

The KiSSFLOW Interface

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

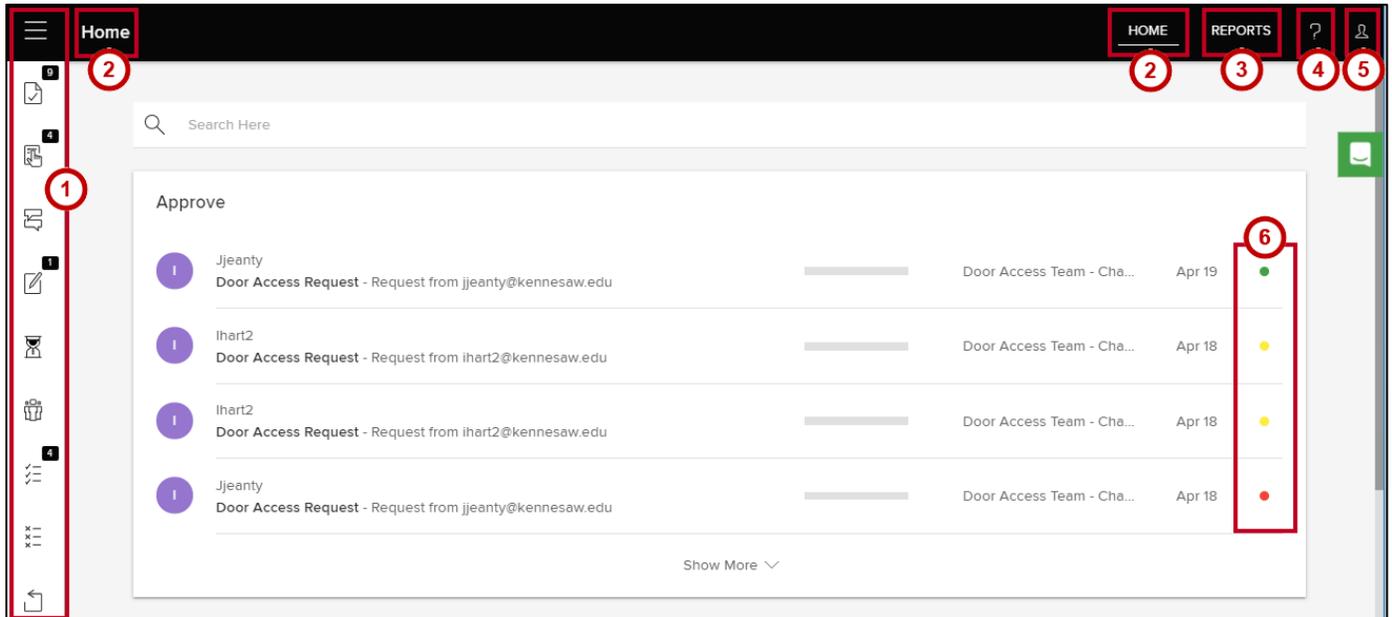


Figure 1 - KiSSFLOW Interface

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Input Requests, and Clarifications) and items (e.g., Drafts, In Progress, Participated, Approved, Rejected, and Withdrawn) grouped by item type.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to which you have access (e.g., *My Items*, which displays the number of items in progress, completed, rejected, or withdrawn) (See Figure 1).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 item 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 Under *My items*, approvers will see items listed only under *Participated*, *Rejected*, or *Withdrawn*.

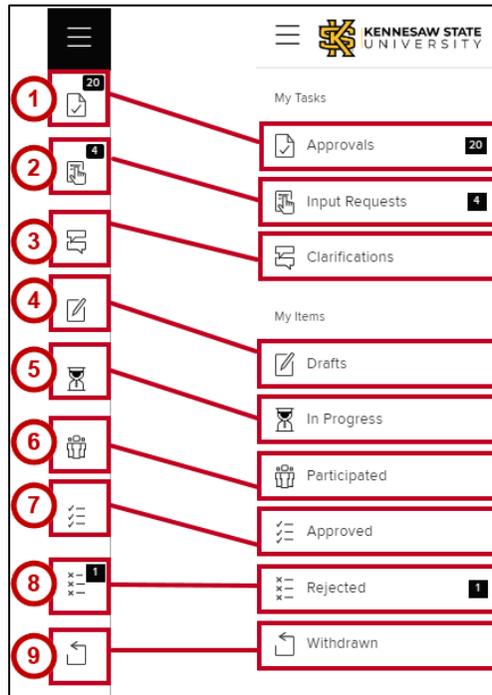


Figure 3 - Expanded Left Menu

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 (See Figure 3).
9. **Withdrawn** – Items that have been withdrawn. You can open any withdrawn item to resubmit for approval (See Figure 3).

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 party based on the approval workflow.

Note: If you do not have any pending tasks or are not assigned a particular role in the approval workflow, the term *No Tasks* will appear on the list for that particular task group.

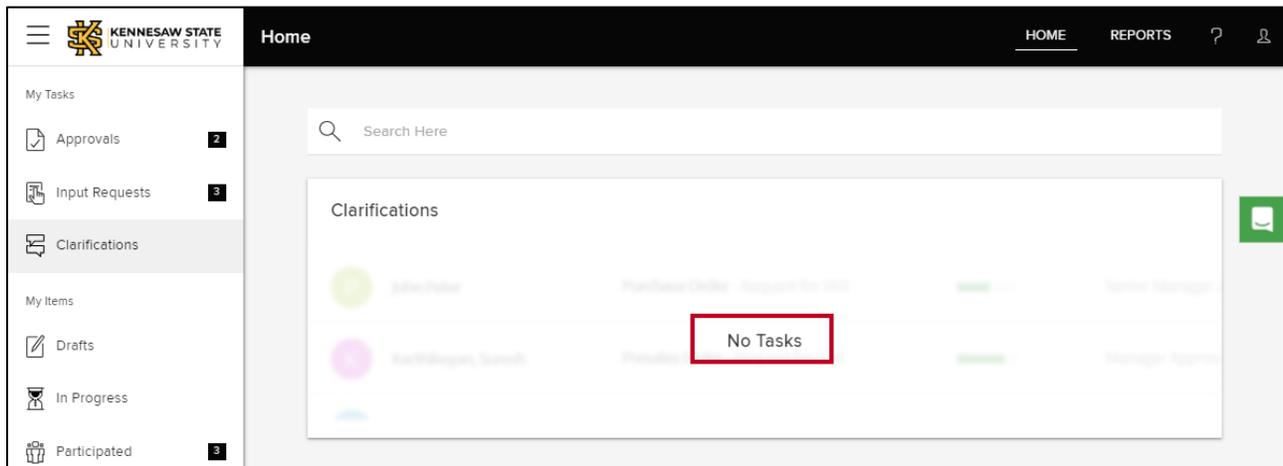


Figure 4 - No Tasks

Approval Workflow Process

The following explains how to manage door access approvals for Supervisors/Risk Approvers:

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

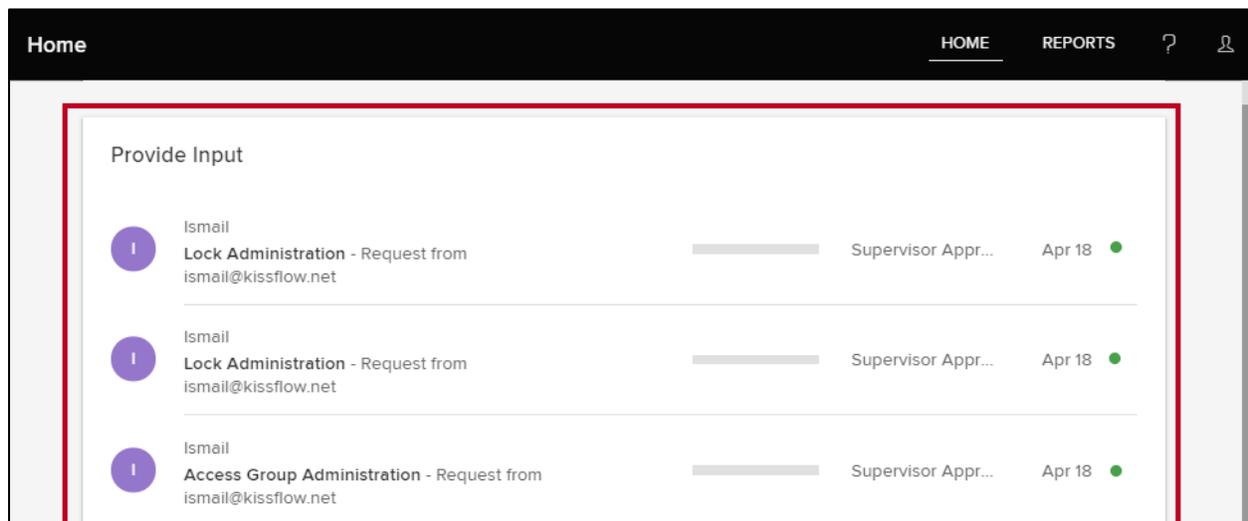


Figure 5 - Scroll to Provide Input

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



Figure 6 - Click Show More

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

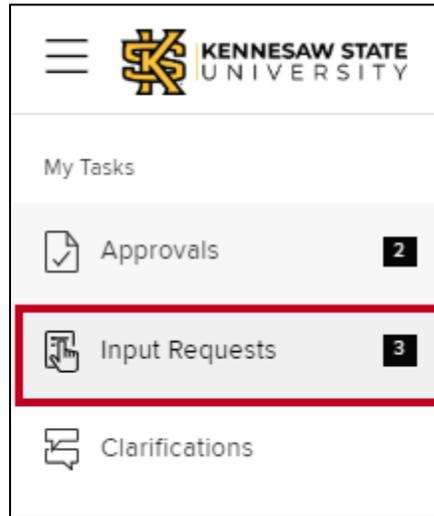


Figure 7 - Click Input Requests

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

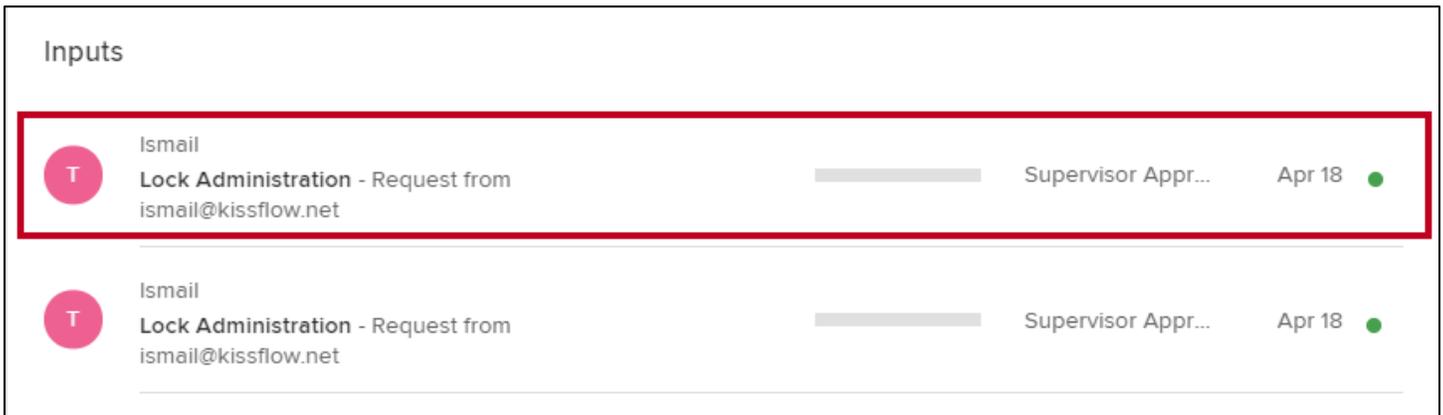


Figure 8 - Click the Item to View

4. The request form will open. If you are ready to approve or reject, click the **drop-down arrow** below the *Approve?* field (See Figure 9).
 5. In the drop-down menu, you have two options:
 - a. **Yes**: Routes the request to the Door Access Team for processing (See Figure 9).
 - b. **No**: After entering comments, the request is routed back to the requestor and placed in *Rejected* items (See Figure 9).
- Note:** The requestor may restart the rejected request, revise, and resubmit if desired.
6. When you have made your selection, click **Done** to route accordingly (See Figure 9).

Lock Administration - Request from ismail@kissflow.net 0%

Details

Name	E-mail
Paul	██████████@kennesaw.edu
Status	Campus
EMPLOYEE	Marietta
Building	Room
Administration Bldg	B:015Office

Approve? *

Select or search an item...

Yes **a**

No **b**

Comments

Please enter comments here...

REASSIGN GET CLARITY SAVE **DONE** **6**

Figure 9 - Approve or Reject

Note: If you select *No* to reject the request, the *Reject* window will appear. Enter the reason for rejection and click **Reject**. A notification email will be generated and the request will be routed back to the requestor with a status of rejected.

Figure 10 - Click Reject

7. If you need more information or are not ready to approve or reject, you also have the following options:
 - a. **Reassign:** Opens a box to select another supervisor/approver to review and process the approval (See Figure 11).
 - b. **Get Clarity:** Opens the *Get Clarification* window to add comments and/or questions for the requestor and routes back to the requestor after clicking **Done** (See Figure 11).

Note: If you entered comments in the *Comments* section of the request form, they will automatically appear in the *Comments* section of the window.

- c. **Save:** Saves any entered information, but does not route. This item remains in *Input Requests* until you re-open and complete processing (See Figure 11).



Figure 11 - Options

Reassigning a Request

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

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



Figure 12 - Click Reassign

4. The *Reassign Tasks* window will appear. Under *Re-assign To*, click the **drop-down arrow** (See Figure 13).
5. Select the system **user** to whom you want to reassign this request (See Figure 13).
6. Click **Assign** (See Figure 13).

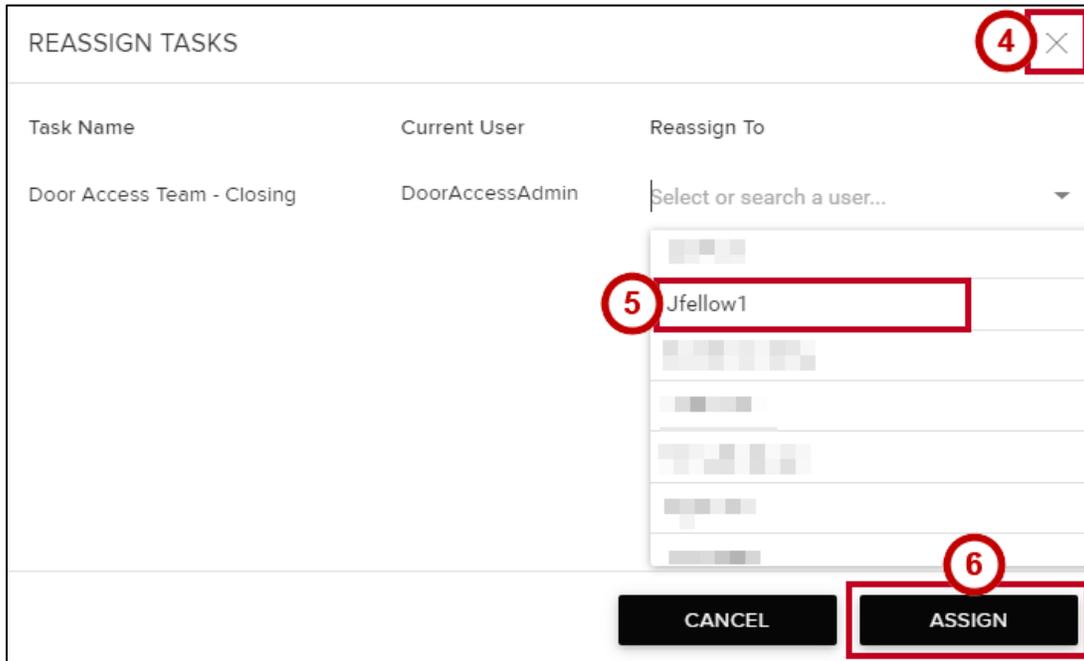


Figure 13 - Reassign Tasks

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



Figure 14 - Click Yes to Confirm

Get Clarity on a Request

The following explains how to request clarification regarding a request:

1. Click **Input Requests**.
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 15).
4. Click **Get Clarity**. (See Figure 15).

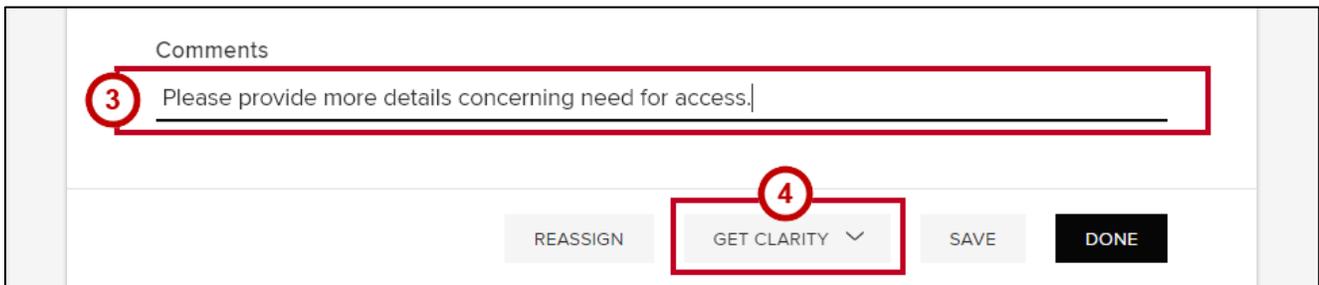
A screenshot of a web form titled 'Comments'. The form contains a text input field with the placeholder text 'Please provide more details concerning need for access.' A red circle with the number '3' is positioned to the left of the input field. Below the input field, there are four buttons: 'REASSIGN', 'GET CLARITY' (with a dropdown arrow), 'SAVE', and 'DONE'. A red circle with the number '4' is positioned above the 'GET CLARITY' button.

Figure 15 - 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 (See Figure 16).
6. Click **Send** (See Figure 16).

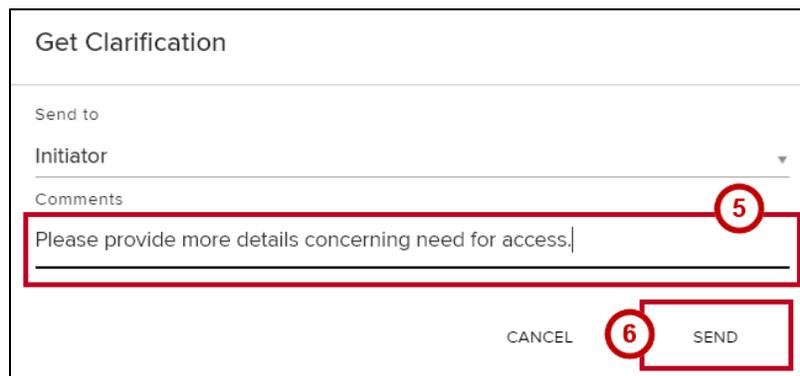
A screenshot of a 'Get Clarification' dialog box. It has a title bar 'Get Clarification'. Below the title bar, there are three input fields: 'Send to', 'Initiator', and 'Comments'. The 'Comments' field contains the text 'Please provide more details concerning need for access.' and is highlighted with a red box and a red circle with the number '5'. At the bottom of the dialog box, there are two buttons: 'CANCEL' and 'SEND'. The 'SEND' button is highlighted with a red box and a red circle with the number '6'.

Figure 16 - Click Send

Saving a Request

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

1. Click **Input Requests**.
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 the *Input Requests*, click **Save**.



Figure 17 - Click Save

Delegating Tasks

1. Click the **Profile icon** (See Figure 18).
2. Click **Preferences** (See Figure 18).

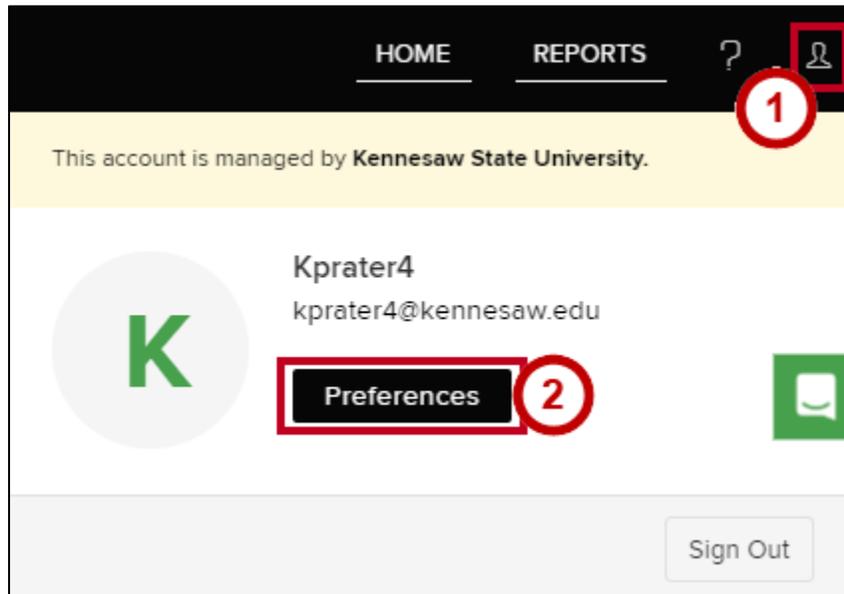


Figure 18 - Click Preferences

3. The *Preferences* window will appear. Under *Task Delegation*, click the **drop-down arrow** (See Figure 19).
4. In the drop-down menu, select the system **user** to whom to designate all of your tasks (See Figure 19).

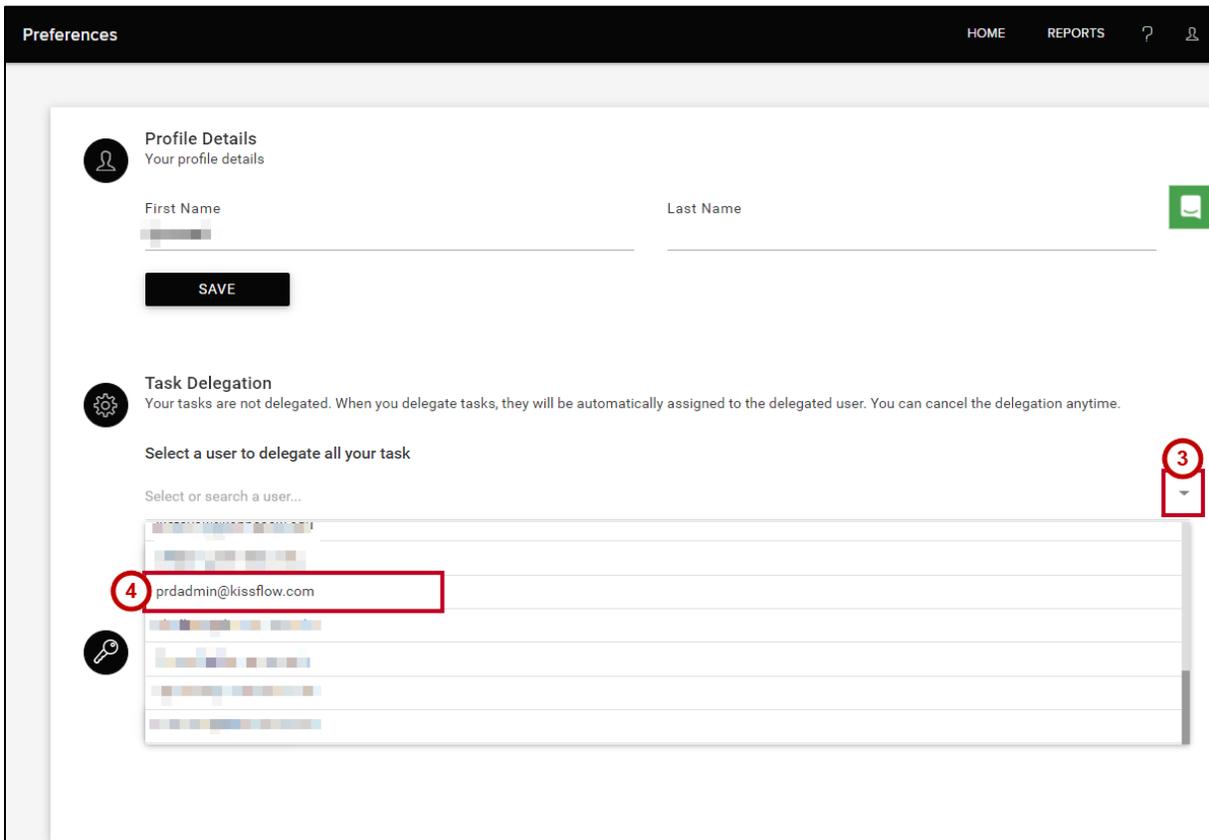


Figure 19 - Click the User

5. 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.

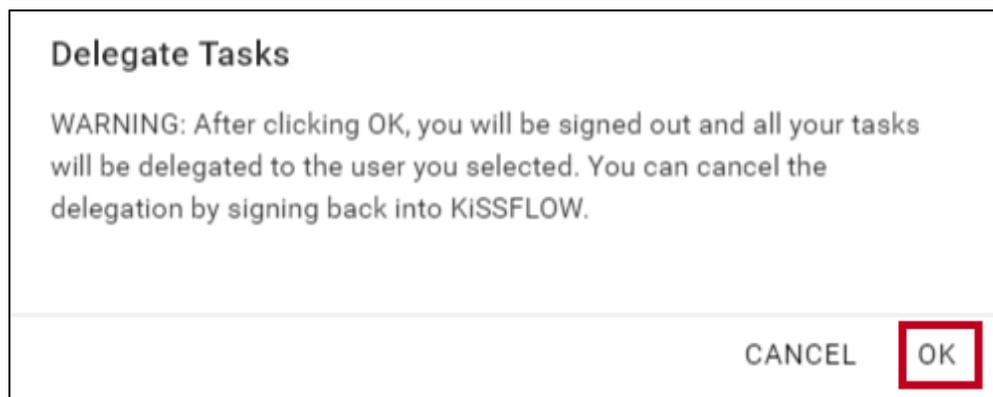


Figure 20 - Click OK

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

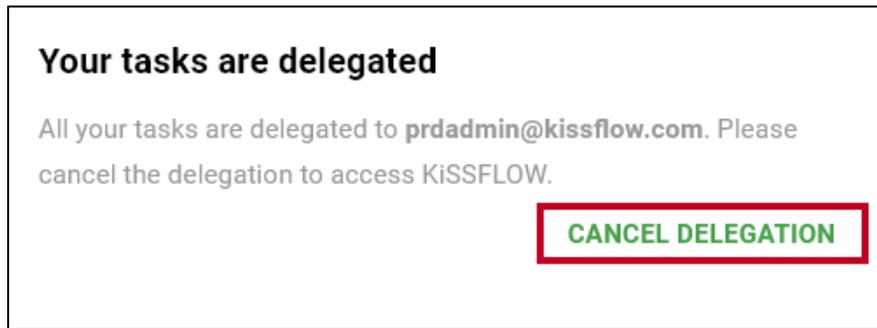


Figure 21 - Cancel Delegation