The KiSSFLOW Interface

After signing in using single sign-on, the KiSSFLOW interface will appear. The following describes the KiSSFLOW interface:

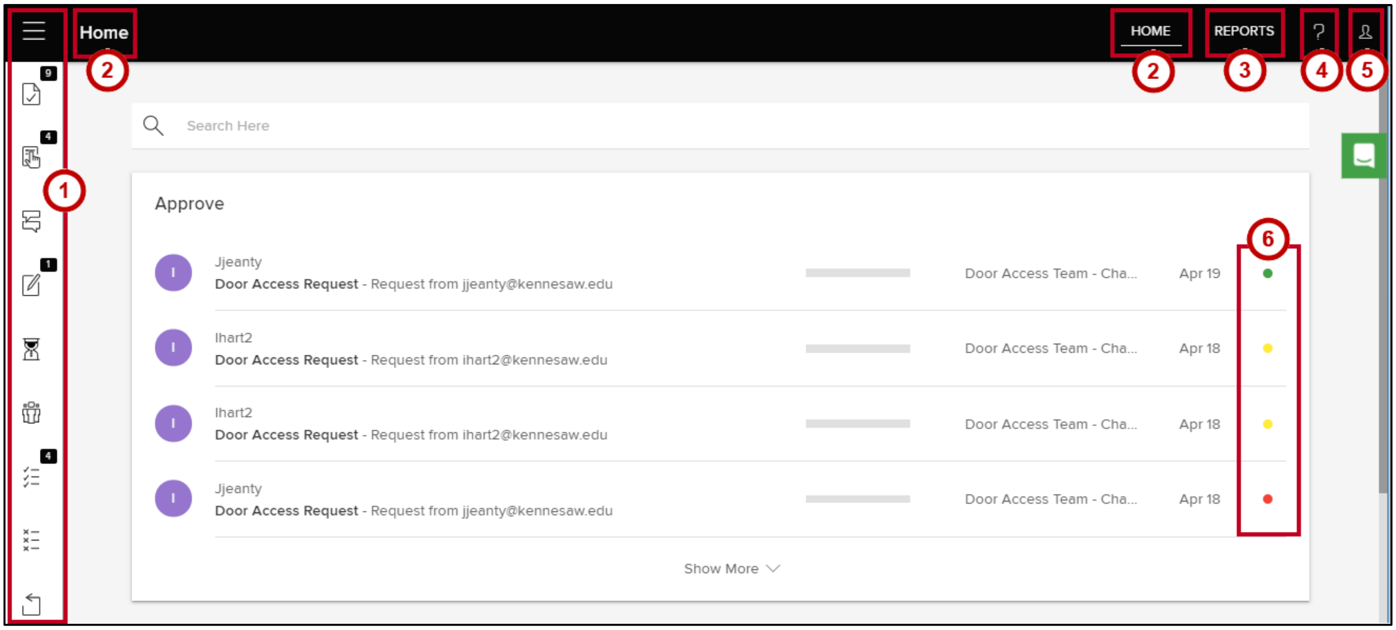

Figure 1 - KiSSFLOW Interface

1. **Left Menu** – Expandable menu where you can manage all of your items by item type (See Figure 1).
2. **Home** – Displays lists of tasks (e.g., Approvals, Input Requests, and Clarifications) and items (e.g., Drafts, In Progress, Participated, Approved, Rejected, and Withdrawn) grouped by item type. (See Figure 1).
3. **Reports** – Displays any reports to which you have access (e.g., *My Items*, which displays the number of items in progress, completed, rejected, or withdrawn) (See Figure 1).
4. **Help** – Contains helpful videos related to navigating KiSSFLOW (See Figure 1).
5. **Profile** – Displays your profile details and allows you to delegate tasks to other users or reset your password (See Figure 1).
6. **Status Indicators** - Displays the status of the open request (e.g., red - deadline has passed, yellow - deadline approaching, or green - new request) (See Figure 1).

Left Menu

The Left Menu allows you to manage various types of tasks (e.g., Approvals, Input Requests, and Clarification) and items (e.g., Participated) in KiSSFLOW. The following describes the Left Menu:

Note: To expand the Left Menu to view tem descriptions, click the menu **button**.

Figure 2 - Left Menu

In the Left Menu, tasks and items are grouped by type, each represented by a separate icon. When the menu is expanded, the item descriptions are visible and sorted into two groups, *My Tasks* and *My items*. *My Tasks* contains items related to submitted approval requests and are not accessible to standard users. *My items* contains items related to submitting requests and determining the status of the request. Under *My items*, approvers will see items listed only under *Participated*, *Rejected*, or *Withdrawn*.

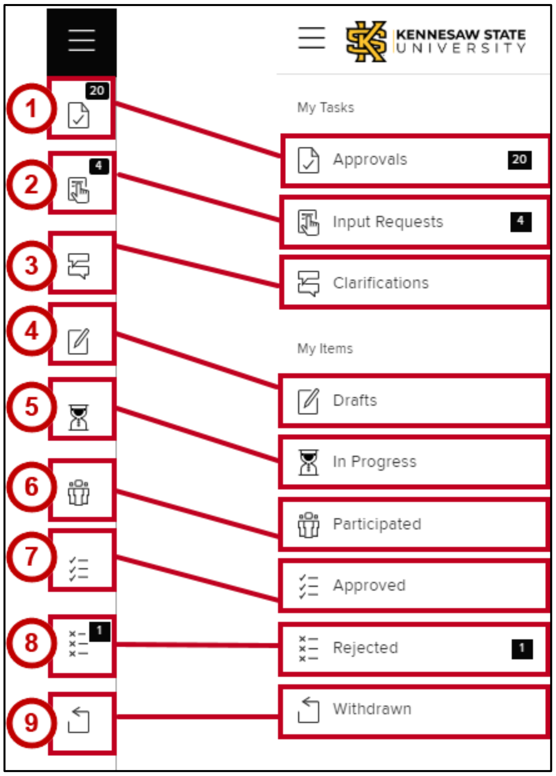

Figure 3 - Expanded Left Menu

My Tasks

1. **Approvals** – Requests that have been submitted to the Door Access Team for approval (See Figure 3).
2. **Input Requests** – Requests that have been submitted to the Supervisor/Risk Approver for approval (See Figure 3).
3. **Clarifications** – Requests with comments or questions concerning the request asking for more information (See Figure 3).

My Items

4. **Drafts** – Items that have been started, but not submitted for approval. You also have access to any templates you have created (See Figure 3).
5. **In Progress** – Items that have not completed the approval process. A progress bar to the right of the item allows you to view the status of the item(See Figure 3).
6. **Participated** – Items that you have been active in, regardless of whether or not you initiated them (See Figure 3).
7. **Approved** – items that have completed the approval process with a status of approved(See Figure 3).
8. **Rejected** – Items that have been rejected. You can open any rejected item to resubmit for approval.
9. **Withdrawn** – Items that have been withdrawn. You can restart any withdrawn item to resubmit for approval.

Tasks in KiSSFLOW

There are three types of tasks in KiSSFLOW - Approvals, Input Requests, and Clarifications. You can view them all on the *Home* page or you can click the applicable icon to display a particular group of tasks. What is visible to you depends on the role you are assigned in the approval workflow process (e.g., the Door Access Team has access to tasks in the *Approvals* group, Supervisors have access to the tasks in the *Input Requests* group, and any requests for clarification tasks for a particular request appear in the *Clarifications* group. Once clarification is provided, the task will be routed back to the appropriate based on the approval workflow.

Note: If you do not have any pending tasks, the term *No Tasks* will appear on the list for that particular task group.

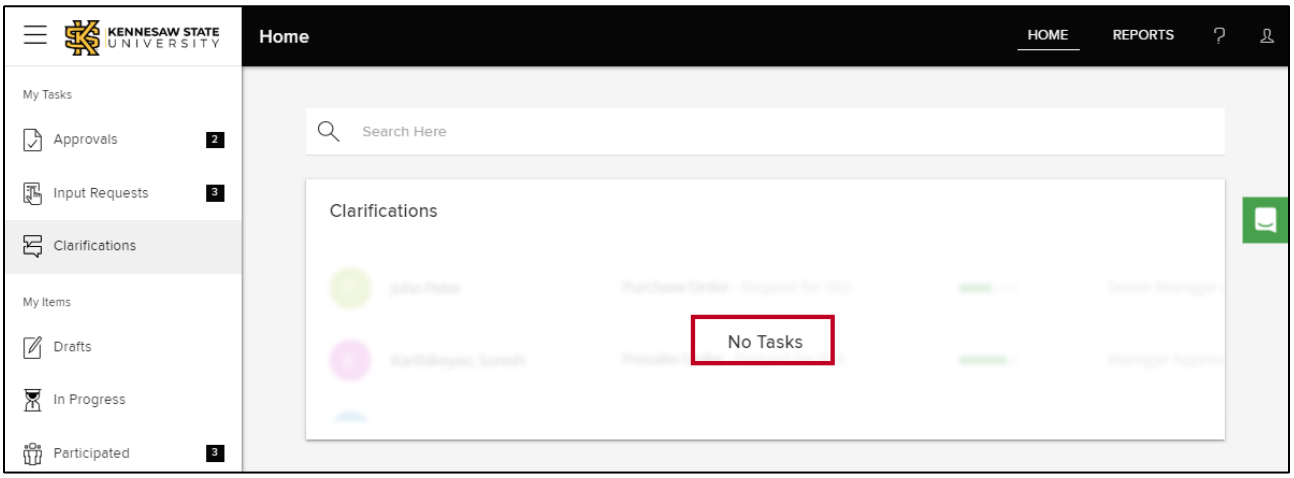

Figure 4 - No Tasks

Approval Workflow Process

The following explains how to manage door access approvals for the Door Access Team:

1. After single sign-on to KiSSFLOW you will be routed to the *Home* page. **Scroll** to the *Approvals* section of the page.

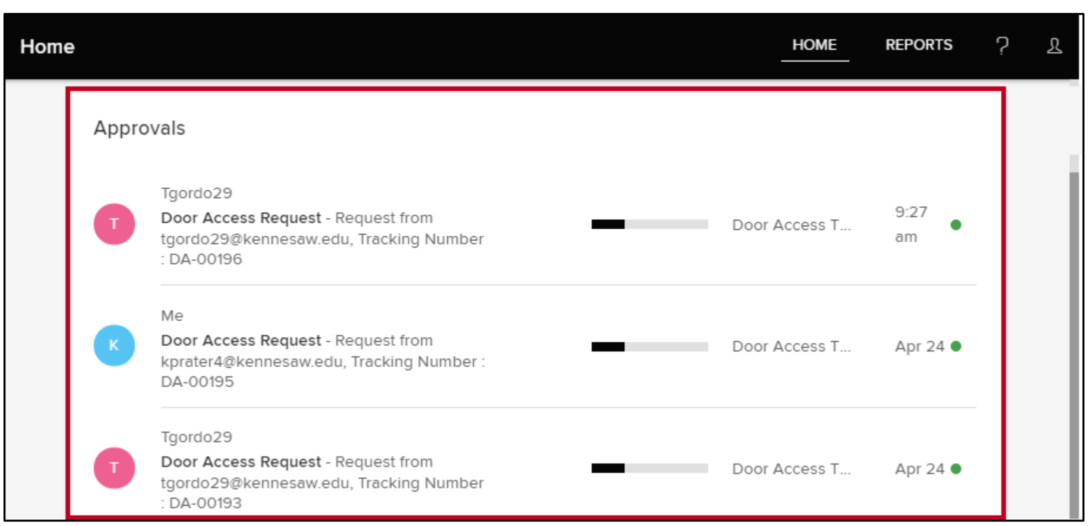

Figure 5 - Scroll to Provide Input

2. Click **Show More** to view more tasks if desired.

Figure 6 - Click Show More

Note: You may also click **Approvals** in the *Left Menu* to display requests to be approved.

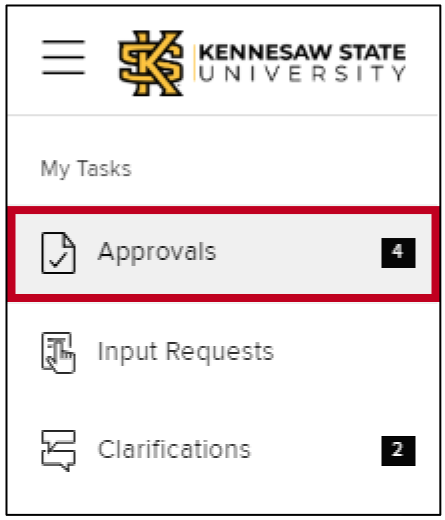

Figure 7 - Click Approvals

3. To view the request form, click the desired **item** in the list.

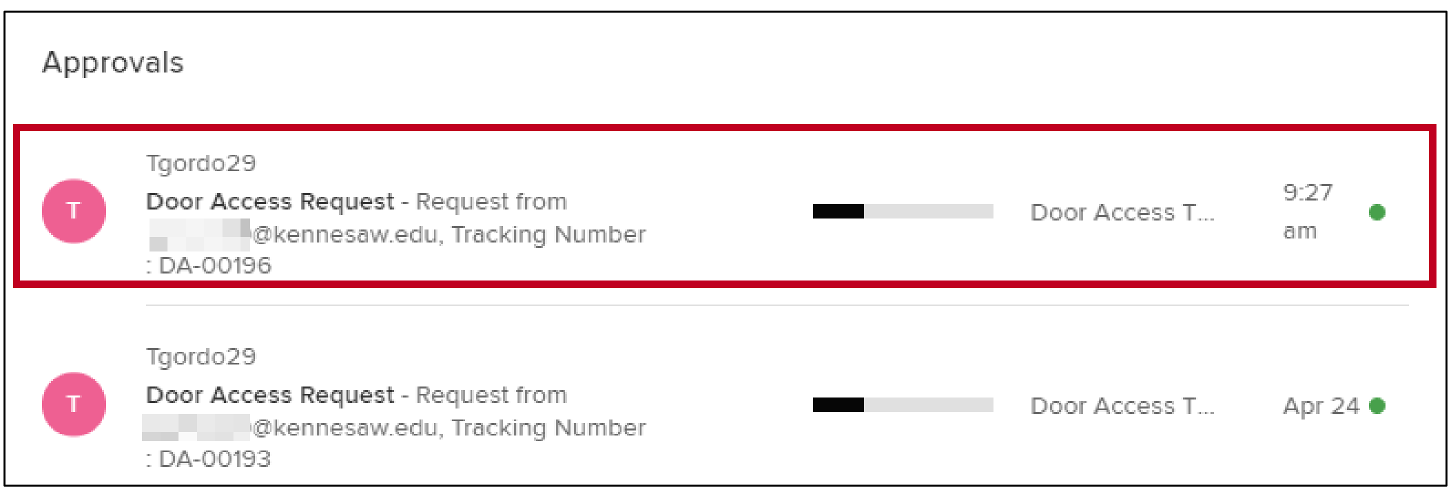

Figure 8 - Click the Item to View

4. The *Door Access Request* form will appear. **Scroll** to review the request.

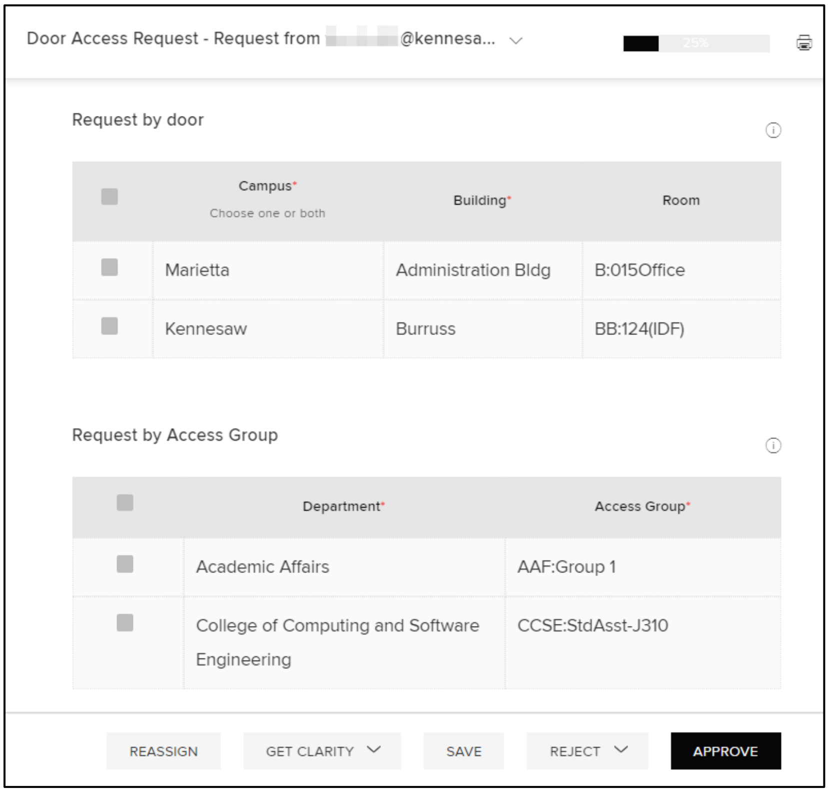

Figure 9 - Door Access Request Form

5. You have the following options for processing:
   a. **Reassign**: Allows you to select an alternate approver to review the request (See Figure 10).
   b. **Get Clarity**: Opens the *Get Clarification* window to add comments and/or questions for the requestor and route the request back to the requestor. A notification email is generated to the requestor (See Figure 10).

   c. **Save**: Saves any entered information, but does not route. This item remains in *Approvals* until you re-open and complete processing (See Figure 10).

   d. **Reject**: Opens the *Reject* window where you will enter a reason for rejection and route the request back to the requestor with a status of rejected. A notification email is generated to the requestor (See Figure 10).

   e. **Approve**: Approves the request and routes back to the requestor with a status of approved. A notification email is generated to the requestor (See Figure 10).

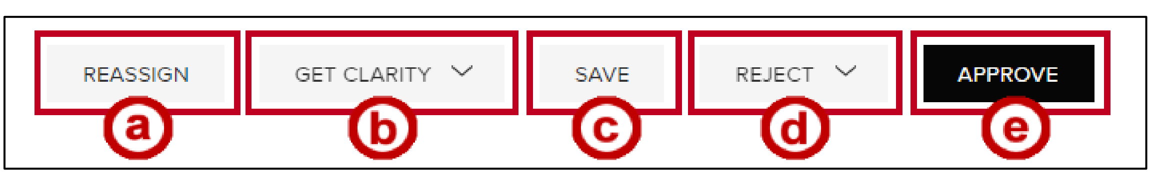

Figure 10 - Processing Options

Reassign a Request

The following describes how to reassign a request to another reviewer:

1. Click **Approvals**.
2. Click the relevant **request** to open.
3. After reviewing the form, click **Reassign**.

Figure 11 - Click Reassign

4. The *Reassign Tasks* window will appear. Under *Re-assign To*, click the **drop-down arrow** (See Figure 12).

5. Select the system **user** to whom you want to reassign this request (See Figure 12).
6. Click **Assign** (See Figure 12).

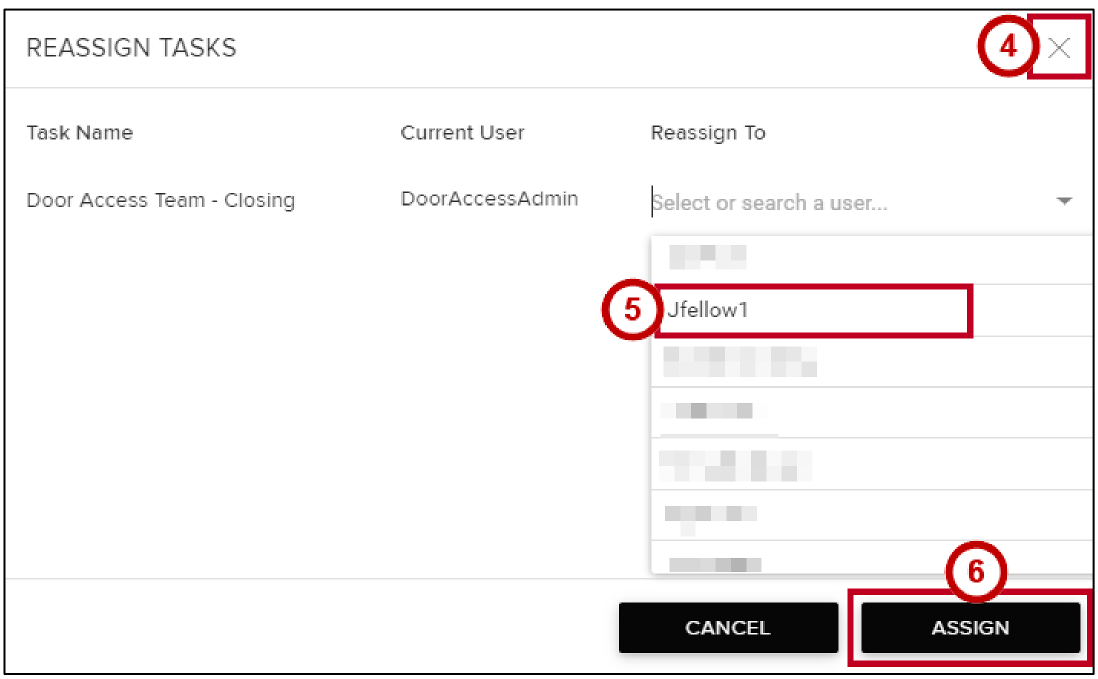

Figure 12 - Reassign Tasks

7. The *Confirm Reassign* window will appear. Click **Yes** to confirm.

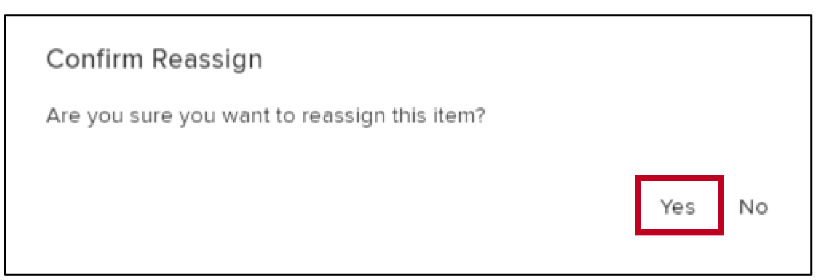

Figure 13 - Click Yes to Confirm

Get Clarity on a Request

The following explains how to request clarification regarding a request:

1. Click **Approvals**.
2. Click the relevant **request** to open.

3. After reviewing the form, enter your question or comment in the *Comments* field of the request form (See Figure 14).

4. Click **Get Clarity**. (See Figure 14).

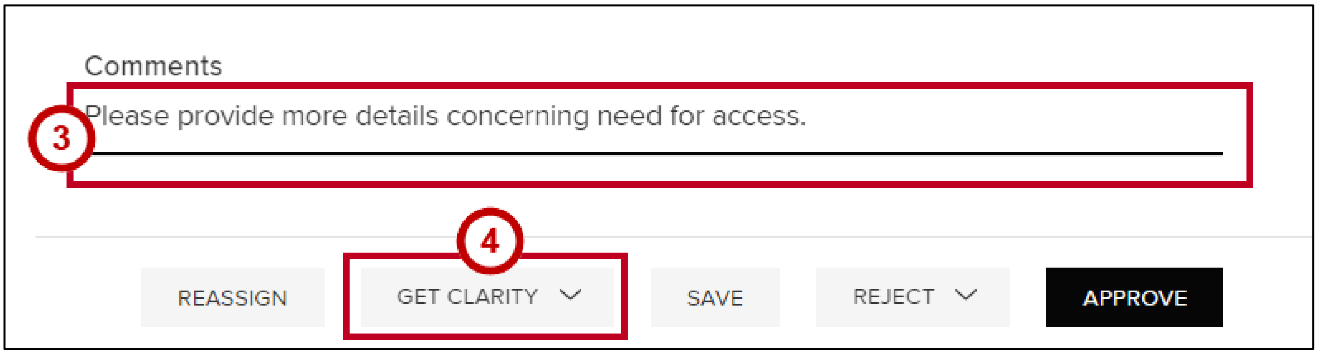

Figure 14 - Click Get Clarity

5. The *Get Clarification* window will open. If you entered comments on the form, they will appear automatically. If not, enter your questions and/or comments.

6. Click **Send**.

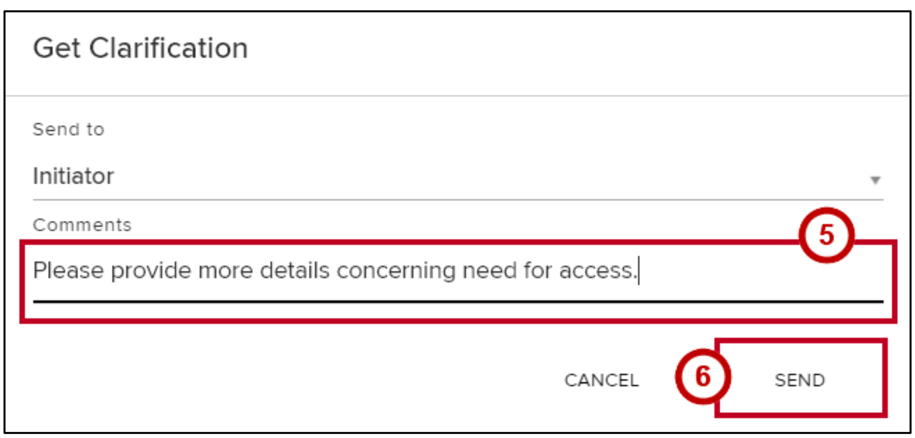

Figure 15 - Click Send

Save a Request

The following describes how to save a request for processing or follow-up later:

1. Click **Approvals**.
2. Click the relevant **request** to open.

3. After reviewing the form, you may enter some **notes** or **comments** for yourself, but may not be ready to approve or reject.

4. To keep the item in *Approvals*, click **Save**.

Figure 16 - Click Save

Reject a Request

The following describes how to reject a request:

1. Click **Approvals**.
2. Click the relevant **request** to open.
3. After reviewing the form and deciding to reject, click **Reject**.

Figure 17 - Click Reject

4. The *Reject* window will appear. In the *Comments* field, enter the **reason** for rejecting the request (See Figure 18).

5. Click **Reject** (See Figure 18).

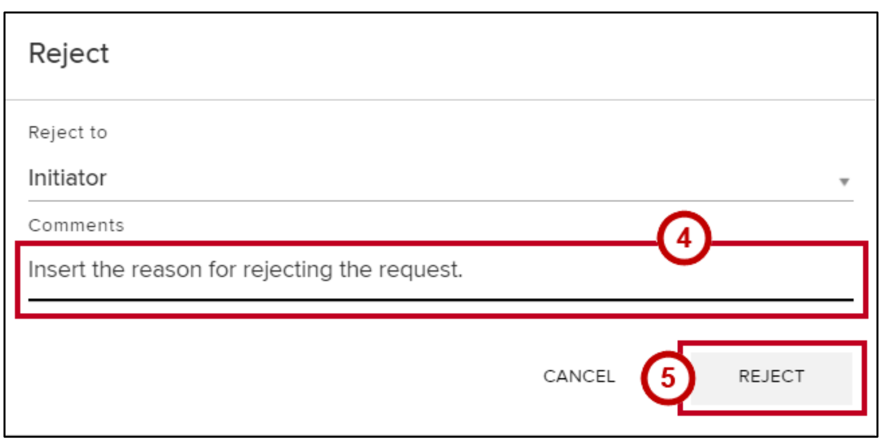

Figure 18 - Click Reject

6. A notification email will be generated and the request will be routed back to the requestor with a status of rejected.

Approve a Request

The following describes how to approve a request:

1. Click **Approvals**.
2. Click the relevant **request** to open.
3. After reviewing the form and deciding to reject, click **Approve**.

Figure 19 - Click Approve

4. A notification email will be generated and the request will be routed back to the requestor with a status of approved.

Note: The Door Access Team manually updates door access systems with approved access and should not approve in the workflow until manual updates have been made to all applicable door access systems.

Delegating Tasks

1. Click the **Profile icon** (See Figure 20).
2. Click **Preferences** (See Figure 20).

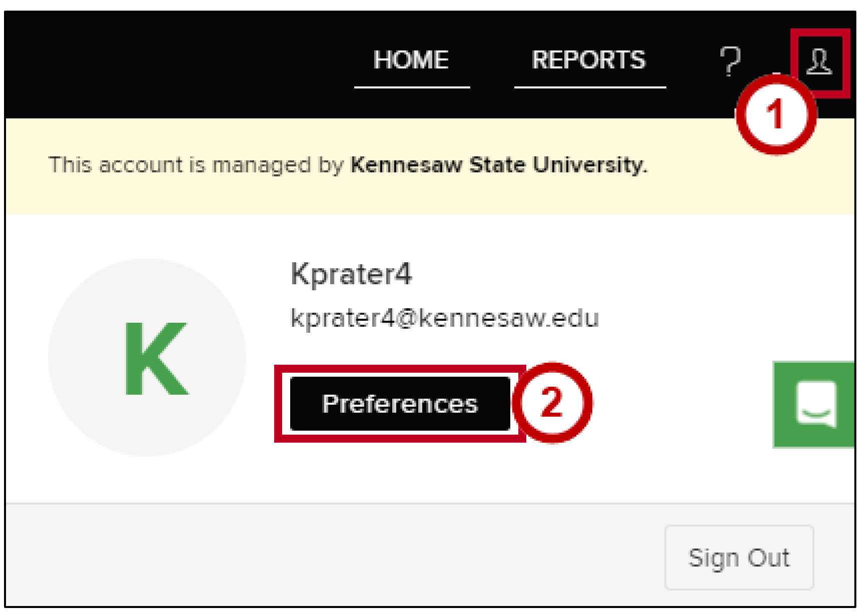

Figure 20 - Click Preferences

3. The *Preferences* window will appear. Under *Task Delegation*, click the **drop-down arrow** (See Figure 21).

4. In the drop-down menu, select the system **user** to whom to designate all of your tasks (See Figure 21).

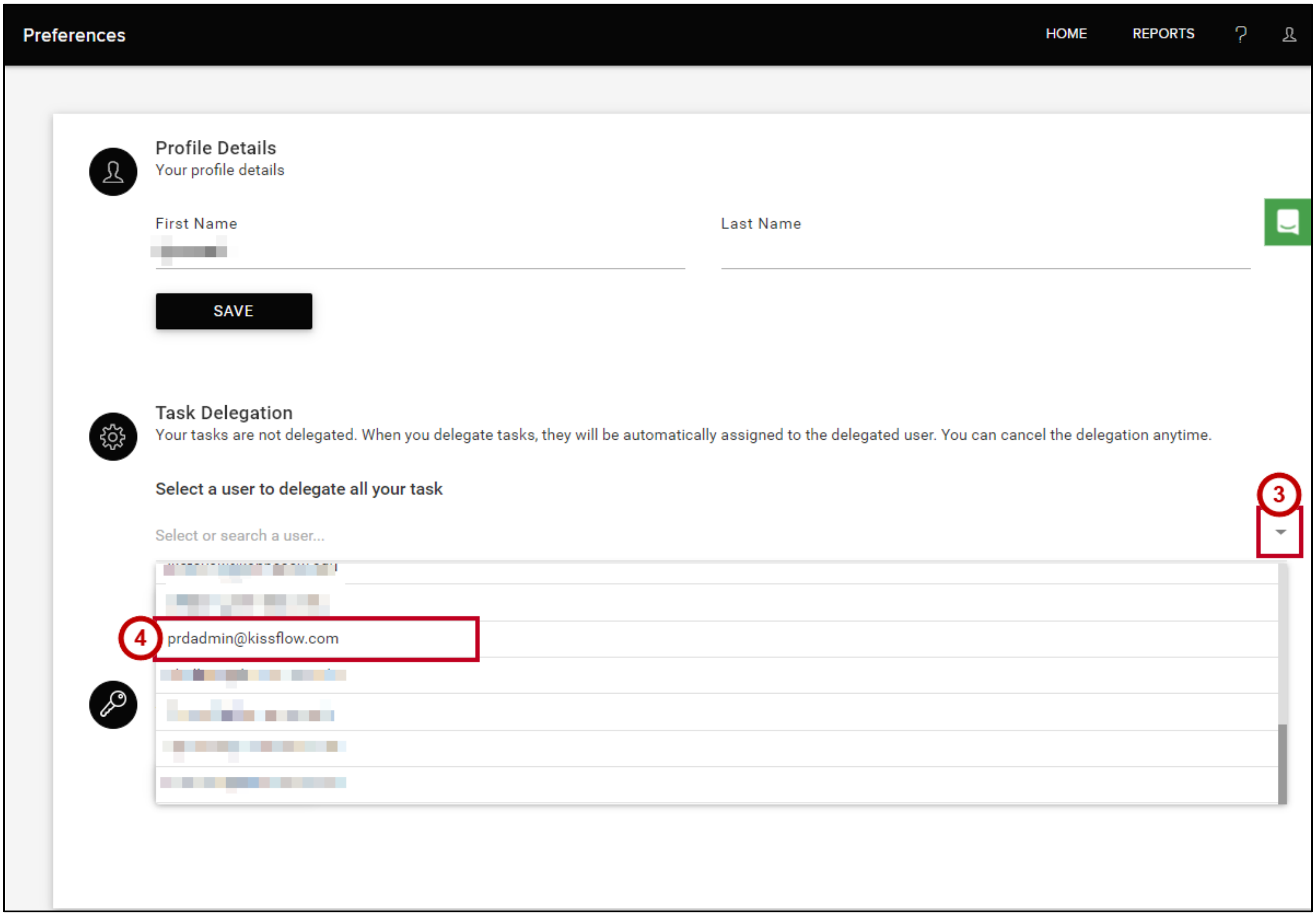

Figure 21 - Click the User

6. The *Delegate Tasks* window will appear, providing a warning indicating that you will be signed out and all tasks will be deleted to the user selected. Click **OK**.

Note: This will assign new tasks to the person designated. Any incomplete tasks will remain assigned to the original recipient.

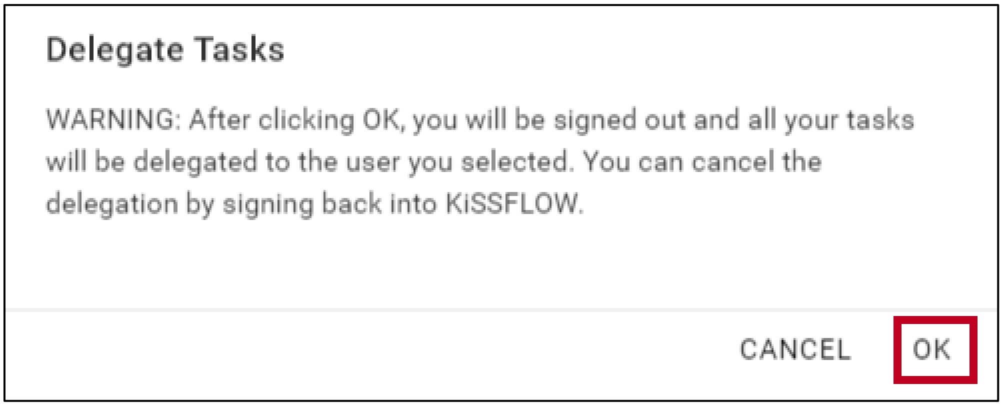

Figure 22 - Click OK

5. When you attempt to access KiSSFLOW again, you will receive a notification to cancel the delegation. Click **Cancel Delegation**.

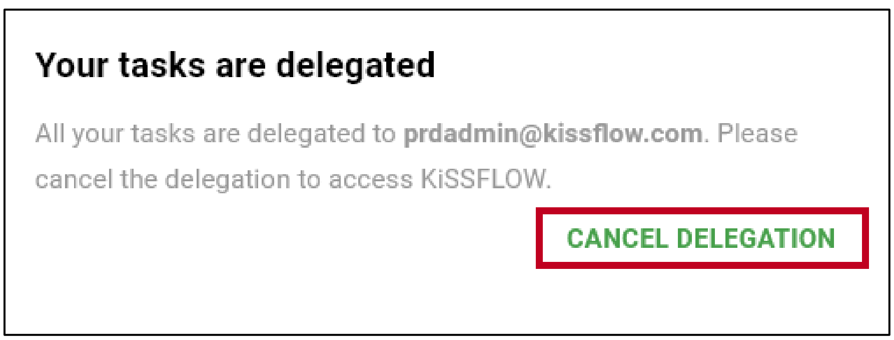

Figure 23 - Cancel Delegation

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KSU Student Help Desk
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