

Business Central Workflows and Approvals

Duration:	2 Hours
Delivery Method:	Group Internet – Via Microsoft Teams Meeting
Instructor:	Breon Jennings
Difficulty Level:	Beginner
Description and Learning Objectives:	
<p>This workshop is designed for administrators or subject matter experts that are interested in understanding how Workflows and Approvals work in Business Central. After attending, users will be able to set up an out-of-the-box Workflow Approval in Business Central (NAV).</p> <p>Topics covered include:</p> <ul style="list-style-type: none"> • Introduction to Workflow Templates • Setting up Approval Users • Setting up Workflow Notifications • Setting up Sample Data • Creating Workflows • Using Approval Workflows • Setting up Custom Workflows and Approvals 	
Preparation:	
<p>What you will need for this Workshop:</p> <ul style="list-style-type: none"> • Laptop computer • Basic knowledge of Microsoft Dynamics 365 Business Central (NAV) 	

Schedule	
Topic	Duration
Introductions	15 Minutes
Introduction to Workflows and Approvals in Business Central <ul style="list-style-type: none"> • Outline of Workflows and Approvals • Examples of Use Cases • Introduction to Workflow Templates 	30 Minutes
Setting Up Workflows and Approvals in Business Central Using Business Central Workflow Templates <ul style="list-style-type: none"> • Setting up Approval Users • Setting up Workflow Notifications • Setting up Sample Data • Creating Workflows • Using Approval Workflows 	1 Hour
Setting up Custom Workflows and Approvals <ul style="list-style-type: none"> • Setting up Approval Users • Setting up Workflow Notifications • Setting up Sample Data • Creating Workflows • Using Approval Workflows 	1 Hour
Wrap Up <ul style="list-style-type: none"> • Discuss any additional questions or concerns • Recap of takeaways 	15 Minutes