

# Activity 26: Create and use a workflow template

## Overview

### Why you should complete this activity

Workflow templates link two or three process templates together to offer more automation. This activity demonstrates how to create and use a workflow template to further automate a workflow.

This activity is important because it illustrates how to:

- Create a workflow template using the Process Template Editor
- Use a workflow template

### What you'll need

For this activity you need to locate:

- Prinerger Activity Practice Files /Act\_26\_Workflow Template

The instructor or coach will provide you with the location of the practice files.

**Note:** This activity is optional.

The aim of this activity is to introduce the concept of automated workflow templates. Workflow template can be considered as a base automation workflow, and are a starting point for customers to learn further, more complex automated processes.

Consult with the customer to ensure that this activity brings value to their learning experience. Some customers may prefer to learn a basic to more complex introduction to automation, while others may prefer to focus on one type of automation (for example, Rules-Based Automation).

Be certain to clarify these expectations with the customer at the beginning of the workflow automation phase of this training.

Consult the online help for Prinerger Connect to familiarize yourself with the various available settings in a workflow process template. Encourage the customer to consult this reference material as well, as it will provide additional support to them after the training session is over and they are working on their own.

If you skipped Activity 1, consult the Activity 1 *Instructor's Notes* for information about best practices for managing activity practice files during a training session. Activity 1 also contains important information related to the Prinerger client and server relationship, which could be helpful to the customer.

### What you need to know

Workflow templates link two or three process templates together to offer more automation. Each workflow template can contain up to three process templates of the following types:

- An import process template
- A refine process template
- An output process template:
  - Loose page output

- Imposition output
- Final output
- You can create or modify workflow templates in the workflow template editor, where you choose:
  - Whether to enable or disable each of the three types of process templates available
  - Which specific process template to use for each process template type that you enabled

Prinerger offers the following workflow templates, which are named after the process templates they contain:

- Import, refine, and loose page output workflow template
- Import, refine, and imposition output workflow template
- Import, refine, and final output workflow template

In workflow templates with loose page output, you can output to multiple proofing devices in parallel. For example, you can configure a single workflow plan to refine and output the following loose page outputs at the same time:

- Loose page output to Virtual Proofing System
- Loose page output to one or more hard copy proofing devices
- Loose page output to vector PDF

**Note:** If you are completing this activity on your own or coaching others in your shop, copy the Prinerger Activity Practice Files folder (available on the Kodak Partner Place internet portal at <https://partnerplace.kodak.com/>) directly to your workstation. For further information about these procedures, see Activity 1.

#### **Process templates used:**

- Refine process template: **Refine > Refine > 1st Ref-Normz**
- Loose page proof process template: **Loose Page Output > VirtualProof > VirtualProof. LoosePage**