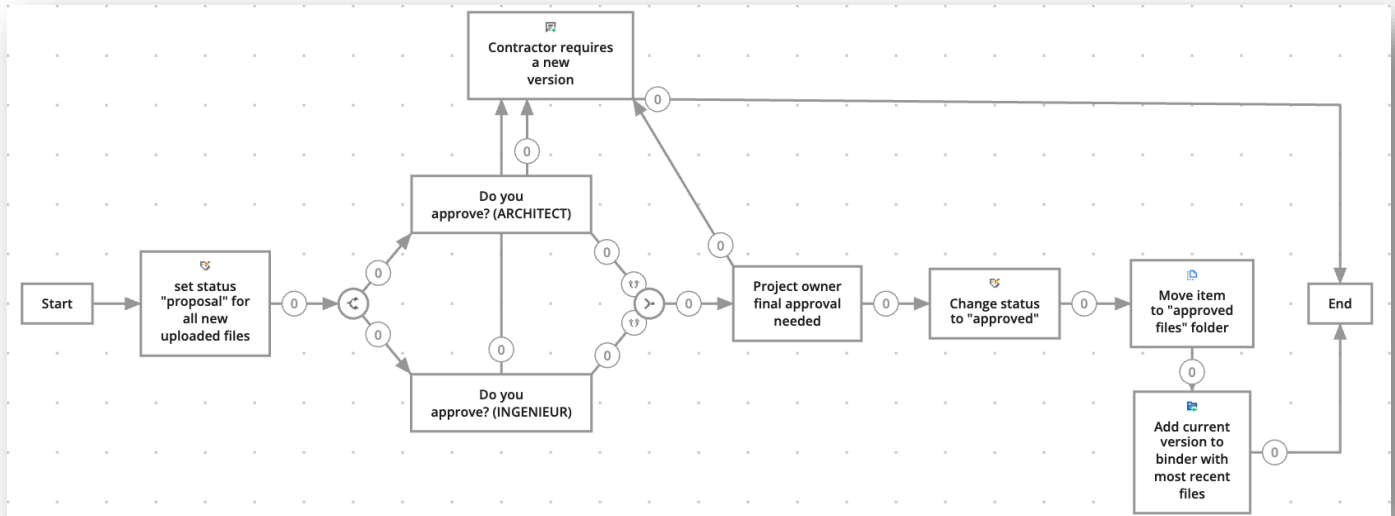




## Bricsys® 24/7 Approval Workflow Example

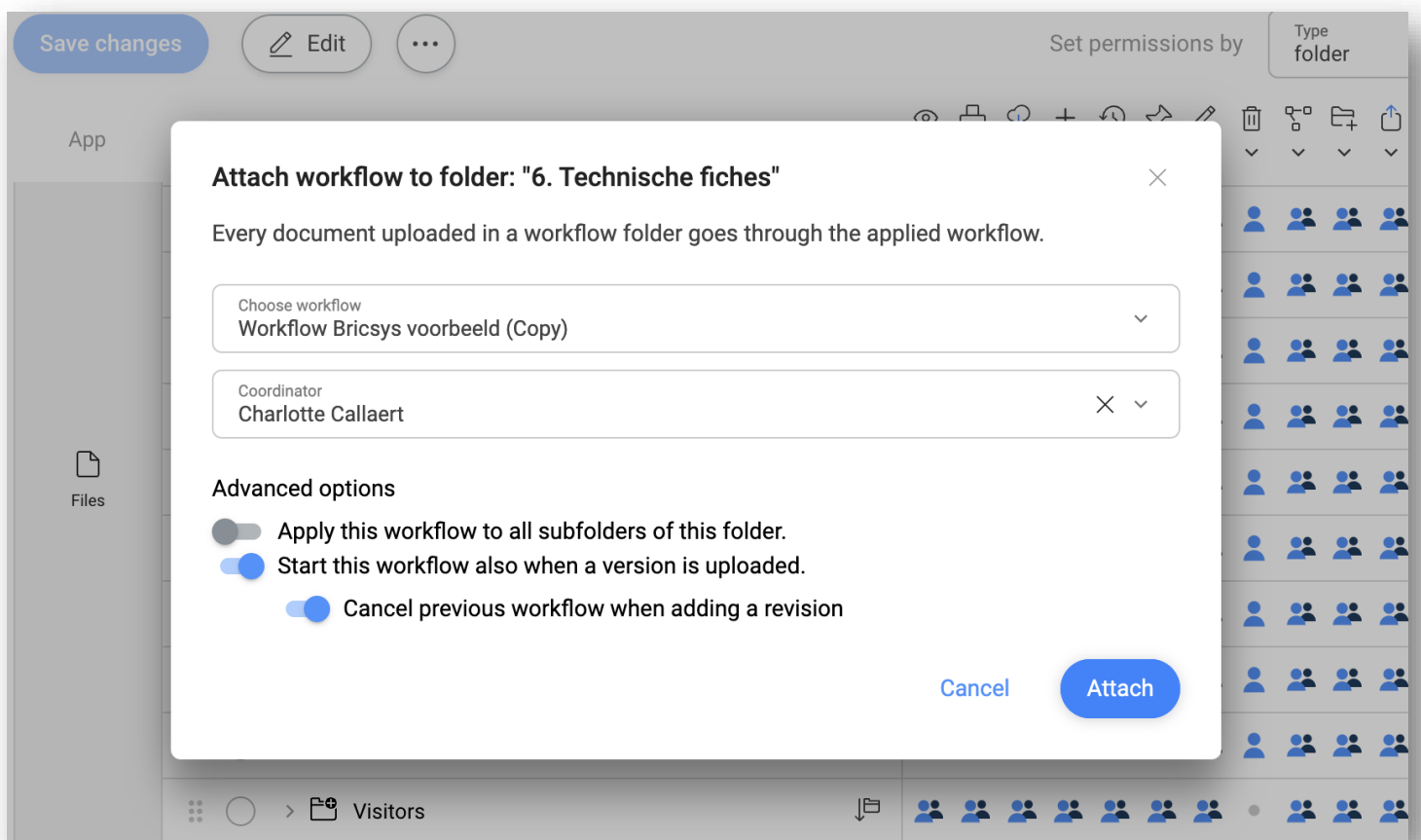


- **Do not remove the start and end task**, rather *move* the end task to create space between the activities.
- **Start activity** is “set status to proposal” The options you will see to select, depend on the *default* statuses or *custom* statuses your project owner has added.
- We use **parallel paths** to approve the files simultaneously
  - Currently there are 2 approves in this path, you can add *unlimited* amounts of approvers
  - You can create multiple parallel paths, but this increases complexity.
- If a file is disapproved, a **notification** is sent to the uploader to upload a new file. Upon uploading a new file, the workflow will start again (\* see **important notice** on page 2)
  - Alternative could be to “change status to disapproved” before a notification is sent
  - You can also move the file to a “disapproved technical files” folder
- We work with a **final approver**; in most cases this is the project owner/manager.
- After a file has been approved, we change the **status** to “Approved”
- Next step is to “**move file to another folder.**” Note that it is impossible to move a file as a revision of another file.
- End task is “**add current version to a binder with most recent files**”
  - Binders are used for construction meetings or to share updated files with clients.

## Important

The above workflow requires the following *settings* (in administration: project setup)

- From project settings: select folder and attach workflow
- Select “start this workflow also when a version is uploaded”
- Cancel previous workflow when adding a revision.



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