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1. Definitions

Stop: a logical step within the approval workflow process, with associated resources to support its execution

Route: a set of one or more stops representing the approval process

First Stop: a stop where approver is typically the Main Assignee on the Matter

Process Manager: an individual responsible for monitoring and control of the workflow processes to ensure their successful execution

Approval process instance: – the representation of a single enactment of an approval workflow process

Performer: a resource, which performs the work, represented by an approval process instance

Work item: the representation of the work to be processed (by performer) in the context of activity within an approval process instance

Worklist: a list of work items associated with a given workflow participant (or group of participants)

2. Roles and Responsibilities of Workflow Participants

| Role	Responsibilities
Requestor	Submit request that requires approval
Approver/Reviewer	Access and action workflow requests
Process Manager	Monitor workflow processes and support business side of their execution
Admin User (System Administrator/Solution Developer)	Configure workflow processes and support technical side of their execution

3. Specific UI Requirements

3.1 Approval Workflow Process Overview

From the perspective of approval process ownership and administration control, primary workflow management tasks can be divided as follows:

- Process Definition by Admin Users
- Request Submission and Tracking by Requestors
- Process Execution and Monitoring by Approvers
- Process Control by Process Managers

The following diagram details approval process Definition, Execution, Control, and Monitoring tasks for Requestor, Approver, Admin User and Process Manager:
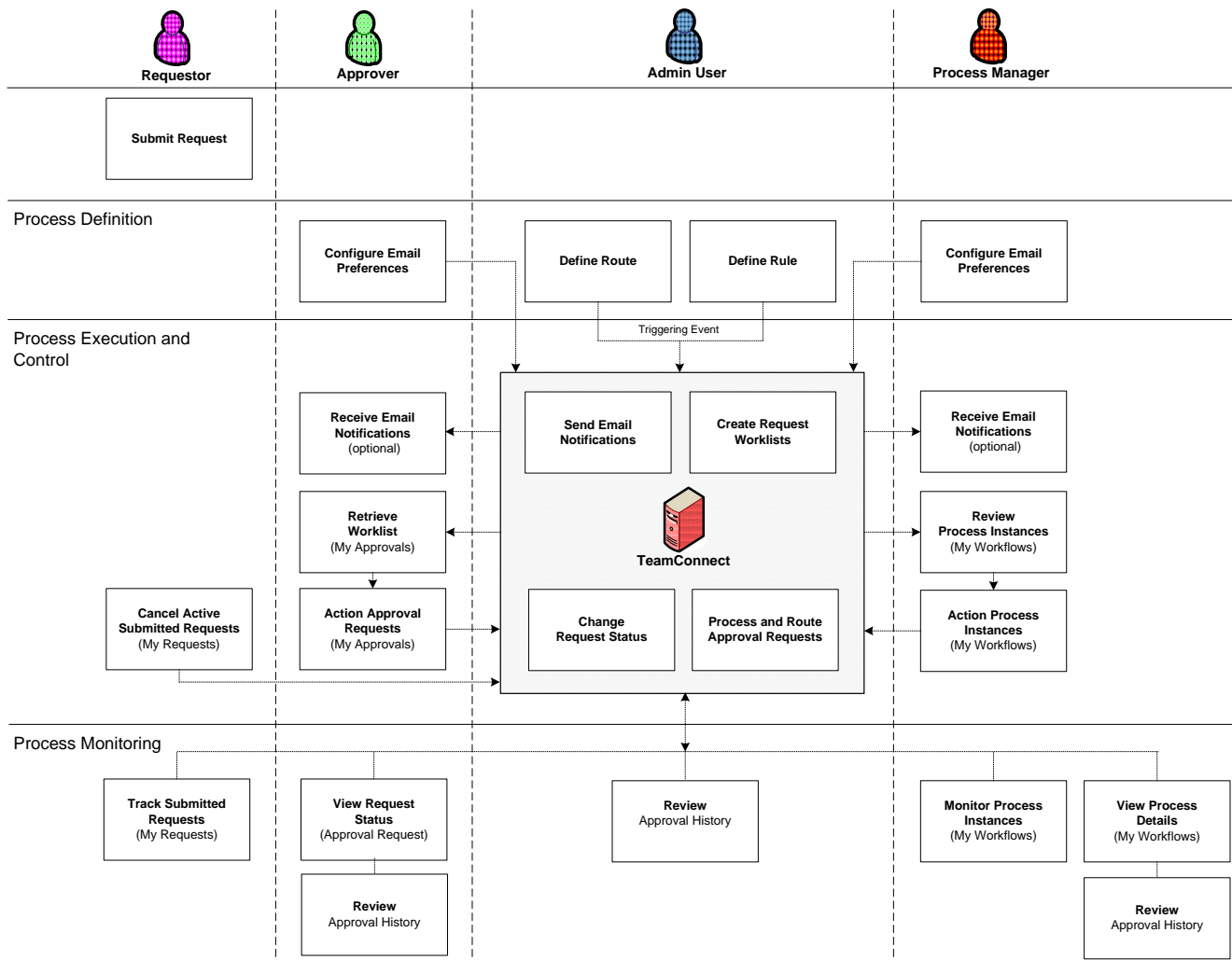
Management and Business Intelligence Users are also involved in approval workflow process Auditing and Analysis.