**Proposed New Lifecycle Request**

***(Name of Lifecycle)***

***(Date)***

**Purpose**: *(e.g. Docketing, Audit, Distributing documents to other departments, Certifying documents, etc.)*

**Comment by:**  *(enter date – allow at least two-three days for the comment period)*

**Business Owners**: *(List name of the COC staff who is the contact for this workflow)*

**Brief Description**:

**Business Continuity Plan**: (If OnBase was down for a day or two, would there be a critical impact?)

**Projected Monthly Volume**:

**To submit this request:**

* Preliminary review:  *Email to COC OnBase Workflow Changes:* COCOnbaseworkflowchanges@mail.maricopa.gov and include a “Comment by” date.
* RFS: Once the comment period has concluded, send the document (modifed if necessary based on the comments) as an RFS to the ITG Desk and copy *COC OnBase Workflow Changes* distribution list.

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| **Name of Lifecycle** | **Name of Queue** | **Auto-feed?*****Y or N*** | **Load Balance?*****Y or N*** | **Docket Code(s)*****From iCIS*** | **Document****Type(s)*****(From OnBase Document Types listing)*** | **Adult or Juvenile Documents** | **Actions** **(Task buttons and Notes)** ***Examples: Remove from queue; Send to supervisor; Append or remove note*** | **Give Access To*****Use first and last names*** |
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Other Options: Workflow has multiple functions. Please indicate if you need some of these:

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| --- | --- | --- |
| Auditing | Indicate % to be audited |  |
| Email | Indicate email addresses if workflow will be emailing documents |  |
| Auto-processing | Indicate if images in a queue should be automatically moved after a certain number of days (e.g move to a supervisor queue after x days, or remove from lifecycle automatically) |  |
| Alert | If documents have been in a queue over a certain amount of time, the queue can email an alert to designated person or mailbox (indicate addresses) |  |
| Keyword Parameters | Workflow can filter/exclude by keywords: Case number, docket code, file date, parties code (EI), security keyword, scanner ID, Batch name (efiled vs. scanned) etc. Example: If file date is greater than or less than, or equal to a certain value (indicate which) or, if parties = EI. It can also look for missing keywords. |  |
| Related Documents | Workflow can display related documents in the same case |  |
| Specialized Functions | Workflow can be used in the certification process; It may also be used to record documents with the Recorders’ Office |  |
| System Ad Hoc Task buttons | These are buttons that are available outside of workflow. They can send a document directly to a specified workflow, or perform other specialized functions. Supply the names of staff who need to see the buttons. |  |

Template lrd: 11/20/2014