



Online CSS | Team Workload Workflow Messages

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Workflow Messages

Displays a list of the **Workflow Messages** assigned to the selected Team or Team member.

Team Workload

Welcome System Administrator Help | Logout

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Team Workload

Anti Social Behaviour Team Include Previous Team Members

Involvements Activities Workflow Messages

Workflow Summary Anti Social Behaviour Team (1541) *Displays total number of Messages*

to **Deactivate**

Open Deactivate

Subject Task Due Date Assigned To Assigned By Assigned On Message

Overdue : 404

Not Due : 1000

Today : 100

Actioned : 30

Default : 7

Name | Task | 1/1/2011 | Name | | 17/07/2010 | [Caseworker] has to complete a

Icon displays if Workflow Message is associated with CSS Generic Involvement. Click to open associated Involvement record

Double click on Message to open the Message Details dialogue

Select a **Service Team** from dropdown to **Include Previous Team Members**

The **Filter** functionality is available

Click on a **▲** heading to order the columns

Browse displays a list of the active Workflow Messages that are assigned to either the logged on User or to the Post of the logged on User:

- Overdue:** shows those messages where the Due Date is before today's date
- Not Due:** shows those messages where the Warning Date is before or the same as today's date and the Target Date is after today's date
- Today:** shows those message where the Due Date is today's date
- Actioned:** shows messages where the Activity generating the message has been actioned
- Default** shows those messages that do not have a Due Date

- Is a Task** – indicates whether this Message is a Task
- Actioned** – indicates whether this message has been actioned
- Active** – untick to deactivate the message; does not delete Workflow Message from database (when you return to **My Workload** page or **Team Workload** page, associated Message will no longer be displayed)

Message Details Person's address is changed.

Message

[Message entered here]

Subject Name Person's address is changed.

Assigned User System Administrator

Assigned Post

Assigned By System Administrator

Date Assigned 21/11/2008 21:13

Is a Task Actioned Active

Due Date 21/11/2010 00:00

Notes

Save Cancel

Due Date and Time can be entered

Notes – allows you to record further notes about the Message

Message Details: Message, Subject Name, Assigned User, Assigned Post, Assigned By and Date Assigned are read-only.

- Related Reference Guides:**
- RG_OL_MWL_My Workflow Messages
 - RG_Online_Common_Filters_Print.