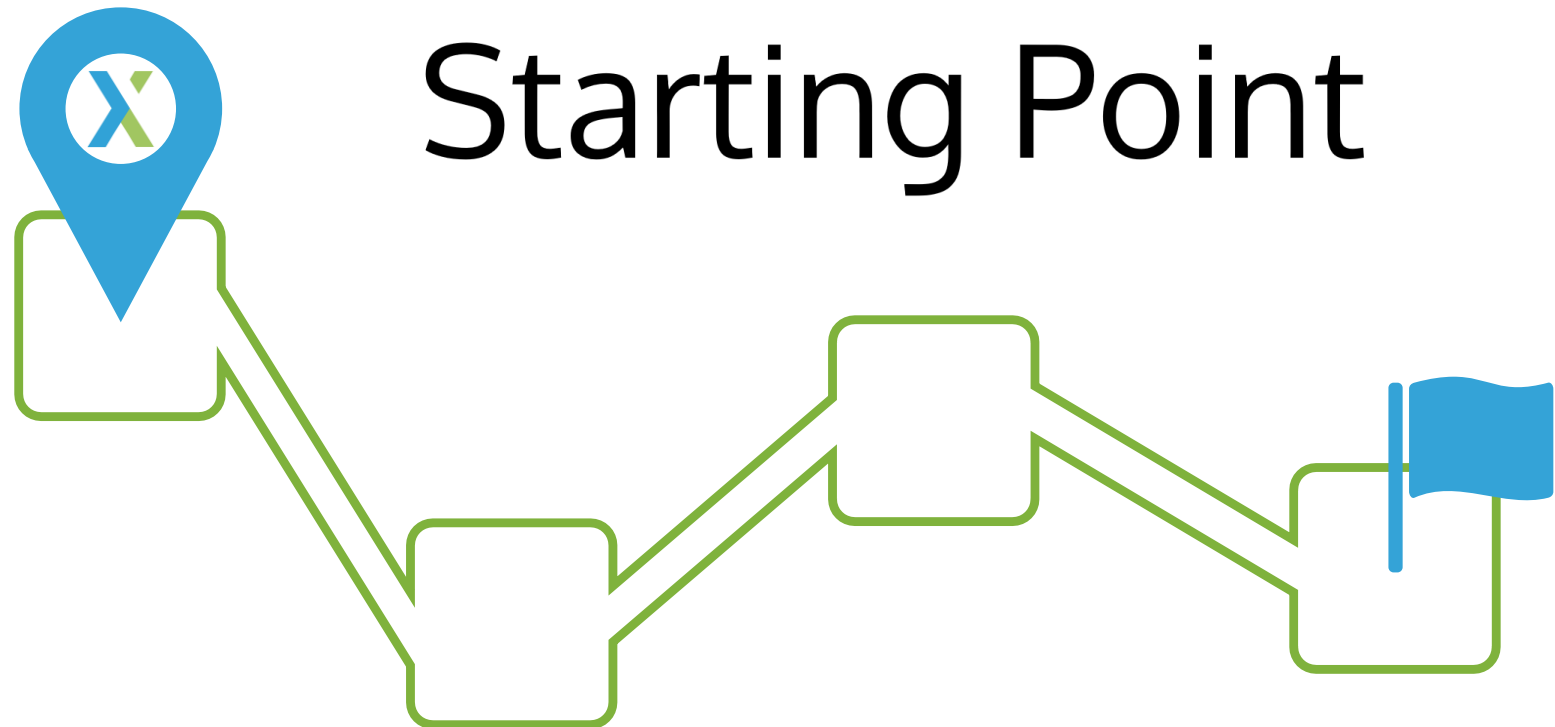


Session 6

Workflow Tools



Benefits of Workflow

- Consistency!!!
- Documenting Processes
- Digital Manual
- Tracking Made Simple



Review: Action Fields

Haas Financial RECORD DETAILS 40 Record Search JohnHaas17@gmail.com

Andrews Family Trust

Subject : Short description of the action

Link To [Assets](#) [Documents](#) [Emails](#) [Insurance](#) [Opportunities](#) [User Defined Fields](#) [Calendar](#)

Notes *

Formats **B** *I* U **B** **I** **U** **B** **I** **U**

A A 12pt

* Any details related to the action

Notes

Task details

Follow-up notes

Entered By* : Haas, John

Date* : 2/15/2019 08:32 AM

Time Spent : Minutes

Type* : Note

Category : Select an Option

Tags : Select Tags

Action Required

Assign To : Haas, John

Priority : Select an Option

Start Date :

Due Date : 2/15/2019

FYI on Save :

Select Group : Select Group to FYI

Viewing : All

- Adv 1
- Adv 2
- CSR
- Cochrane, Julie
- Graeber, Chris
- Haas, John
- Operations, Queue -
- Wenzel, Amber

Cancel



Workflow Category vs. Action Category

The screenshot displays a software interface with a left-hand navigation menu and a right-hand form. The navigation menu includes the following items:

- ⚡ Add Action
- 📄 Add Asset
- 📈 Add Oppy
- Actions General
- BAM Advisor Services
- Business Development
- Client Service
- Compliance
- Conference
- Firm Related
- Meetings
- Money Movement
- Portfolio/Trading
- Reporting
- SAC Alerts

The right-hand form contains the following fields and options:

- Type: Note
- Category: Client Service
- Tags: [Search box]
- Action Required
- Assigned: [Dropdown]
- Priority: [Dropdown]
- Due Date: [Dropdown]
- Completed

A dropdown menu is open, showing a list of categories with 'Client Service' highlighted in blue. The categories listed are:

- Business Development
- Client Service
- ClientView Message
- Compliance
- Events
- Firm Related
- Internal
- Meetings
- Money Movement
- Planning



Workflow Setup - Important Fields

[Back to Workflow List](#)

Be sure to click Save Template to keep your changes

[X Delete Template](#)

[✓ Save Template](#)

Workflow Setup and Edit

Workflow Category *	Select an Option ▼	Status *	Select an Option ▼	Last Edited By	
Workflow Name *		Owner	Rueckert, Billy ▼	Last Review	
Workflow Description/Trigger				<input type="checkbox"/> First Step completes automatically on add	



Single Step

[Back to Workflow List](#)

Be sure to click **Save Template** to keep your changes [X Delete Template](#) [✓ Save Template](#)

Workflow Setup and Edit

Workflow Category * Status *


Workflow Name * Owner


Workflow Description/Trigger

Last Edited By

Last Review

First Step completes automatically on add

Summary 

 Gift to Client

Expand All Collapse All

Assigned : <Employee Creating Action> Type: Note		
Subject : Gift to Client		
Notes: Who gift to: (Client or Spouse or both) Reason for gift: (example: birthday, new job, death in family) What gift: (example: flowers, candy, gift certificate) Order or purchase gift Send gift to client Add any Action Tags that apply (example: marriage, birth) When you complete this action, note: Date sent: Delivery method: Amount of gift: FYI anyone in the office that needs to know about the gift	Type : Note Category : Client Service Assigned : <Employee Creating Action> Priority : Medium Days Until Due:	Assignee: <Employee Creating Action>



Multi-Step: Dependent

[Back to Workflow List](#) Be sure to click Save Template to keep your changes [X Delete Template](#) [✓ Save Template](#)

Workflow Setup and Edit

Workflow Category* Status* Last Edited By

Workflow Name* Owner Last Review

Workflow Description/Trigger First Step completes automatically on add

Summary

[Expand All](#) [Collapse All](#)

- Account Retitling - Paperwork
 - Account Retitling - Paperwork
 - Account Retitling - Receipt Verification
 - Account Retitling - Update Junxure
 - Account Retitling - Client Notification

<input type="checkbox"/>	Assigned : <Employee Creating Action>	Type: Letter	<input type="checkbox"/>	<input type="checkbox"/>
	Subject : Account Retitling - Paperwork			
<input type="checkbox"/>	Assigned : <Employee Creating Action>	Type: Other Activity	<input type="checkbox"/>	<input type="checkbox"/>
	Subject : Account Retitling - Paperwork			
<input type="checkbox"/>	Assigned : <Employee Creating Action>	Type: Phone	<input type="checkbox"/>	<input type="checkbox"/>
	Subject : Account Retitling - Receipt Verification			
<input type="checkbox"/>	Assigned : <Employee Creating Action>	Type: Other Activity	<input type="checkbox"/>	<input type="checkbox"/>
	Subject : Account Retitling - Update Junxure			
<input type="checkbox"/>	Assigned : <Employee Creating Action>	Type: Phone	<input type="checkbox"/>	<input type="checkbox"/>
	Subject : Account Retitling - Client Notification			



Multi-Step: Independent

[Back to Workflow List](#) Be sure to click Save Template to keep your changes [Delete Template](#) [Save Template](#)

Workflow Setup and Edit

Workflow Category * Status * Last Edited By

Workflow Name * Owner Last Review

Workflow Description/Trigger First Step completes automatically on add

Summary

[Expand All](#) [Collapse All](#)

<input checked="" type="checkbox"/> Gaining a Dependent - Info	<input checked="" type="checkbox"/> Assigned : <Employee Creating Action> Type: Note Subject : Gaining a Dependent - Info	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Gaining a Dependent - Up	<input checked="" type="checkbox"/> Assigned : <Employee Creating Action> Type: Other Activity Subject : Gaining a Dependent - Update Junxure	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Gaining a Dependent - Go	<input checked="" type="checkbox"/> Assigned : <Employee Creating Action> Type: Note Subject : Gaining a Dependent - Goals Update	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Gaining a Dependent - Ber	<input checked="" type="checkbox"/> Assigned : <Employee Creating Action> Type: Note Subject : Gaining a Dependent - Beneficiary Designations	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Gaining a Dependent - Tax	<input checked="" type="checkbox"/> Assigned : <Employee Creating Action> Type: Note Subject : Gaining a Dependent - Tax Review	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Gaining a Dependent - Est	<input checked="" type="checkbox"/> Assigned : <Employee Creating Action> Type: Note Subject : Gaining a Dependent - Estate Document Review	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Gaining a Dependent - Ins	<input checked="" type="checkbox"/> Assigned : <Employee Creating Action> Type: Note Subject : Gaining a Dependent - Insurance Review	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Gaining a Dependent - Edu	<input checked="" type="checkbox"/> Assigned : <Employee Creating Action> Type: Note Subject : Gaining a Dependent - Education Funding and Resources	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Gaining a Dependent - Cli	<input checked="" type="checkbox"/> Assigned : <Employee Creating Action> Type: Letter Subject : Gaining a Dependent - Client Gift/Card	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Gaining a Dependent - Fin	<input checked="" type="checkbox"/> Assigned : <Employee Creating Action> Type: Note	<input type="checkbox"/> <input type="checkbox"/>



Recurring Actions

- Record Information
 - Actions
 - Record Actions
 - Recurring Action Definition**
 - Workflow Monitor
 - Profile
 - Financials
 - Documents
 - Email
 - Opportunities
 - Integrations

+ Add New Recurring Action

DRAG A COLUMN HEADER AND DROP IT HERE TO GROUP BY THAT COLUMN

Commands	Type	Subject	Assigned To	Start Date	Next Occurrence...	Schedule
+ [edit] ...	Phone	George's Birthday	Rueckert, Billy	12/4/2019	1/14/2021	19th da
+ [edit] ...	Phone	Sally's Birthday	Advisor 1	2/26/2020	5/20/2020	25th da
+ [edit] ...	Note	Quarterly Phone Call	Rueckert, Billy	4/4/2019	4/25/2020	Last da

1

Displaying items 1 - 3 of 3 10



Recurring Actions

Rueckert Financial Group : RECORD DETAILS | Record Search | jxbilly01@gmail.com

Range of Recurrence

From No end date
 End after occurrence(s)
 End by

Recurrence Pattern

Daily Weekly Monthly Yearly

Every year(s): On January
 The first of January
 The first of January

Action / First Step Pending On

Days before due date
 On completion of previous

Date Added	Action Due On
1/10/2021	1/15/2021
1/10/2022	1/15/2022
1/10/2023	1/15/2023
1/10/2024	1/15/2024
1/10/2025	1/15/2025
1/10/2026	1/15/2026

First Action Will Be Pending On 1/10/2021
*Preview limited to 6 occurrences

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Select Workflow

Entered By:
Add Workflow:

Summary

Type: Phone Assigned : <Employee Creating Action>
Subject :



Ensure your success
by finishing this
series!

Next Session:

**Documents and
Correspondence
Tools**

Starting Point

