



4-ORGINING INTO THE FUTURE

Activity Guides, Questionnaires and Custom FLUID Solutions

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What are Activity Guides ?

- Activity guides are groupings of one or more items for users to complete or review.
- Exist for both classic and fluid, but fluid had some newer, additional features.
- Activity guides can be accessed through navigation/tiles or assigned as To-Do items.
- In this presentation, we will be focusing on Campus Solutions, but Activity Guides are a PeopleTools functionality and are utilized in HR and Finance as well.
- Out of the box, Activity Guides come with several delivered 'action items', and can be further expanded using customizations.

Activity Guides – what are they used for at UH?

- COVID Training Acknowledgement.
- Provide a way for fully online students to report their living location. (Custom Page)
- Provide a way for UH Extend students to report their living location. (Custom Page)
- Mini Session enrollment acknowledgement.
- Upload proof of bacterial meningitis immunization forms (Custom Page)
- Spring 2023 College of Technology graduates state their college preference on their diploma. (Questionnaire)
- ISSSO International Health Insurance waiver eligibility. (Custom Page)
- UH Admissions Intent to Enroll questionnaire. (Questionnaire)
- UHS Student Personal Information Update. (Custom)
- Pending drop notifications.



Steps for building an activity guide using Activity Guide Composer

1. Create a Category

2. Set up Notifications (Optional)
3. Create a Template
4. Page Definition (Optional - if agreements used)
5. Task Configuration
6. Set Up Mass Assign Run Control OR Set Up Tile Dynamic Assignment (Optional)
7. Set up Questionnaire (Optional)
8. Set up Acknowledgement (Optional)



Activity Guide Composer Categories

- These are the overall 'backbone' of your activity guides
- **Enterprise Components → Activity Guide Composer → Categories**



Activity Guide Categories

Categories are designed to be reusable and extendable. You can build a variety of steps here to utilize in a variety of different templates that use the same context fields – for each template, you can use whichever steps you want from a category and skip ones you do not want.



Activity Guide Categories - Category Tab

The **Category Tab** is where you set your Overall App Package info. This is standardized and unless you have your own custom Package/Methods, you can use:

- **Root Package ID:** SCC_TM_ACTIVITYGUIDE_FW
- **Path:** TaskProcessingAdapter
- **Instance Creation Class Id:** PrerequisiteProcessingAdapter
- **Instance Create Method:** InstanceCreation



Activity Guide Categories - Category Tab

Campus Solutions Administrator AG Composer Categories

New Window | Personalize Page

Category Security Context Actions Images Assignees Steps Notifications

Activity Guide Category STDNT_PERS_INFO

Category Attributes ?

1 of 1 View All

*Effective Date 09/15/2021

*Description Student Personal Information Pages

*Long Description AG Category for Student Personal Information Pages.

*Root Package ID SCC_TM_ACTIVITYGUIDE_FW

*Path TaskProcessingAdapter

*Instance Creation Class Id PrerequisiteProcessingAdapter

*Instance Create Method InstanceCreation

Object Owner ID Campus Community

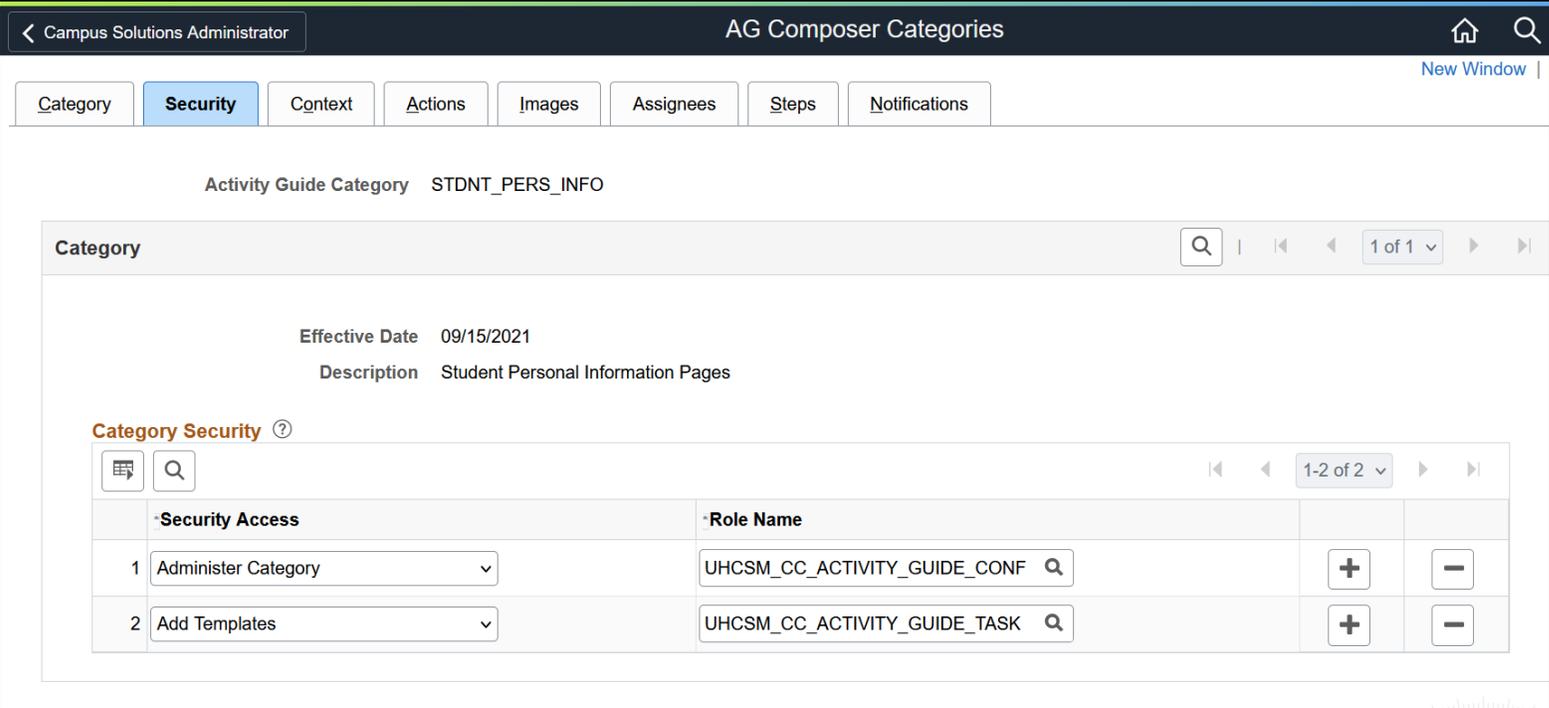
Data Type CD Customer Data



Activity Guide Categories - Security Tab

The **Security Tab** is where you'll determine who can edit the category, and who can add templates to it.

- This is security for who can **edit** these items – not who can access them as an end user.



The screenshot displays the 'Campus Solutions Administrator' interface for 'AG Composer Categories'. The 'Security' tab is selected, showing details for the 'Activity Guide Category' 'STDNT_PERS_INFO'. The 'Effective Date' is '09/15/2021' and the 'Description' is 'Student Personal Information Pages'. Below this, the 'Category Security' section shows a table with two rows of security access:

	Security Access	Role Name		
1	Administer Category	UHCSM_CC_ACTIVITY_GUIDE_CONF	+	-
2	Add Templates	UHCSM_CC_ACTIVITY_GUIDE_TASK	+	-

Activity Guide Categories - Context Tab

The **Context Tab** is where you set the Context data (unique combination of fields/data that prevents duplicate assignment)

- If you check that it is a key field, it must be filled out before the Activity Guide instance can be generated.

The screenshot shows the 'AG Composer Categories' interface. The 'Context' tab is selected, showing details for the 'Activity Guide Category' 'STDNT_PERS_INFO'. The 'Effective Date' is 09/15/2021 and the 'Description' is 'Student Personal Information Pages'. Below this, the 'Context Data' section is visible, with a table of context records. The table has columns for Record Name, Field Name, Description, Display Order, Key Field, and Value. Three records are listed, each with a 'Key Field' checkbox checked.

Record Name	Field Name	Description	Display Order	Key Field	Value
ACAD_PROG	EMPLID	ID	1	<input checked="" type="checkbox"/>	
ACAD_PROG	INSTITUTION	Institution	2	<input checked="" type="checkbox"/>	00765
STDNT_CAR_TERM	STRM	Term	5	<input checked="" type="checkbox"/>	

Activity Guide Categories - Actions Tab

The **Actions Tab** is where you can define actions if you want to add additional buttons, functions, etc.

- *By default, a standard activity guide has exit, next, previous, submit, etc., already defined, and you will not need to define these!*

The screenshot displays the 'Actions' tab within the 'Activity Guide Category' configuration for 'STDNT_PERS_INFO'. The interface includes a navigation menu at the top with tabs for 'Category', 'Security', 'Context', 'Actions' (selected), 'Images', 'Assignees', 'Steps', and 'Notifications'. Below the navigation, the 'Category' section shows 'Effective Date' as 09/15/2021, 'Description' as 'Student Personal Information Pages', and 'Action Class' as 'AGCPgitNavigationButtonAdapter'. The 'Actions' section contains a table with one entry: '*Action' is 'EXIT', 'Description' is 'Exit', '*Long Description' is 'Override Exit Button', '*Action Method' is 'ExitAGProcess', '*Message Set Number' is '14175', and '*Message Number' is '88'. The table has '+ -' buttons for adding or removing actions. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A footer navigation bar shows the current path: 'Category | Security | Context | Actions | Images | Assignees | Steps | Notifications'.

Activity Guide Categories - Images Tab

The **Images Tab** is where you can choose which images you want to allow usage of in your Template banners

The screenshot displays the 'AG Composer Categories' interface. At the top, there is a navigation bar with 'Campus Solutions Administrator' on the left and 'AG Composer Categories' on the right. Below this is a tabbed interface with tabs for 'Category', 'Security', 'Context', 'Actions', 'Images' (which is selected), 'Assignees', 'Steps', and 'Notifications'. The main content area shows the 'Activity Guide Category' 'STDNT_PERS_INFO'. Below this, there is a 'Category' section with a search bar and navigation controls. The 'Effective Date' is '09/15/2021' and the 'Description' is 'Student Personal Information Pages'. The 'Images' section is active, showing a list of image fields: '*Image', '*Description', '*Long Description', '*Image Type' (a dropdown menu), '*Root Package ID', '*Path', '*Image Class', '*Method Name', '*Image Name', and '*URL Identifier'. Each field has a search icon. There are also '+' and '-' buttons for adding or removing items.

Activity Guide Categories - Assignees Tab

The **Assignees Tab** is where you select the assignee options you want users to be able to select for steps in the template set up

< Assignees AG Composer Categories

Category Security Context Actions Images **Assignees** Steps Notifications

Activity Guide Category STDNT_PERS_INFO

Category

Effective Date 09/15/2021

Description Student Personal Information Pages

Assignees

*Assignee UH STUDENT

*Description UH Student

*Long Description UH Student

*Assignee Type Role

*Role Name UHM_CS_STUDENT

Activity Guide Categories - Steps Tab

- The **Steps Tab** is where you add all steps you'd like users to have an option to add to a template
- Users can pick and choose what they want to use when they build their template. They do not need to use every step
- Can use components, URLs, Application Classes, etc

*Service Type	Application Class
*Service Id	Application Class
	Non PeopleSoft URL
	PS Component
	PS Query
	PS Script

Activity Guide Categories - Steps Tab

AG Composer Categories

Assignees Security Context Actions Images Assignees **Steps** Notifications

Activity Guide Category: STDNT_PERS_INFO

Category

Effective Date: 09/15/2021
Description: Student Personal Information Pages
*Step Definition Rule: Not Applicable

Steps

*Step: ADDRESSES

*Description: Addresses

*Long Description: Addresses

*Service Type: Application Class

*Service Id: SCC_TM_ADDRESS_FL

Fluid
 Required

- ▶ Post Processing PeopleCode ?
- ▶ AWE Integration ?
- ▶ Related Data ?
- ▶ Additional Step Context ?
- ▶ Step Actions ?
- ▶ Default Step Assignments ?



Activity Guide Categories - Steps Tab

- As a reminder, you can create custom builds to expand your Activity Guide functionality even further, but some delivered optional steps are:
- Updating/verifying:
 - Phone and email
 - Emergency contacts
 - Address
- Agreements
- Questionnaires
- Acknowledgments
- Videos
- Related Content



Steps for building an activity guide using Activity Guide Composer

1. Create a Category
2. Set up Notifications (Optional)
- 3. Create a Template**
4. Page Definition (Optional - if agreements used)
5. Task Configuration
6. Set Up Mass Assign Run Control OR Set Up Tile Dynamic Assignment (Optional)
7. Set up Questionnaire (Optional)



Activity Guide Composer Templates

- These utilize your categories to build specific activity guides
- Enterprise Components → Activity Guide Composer → Templates



Activity Guide Templates

- Templates are used to build to an individual Activity Guide, by utilizing your Activity Guide Category. You can use whichever steps you want from a category and skip ones you do not want.
- The Template builder is an activity guide itself – it's very user friendly and visual and walks you through each step.



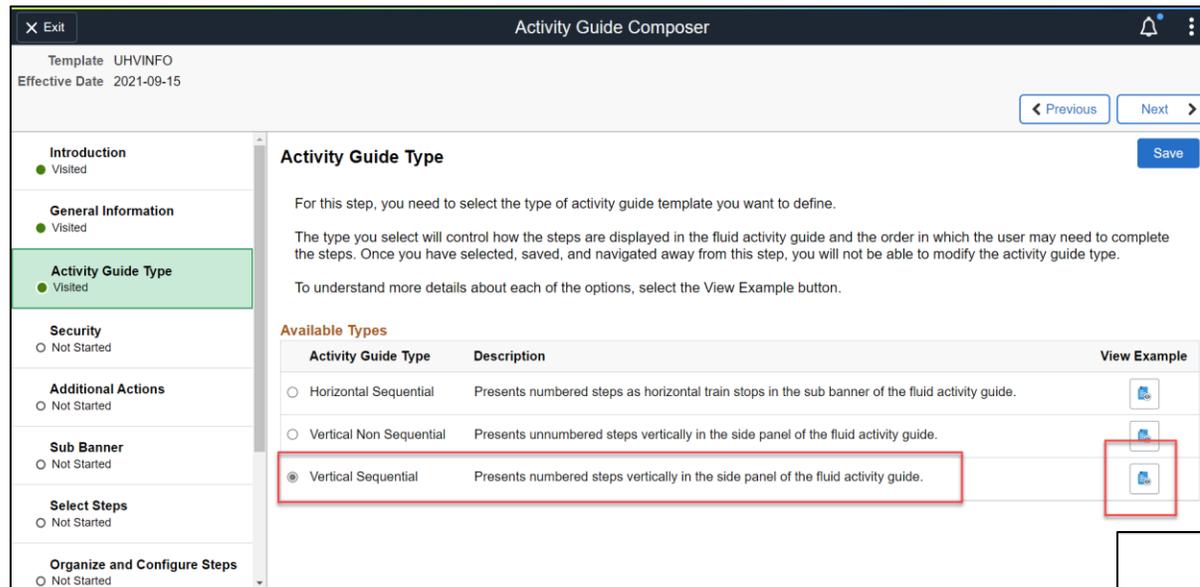
Activity Guide Templates - General Information

- **General Information** is where you provide a description and choose which of the defined categories you'd like to use.

The screenshot shows the 'Activity Guide Composer' interface. At the top, it displays 'Template UHVINFO' and 'Effective Date 2021-09-15'. A navigation bar includes 'Previous' and 'Next' buttons, and a 'Save' button is located in the top right corner. On the left, a sidebar lists several steps, all marked as 'Visited': Introduction, General Information (highlighted in green), Activity Guide Type, Security, Additional Actions, Sub Banner, Select Steps, and Organize and Configure Steps. The main content area is titled 'General Information' and contains the following text: 'For this step, you need to provide some general information for the activity guide template you are defining. The Description entered here is displayed to the user in the Fluid Activity Guide Banner. The Category selected will control the available options you can specify for the template. For example, the Category will control the steps you can add to the template.' Below this text are two input fields: '*Description' with the value 'UHV Summer 2022 Update Personal Information' and '*Long Description' with the value 'UHV Update Personal Information Activity Guide'. At the bottom, a table titled 'Selected Category' shows the following data:

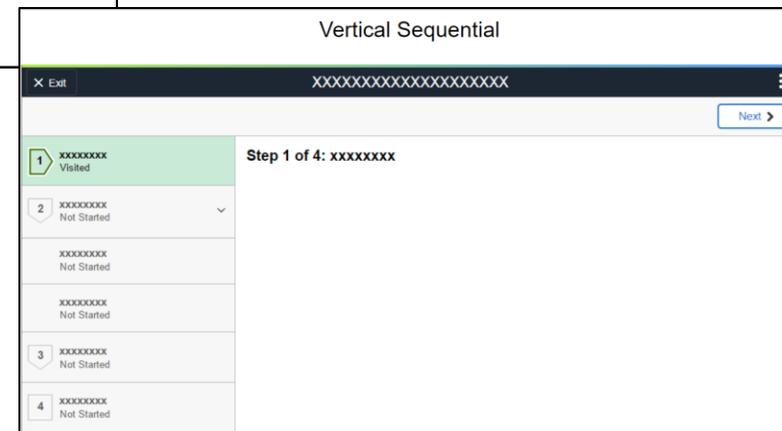
Category	Description
Student Personal Information Pages	AG Category for Student Personal Information Pages.

Activity Guide Templates - Activity Guide Type



- **Activity Guide Type** is where you choose the type – the view example button is very helpful in visualizing what the different types look like and provides helpful info as well!

Please note: Some extra features are available depending on the type you choose, such as vertical vs horizontal, and with Non-Sequential Activity Guides compared to Sequential



Activity Guide Templates - Security

- **Security** is where you're choosing who can edit (Administrator) and who can utilize this template (End User)

The screenshot shows the 'Activity Guide Composer' interface. At the top, it displays 'Template UHVINFO' and 'Effective Date 2021-09-15'. A navigation bar includes 'Previous' and 'Next' buttons, and a 'Save' button is visible on the right. The left sidebar contains a list of steps: Introduction, General Information, Activity Guide Type, Security (highlighted), Additional Actions, Sub Banner, Select Steps, and Organize and Configure Steps. The main content area is titled 'Security' and contains the following text:

For this step, you need to specify the security roles that will have access to the activity guide template.

Security is defined by specifying the following security types and associating them to a security role:

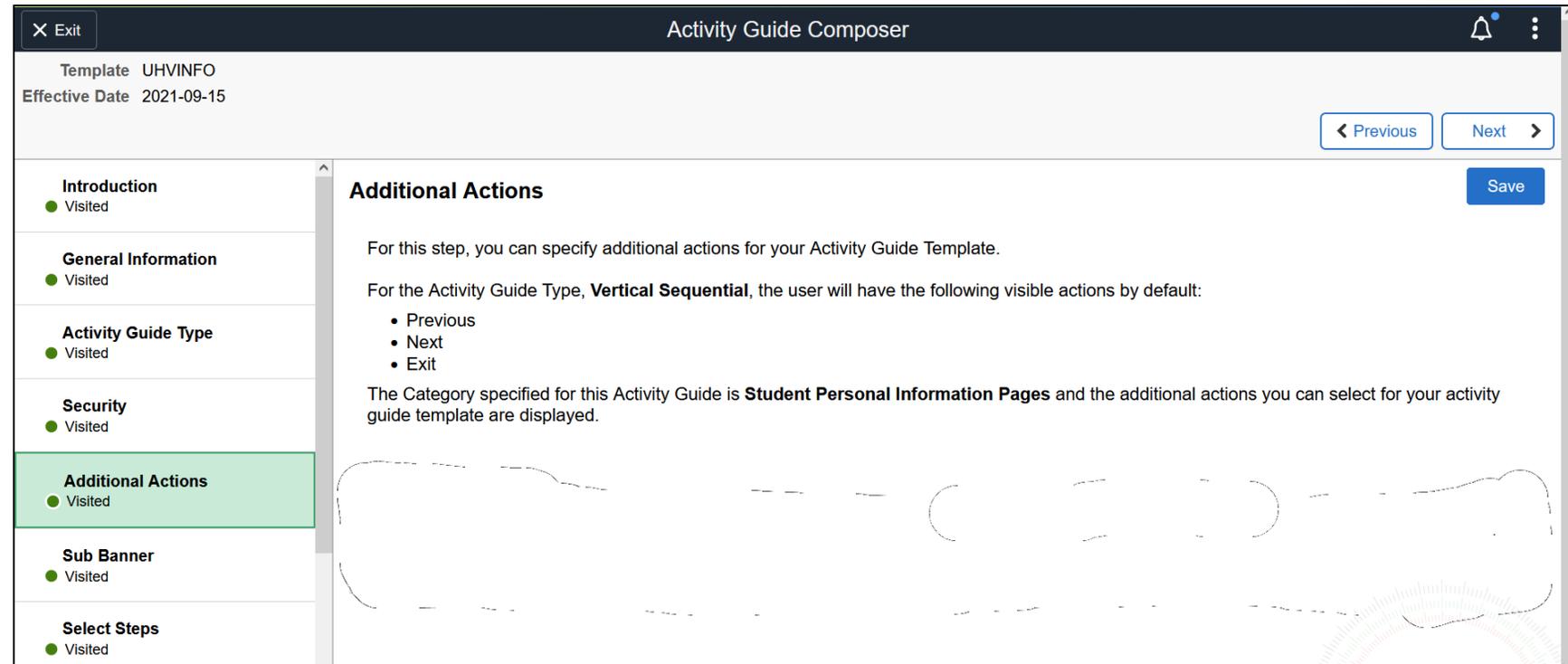
- Administrator - Responsible for maintaining and managing updates to the activity guide template configuration.
- End User - Responsible for utilizing the activity guide process.

Below this text is a section titled 'Security Roles' with a '+' icon to add new roles. A table lists the configured roles:

*Security Type	*Role Name	Description
Administrator	UHCSM_CC_ACTIVITY_GUIDE_CONF	Activity guide configuration
Administrator	UHCSM_CC_ACTIVITY_GUIDE_TASK	Activity guide task maint
End User	UHC_CS_STUDENT	UH Clear Lake Student
End User	UHD_CS_STUDENT	UHD student role

Activity Guide Templates - Additional Actions

- **Additional Actions** – If you set up additional actions, you can add the additional actions here – whatever is associated with your Category.
- *If you haven't selected any actions, you won't see anything to select*



The screenshot displays the 'Activity Guide Composer' interface. At the top, it shows 'Template UHVINFO' and 'Effective Date 2021-09-15'. A navigation bar includes '< Previous', 'Next >', and a 'Save' button. On the left, a sidebar lists sections: Introduction, General Information, Activity Guide Type, Security, **Additional Actions** (highlighted), Sub Banner, and Select Steps. The main content area is titled 'Additional Actions' and contains the following text: 'For this step, you can specify additional actions for your Activity Guide Template. For the Activity Guide Type, **Vertical Sequential**, the user will have the following visible actions by default: Previous, Next, Exit. The Category specified for this Activity Guide is **Student Personal Information Pages** and the additional actions you can select for your activity guide template are displayed.' Below this text is a large, empty dashed-line box for selecting actions.

Activity Guide Templates - Sub Banner

The screenshot shows the 'Activity Guide Composer' interface. On the left is a navigation pane with sections: Introduction, General Information, Activity Guide Type, Security, Additional Actions, Sub Banner (highlighted), Select Steps, Organize and Configure Steps, Display and Processing, and Notifications. The main area is titled 'Sub Banner' and contains instructions for configuring the fluid activity guide sub banner. Below the instructions is a table of 'Available Types'.

Sub Banner Type	Description	Popup Display Option	View Example
<input type="radio"/> No Sub Banner	No sub banner will be displayed for the activity guide.		
<input type="radio"/> Image with 1 Primary Field	The sub banner will display an image with a maximum of three fields with no labels. One field can be marked as primary and will be displayed in bold.	<input type="checkbox"/> No	
<input type="radio"/> Image, No Primary Field	The sub banner will display an image with a maximum of three fields with an optional label for each field.	<input type="checkbox"/> No	
<input checked="" type="radio"/> No Image with 1 Primary Field	The sub banner will display a maximum of three fields with no labels. One field can be marked as primary and will be displayed in bold.	<input type="checkbox"/> No	
<input type="radio"/> No Image, No Primary Field	The sub banner will display a maximum of three fields with an optional label.	<input type="checkbox"/> No	
<input type="radio"/> Display Page	The sub banner will display a primary field as a link that will open a window to a display page.		

- **Sub Banner** is an optional step. Based on the type that you choose, will allow you to use the 'description' you set up in Contextual Data as a label. The options you have are based on the Context Data and Images from your Category
- *View Example is also available*

The 'View Example' window displays a sub banner configuration titled 'No Image with 1 Primary Field'. It shows a preview of the sub banner with a fluid activity guide banner at the top containing 'Exit' and 'XXXXXXXXXXXXXXXXXXXX' buttons. Below it, the sub banner contains three lines of 'XXXXXXXXXXXX' text, with the first line being bolded. A 'Next >' button is visible at the bottom right.

The fluid activity guide banner contains the title of the activity guide and buttons for Exit and the Action List.

The activity guide sub banner displays under the fluid activity guide banner. It will contain buttons for Previous, Next, and Actions.

For the no image with primary field sub banner type, the sub banner can be configured with a maximum of three fields that do not have labels. One field can be selected as primary. The primary field will be displayed first in bold before the other selected fields.

The fields that are available to be displayed in the sub banner are determined by the activity guide category assigned to the template.

**4-ORGING
INTO THE FUTURE**

Context Data ?

Context Record and Fields Prompt Edit and Display

Record Name	Field Name	Description	Display Order	Key Field	Value		
ACAD_PROG	EMPLID	ID	1	<input checked="" type="checkbox"/>		+	-
ACAD_PROG	INSTITUTION	Institution	2	<input checked="" type="checkbox"/>	00765	+	-
STDNT_CAR_TERM	STRM	Term	5	<input checked="" type="checkbox"/>		+	-



Configure Sub Banner

Sub Banner Type No Image with 1 Primary Field

Available Fields 3 rows

Field	Primary
<input type="checkbox"/> Description	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/>
<input type="checkbox"/> Institution	<input type="checkbox"/>
<input type="checkbox"/> Term	<input type="checkbox"/>



UH Bacterial Meningitis Immunization Certificate

0001827

Next >

Step 1 of 3: Introduction

1 Introduction Visited

2 File Upload Not Started

3 Complete Task Not Started

**University Registrar
Office of the Provost**

Beginning Jan. 2014, Texas state law (SB 62) mandates that all entering students under the age of 22 provide a certificate signed by a health care provider or an official immunization record verifying that a student has been vaccinated against bacterial meningitis, or has received a booster during the five years prior to registration.



Activity Guide Templates - Select Steps

- **Select Steps** is where you choose any of the steps from your category, and which order they should be in.
- You do not need to select every step in the category – *you can pick and choose if you have the complete step as a minimum*

Activity Guide Composer

Template UHVINFO
Effective Date 2021-09-15

Introduction Visited
General Information Visited
Activity Guide Type Visited
Security Visited
Additional Actions Visited
Sub Banner Visited
Select Steps Visited
Organize and Configure Steps Visited
Display and Processing Visited
Notifications

Select Steps

For this step, you need to select the steps you want to include in your Activity Guide Template.

The Category specified for this Activity Guide is **Student Personal Information Pages** and the different steps that can be included for this template are displayed.

Total Steps for Template 7

Available Steps

Add Step	Added Step Count	Step Definition Description	Long Description
Add Step	0	Agreement 9	Agreement 9
Add Step	0	Biographic Details	Biographic Details
Add Step	0	Campus Preferences	Campus Preferences
Add Step	1	Complete Task	Complete Task
Add Step	1	Contact Details	Contact Details
Add Step	0	Emergency Contacts	Emergency Contacts
Add Step	0	Ethnic Background	Ethnic Background
Add Step	1	Introduction	Introduction

Activity Guide Templates - Organize and Configure Steps

- **Organize and Configure Steps** is where you:
 - Set step security and requirements
 - Can reorder and change descriptions on your steps. You can also group steps and configure additional attributes and dependencies.
 - You can also group steps and configure additional attributes and dependencies.
 - *Non-sequential activity guides give you some extra options here*

The screenshot displays the 'Activity Guide Composer' interface. On the left, a sidebar lists various sections: Introduction, General Information, Activity Guide Type, Security, Additional Actions, Sub Banner, Select Steps, **Organize and Configure Steps** (highlighted), Display and Processing, and Notifications. The main area is titled 'Organize and Configure Steps' and contains instructional text about step descriptions and attributes. Below the text is a table of 'Selected Steps' with 7 rows. Each row includes a 'Step Type' (Step), 'Move Up' and 'Move Down' buttons, a 'Step Description' input field, 'Configure Attributes', 'Step Details', and 'Delete Step' buttons.

Step Type	Move Up	Move Down	Step Description	Configure Attributes	Step Details	Delete Step
Step		▼	Introduction	⊞	ⓘ	🗑️
Step	▲	▼	Emergency Notification Preference	⊞	ⓘ	🗑️
Step	▲	▼	Addresses	⊞	ⓘ	🗑️
Step	▲	▼	Contact Details	⊞	ⓘ	🗑️
Step	▲	▼	UHV Information Security Agreement	⊞	ⓘ	🗑️
Step	▲	▼	UHV Payment Terms Agreement	⊞	ⓘ	🗑️
Step	▲	▼	Complete Task	⊞	ⓘ	🗑️

Activity Guide Templates – Configuring Attributes

- **Configuring Attributes** is a crucial part of each step! This is where you set if a step is required, if it's locked after completion, which of your defined Assignees sees the step, start date, and due date options!
- *Assignee options come from the assignees you set in your category*



Activity Guide Templates – Configuring Attributes

Configure Attributes

Step Description Emergency Notification Preference

Step Controls

Required Yes

Disable AWE Status Update No

Lock Step After Complete No

Step Assignments 1 row

*Assignee	Description
<input type="text"/>	<input type="text"/> <input type="button" value="+"/> <input type="button" value="🗑"/>

Start Date

Start Date Option

Start Date Field

Due Date

Due Date Option

Due Date Field

Add Days to Due Date

Inactivate Step After Due Date No



Activity Guide Templates - Display and Processing

- **Display and Processing** is related to if you are using My Processes
- If they can see this displayed in the list of processes in My Processes
- Max number of AGs they can have

The screenshot shows the 'Activity Guide Composer' interface. At the top, it displays 'Template UHVINFO' and 'Effective Date 2021-09-15'. A navigation bar includes 'Previous' and 'Next' buttons, and a 'Save' button. A sidebar on the left lists various configuration steps, with 'Display and Processing' highlighted in green. The main content area is titled 'Display and Processing' and contains the following text:

For this step, you will configure if this Activity Guide template is displayed in the My Processes page.

The My Processes page is a centralized page where a user can access all their activity guides processes.

This page will display the activity guide templates the user has Contributor Role access to. It can also be used to start the activity guide, review activity guide instances that are already in progress, and/or delete an instance of an activity guide if it is no longer needed.

If you decide to display your activity guide in My Processes, you can define a detailed description that will be displayed to the user and explain what the activity guide does. You can also associate an icon that will be displayed.

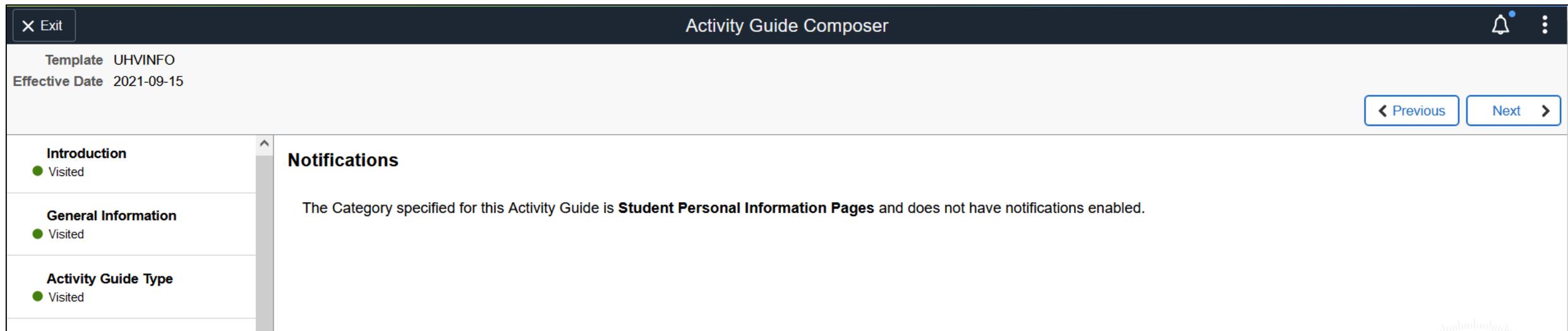
For processing controls, you can control whether the user can start and/or delete an instance of the activity guide, and the number of instances of the activity guide they are allowed to have.

The configuration fields are:

- *Display in My Processes: Yes (dropdown)
- My Processes Description: UHV Update Personal Information Activity Guide (text input)
- Template Icon: (text input with search icon)
- *Start in My Processes: Yes (dropdown)
- *Delete in My Processes: No (dropdown)
- Maximum Instances: 10 (text input)

Activity Guide Templates - Notifications

- **Notifications**– Notification Framework options – you must have these enabled in your Category



The screenshot displays the 'Activity Guide Composer' interface. At the top, there is a dark header bar with an 'Exit' button on the left, the title 'Activity Guide Composer' in the center, and a notification bell icon on the right. Below the header, the main content area is divided into a left sidebar and a main panel. The sidebar contains three sections: 'Introduction' (Visited), 'General Information' (Visited), and 'Activity Guide Type' (Visited). The main panel is titled 'Notifications' and contains the text: 'The Category specified for this Activity Guide is **Student Personal Information Pages** and does not have notifications enabled.' To the right of the main panel, there are two buttons: '< Previous' and 'Next >'. The bottom right corner of the image features a circular logo with the text '4-ORGINING INTO THE FUTURE'.

Activity Guide Templates - Review and Activate

The screenshot displays the 'Activity Guide Composer' interface. At the top, there is a dark header bar with an 'Exit' button on the left, the title 'Activity Guide Composer' in the center, and a notification bell and menu icon on the right. Below the header, the current template is identified as 'UHVINFO' with an 'Effective Date' of '2023-05-21'. A 'Previous' button is located in the top right corner of the main content area.

A vertical sidebar on the left lists the following steps, each with a green dot and the word 'Visited':

- Activity Guide type
- Security
- Additional Actions
- Sub Banner
- Select Steps
- Organize and Configure Steps
- Display and Processing
- Notifications
- Review and Activate** (highlighted in green)

The main content area is titled 'Review and Activate' and contains the following text:

If you are finished configuring your activity guide template and ready to activate it, then select the Activate Activity Guide Template button.

If you still have some changes to make, then you can return to any step in the Activity Guide Composer and make additional changes.

A blue button labeled 'Activate Activity Guide' is positioned below the text.

Additional Setup Steps



Steps for building an activity guide using Activity Guide Composer

1. Create a Category
2. Set up Notifications (Optional)
3. Create a Template
- 4. Page Definition (Optional - if agreements are used)**
5. Task Configuration
6. Set Up Mass Assign Run Control OR Set Up Tile Dynamic Assignment (Optional)
7. Set up Questionnaire (Optional)



Fluid Agreements (SCC_TM_AGREEMENT1_FL & SCC_TM_AGREEMENT2_FL)

***(Center Campus Community → Task Management Work Center →
Page Definitions)***

- Fluid agreements are pages you can use to display text or images and track the users' agreement to what you have displayed.
- Wording is controlled through Page Definitions in the Task Management Work



Activity Guide Page Definitions

Campus Community → Task Management Work Center → Page Definitions

- You can define if they can accept and decline, or only accept, and can define the button text.
- You can also opt to collect IP address and the text that they agreed to.

The screenshot displays the 'Task Management' interface for defining a page. The page is titled 'Page Definitions' and is for an 'Academic Institution' of 'University of Houston' with a 'Type' of 'Agreement' and a 'Code' of 'PEND_DROP'. The 'Page Details' section includes an 'Active' checkbox, a 'Description' field with the text 'Pending Drop Acknowledgement', and a 'Display Title' field with a rich text editor containing the University of Houston logo and the text 'University Registrar'. The 'Instruction Text' field also has a rich text editor. The 'Agreement Details' section features an 'Agreement Text' field with a rich text editor containing the text: 'I acknowledge that I have received notification that I have attempted to drop a class, but I am still enrolled.' The 'Agreement Options' section has radio buttons for 'Accept / Decline', 'Accept Only', and 'Complete on Decline', with 'Accept Only' selected. There is also a 'Print' checkbox which is checked. Below these are input fields for 'Accept' and 'Decline' button text. The 'Save Options' section has checkboxes for 'Save Agreement', 'Save IP Address', and 'Save Agreement Text', with 'Save Agreement' and 'Save Agreement Text' checked. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', and 'Update/Display'.

Activity Guide Page Definitions

Fluid agreement page example:

0001827

Mini Session Enrollment Acknowledgement

1 Introduction
Visited

2 Mini Session Enrollment Acknowledgement
In Progress

3 Complete Task
Not Started

Step 2 of 3: Mini Session Enrollment Acknowledgement

 University Registrar
Office of the Provost

I acknowledge that I have received notification that I am enrolled in a summer mini session that will begin on May 15 and end on June 3.

I understand that if I planned to enroll in a summer mini, no further action is required.

I understand that if I did not plan to enroll in a summer mini that I need to adjust my summer schedule as soon as possible to avoid academic and financial penalties

I understand that by completing this task, there will not be any changes to my summer schedule.

Printable Page

Accept

Previous

Steps for building an activity guide using Activity Guide Composer

1. Create a Category
2. Set up Notifications (Optional)
3. Create a Template
4. Page Definition (Optional - if agreements used)
- 5. Task Configuration**
6. Set Up Mass Assign Run Control OR Set Up Tile Dynamic Assignment (Optional)
7. Set up Questionnaire (Optional)
8. Set up Acknowledgement (Optional)



Activity Guide Task Configuration

Campus Community → Task Management Work Center → Task Configuration

Task Configuration is where you set up the following for a given template

- Launch and complete wording,
- Link in agreement text (if applicable)
- Setup hold/pre-and-post related activity guides.
- Navigation someone is directed to if they exit without completing/or upon completion



Activity Guide Task Configuration – Task Configuration Tab

Task Management

Task Configuration | Launch | Agreements | Complete

Academic Institution 00765 UH-Victoria
Template ID UHVINFO001 UHV Summer 2022 Update Personal Information
Copy From

Context Data
ID
Institution
Term

Configuration Details Find | View All First 1 of 1 Last
*Effective Date 09/15/2021 *Effective Status Active Display Due Date

Prerequisite Tasks Personalize | Find | First 1 of 1 Last
*Prerequisite Task Title
1

Subsequent Tasks Personalize | Find | First 1 of 1 Last
*Subsequent Task Title
1

Notifications Personalize | Find | First 1-2 of 2 Last
*Trigger Notification Template ID Template Name Push Notification
1 Completed SCC_NTF_TMP_20211118133247 UHV_PERS_INFO_UPDATE_COMPLETED
2 Assigned SCC_NTF_TMP_20211118132923 UHV_PERS_INFO_UPDATE_ASSIGNED

Release Service Indicators Find | View All First 1 of 1 Last
*Service Indicator
*Reason
Start Date End Date
Start Term End Term

Navigation Personalize | Find | First 1-2 of 2 Last
*Navigation *Menu Name *Component Name *Page Name
Complete Task NUI_FRAMEWORK PT_LANDINGPAGE PT_LANDINGPAGE
Default Exit NUI_FRAMEWORK PT_LANDINGPAGE PT_LANDINGPAGE

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Task Configuration | Launch | Agreements | Complete



Activity Guide Task Configuration – Launch Tab

- **Launch Tab** is where you set the intro text, if you have an Intro Step
- You can add a Confirm button, where they need to Confirm something on the Intro Step before proceeding to the next step

The screenshot displays the 'Task Management' interface, specifically the 'Launch' tab. The top navigation bar includes 'Task Configuration', 'Launch', 'Agreements', and 'Complete'. Below this, the task details are shown: 'Academic Institution 00765 UH-Victoria', 'Template ID UHVINFO001', and 'UHV Summer 2022 Update Personal Information'. A 'Context Data' table is visible with columns for ID, Institution, and Term. The 'Details' section shows 'Effective Date 09/15/2021' and 'Effective Status Active'. Two rich text editors are present: 'Display Title' and 'Instruction Text'. The 'Instruction Text' editor contains the text: 'Students must validate contact information, agree to information security policies, and agree to payment obligations once a semester. Please review and update information as needed. Once your'. Below the editors, there is a checkbox for 'Confirm Button' and a 'Confirm Label' input field. The bottom of the interface shows 'Display-Only Page Regions' and navigation controls.

Activity Guide Task Configuration – Agreements Tab

- **Agreements Tab** -- If you have an agreement Page Definition, this is where you will link the page definition to your configuration

The screenshot displays the 'Task Management' interface with the 'Agreements' tab selected. The breadcrumb trail at the top reads: Task Configuration | Launch | **Agreements** | Complete. The page shows configuration details for an 'Academic Institution' (00765, UH-Victoria) and a 'Template ID' (UHVINFO001) for the task 'UHV Summer 2022 Update Personal Information'. A 'Context Data' section is visible with fields for ID, Institution, and Term. The 'Details' section shows 'Effective Date' as 09/15/2021 and 'Effective Status' as Active. A table lists two agreements:

*Action Item	*Page Code	Page Description	Page Definition
1 Agreement 1	UHV_SEC	UHV Computer and Information Security Agreement	Page Definition
2 Agreement 2	UHV_FIN	UNIVERSITY OF HOUSTON-VICTORIA PAYMENT TERMS AGREEMENT	Page Definition

At the bottom, there is a row of action buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History. The breadcrumb trail at the very bottom is: Task Configuration | Launch | Agreements | Complete.



Activity Guide Task Configuration – Complete Tab

Complete Tab is where you define the wording for the Complete step.

The complete page is a page you **must** include for a user to be able to complete an activity guide

- Wording is controlled through the overall Task Configuration (*Center Campus Community* → *Task Management Work Center* → *Task Configuration*)
- Has ‘Submit’ button which is what completes the Activity Guide

UHV Summer 2022 Update Personal Information

0001827

< Previous Submit

1 Introduction Visited	Step 9 of 9: Complete Task Thank you for completing the UHV Update Personal Information task. Any changes to your contact information have been updated and your agreement responses have been recorded. The registration hold associated with this task has been removed. Please note other holds may be on your account and can be reviewed under Student Center within myUHV. If you have questions, please contact the Registrar's Office at registration@uhv.edu This is an official message sent by the University of Houston-Victoria. To verify the validity of this message, email security@uhv.edu
2 Agreement 1 Complete	
3 Agreement 2 Complete	

Task Management

Task Configuration Launch Agreements **Complete**

Academic Institution 00765 UH-Victoria

Template ID UHVINFO001 UHV Summer 2022 Update Personal Information

Context Data

ID

Institution

Term

Details Find | View All First 1 of 1 Last

Effective Date 09/15/2021 Effective Status Active

Display Title

Instruction Text

Thank you for completing the UHV Update Personal Information task. Any changes to your contact information have been updated and your agreement responses have been recorded. The registration hold associated with this task has been removed.

Save Return to Search Previous in List Next in List Notify Add Update/Display Include His

Task Configuration | Launch | Agreements | Complete

**4-ORGINING
INTO THE FUTURE**

Steps for building an activity guide using Activity Guide Composer

1. Create a Category
2. Set up Notifications (Optional)
3. Create a Template
4. Page Definition (Optional - if agreements used)
5. Task Configuration
- 6. Set Up Mass Assign Run Control OR Set Up Tile Dynamic Assignment (Optional)**
7. Set up Questionnaire (Optional)



Assign Tasks Assignment

Run control through Campus Community
→ Task Management Work Center →
Assign Tasks

Can be based on:

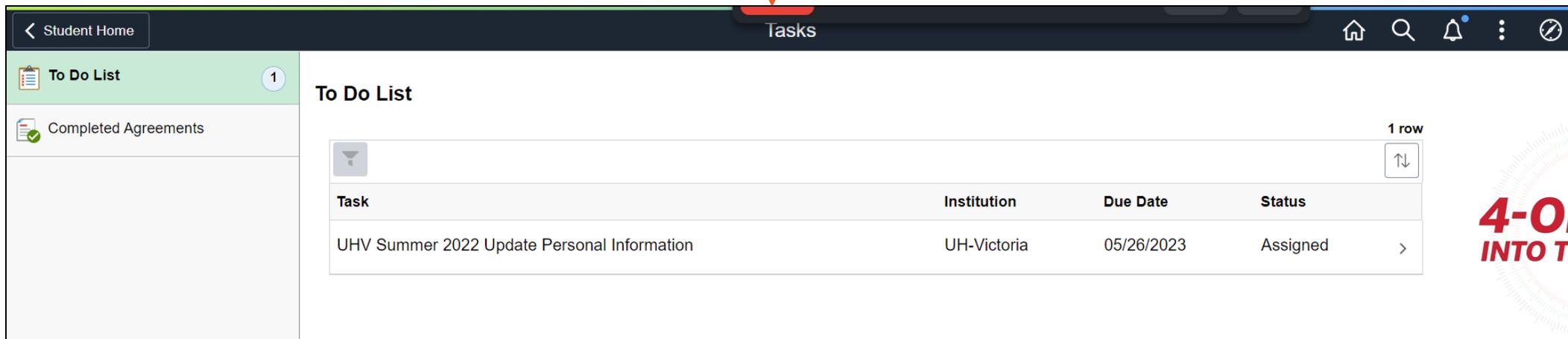
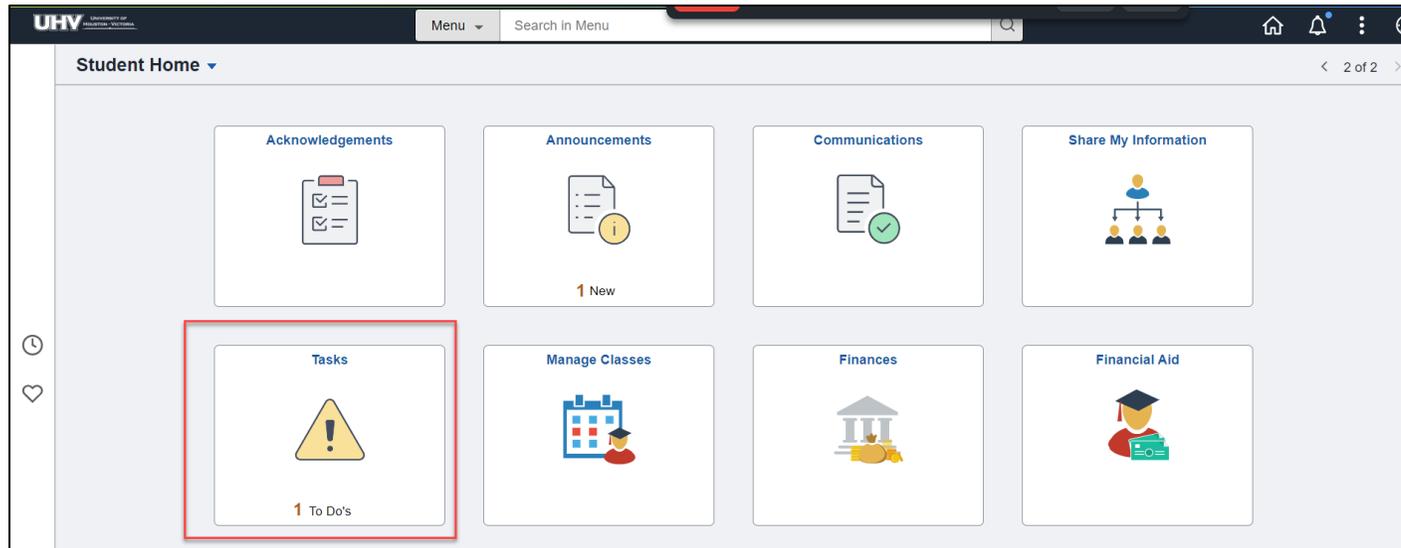
- Population Selection
- Student Groups
- Student Override (specified IDs)

Shows up in Tasks tile

The screenshot displays the 'Task Management' interface for 'Assign Tasks'. The page includes the following elements:

- Run Control ID:** UHV_PERSONAL_INFO
- Report Manager:** Report Manager
- Process Monitor:** Process Monitor
- Run Button:** A yellow button labeled 'Run'.
- Process Instance:** 31077462
- *Academic Institution:** 00765 (UH-Victoria)
- *Template ID:** UHVINFO001 (UHV Summer 2022 Update Personal Information)
- Start Date:** 09/08/2022
- Due Date:** 05/26/2023
- Context Data:** Term: 2200
- Request Options:** Radio buttons for 'Assign' (selected) and 'Review'.
- Population Selection:** A checkbox labeled 'Population Selection'.
- Student Group:** A checkbox labeled 'Student Group'.
- Student Override:** A checkbox labeled 'Student Override' (checked) and a 'Clear Data' button.
- Students Table:** A table with columns 'ID' and 'Name'. The first row shows ID '0001827' and Name 'Richard A Arnold'. The table has a '1 of 1' indicator and navigation buttons.

Assign Tasks Assignment



Security → Roles and Permission Lists

Activity Guide Composer

Role	Permission List(s)	Audience
AG Composer User	EOAG1010	End Users Assigned Activity Guides
AG Composer Administrator	EOAG1000	Those building and managing Activity Guides



Security → Roles and Permission Lists

Questionnaire Framework

Role	Permission List(s)	Audience
need to add to your own role	EOQF3000	Can use questionnaires
Questionnaire Composer	EOQF2000	Can build questionnaires
Questionnaire Administrator	EOQF1000	Those building and managing Questionnaires and categories

Security → Roles and Permission Lists

Acknowledgement Framework

Role	Permission List(s)	Audience
Acknowledgement User	EOES1100	End Users Assigned Acknowledgements
Acknowledgement Administrator	EOES1000	Those building and managing Acknowledgements

Security

- Because Template Builder and Questionnaire Framework themselves are activity guides, if you receive security errors, you'll want to check that you have access to the following Activity Guide Templates :
 - **'Activity Guide Composer'**
 - **'Setup Activity Guide'**
 - **'Create Questionnaire'**
- *Accessible through Task Management Work Center → Activity Guide → Manage Templates*



Steps for building an activity guide using Activity Guide Composer

1. Create a Category
2. Set up Notifications (Optional)
3. Create a Template
4. Page Definition (Optional - if agreements used)
5. Task Configuration
6. Set Up Mass Assign Run Control OR Set Up Tile Dynamic Assignment (Optional)
- 7. Set up Questionnaire (Optional)**



Questionnaire Framework

- Enterprise Components → Questionnaire Framework



Questionnaire Framework – Info and Build

- Questionnaire framework is a newish functionality that allows you to collect data
 - Can be used to simply collect data or to ‘rank’ or ‘grade’ responses
- Have a Questionnaire Category and Questionnaire
- You can save and maintain common answers and questions using Answer Pool and Question Pool
- Smart Answers



Questionnaire Framework – Questionnaire Category

- Questionnaire Categories are used when building your Questionnaire – sort of similar in concept to Activity Guide Composer Categories – you can have multiple Questionnaires use the same Category,
- Questionnaire Categories mainly establish security to building the Questionnaire



Questionnaire Framework – Questionnaire Category

- You'll need at least one Questionnaire Category. COMMON will be delivered, but we recommend creating at least one non-delivered copy. We set up categories by Office.
- You define security for building Questionnaires here

Update Questionnaire Category

Category: UH_INT_HEALTH_INS

Description: UH International Health Insurance

*Status: Active

*Assign Questionnaire Template: QST0000 Create Questionnaire

System Data

Question and Answer Security

*Rolename	Use Existing Question and Answer	Create New Question	Create New Answer	Add Question and Answer to Pool		
AG Composer Administrato <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
UHCSM_CC_ACTIVITY_GI <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
UHM_CS_STUDENT <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Questionnaires – Define Questionnaire

Define Questionnaire is where you define your name and info, and who has access to edit this Questionnaire

Public = anyone with Category access can edit this – otherwise it's based on users.

Category GRADUATION_APPLICATION
Questionnaire Name UH Graduation Survey Next

1 Define Questionnaire Visited

2 User Instructions Visited

3 Add Questions Visited

4 Format Questionnaire Visited

5 Preview Questionnaire Visited

6 Questionnaire Options Visited

7 Update Question/Answer Pool Visited

8 Activate Questionnaire Visited

Step 1 of 8: Define Questionnaire
Define your questionnaire and add an optional description for your reference. Users will only see the questionnaire name.

Define your Questionnaire

*Questionnaire Name

*Questionnaire Code

*Category

Description

*Access ⓘ

Audit Information

Created By 0001827 03/10/2021 12:26:18PM
Last Updated By 0001827 05/21/2023 7:58:23PM



Questionnaires – Add Questions

Add Questions is where is where you add new questions or use an existing question from your pool

You can designate questions as required, too

The screenshot displays the 'Update Questionnaire' interface for the 'UH Graduation Survey'. The interface is divided into a left sidebar and a main content area. The sidebar contains eight steps: 1. Define Questionnaire (Visited), 2. User Instructions (Visited), 3. Add Questions (Visited and highlighted in green), 4. Format Questionnaire (Visited), 5. Preview Questionnaire (Visited), 6. Questionnaire Options (Visited), 7. Update Question/Answer Pool (Visited), and 8. Activate Questionnaire (Visited). The main content area is titled 'Step 3 of 8: Add Questions' and shows the survey title 'UH Graduation Survey'. Below the title, there are four questions: 1. 'Are you currently employed full-time in your field of study?' with radio button options 'No (If no, skip to question #5)' and 'Yes (If yes, answer questions below)'; 2. 'Name of employer:' with a text input field; 3. 'Job title:' with a text input field; and 4. 'Salary range:' with a radio button option '<30K'. On the right side of the main content area, there are two buttons: 'Use Existing Question' and 'Add New Question', both of which are highlighted with a red rectangular box. At the top right of the main content area, there are 'Previous' and 'Next' navigation buttons. The top of the interface shows the category 'GRADUATION_APPLICATION' and the questionnaire name 'UH Graduation Survey'.

Questionnaires – Add Questions

Cancel **Add New Question** Save

Enter your new question then select a question type to add an answer.

Create New Question

Add your question in the box .

*Question

*Question Type

Required Question

Add Answer

You can prefill your answers by using Smart Answers, or select an existing answer, or manually add answers.

Smart Answers

Use Existing Answer

Answer Order	Answer	Correct Answer	Default Points	Enable Comment	Comment Label	Comments Required		
<input type="checkbox"/>	<input type="text" value="Yes"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	+	-
<input type="checkbox"/>	<input type="text" value="No"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	+	-

Smart Answers

You can utilize Smart Answers, too – these are predefined from Oracle, but you can also add your own smart answers later.

Smart Answers

- A great deal-None at all
- Above Average-Below Average
- Agree-Disagree
- All-None
- Always-Never
- Approve-Disapprove
- Attentive-Not attentive
- Aware-Not aware
- Better-Worse
- Clear-Not clear
- Clearly-Not clearly
- Confident-Not confident
- Definitely would-Definitely would not
- Desirable-Not desirable
- Early-Late
- Easy-difficult
- Effective-Not effective
- Exceeded expectations-Below expectations
- Friendly-Not friendly

Questionnaires – Format Questionnaire

- **Format Questionnaire** is where you organize and group questions

The screenshot shows the 'Update Questionnaire' interface for a questionnaire titled 'UH Graduation Survey' under the category 'GRADUATION_APPLICATION'. The interface is divided into a left sidebar and a main content area. The sidebar contains a progress indicator with five steps: 1. Define Questionnaire (Visited), 2. User Instructions (Visited), 3. Add Questions (Visited), 4. Format Questionnaire (Visited), and 5. Preview Questionnaire (Visited). Step 4 is highlighted, and a sub-menu is open showing 'Organize Questions' (Visited) as the active option, along with 'Organize Question Groups' (Visited). The main content area displays 'Step 4 of 8: Format Questionnaire - Organize Questions' with the instruction: 'Here you can sequence the order of your questions, or create new groups of questions.' Below this, a section titled 'AFTER GRADUATION PLANS' contains a table of questions. Each question has an 'Order' input field and a 'Move' button. The questions are: 1. Are you currently employed full-time in your field of study?, 2. Name of employer:, 3. Job title:, 4. Salary range:, 5. Have you been accepted to graduate school?, and 6. Name of school and program:.

The screenshot shows the 'Update Questionnaire' interface for the same questionnaire. The sidebar is identical to the previous screenshot, but the sub-menu is now open to 'Organize Question Groups' (Visited). The main content area displays 'Step 4 of 8: Format Questionnaire - Organize Question Groups' with the instruction: 'Here you can sequence the order of the Question Groups.' Below this, a section titled 'Your Question Groups' contains a table of question groups. Each group has an 'Order' input field. The question groups are: 1. AFTER GRADUATION PLANS and 2. UNIVERSITY CAREER SERVICES (UCS).



Questionnaires – Preview Questionnaire

Category GRADUATION_APPLICATION
Questionnaire UH Graduation Survey
Name

1 Define Questionnaire
Visited

2 User Instructions
Visited

3 Add Questions
Visited

4 Format Questionnaire
Visited

5 Preview Questionnaire
Visited

6 Questionnaire Options
Visited

7 Update Question/Answer Pool
Visited

8 Activate Questionnaire
Visited

Step 5 of 8: Preview Questionnaire
UH Graduation Survey

*1. Expected start date:

AFTER GRADUATION PLANS

*2. Are you currently employed full-time in your field of study?
 No (If no, skip to question #5)
 Yes (If yes, answer questions below)

3. Name of employer:

4. Job title:

5. Salary range:
 <30K
 30K-49K
 50K-69K
 70K-89K
 90K+

*6. Have you been accepted to graduate school?



Questionnaires – Questionnaire Options

Questionnaire Options is where you can set some additional options.

✕ Exit Update Questionnaire

Category GRADUATION_APPLICATION
Questionnaire Name UH Graduation Survey

- 1 Define Questionnaire Visited
- 2 User Instructions Visited
- 3 Add Questions Visited
- 4 Format Questionnaire Visited
- 5 Preview Questionnaire Visited
- 6 Questionnaire Options Visited**
- 7 Update Question/Answer Pool

Step 6 of 8: Questionnaire Options

Select from options to apply any special configuration for your end user questionnaire.

Options ⓘ

Randomize Question No

Randomize Answer No

Anonymous Questionnaire No

Allow User Updates After Save Yes

Questionnaires – Update Question/Answers Pool

Update Question/Answer Pool is where you can add Question/Answers to the Pool if needed, if you want to be able to utilize any of these in another questionnaire.

The screenshot shows a web interface for updating a questionnaire. At the top, there is a dark header with 'Update Questionnaire' and an 'Exit' button. Below the header, the category is 'GRADUATION_APPLICATION' and the questionnaire name is 'UH Graduation Survey'. A 'Previous' button is visible on the right. The main content area is divided into two columns. The left column is a vertical list of steps: 1. Define Questionnaire (Visited), 2. User Instructions (Visited), 3. Add Questions (Visited), 4. Format Questionnaire (Visited), 5. Preview Questionnaire (Visited), 6. Questionnaire Options (Visited), 7. Update Question/Answer Pool (Visited, highlighted in green), and 8. Activate Questionnaire (Visited). The right column is titled 'Step 7 of 8: Update Question/Answer Pool' and contains instructions: 'Select any of the new questions and answers you added to this questionnaire and save to add them to the question and answer pool for reuse later.' Below this, there are sections for 'New Questions' and 'New Answers'. The 'New Questions' section has a table with columns 'Question' and 'Add to Question Pool'. One row is visible with the text 'Expected start date:' and a checkbox. The 'New Answers' section states 'No new answers were created as part of this questionnaire.'

Questionnaires – Activate Questionnaire

- **Activate Questionnaire** is where you activate your questionnaire!

✕ Exit Update Questionnaire

Category GRADUATION_APPLICATION
Questionnaire Name UH Graduation Survey

1 Define Questionnaire Visited	<h3>Step 8 of 8: Activate Questionnaire</h3> <p>Currently, your questionnaire is active.</p> <p>Review your questionnaire usage carefully before deactivating it. Select the Exit button</p> <p>Once you have confirmed that your questionnaire usage has no impact, select the Dea</p> <p>Note: Questionnaires in inactive status cannot be used by any business processes.</p> <p>Return to this step to make it active at any time.</p> <p>Deactivate Questionnaire</p>
2 User Instructions Visited	
3 Add Questions Visited	
4 Format Questionnaire Visited	
5 Preview Questionnaire Visited	
6 Questionnaire Options Visited	
7 Update Question/Answer Pool Visited	
8 Activate Questionnaire Visited	

Questionnaires – Add Questionnaire to Activity Guide Category

To link your questionnaire into your Activity Guide, you'll need to add the following setup as a Step in your Activity Guide Composer Category:

- You can add multiple Questionnaire rows to the same category if needed – they will just have different Context parameters

The screenshot displays the 'AG Composer Categories' interface. The 'Steps' section is active, showing the configuration for a step named 'UH_HEALTH_INS'. The 'Description' and 'Long Description' fields are both set to 'UH_INT_HEALTH_INS'. The 'Service Type' is set to 'PS Component' and the 'Service Id' is 'EOQF_QSTNR_FL'. The 'Fluid' checkbox is checked, and the 'Required' checkbox is unchecked. Below this, there are sections for 'Post Processing PeopleCode', 'AWE Integration', and 'Related Data'. The 'Additional Step Context' section is expanded, showing a table of 'Input Context Parameters'.

Parameter Name	Service Parameter Name	Parameter Type	Parameter Value	Parameter System Value
EOQF_CATEGORY	EOQF_CATEGORY	Fixed Value	UH_INT_HEALTH_INS	
EOQF_QSTNR_CODE	EOQF_QSTNR_CODE	Fixed Value	FA20_INSURANCE	

Questionnaires – Add Questionnaire to Activity Guide Category

- **Service Type** = PS Component
- **Service ID** = EOQF_QSTNR_FL
- **Post Processing PeopleCode**
 - **Root Package Id** = EOQF_AGPOSTPROCESS
 - **Path** = :
 - **Application Class ID** = AGPostProcess
 - **Post Process Method** = ItemPostProcess
- **Additional Step Context (you'll need a row for each one)**
 - **Parameter Name:** EOQF_CATEGORY
 - **Service Parameter Name:** EOQF_CATEGORY
 - **Parameter Type:** Fixed Value
 - **Parameter Value:** *Your Category Name*
 - **Parameter Name:** EOQF_QSTNR_CODE
 - **Service Parameter Name:** EOQF_QSTNR_CODE
 - **Parameter Type:** Fixed Value
 - **Parameter Value:** *Your Questionnaire Name*

Questionnaires – Add Questionnaire to Activity Guide Template

- After you've added your Questionnaire to your category, you can then add your Questionnaire as a step in your Template!

Organize and Configure Steps

For this step, you will assign a description to each step and specify the order in which the steps need to be completed.

Since the Activity Guide Type is **Vertical Sequential**, you can create a group step. A group step provides you the ability to organize one or more steps into a group. A step assigned to the group step is considered a sub step.

You are also able to define additional attributes for your steps. (i.e. Required, Start Date, Due Date, etc.)

Finally, you are able to delete steps. If you need to add steps, you can always return to Select Steps and add more steps.

Selected Steps

Step Type	Move Up	Move Down	Step Description	Configure Attribute
Step		▼	Instructions <input type="text"/>	
Step	▲	▼	<input type="text"/>	
Step	▲		Complete and Submit Application <input type="text"/>	

References/Links

- Polizzi, J (2022, October 24). Activity Guide Composer and Questionnaire Framework [PowerPoint slides].
<https://www.heug.org/HigherLogic/System/DownloadDocumentFile.ashx?DocumentFileKey=a83d4608-ae46-4dfc-b4a4-569b1adf54e1&forceDialog=0>
- [Activity Guide Composer](#)
- [Acknowledgement Framework](#)
- [Questionnaire Framework](#)
- [Notification Framework](#)



Questions?

