time. TO RETURN TO YOUR SAVED
nit for Review" button to
x.
oans.com
Add or Change Lookup
OK
Cancel


(Design) Form1 - Microsoft InfoPath
Page Design
Data
Format Text
Font Styles
Controls
AaBbCcDd
Normal
AaBb
Title
Text Box
Rich Text Box
Combo Box
Check Box
Date Picker
Date and Time Pi...
To send this Module Task to the business for a response, click Start, otherwise click Cancel.
Start
Cancel

WF2 WF ApprovalRejectStatusChanges



[redacted] usChanges | Modules

[redacted] nges ▸ Editor ▸

Set Variables

Set Variable: ResponseTaskID to Current Item:ID

then Set Variable: ResponseTaskURL to http://law [redacted]

If Then Statements [redacted]

If Current Item:AdminApprovedEmailSent not eq [redacted]

and Current Item:Status equals Admin Approved

Set AdminApprovedEmailSent to Yes

then Email [redacted]

If Current Item: [redacted]

and Current Ite [redacted]

Set LegalA [redacted]

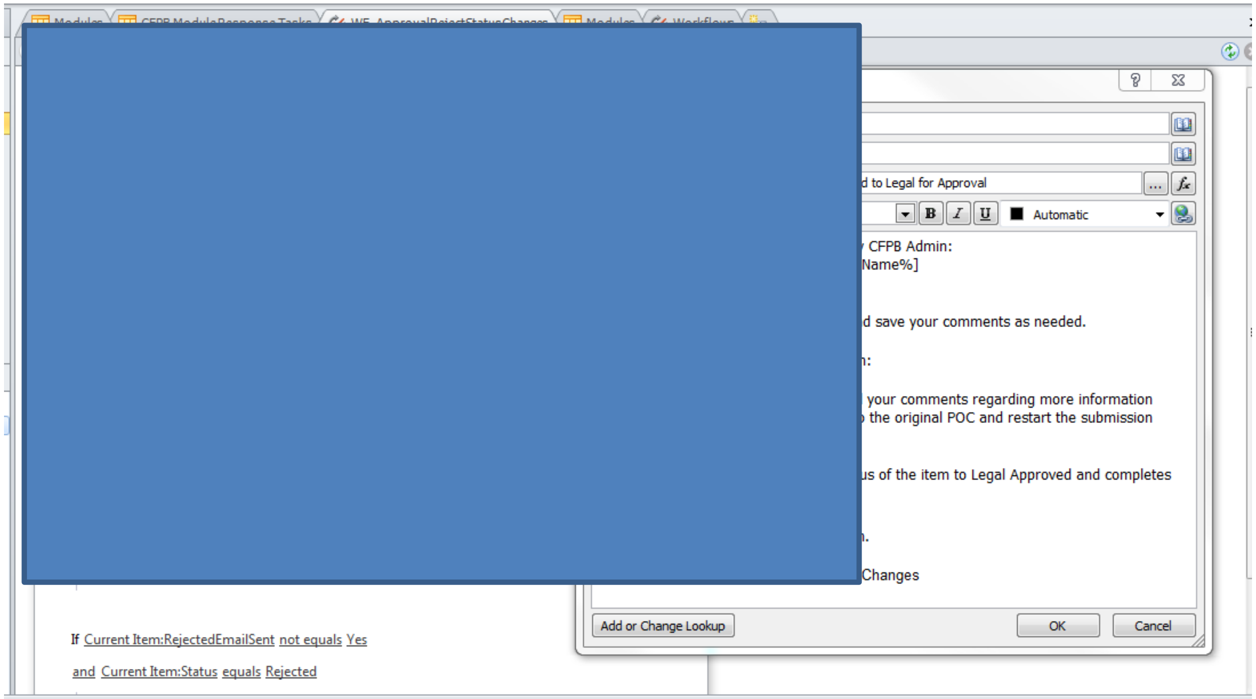
then Email [redacted]

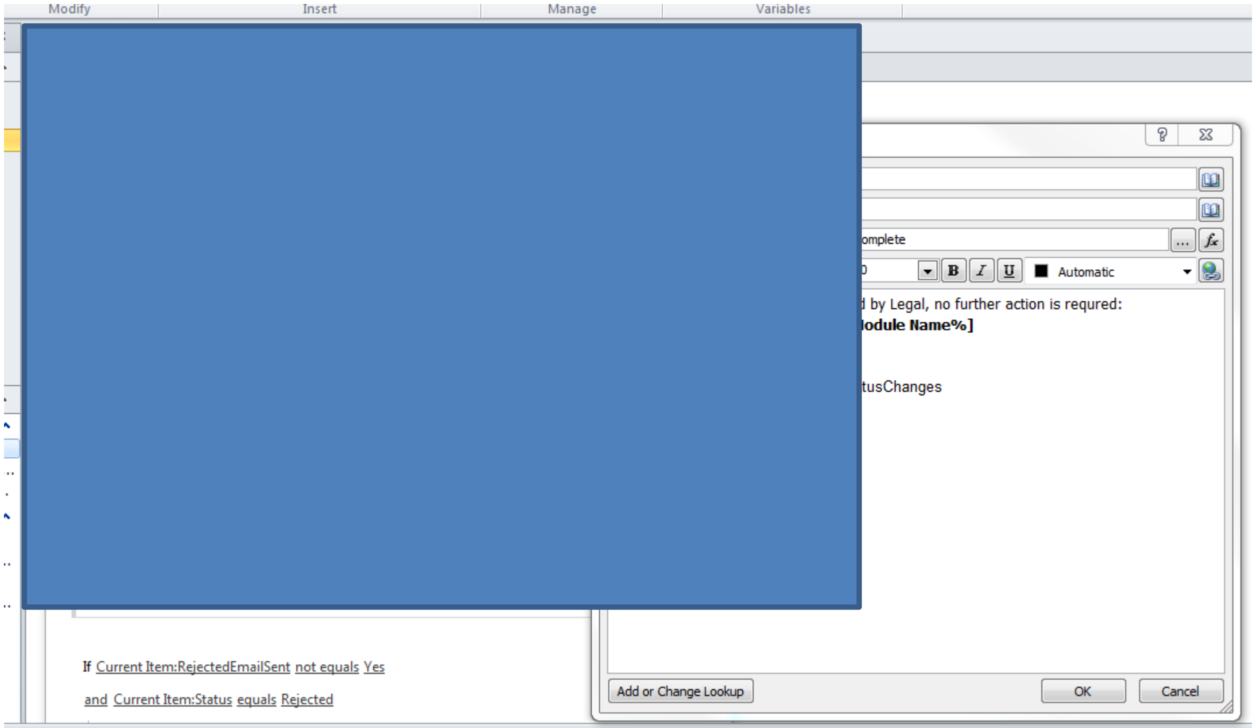
If Current Item:RejectedEmailSent not equals Yes

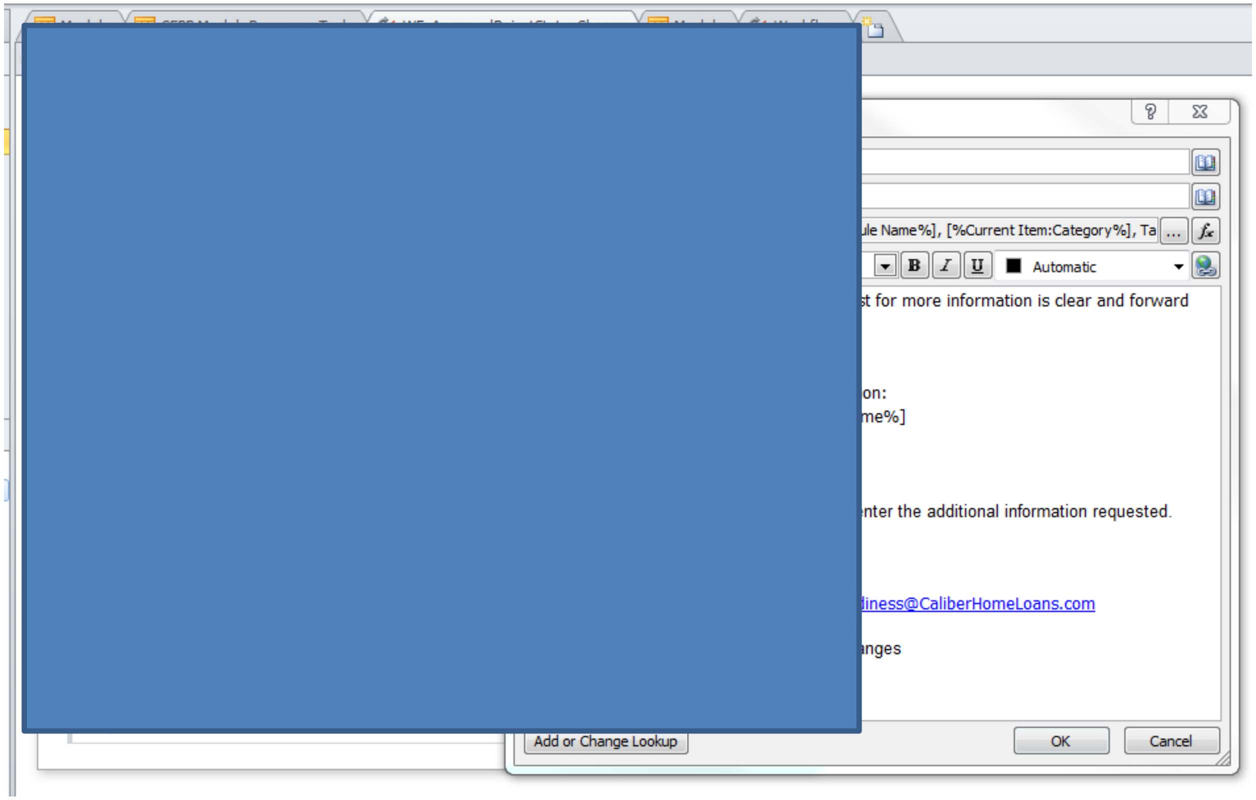
and Current Item:Status equals Rejected

Set RejectedEmailSent to Yes

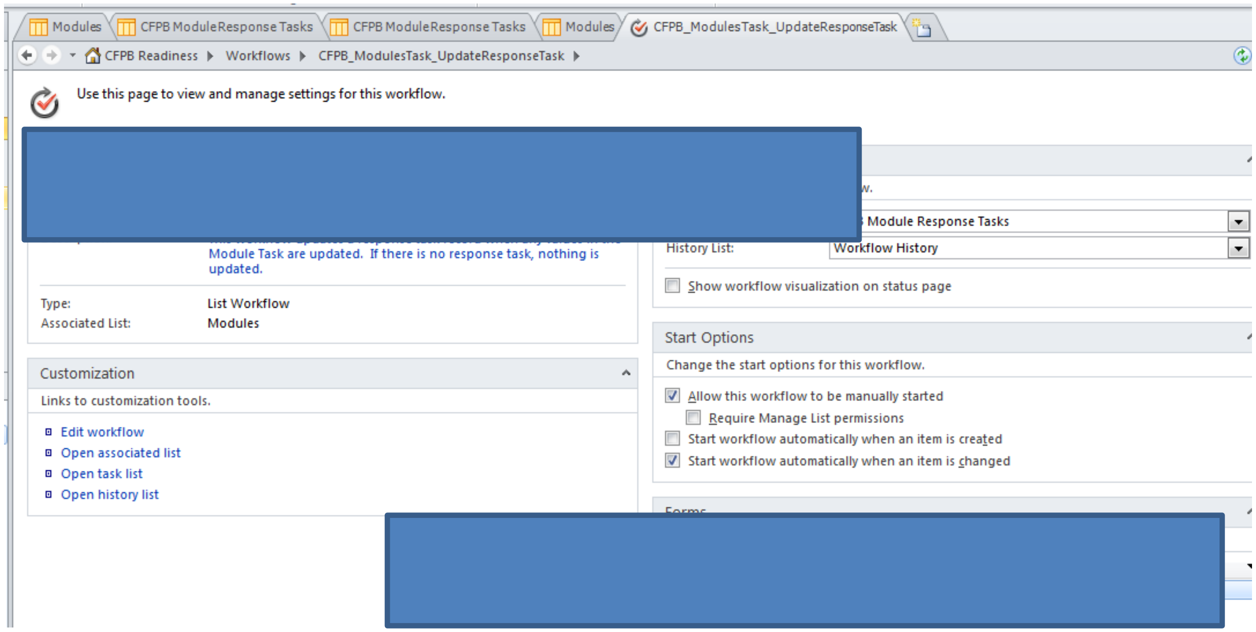
then Email Trice, Carol

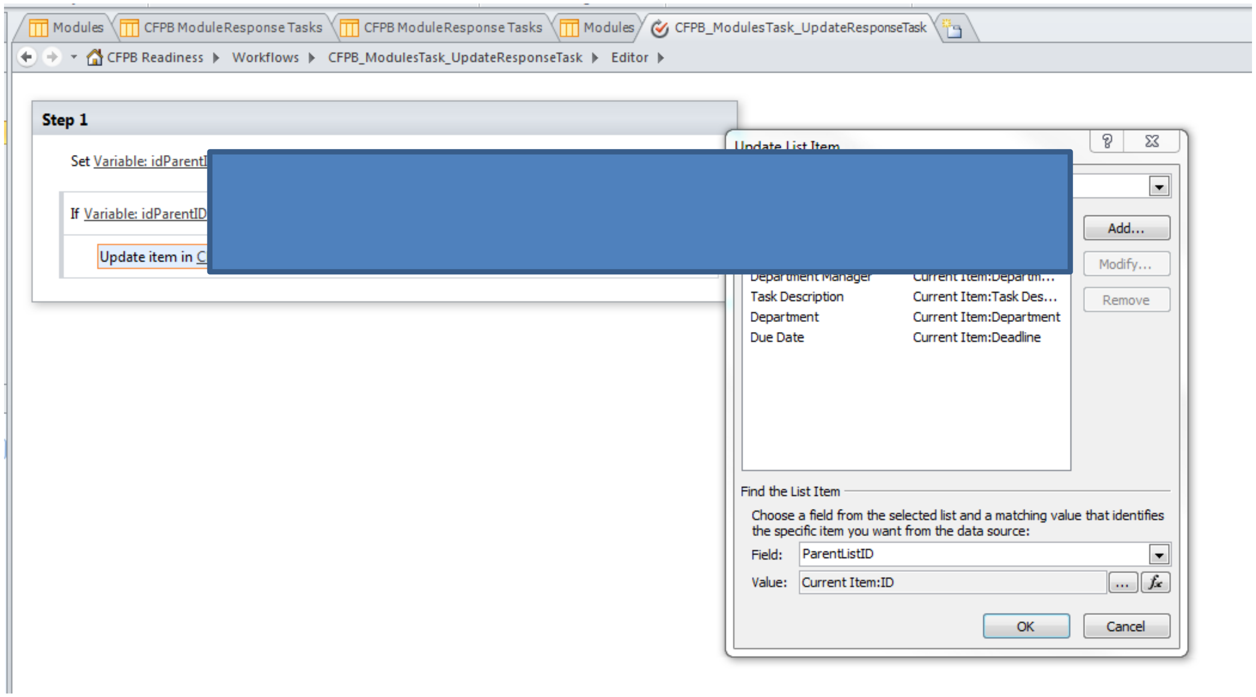

Automatic
Add or Change Lookup
OK
Cancel
If Current Item:RejectedEmailSent not equals Yes
and Current Item:Status equals Rejected


Modify
Insert
Manage
Variables
omplete
Automatic
d by Legal, no further action is requred:
lodule Name%]
tusChanges
If Current Item:RejectedEmailSent not equals Yes
and Current Item:Status equals Rejected
Add or Change Lookup
OK
Cancel


ule Name%], [%Current Item:Category%], Ta
Automatic
st for more information is clear and forward
on:
me%]
nter the additional information requested.
diness@CaliberHomeLoans.com
nges
Add or Change Lookup
OK
Cancel

WF3 AUDIT_ModulesTask_UpdateResponseTask




Modules
CFPB ModuleResponse Tasks
CFPB ModuleResponse Tasks
Modules
CFPB_ModulesTask_UpdateResponseTask
CFPB Readiness
Workflows
CFPB_ModulesTask_UpdateResponseTask
Editor
Step 1
Set Variable: idParentI
If Variable: idParentID
Update item in C
Update List Item
Add...
Modify...
Remove
Task Description
Department
Due Date
Current Item:Task Des...
Current Item:Department
Current Item:Deadline
Find the List Item
Choose a field from the selected list and a matching value that identifies the specific item you want from the data source:
Field:
ParentListID
Value:
Current Item:ID
OK
Cancel

WF4 AUDIT_ResponseStartReview

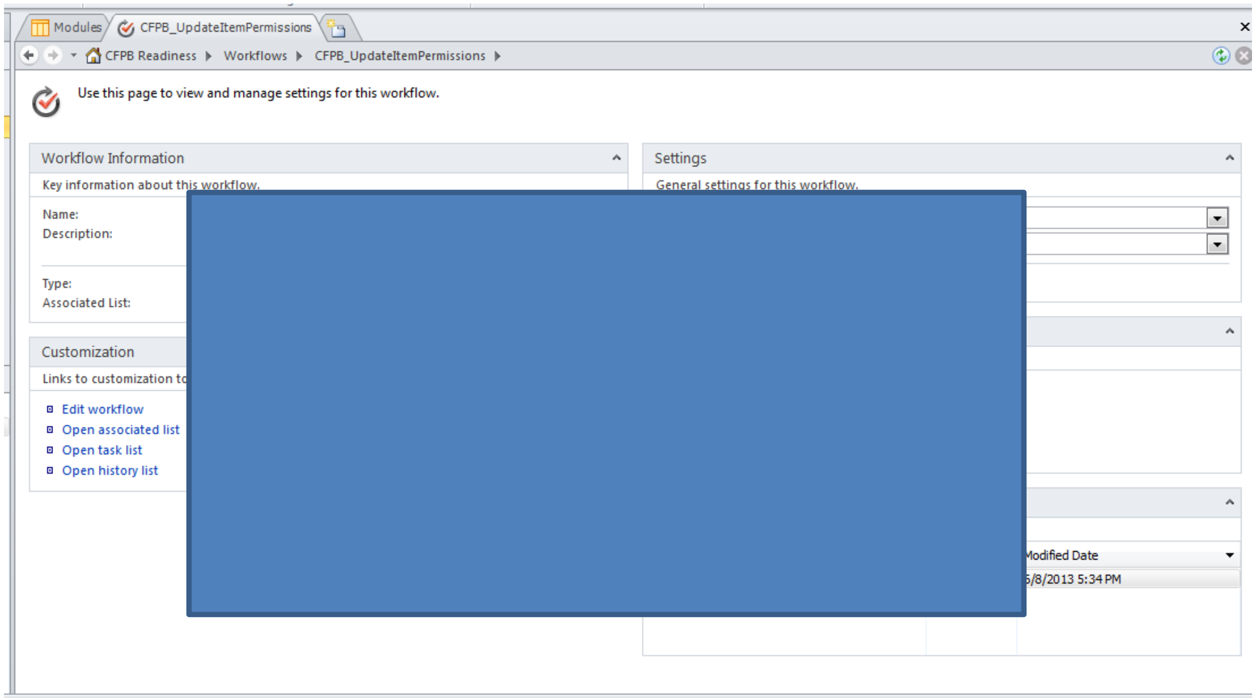
Workflow 4 CFPB_ResponseStartReview NOTE: THIS WORKFLOW HAS BEEN DELETED BUT MAY BE RECREATED IF REQUESTED BY USER

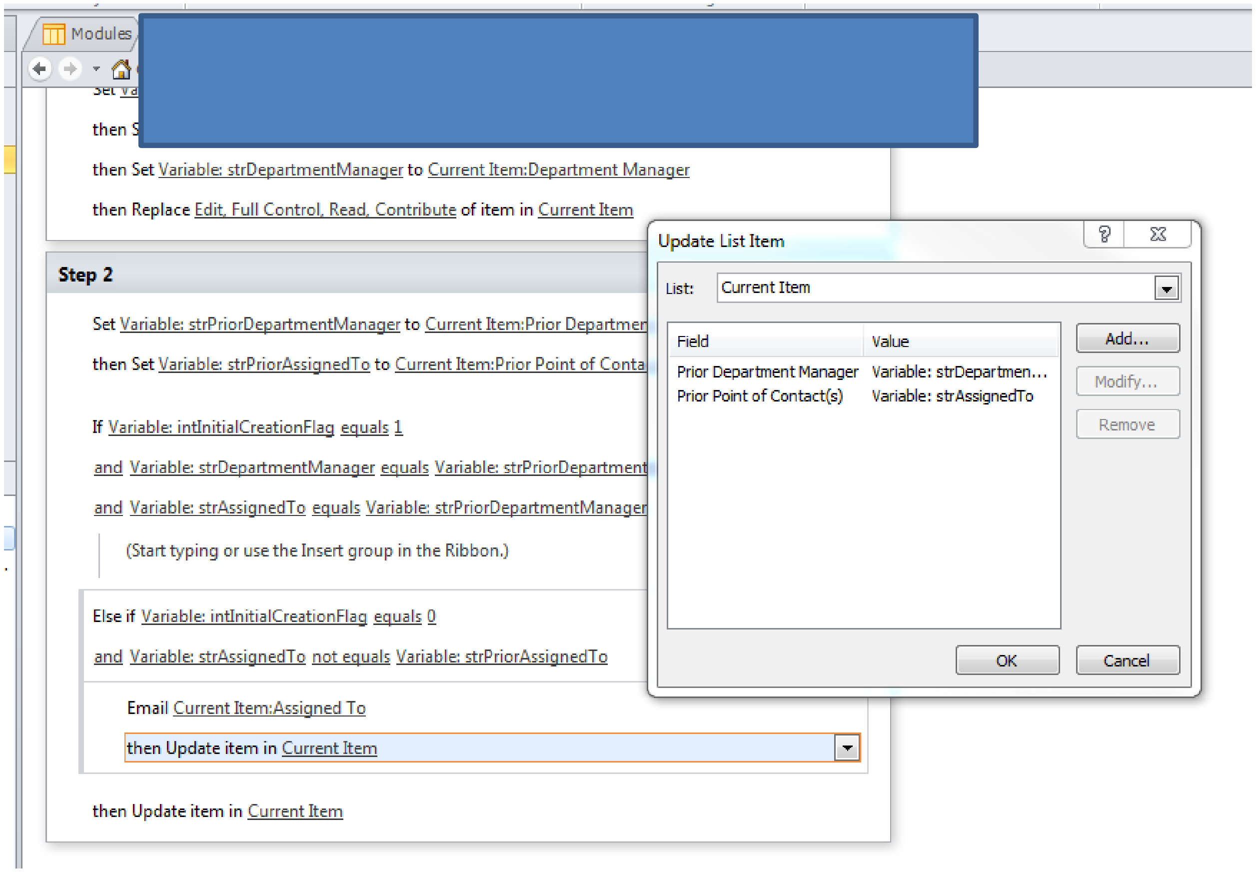
List, Li[redacted]

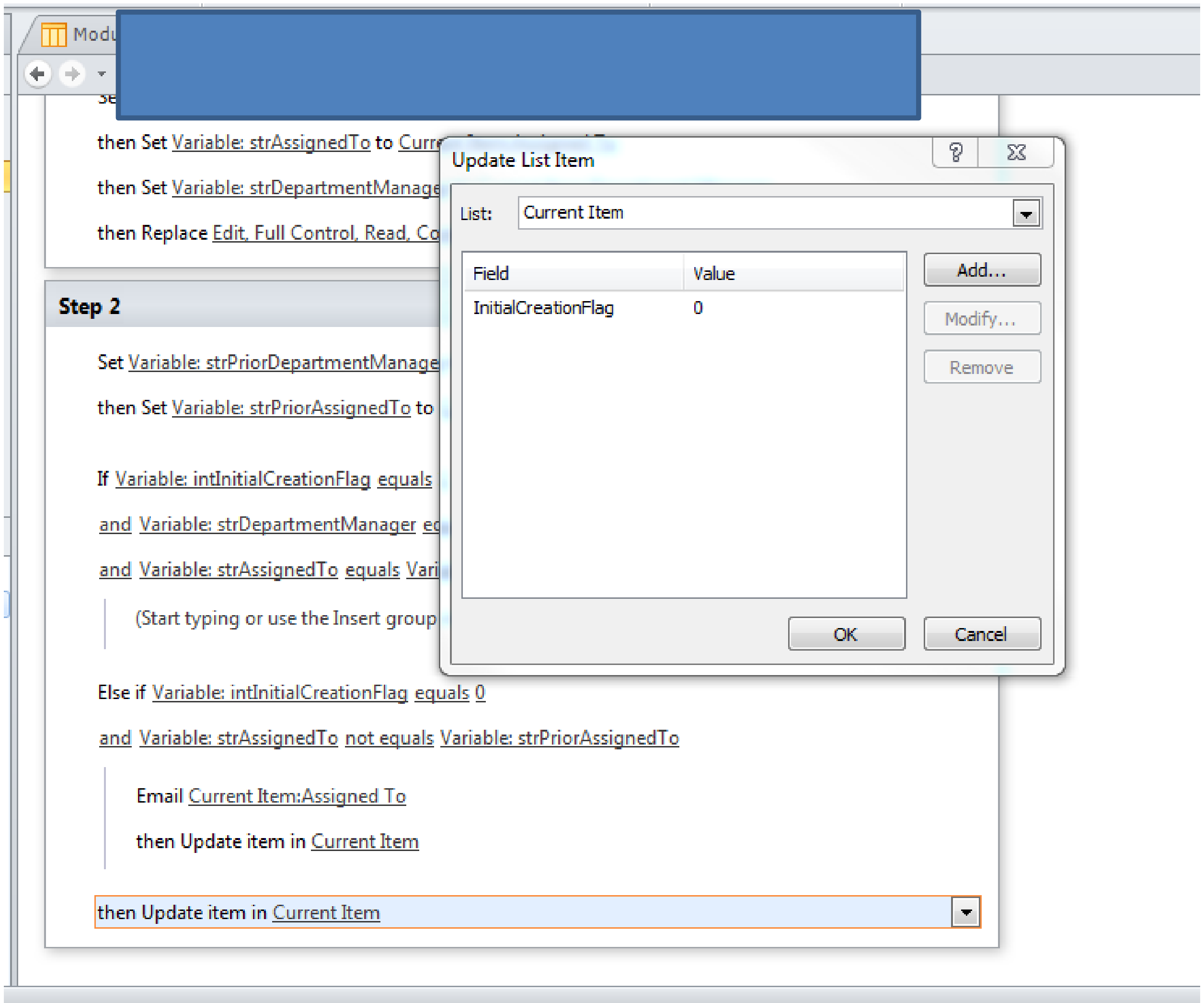
Workf[redacted]

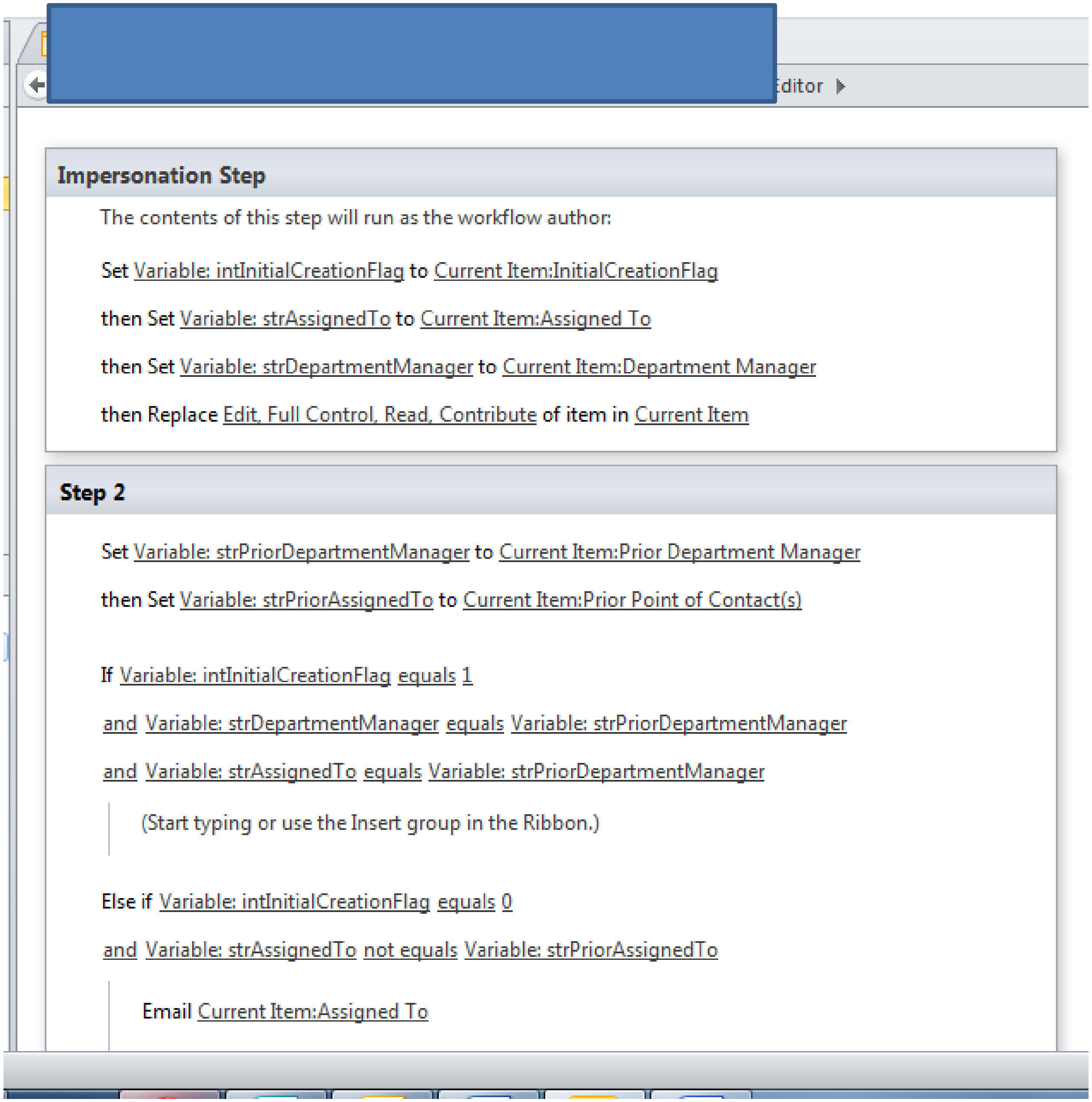
Purpose, Description, Key Issues: Intended to send daily reminder emails to POC(s). DELETED AT USER REQUEST BECAUSE TOO MANY EMAILS SENT.

WF5 AUDIT_UpdateItemPermissions




Modules
then Set Variable: strDepartmentManager to Current Item:Department Manager
then Replace Edit, Full Control, Read, Contribute of item in Current Item
Step 2
Set Variable: strPriorDepartmentManager to Current Item:Prior Departmen
then Set Variable: strPriorAssignedTo to Current Item:Prior Point of Conta
If Variable: intInitialCreationFlag equals 1
and Variable: strDepartmentManager equals Variable: strPriorDepartment
and Variable: strAssignedTo equals Variable: strPriorDepartmentManager
(Start typing or use the Insert group in the Ribbon.)
Else if Variable: intInitialCreationFlag equals 0
and Variable: strAssignedTo not equals Variable: strPriorAssignedTo
Email Current Item:Assigned To
then Update item in Current Item
then Update item in Current Item
Update List Item
List: Current Item
Field
Value
Prior Department Manager
Variable: strDepartmen...
Prior Point of Contact(s)
Variable: strAssignedTo
Add...
Modify...
Remove
OK
Cancel


Modu
then Set Variable: strAssignedTo to Curr
then Set Variable: strDepartmentManage
then Replace Edit, Full Control, Read, Co
Step 2
Set Variable: strPriorDepartmentManage
then Set Variable: strPriorAssignedTo to
If Variable: intInitialCreationFlag equals
and Variable: strDepartmentManager eq
and Variable: strAssignedTo equals Vari
(Start typing or use the Insert group
Else if Variable: intInitialCreationFlag equals 0
and Variable: strAssignedTo not equals Variable: strPriorAssignedTo
Email Current Item:Assigned To
then Update item in Current Item
then Update item in Current Item
Update List Item
List: Current Item
Field
Value
InitialCreationFlag
0
Add...
Modify...
Remove
OK
Cancel



Impersonation Step

The contents of this step will run as the workflow author:

Set Variable: intInitialCreationFlag to Current Item:InitialCreationFlag

then Set Variable: strAssignedTo to Current Item:Assigned To

then Set Variable: strDepartmentManager to Current Item:Department Manager

then Replace Edit, Full Control, Read, Contribute of item in Current Item

Step 2

Set Variable: strPriorDepartmentManager to Current Item:Prior Department Manager

then Set Variable: strPriorAssignedTo to Current Item:Prior Point of Contact(s)

If Variable: intInitialCreationFlag equals 1

and Variable: strDepartmentManager equals Variable: strPriorDepartmentManager

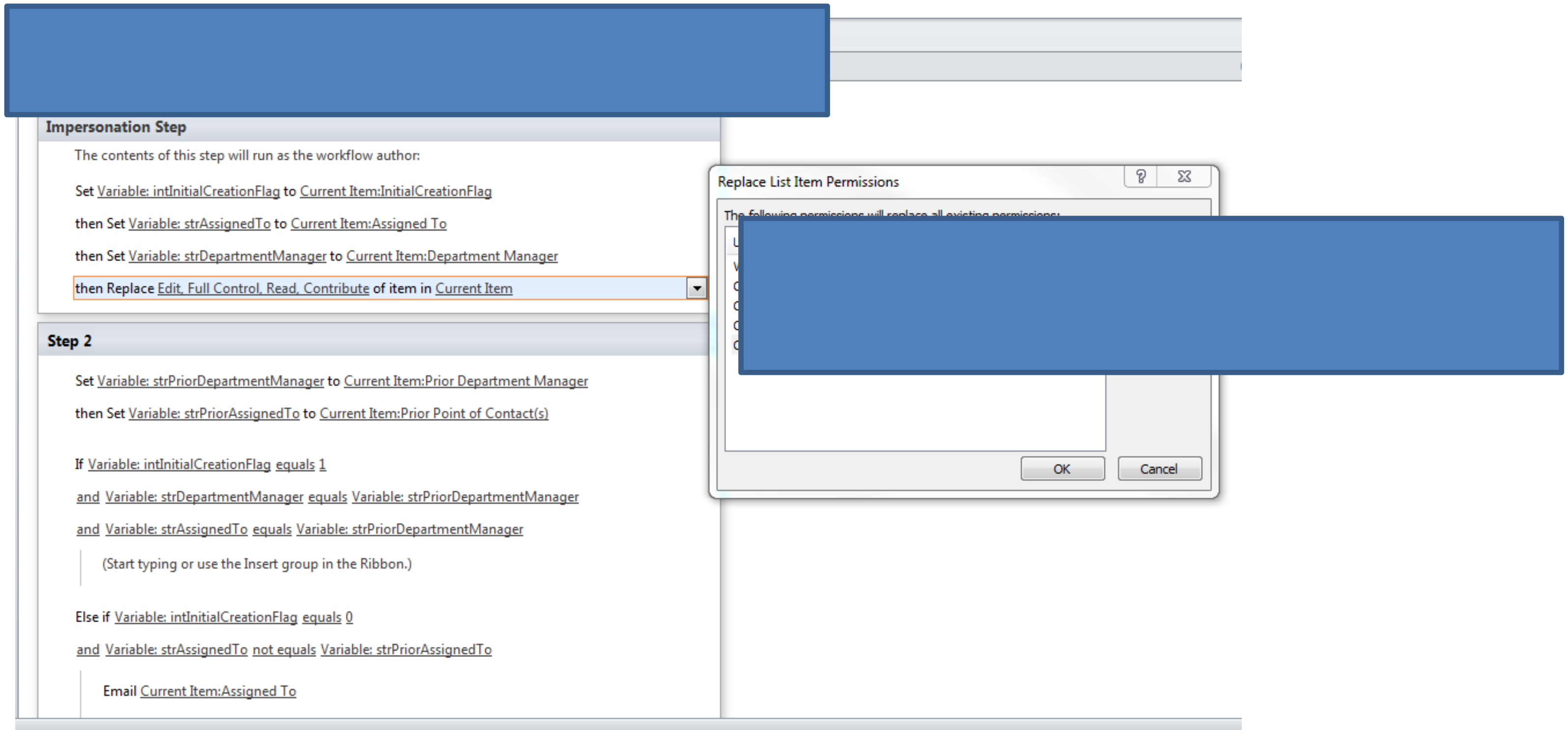
and Variable: strAssignedTo equals Variable: strPriorDepartmentManager

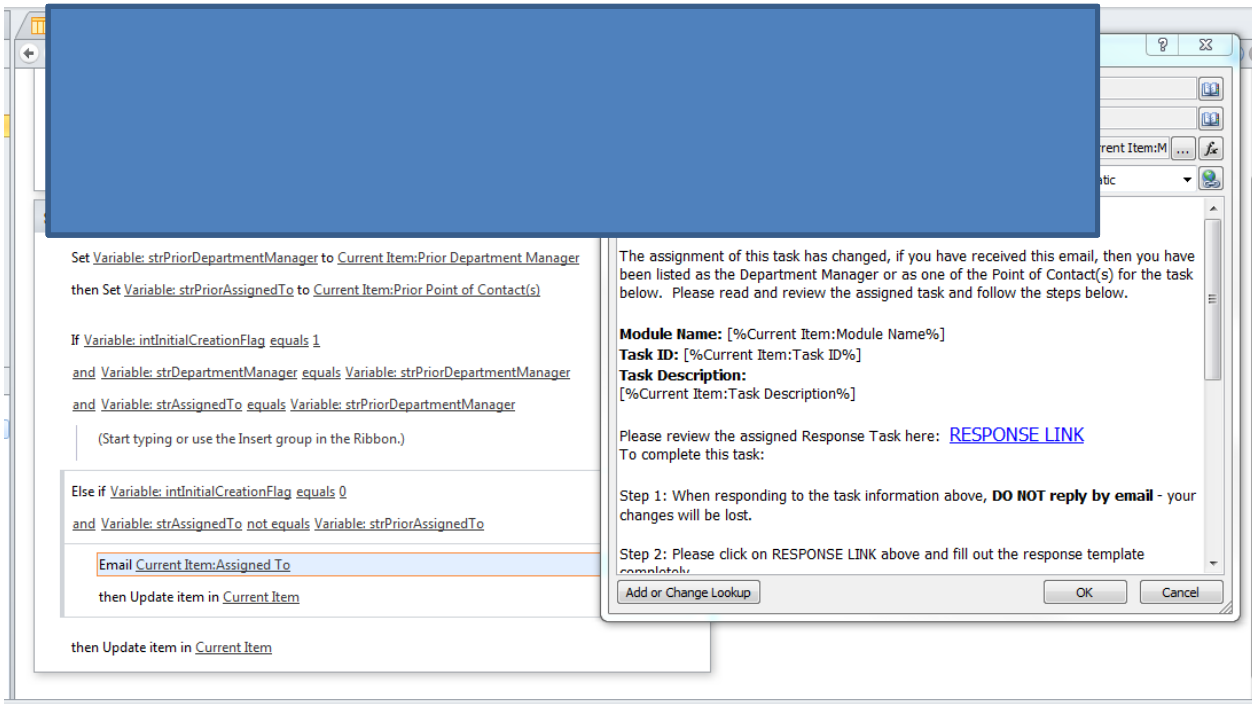
(Start typing or use the Insert group in the Ribbon.)

Else if Variable: intInitialCreationFlag equals 0

and Variable: strAssignedTo not equals Variable: strPriorAssignedTo

Email Current Item:Assigned To


Impersonation Step
The contents of this step will run as the workflow author:
Set Variable: intInitialCreationFlag to Current Item:InitialCreationFlag
then Set Variable: strAssignedTo to Current Item:Assigned To
then Set Variable: strDepartmentManager to Current Item:Department Manager
then Replace Edit, Full Control, Read, Contribute of item in Current Item
Step 2
Set Variable: strPriorDepartmentManager to Current Item:Prior Department Manager
then Set Variable: strPriorAssignedTo to Current Item:Prior Point of Contact(s)
If Variable: intInitialCreationFlag equals 1
and Variable: strDepartmentManager equals Variable: strPriorDepartmentManager
and Variable: strAssignedTo equals Variable: strPriorDepartmentManager
(Start typing or use the Insert group in the Ribbon.)
Else if Variable: intInitialCreationFlag equals 0
and Variable: strAssignedTo not equals Variable: strPriorAssignedTo
Email Current Item:Assigned To
Replace List Item Permissions
OK
Cancel


Set Variable: strPriorDepartmentManager to Current Item:Prior Department Manager
then Set Variable: strPriorAssignedTo to Current Item:Prior Point of Contact(s)
If Variable: intInitialCreationFlag equals 1
and Variable: strDepartmentManager equals Variable: strPriorDepartmentManager
and Variable: strAssignedTo equals Variable: strPriorDepartmentManager
(Start typing or use the Insert group in the Ribbon.)
Else if Variable: intInitialCreationFlag equals 0
and Variable: strAssignedTo not equals Variable: strPriorAssignedTo
Email Current Item:Assigned To
then Update item in Current Item
then Update item in Current Item
The assignment of this task has changed, if you have received this email, then you have been listed as the Department Manager or as one of the Point of Contact(s) for the task below. Please read and review the assigned task and follow the steps below.
Module Name: [%Current Item:Module Name%]
Task ID: [%Current Item:Task ID%]
Task Description:
[%Current Item:Task Description%]
Please review the assigned Response Task here: RESPONSE LINK
To complete this task:
Step 1: When responding to the task information above, DO NOT reply by email - your changes will be lost.
Step 2: Please click on RESPONSE LINK above and fill out the response template
Add or Change Lookup
OK
Cancel