



Overview of New WiTS Features

BizFlow 12.5 Upgrade – October 2017

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Access Multiple Actions at the Same Time



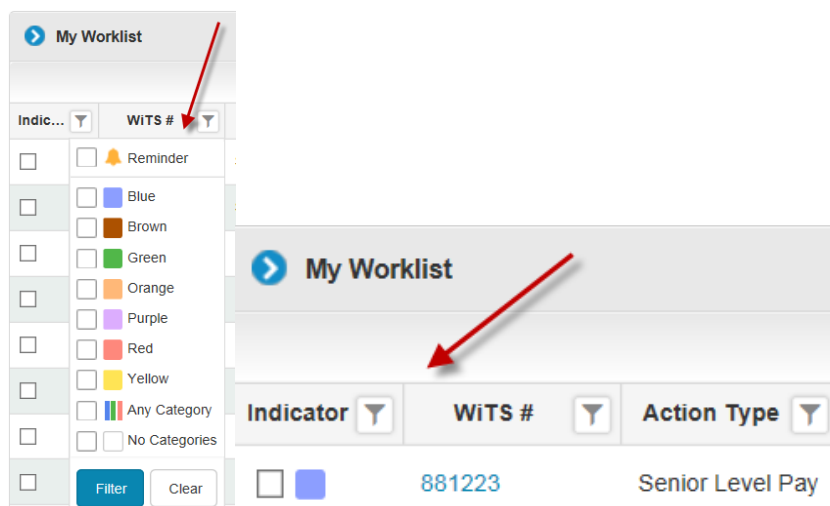
- There is no limit to how many actions you can open at one time
- Depending on your browser settings, the actions will open in a new *tab* or *window*
- Actions will not auto-save if you log out of WITS and the action is still open in another tab/window
 - Remember to click **Save** as soon as you make updates to the action
 - No pop-up reminder will appear if you attempt to log out of WITS with opened actions

New Archives Page



- The last 400 actions closed by your team will pre-populate in an action list
- You can use the Quick Search (use the magnifying glass icon) to find actions within the pre-populated list by entering any information found in the columns of the action list (i.e. WITS #, Employee Name, etc.)
- If you cannot find the action using Quick Search, the Advanced Search option is still available

Color Categorize Your Actions



- You can apply any category title you would like to color categories (i.e. Name of IC, status of action, etc.)

- Color categories are removed once any action from the routing menu is taken
- You can apply color categories from the worklist view or from within the action
- No other user can see your color categories

Set Your Own Email Reminders



- Send yourself an email reminder for any action in your worklist
- Email reminders can only be sent to your NIH email address
- You can customize the subject line and message content; and set the date and time the email is sent
- Email reminders are removed once any action from the routing menu is taken
- No other user can see your email reminders

Navigate Your Workspace with Tabs



- All your WITS BizCoves now display across the top of your Workspace as Tabs
- The first tab will display when logging into WITS, regardless of which tab you were on when you logged off
- Tabs may not be rearranged/renamed by the user
 - Some tabs include sub-tab menus to access more information
 The sub-tab menu converts to a hyperlink once a selection is made

Create Personal Worklist Views

- View your actions the way you want by sorting, filtering, grouping, and rearranging the columns
- Save any preferred worklist view to access them in the future (no limit to how many views you can create)

- When you log into WiTS, the last saved worklist view you were using will display
- No other user can see how you set your worklist view; regardless if you are in a shared worklist (actions assigned to a team, rather than a specific person)
- No other user's worklist will be affected if you change the view

WiTS 'How-To' Videos



Videos are available on the [Online Tutorials WiTS Page](#)

- How to Update, Add, and Apply Color Categories
- How to Set, Update, and Delete Email Reminders
- How to Create, Update, and Delete a Personal Worklist View
- How to Search for an Archived Action by WiTS # and Employee Last Name
- How to Add and Delete Attachments from the Worklist View