



Banner® Workflow

Improve business processes across your institution



Banner Workflow is a flexible solution designed to accommodate an institution's business rules and process flows to help you:

- Improve the processes that support your institution
- Deliver improved customer service students, academics and administrative staff
- Complete important tasks more quickly and efficiently
- Measure how well your processes and workflows support your goals
- Maintain consistency with checks for accountability along the way

Everyday tasks such as admitting a student, paying a vendor, or processing a new hire demand the attention of more than one person—often, of more than one department. An integrated administrative solution eases logistical challenges, but it takes a workflow solution to master them. Automated activities, email notifications and work list updates assure that the right information gets to the right people immediately, both inside and outside of your organisation.

Workflow is more than a simple document flow or email updates. It includes business process management for a wide variety of activities across your institution. Banner Workflow is a workflow solution that automates, simplifies and directs the flow of information through your enterprise.

A total workflow solution

Banner Workflow is an open, flexible solution that unites processes, information, communication and people. It spans the entire organisation, not just one functional area, it helps institutions run more efficiently and consistently while providing better customer service to students, staff and academics. Completely web-based, Banner Workflow provides enterprise-class business process management within and outside of Banner by Ellucian to support an institution's digital campus.

Seamless integration

This powerful solution integrates tightly with Banner pages, data, functions and processes. It allows quick forms to be included in a process for gathering user input or facilitating approvals. Banner Workflow is also used with several Ellucian solutions, increasing the value significantly

when combined. Banner Workflow can be used with Ellucian Degree Works™ to aid in degree planning, with the Ellucian Luminis® Platform to deliver superior online services and with Banner Document Management to launch workflow processes based on document actions such as storing, retrieving and routing imaged documents. Banner Workflow also provides easy third-party application integration such as word processing and spreadsheet programmes through web services for more efficient operations and powerful connectivity with institution-wide consistency.

Automate and simplify processes

With Banner Workflow, you can create and execute institution-wide workflows with an easy-to-use, object oriented interface. A web-based workflow modeller allows you to easily model existing business processes and create and evolve new workflow models with complex business logic. In addition, Ellucian delivers example workflows that can be run “as is” or modified to accommodate your specific institutional needs.

With Banner Workflow, users can easily launch automatic business processes. Business events can automatically set a workflow in motion without requiring direct user interaction, based upon a trigger action such as admitting a student in Banner. Banner Workflow also facilitates process tracking and evolution. Users can graphically view the status of active workflows and managers can evolve processes with tracked, audited metrics. Banner Workflow includes version control and effective dating, you can

update workflows to reflect changes without affecting those already in progress.

Adopting Banner Workflow can improve crossfunctional communication and efficiency, simplify processes, reduce errors and rework, create an audit trail to demonstrate compliance, automate tasks and decision making and provide measurable and reportable statistics.

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Improve communication enterprise-wide

Use the contextual emails within your workflows to notify both administrative users of Banner Workflow as well as those who are following the progress, of their form, approval, or process that is travelling through a workflow to enhance communication on key institution processes, both internally and externally.

Gain accountability

Workflows can route work to roles or individuals, both predefined and determined contextually based on the individual process. The work can then be distributed and handled by multiple users within a role. This helps your institution to maximise its process flow without the unnecessary bottlenecks caused by manual processes and fully leverage your staff's knowledge and expertise. Automated processes in Banner Workflow improve consistency and, because they are archived for future reference, satisfy auditor needs.

Speed processes

Banner Workflow processes can be started by database events, through web services, or by people, therefore your institution can respond quickly to process events, integrate with disparate systems that could leverage workflow processing, or regain manual control. Its flexible technology means Banner Workflow can integrate with any Java Database Connectivity (JDBC) data source to retrieve information and automatically update Banner records, so you're working with the most current information. Workflows can contain quick forms that can show or collect data from end users, speeding processing on the workflows with which they are used. With automation, processes that used to take weeks or a month to complete can be completed in minutes.

Enhance environmental sustainability

Using native capabilities in Banner Workflow helps you develop forms to replace the paper version, which often delayed processes as the paper forms shuffled between offices. With Banner Workflow, automated processes eliminate the unnecessary paper routing time and alert students and other stakeholders as they are processed, making for a leaner, greener campus.

Implementation services

These services provide clients with the installation and technical training necessary to support the installation and configuration of Banner Workflow. Ellucian experts train your staff on Banner Workflow technical architecture and workflow development solutions, database skills and how to integrate third-party applications.

Functional training includes comprehensive instruction on using the Banner Workflow application, including workflow administrative functions and the Banner Workflow modeller. Our standard implementation plan also includes specialised SQL training and consulting sessions for workflow process analysis, production readiness and post production support.

In addition to the standard Banner Workflow implementation services, we also offer basic, foundation and premier levels of Banner Workflow Services.



ABOUT ELLUCIAN

Ellucian is the world's leading provider of software and services higher education institutions need to help students succeed. More than 2,500 institutions in 50 countries rely on Ellucian to help enable the mission of higher education for over 18 million students. Ellucian provides student information systems (SIS), finance and HR, recruiting, retention, analytics and advancement software solutions. With more than 1,400 institutions subscribing to Ellucian's cloud services and SaaS offerings, the company is one of the largest providers of cloud-based solutions. Ellucian also supports the higher education community with a range of professional services, such as application software implementation, training, education, and management consulting.

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