WORKPOOL RELEASE NOTES

WorkPool Version : 4.4.3.022   Internal Build Date : 2011/05/06
Release/Batch Number : 70678   Notes Prepared By : Eduan Naudé

Summary of Modules / Components Affected:

Module Changed/Affected	Significance of Change
Tasks & Activities	Medium
Communications (Email & SMS/Text Message)	Medium
Directory	Medium
Items	Minor
Notebook	Major

CHANGE LOG DETAILS

TASKS AND ACTIVITIES

1. **Additional filters options added to the "Task Classifications" report (71634)**
   Tasks can now be filtered on the following additional option filters:
   - Tasks Currently Active
   - Tasks Active During Date Range
   - Tasks Created During Date Range
   - Tasks Completed During Date Range
   - Currently Active Tasks that are Overdue

2. **Changes to Task Attributes now recorded on Task History as a Task Note (71638)**
   2.1 A task note is now created under the Task's History when the owner edits the task to indicate the changes made.
   2.2 A new user property has been added under the Personal Task Settings section (User Profile) to notify Resources if changes were made by the owner for task assigned to them.

3. **Minor Changes and Bug Fixes**

   3.1 (71636): Removed the "Send Email" icon from the Edit Task screen.

   3.2 (71642): Fixed broken links in the Process Designer screens.

   3.3 (71644): Adding a new Activity in a different browser tab/window will now update the tab/window the activity was opened and not the main screen.

   3.4 (71647): Resource Groups are now supported as additional resources to be informed when escalating or de-escalating a task. All internal and external members of the selected resource group will be notified by email and/or test message of the escalated or de-escalated task.

   3.5 (71650): The resource will now be prompted or warned if an invalid or old Next Action date/time is currently set on a task when they add a new Activity on the Task View screen. This is to encourage users to keep their Next Action dates updated and prevent a user from missing a commitment.

   3.6 (71630): Auto Archiving field names under the User Profile section where changed to be more descriptive and specific.

   3.7 (72144): If a user stops a process by using the "Stop Process Instance" and this process happens to be part of (a child flow) of a parent process, then this action will now cause the parent process's flow to execute as if the process was completed normally. This means the parent process could close off as well, or continue to the next flow in its process should it be applicable.

COMMUNICATIONS (EMAIL & SMS/TEXT MESSAGE)

1. **Improved email validation (71629)**

   All areas in WorkPool where an email address can be entered, e.g. composing new messages, email attributes on views and processes, etc. has been updated to ensure only valid email addresses are stored. This was allowed before due to migration of old data but will now be phased out over time and rules more strictly enforced to ensure the quality of data in the system.

2. **Configurable columns for the WorkPool Inbox, General and Personal folders (71633)**

   The table columns for email folders (under My Email) can now be configured under the User Profile section. The "Configure Columns" interface has also been updated with colored backgrounds to better indentify each configurable section by module.

3. **New and Improved Email Search Options (71639)**

Additional controls and filters have been added to the Email Search screen, e.g. searching automated messages (notifications, bulk messages), send/receive date ranges, filtering on specific email addresses and Entry folders.

4. **Automated the Guess Tasks feature (71640)**
The "Guess Tasks" feature will now automatically guess a list of tasks upon selecting en entry folder without the user needing to click the "Guess Tasks" link. This is now the default behavior but this feature can be deactivated under the Personal Account Settings screen. A "GUESS TASKS COMPLETED" message has also been added after listing the tasks. For users with many tasks in folders, the suggested way to link emails to tasks is now for the user to first link the email and then confirm/select the Entry folder.

5. **Minor Changes and Bug Fixes**
5.1 (71645): A new Mailbox can now be created even if the Resource's email address and/or display name is not specified under Internal Resources section of the WorkPool Administration section.
5.2 (71646): The Time Taken, rule that is defined under the User Profile and Task Administration section now also applies to email and text messages (when composing) as they are considered to be the same as Activities.

ITEMS

1. **Minor Changes and Bug Fixes**
1.1 (71643): A message is now displayed if an invalid time value is entered for an item's Expiration Date.

DIRECTORY

1. **Directory Report Export screen now supports column separation of composite fields (71627)**
   Fields consisting of multiple values, e.g. phone numbers and international/local addresses can now be separated into individual columns, combined or excluded when performing an export. The interface has also been updated to now show/hide Attributes per View (expand or collapse) as per examples below.

2. Additional filters added to the "View Audit Entries Per Period" report (71628)
The View Audit Entries per Period report under the Directory Administration section can now be filtered on a search phrase, specific entry folder, the person (author) that made the changes and a date duration when the changes were made. Search results matching the criteria are also highlighted in yellow.

3. Default Period for Email Folder property and Personal Account Settings screen (71637)
The "Default Period for Email Folder" property, under the Directory Properties section (Directory Administration), has been updated to allow values greater than 0 days only. A similar property has been added to the Personal Account Settings screen to control the number of email messages to be displayed under personal email folders (excl. Text Message Queue) and Sent Items.

4. Minor Changes and Bug Fixes:
4.1 (71648): Active Tasks that are linked to different Entry folders but part of a hierarchy of tasks (child of a parent) are now listed a part of the hierarchy based on the completion status (active or not) of the related tasks, specific that that Entry's folder history.
4.2 (71655): The Scheduling feature under Directory Imports has been changed to prevent users from adding a value smaller than or equal to 0 minutes. A message is now displayed if a value smaller than or equal to 10 minutes is entered.
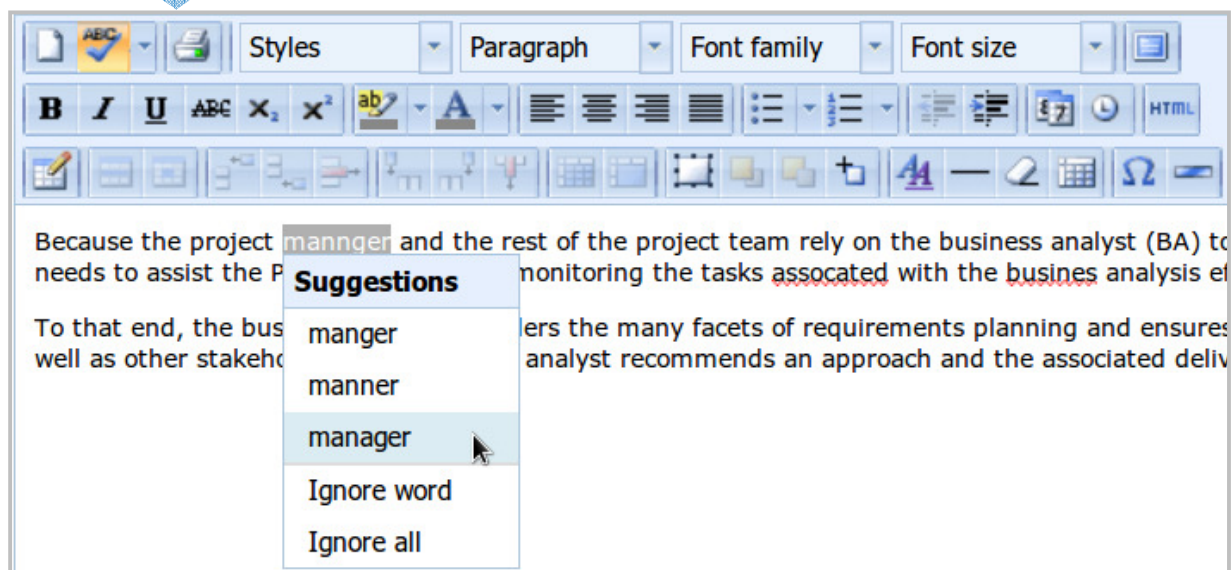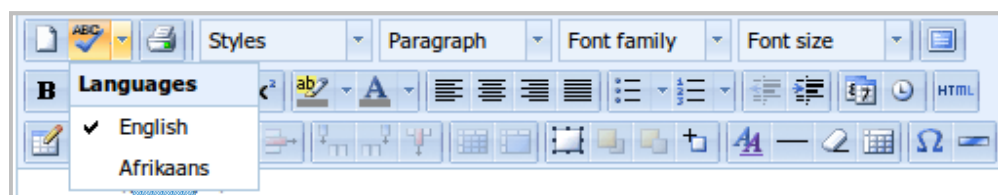**4.3 (71654):** There was a bug from the previous release of WorkPool that, when a user was assimilating an Entry, caused tasks in some cases only to not be transferred to the new Entry and as a result was throwing errors and had to be fixed manually.

NOTEBOOK

1. **Notebook Editor replaced with HTML content and spell checking functionality (71653)**
    The Notebook section has been updated with a new interface. A new document/content editor has been added that now allows the user to add notes in an HTML format and supports spell checking. In addition, images can now be embedded in the content just as per the HTML emails.

    Text is spell checked by clicking on the spell checker button which will list the available languages to use, i.e. English and Afrikaans. Incorrectly spelt words will be underlined in red and a "Suggestions" dropdown list is displayed when clicking on the misspelled word to correct.

MY NOTEBOOK

- Corporate Governance
- Project Management Strategy
- Service Oriented Architecture from IBM
- UML, RUP and the Zachman Framework

Name : Project Management Strategy

Body :

Strategy

The art or science of the planning and conduct of a war. The mode of executing tactics.

Tactics

The art and science of the detailed direction and control of movement or manoeuvre to achieve an aim or task.

Once you have defined the Problem Statement you must consider how you will go about providing a solution to it. How you provide the solution can be recorded in the mission statement.

Identifying the differing strategies and evaluating them can be carried out using a brain storm technique. Using this technique you can consider the following.

- **Internal expectations**

    You will need to assess internal opinion of, for example, managers, finance, quality control other staff members.

- **External expectations**

    These would be local community, stakeholders (for example, suppliers), customers, creditors, technology advances, legal developments etc.
    That is anything external to the immediate environment of the project which may have an influence.

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