

# DDM Project Folder (Workflow) Routing

Folder Type :  Select from list of available folder types

From State	To State	Auto Forward Folder To	Send email Notification to
<input type="text"/>	<input type="text" value="Proposed"/>	<input type="text" value="Eng Mgr"/>	<input type="text" value="Eng Mgr"/>
<input type="text" value="Proposed"/>	<input type="text" value="Rejected"/>	<input type="text" value="Database"/>	<input type="text" value="Created By"/>
<input type="text" value="Proposed"/>	<input type="text" value="Engineering"/>	<input type="text" value="Designers"/>	<input type="text" value="Des Mgr"/>
<input type="text" value="Engineering"/>	<input type="text" value="Approvals"/>	<input type="text" value="QA Dept"/>	<input type="text" value="QA Dept"/>

## Business Rule Options on Next State Change Timeout

Time Limit On next State Change	Timeout Send Folder to	Timeout Send Email Notification to	Timeout Change State to
<input type="text" value="2 Days"/>	<input type="text"/>	<input type="text" value="Eng Mgr"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="5 Days"/>	<input type="text"/>	<input type="text" value="Des Mgr"/>	<input type="text"/>
<input type="text" value="3 Days"/>	<input type="text" value="Designers"/>	<input type="text" value="Des Mgr"/>	<input type="text" value="Engineering"/>

The Routing Manager will enable you to set your business rules against the master Project Template to define what Should happen at each state change including;

- Who the ownership of the folder will be forwarded to, user or group
- Who will be notified of the state and ownership change, user or group

You will also be able to add an additional business rule for each State change based on a timeout if the project is not moved to the Next state in the lifecycle of the project. Options are;

- What is the timeout period for this step of the process. (optional)
- If time out occurs who will the folder ownership be transferred to, user or group (optional)
- If time out occurs who should be notified, user or group (optional)
- If time out occurs what State should the project be automatically set to. (optional)

