# Tips and Tricks from the Nintex Trenches Nicole Prestby

SharePoint Saturday Atlanta – June 17, 2017









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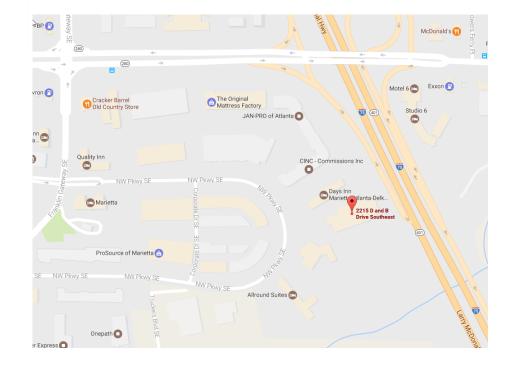


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- Remember to complete the following:
  - Session Feedback (x5)
  - Event Feedback
  - The Booth Game
- Tickets earned by providing feedback increase your odds of winning super duper awesome prizes!

#### About Me



Senior SharePoint Consultant at Abel Solutions

Nintex vTE (Virtual Technical Evangelist)

- Some Fun Stuff:
  - Technically Trained Artist
  - Graphic Design/Marketing Background
  - Worked as Photographer at WDW



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- nicoleprestby.wordpress.com
- @nprestby
- in nprestby





#### About Abel Solutions









Subsidiary of Applied Technical Services (ATS), a \$105M engineering consulting and inspection services firm.



Focused on solving business problems with Microsoft technology.



Gold Collaboration and Content



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Microsoft Gold Partner since 2000.

Nintex Partner since 2008.



Customers include many midto upper-midmarket to enterprise-sized companies.

# Agenda



- Nintex Overview
- Tips and Tricks
  - Nintex Workflow
  - Nintex Forms
- Resources

### Knock, knock... Who's Here?

Intex Mobile

recent tasks

Today

Approve Expense Clair

Approve Ex



- Who currently has Nintex?
- Nintex On-prem?
  - · 2016?
  - ° 2013?
  - · 2010?
  - ° Older?
- Nintex for Office 365?

- Nintex Mobile?
- App Studio?
- Nintex Hawkeye?



• Nintex Doc Gen?











Nintex Workflow Cloud?

### Nintex Overview



### Nintex Workflow Platform





# Tips and Tricks: Nintex Workflow



# Getting Started

# Browser Compatibility

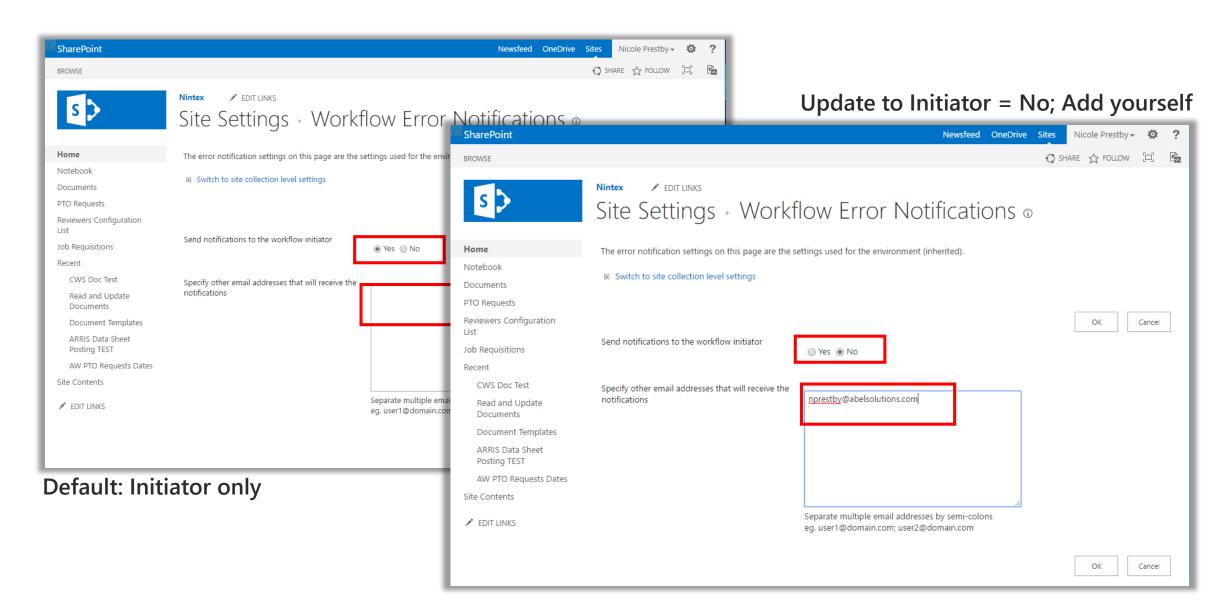


- Design and Runtime
  - Nintex Workflow for SharePoint 2010
    - Supported: IE7.x; Recommended: IE8 and above
  - Nintex Workflow for SharePoint 2013
    - Supported: IE8.x; Recommended: IE9 and above
  - Nintex Workflow for SharePoint 2016
    - Supported: IE10, IE11, latest versions of Firefox, Chrome, Safari, Edge
  - Nintex Workflow for Office 365
    - Supported: IE9 and above, latest versions of Firefox, Chrome
    - Recommended: IE10 and above

Source: <a href="https://community.nintex.com/docs/DOC-1511">https://community.nintex.com/docs/DOC-1511</a>

#### Error Notifications





# Workflow Inventory

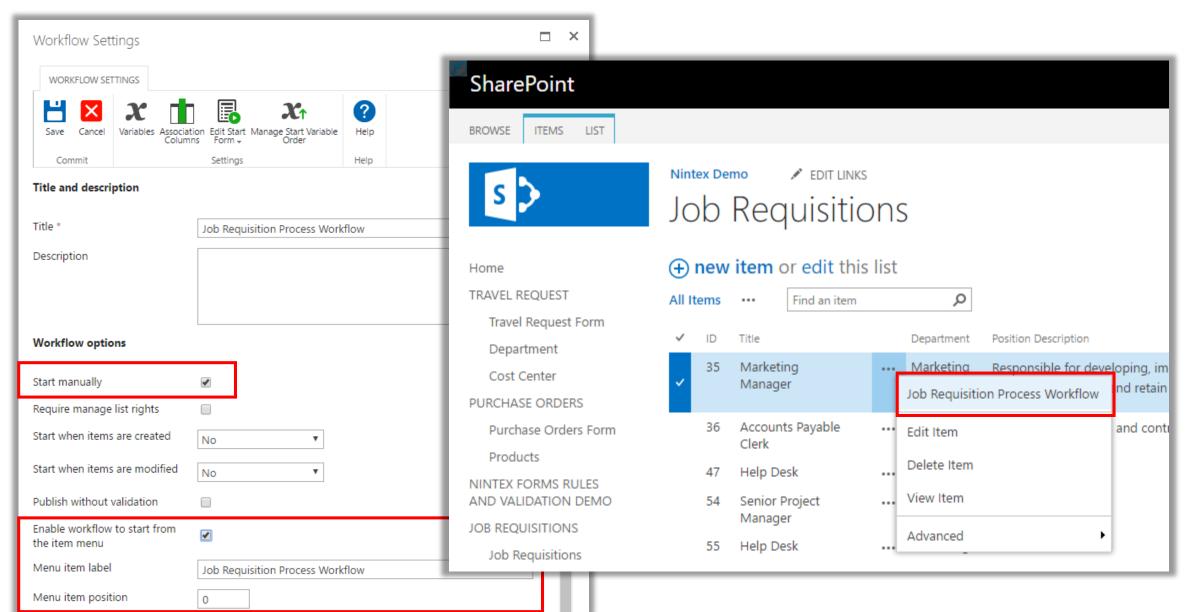


Nintex / EDIT LINKS Site Settings -	Site Workflow Inventory	<b>①</b>						
Modify view Export table to C	SV View statistics View workflows for entire site collection	1						
List Name <b>▼↑</b>	Workflow Name	Workflow Type	Modified By	Modified	Published Version	Last Saved Version	Last Run Time	Delete
Active Documents	Copy Document Workflow	List workflow	☐ Nicole Prestby	6/26/2014 3:40:41 PM	2.0	2.0		×
Active Documents	Document Control Workflow	List workflow	☐ Nicole Prestby	6/26/2014 3:42:24 PM	12.0	12.0	6/26/2014 3:27:16 PM	×
Documents	TEST Update MMD Multiple Values	List workflow	☐ Nicole Prestby	11/18/2016 8:31:28 AM	6.0	6.0	11/18/2016 8:31:52 AM	×
Job Requisitions	Job Requisition Process Workflow	List workflow	☐ Rob Aycock	11/12/2015 4:39:12 PM	22.0	22.0	4/4/2017 10:06:11 AM	×
PTO Requests	Basic PTO Request Workflow	List workflow	☐ Nicole Prestby	3/24/2014 12:30:48 PM		0.2		×
PTO Requests	Copy Item Testing	List workflow	☐ Nicole Prestby	12/29/2014 1:54:37 PM	3.0	3.0		×
PTO Requests	Create ics file for email attachment	List workflow	☐ Nicole Prestby	5/28/2015 3:09:16 PM	1.0	1.0		×
PTO Requests	GP Test	List workflow	☐ Nicole Prestby	6/23/2016 12:18:13 PM	1.0	1.0	6/23/2016 12:20:05 PM	×
PTO Requests	Hello World Test	List workflow	☐ Nicole Prestby	9/12/2014 9:21:14 AM	1.0	1.0		×
PTO Requests	New WF TEST	List workflow	☐ Nicole Prestby	8/8/2016 2:30:35 PM		0.1		×
PTO Requests	Onboarding external users	List workflow	☐ Nicole Prestby	6/12/2014 9:27:56 AM		0.2		×
PTO Requests	Test assigning task to AD group	List workflow	☐ Nicole Prestby	2/11/2015 10:42:58 AM	2.0	2.0	2/11/2015 10:43:46 AM	×
PTO Requests	Test creating when multiple Doc Set CTs on one list	List workflow	☐ Nicole Prestby	2/16/2015 5:25:18 PM	2.0	2.0		×
PTO Requests	Test Flexi Task	List workflow	☐ Nicole Prestby	6/16/2016 2:36:51 PM	1.0	1.0	5/31/2017 12:42:44 PM	×
TO Requests	Test WF	List workflow	☐ Nicole Prestby	6/24/2016 9:41:50 AM	5.0	5.0	6/24/2016 9:42:07 AM	×
PTO Requests	Testing Business Day Due Date	List workflow	☐ Nicole Prestby	3/24/2016 3:49:25 PM	1.0	1.0	3/24/2016 3:51:10 PM	×
PTO Requests	Testing Convert list view to PDF	List workflow	☐ Nicole Prestby	5/14/2014 4:43:36 PM	1.0	1.0		×
PTO Requests	Testing looping with yn variable	List workflow	☐ Nicole Prestby	2/19/2016 11:41:02 AM	2.0	2.0	2/19/2016 11:41:36 AM	×
PTO Requests	Testing Task Claiming with Nintex	List workflow	☐ Nicole Prestby	3/10/2015 10:44:41 AM	1.0	1.0	3/10/2015 10:45:34 AM	×
PTO Requests	Create new CT for Charleston Testing	List workflow	☐ Nicole Prestby	3/29/2017 3:59:48 PM	1.0	1.0		×
PTO Requests	TEST Custom WF Status	List workflow	☐ Nicole Prestby	4/13/2017 1:01:08 PM	2.0	2.0	4/13/2017 1:01:52 PM	×
PTO Requests	TEST Auto Start Same WF	List workflow	☐ Nicole Prestby	5/31/2017 12:38:14 PM	4.0	4.0	5/31/2017 12:44:07 PM	×
Read and Update Documents	Read and Update Current Doc	List workflow	☐ Nicole Prestby	12/21/2016 10:15:57 AM	1.0	1.0	12/21/2016 11:42:42 AM	×

# Testing and Troubleshooting

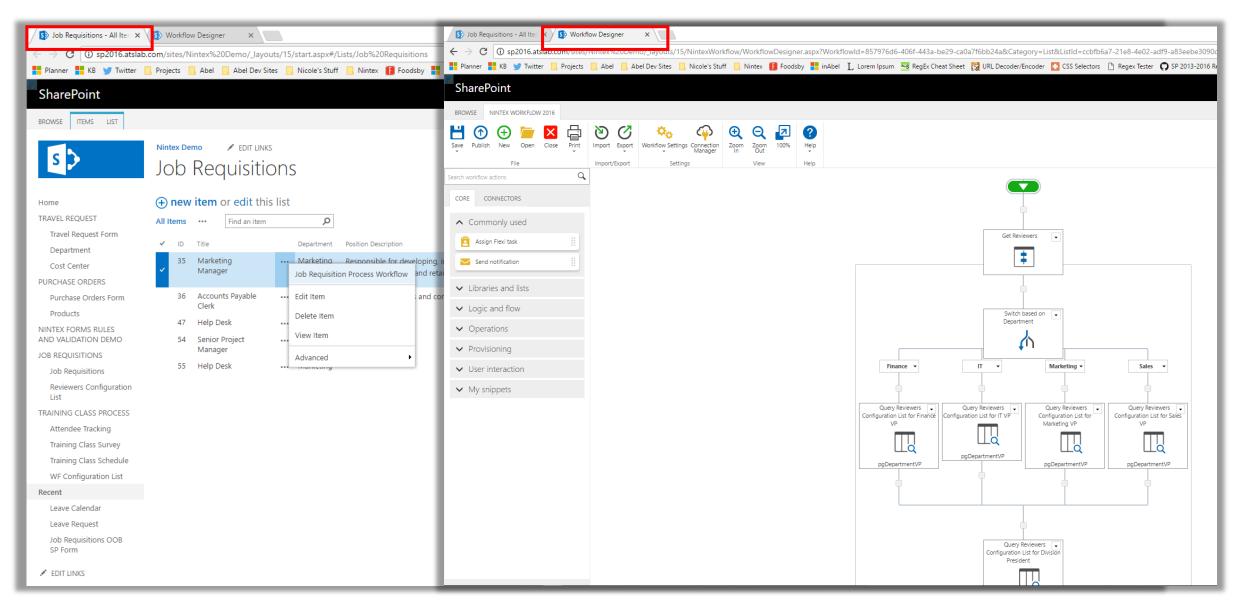
# Manual Start for Unit Testing





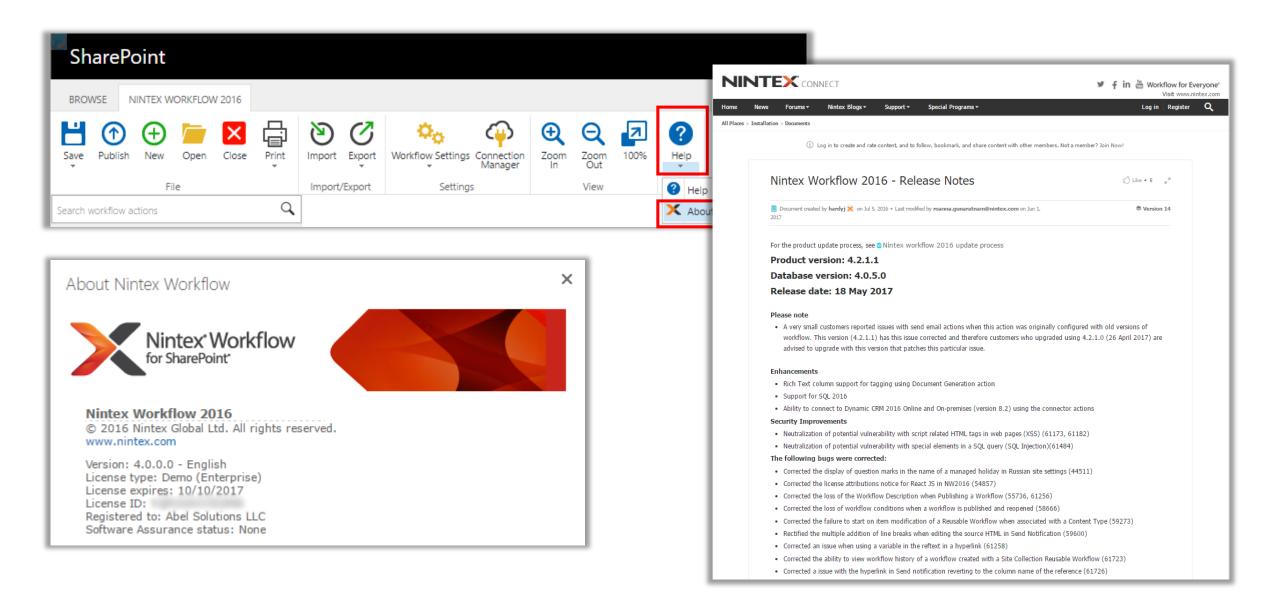
# Separate Browser Tabs for Testing





#### About Nintex Workflow





# Development Best Practices

#### Variables

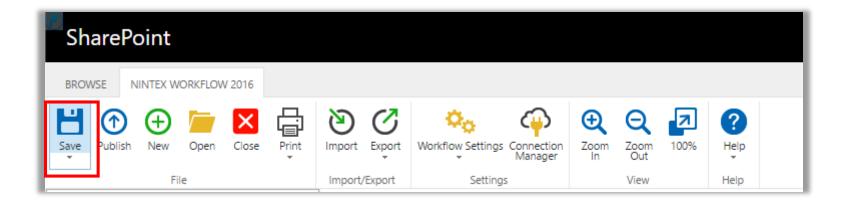


- Have a consistent naming convention, such as:
  - Choice chDepartment
  - Number numOrderNumber
  - Date and Time dtDueDate
  - Yes/No ynErrorOccured
  - Person or Group pgAssignedTo
  - Integer intNumberOfItems
  - <u>List Item ID</u> or <u>Action ID</u> idCurrentItemID
  - Collection colltemsAssignedToCurrentUser

# Save Early, Save Often!

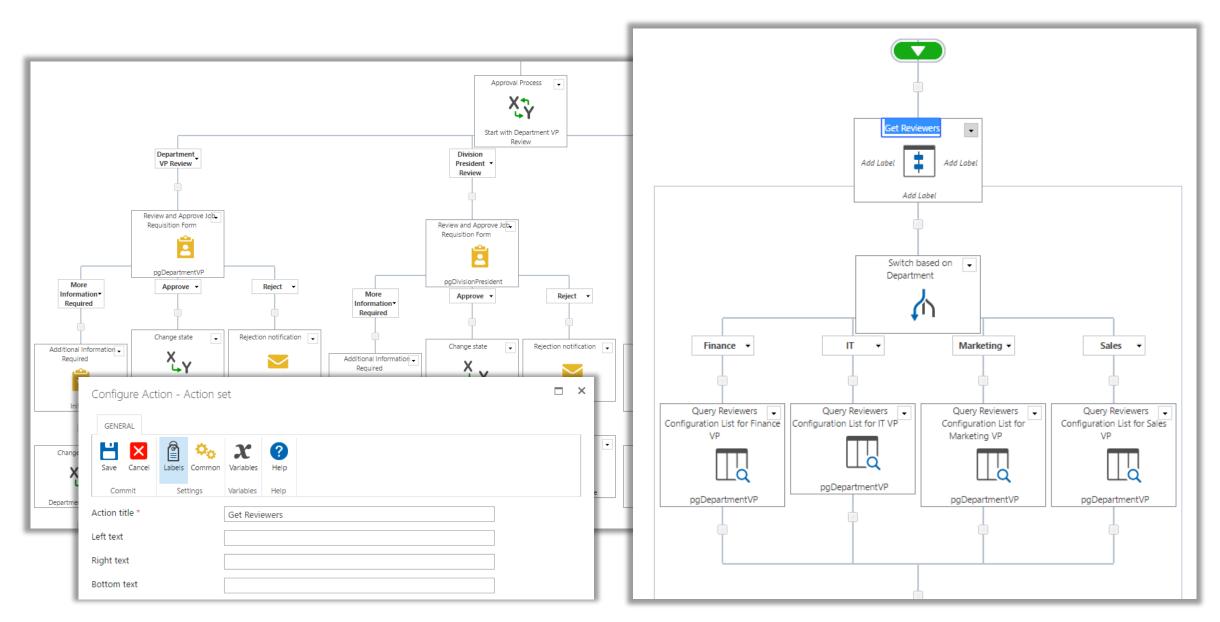


- Saves your progress, not live to users
- No automatic save
- No "Undo"
- Browser crashes happen; internet goes down



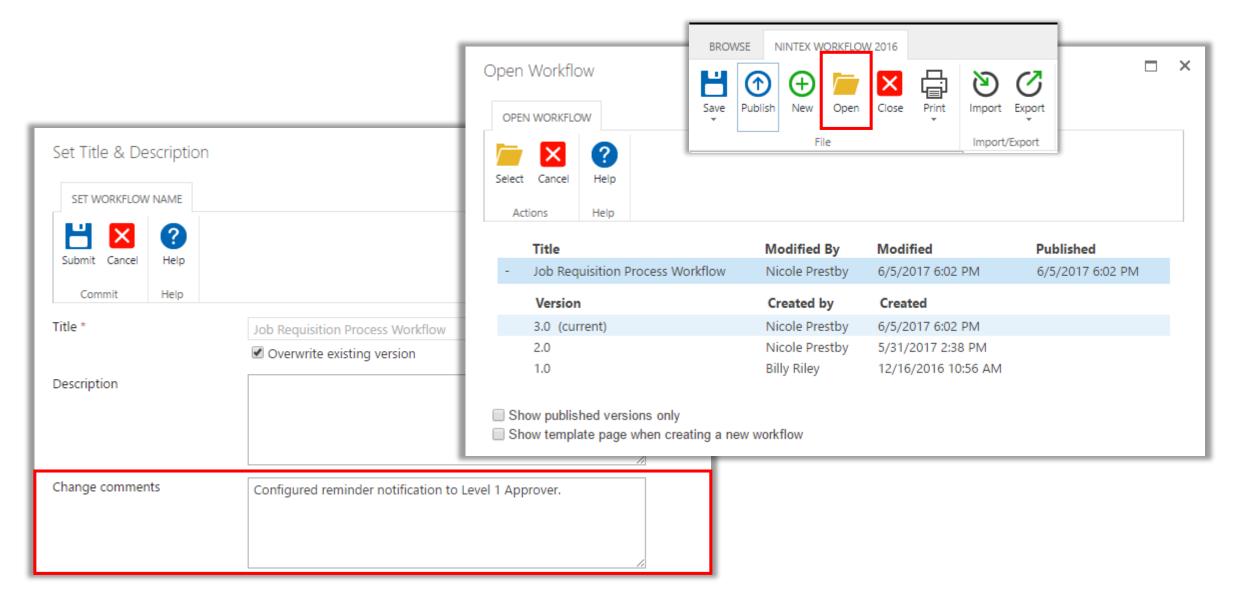
### Label Your Actions





# Versions and Change Comments





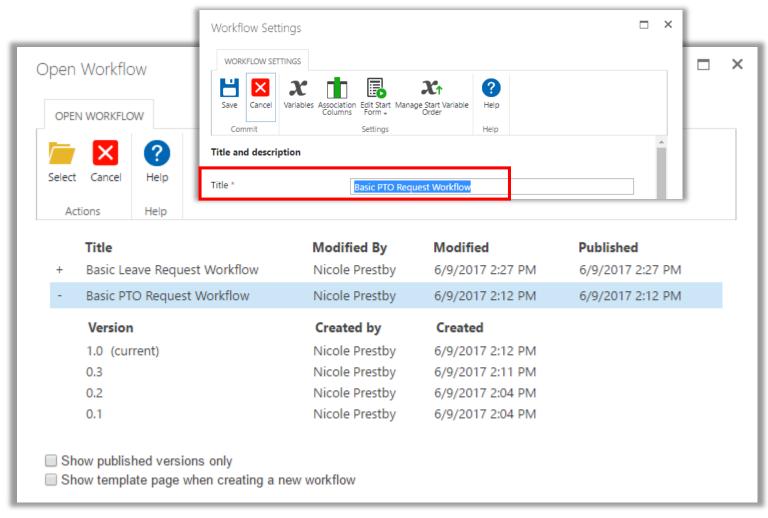
# Create a Copy of Your Workflow



Changing the WF Title will create a new version

of the WF

- "Save As"
- Can be good and bad, depending on what you are trying to do

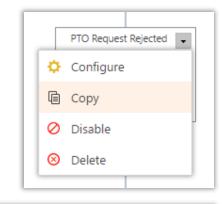


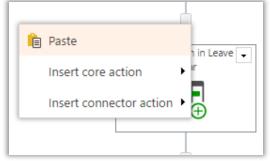
# Work Smarter, Not Harder

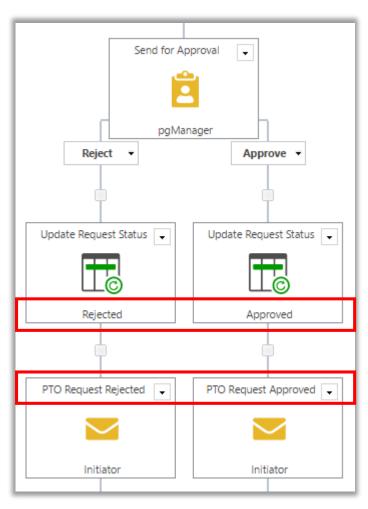
# Copy/Paste Configured Actions



- Emails
  - Approval/Rejection Notifications
  - Submission/Cancellation Notifications
- Set Field Values
  - Update Status
- Query list
  - Different filter parameters

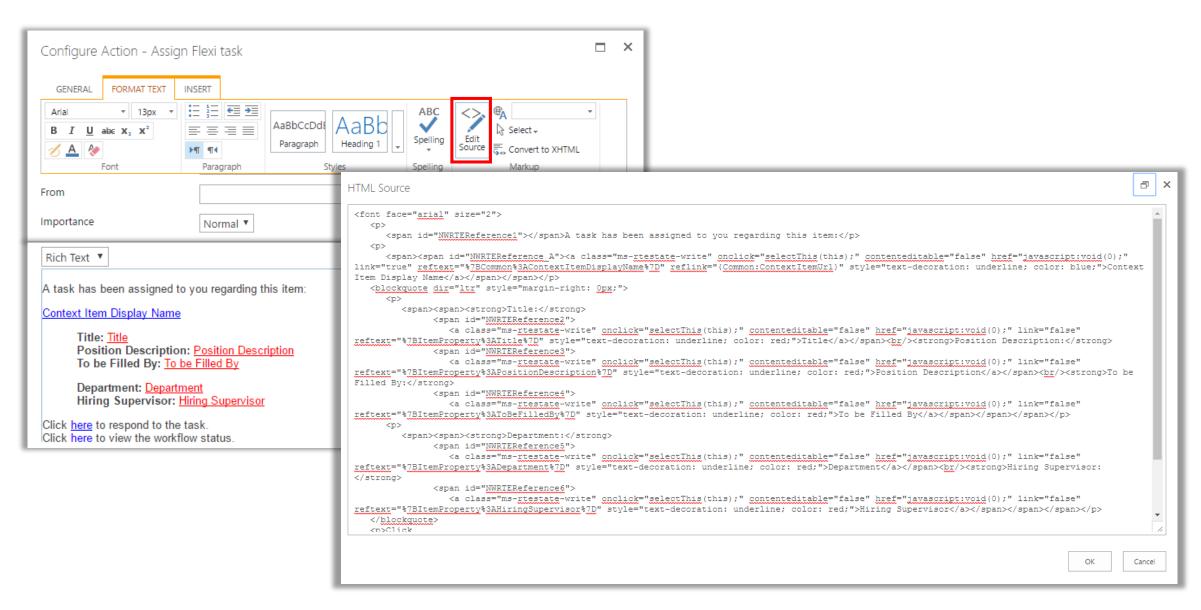






# Copy/Paste HTML





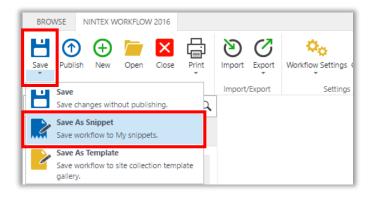
# Snippets for Reuse

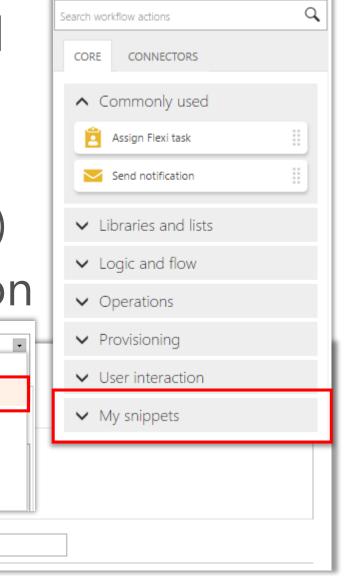


- Quickly reuse and add pre-configured groups of actions
- Save entire workflow as a snippet
- Save portions of workflow (Action set)

Available throughout the site collection

"My Snippets"





Action set

Configure

Copy

Disable

O Delete

Minimize

Get Reviewers

Save as Snippet

Save as Snippet

SAVE AS SNIPPET

Commit

Name

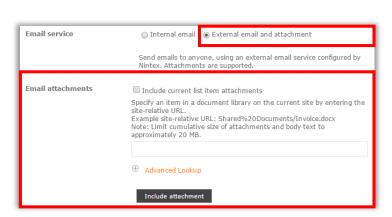
Help

### Office 365

# Missing Features and Key Limitations



- Site Settings WF Inventory, WF Constants, UDAs
- Site Workflow Scheduling
  - ° Workarounds: Plumsail, Schedule manager list/WF
- Visual WF History so log more
  - ° Note: the more you log, MS may throttle
- Task Limitations
  - Can include attachments on email, but not task notification
    - Note: Requires you to use Nintex's external email service
  - Cannot suppress notification email
  - Not security trimmed and no delegation anyone can complete
    - Tip: Capture Modified By to see who completed task (default: WF History shows Assigned To only)



# Other Tips



- Manually set Workflow Status
- Send emails to external users Nintex email service
- Create service account for action configuration
  - Set password to never expire
- Use Nintex Forms for task forms
  - Nicer appearance, more control, you get it anyway!
- Request Data workaround
  - Nintex task form, capture data from user to workflow variable

## Tips and Tricks: Nintex Forms



## Browser Compatibility



- Design
  - Nintex Forms for SharePoint 2010
    - Recommended: IE10 and above
  - Nintex Forms for SharePoint 2013
    - Recommended: IE10 and above
  - Nintex Forms for SharePoint 2016
    - Recommended: IE10 and above
  - Nintex Forms for Office 365
    - Supported: IE10 and above, latest versions of FireFox, Chrome
    - Recommended: IE10 and above

Source: <a href="https://community.nintex.com/docs/DOC-1018">https://community.nintex.com/docs/DOC-1018</a>

## Browser Compatibility



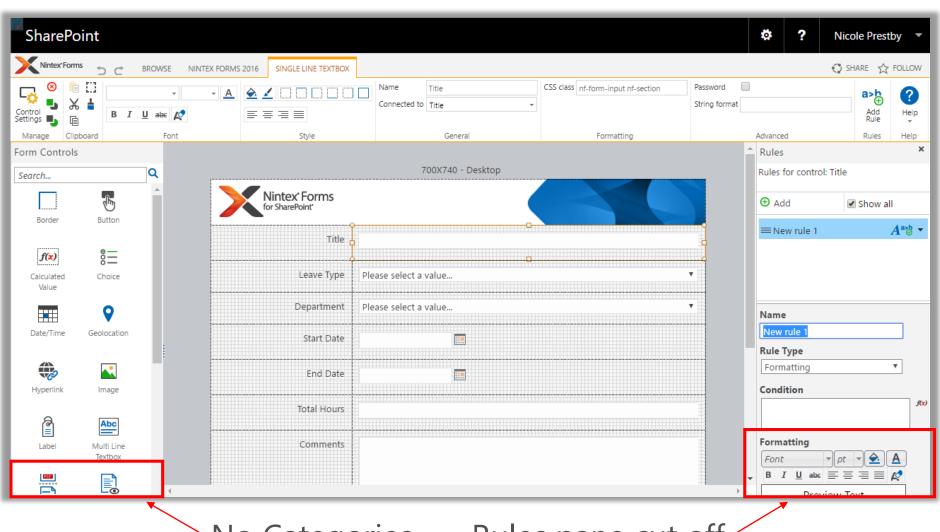
#### Runtime

- Nintex Forms for SharePoint 2010
  - Supported: IE7 and above 32 bit, latest versions of FireFox, Chrome
  - Supported with limitations: IE7 and above 64 biit, Safari
- Nintex Forms for SharePoint 2013
  - Supported: IE8 and above, latest versions of Firefox, Chrome, Safari, Edge
- Nintex Forms for SharePoint 2016
  - Supported: IE8 and above, latest versions of Firefox, Chrome, Safari, Edge
- Nintex Forms for Office 365
  - IE9 and above, latest versions of Firefox, Chrome, Safari

Source: <a href="https://community.nintex.com/docs/DOC-1018">https://community.nintex.com/docs/DOC-1018</a>

## Bug When Opening Forms Designer





No Categories Rules pane cut off

## Hide the Grid

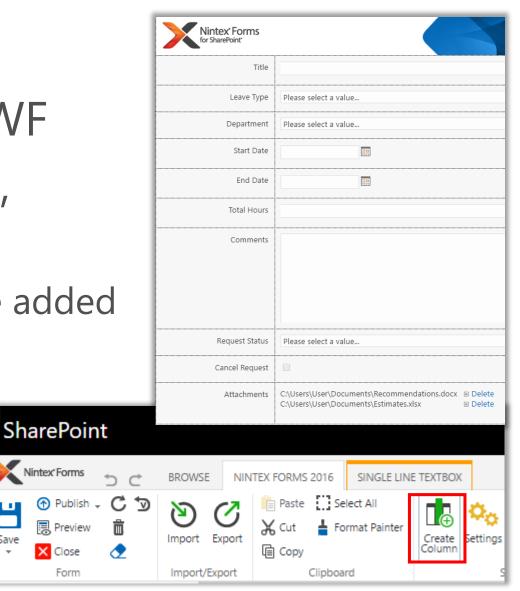


Settings - Form						
Settings - Form						
GENERAL						
Save Cancel Help				Nintex Forms for SharePoint		
Commit Help  Grid cell height (pixels)	5			 Title		
Grid cell width (pixels)	5			THE		
Canvas height (pixels)	740			 Leave Type	Please select a value	▼
Canvas width (pixels)	700			Leave Type	Please Select a value	
Snap to grid	Yes ▼		▼	Department	Please select a value	▼
Show grid lines	No ▼			 '		
	Start Date			Start Date	<b>11.0</b>	
	End Date	<u></u>		End Date		
	Total Hours			Total Hours		
	Comments			Comments		
	Request Status	Please select a value	▼	Request Status	Please select a value	▼
	Cancel Request			Cancel Request		
			 - 5.1.1.	 4441	Callean Mark Decreased Programmed Africa de la Calleta	
	Attachments	C:\Users\User\Documents\Reco C:\Users\User\Documents\Estim	Delete Delete	Attachments	C:\Users\User\Documents\Recommendations.docx	

# Creating Your Form



- Form controls connected to list columns – accessible via WF
- Create list and all columns 1<sup>st</sup>, then generate Nintex Form
  - All labels and input controls will be added for all defined list columns
- Can create list columns on-the-fly later
  - Add control and label separately



### Use Named Controls for Rules

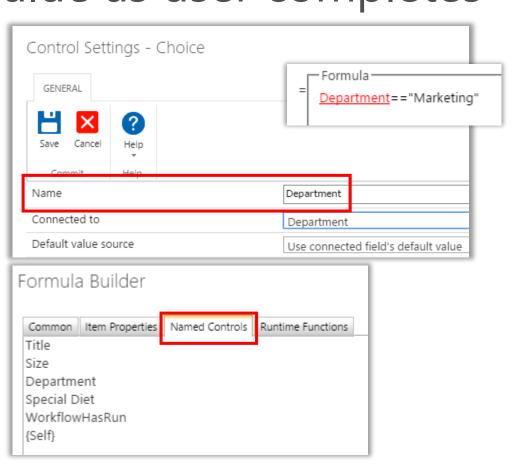


Item Property = value when form opens

• Named Control = real-time value as user completes

the form

- Ex: Show and/or require additional fields if Department = Marketing
- Most controls can be named via "Name" property



### Form Modes for Rules

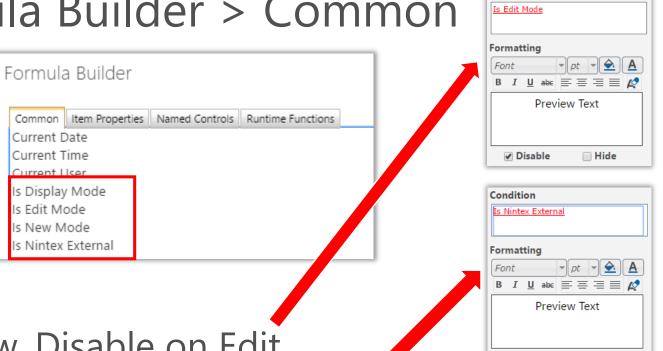


Condition

Disable

✓ Hide

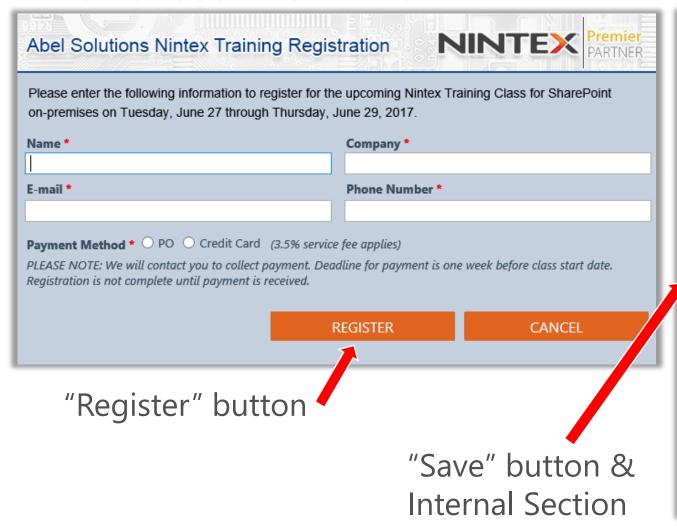
- Create different "views" of the form
- Create rule > Formula Builder > Common
  - Is Display Mode
  - ∘ Is Edit Mode
  - ∘ Is New Mode
  - Is Nintex External
- Example Use Cases:
  - Enable controls on New, Disable on Edit
  - Hide controls for external (anonymous), show for internal



### Form Modes for Rules



#### External User View – New

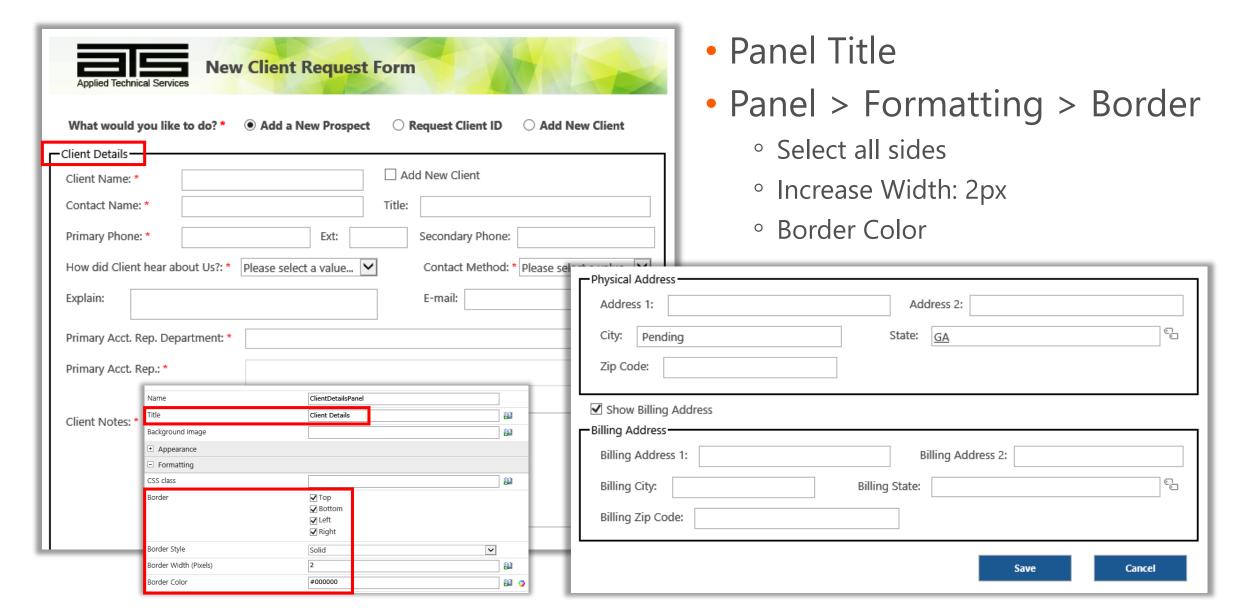


#### Internal User View – New

Abel Solutions Nintex Training Registration NINTEX PREMIER PARTNER									
Please enter the following information to register for the upcoming Nintex Training Class for SharePoint on-premises on Tuesday, June 27 through Thursday, June 29, 2017.									
Name *	Company *								
E-mail *	Phone Number *								
Payment Method * O PO O Credit Card (3.5% service fee applies)  PLEASE NOTE: We will contact you to collect payment. Deadline for payment is one week before class start date.  Registration is not complete until payment is received.  SAVE  CANCEL									
-INTERNAL ONLY  Class	Paid?								
Please select a value									
Notes									
Attachments  Add Attachment									

## Panel Styling

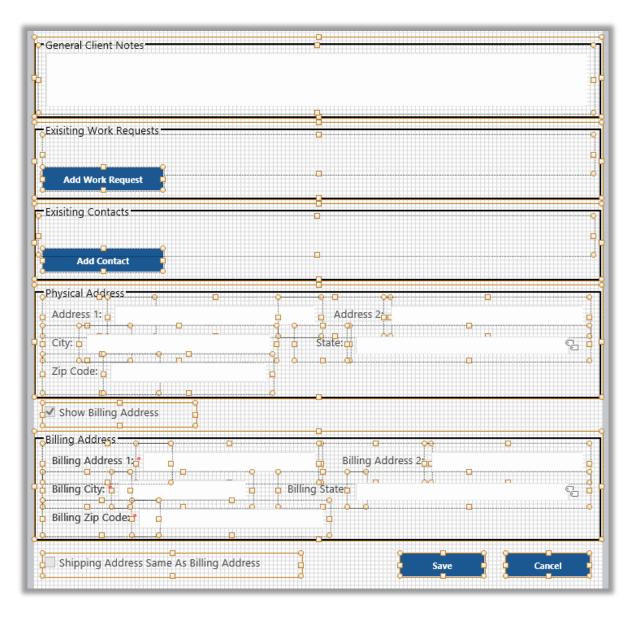




## Hiding Panels



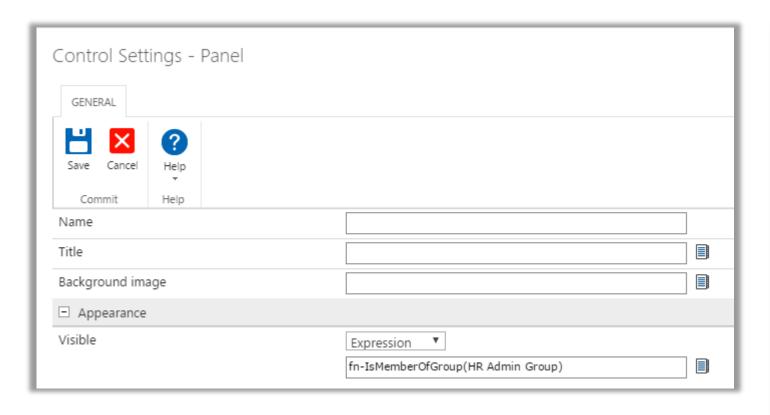
- Space when hidden will collapse, but...
  - Super finicky
  - Can't touch anything inside or outside panel
  - Make sure there is at least a couple of pixels inside and outside panel

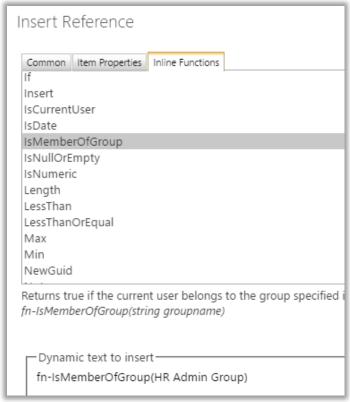


## Admin Only Section



- Panel > Appearance > Visible > Expression
- Inline Function > IsMemberOfGroup





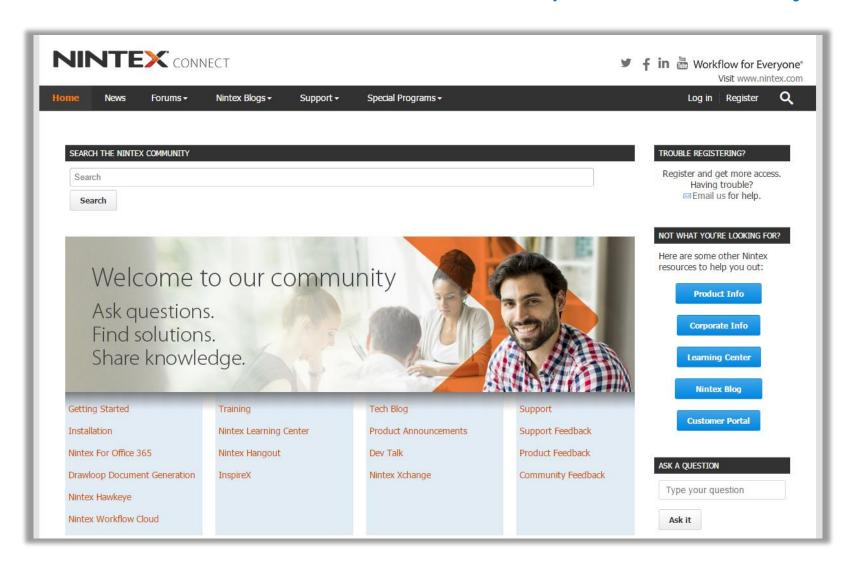
### Resources



### Nintex Connect



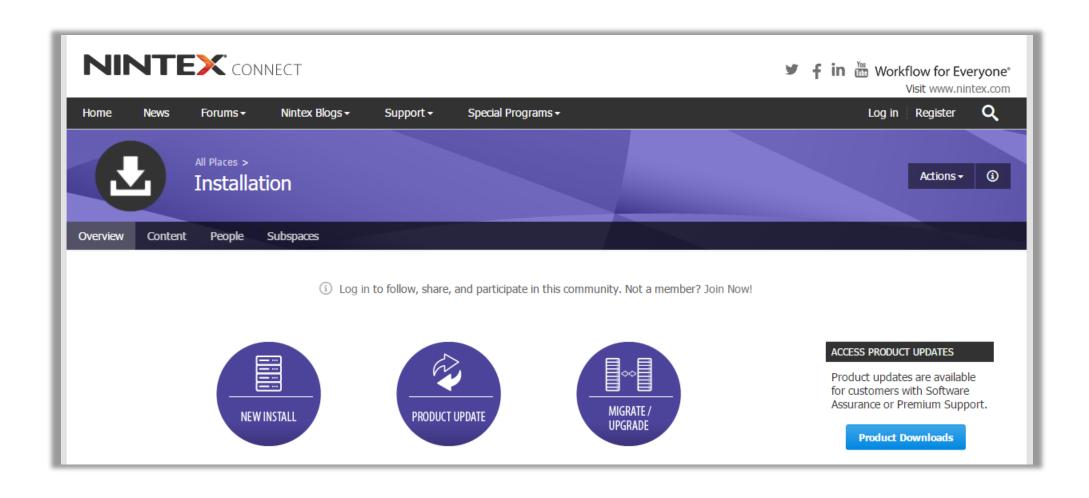
### https://community.nintex.com



### Nintex Connect — Installation



#### https://community.nintex.com/community/installation



## Nintex Connect – Xchange



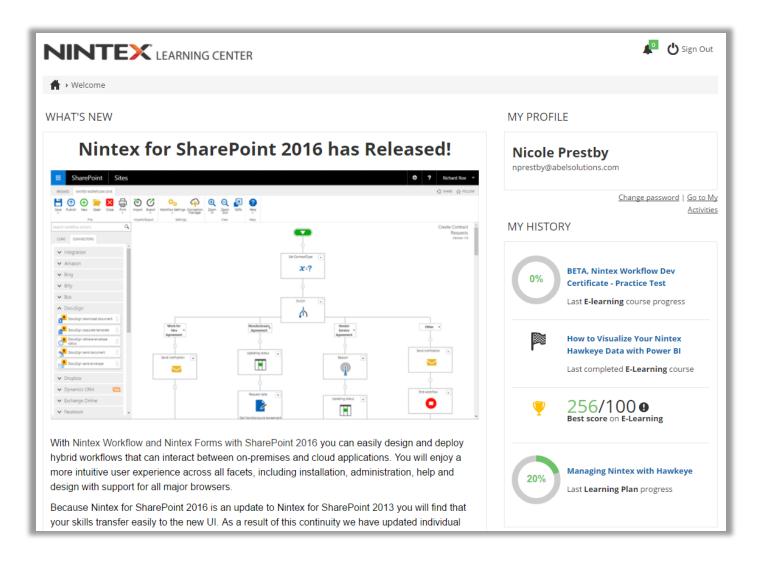
### https://community.nintex.com/community/xchange



## Nintex Learning Center



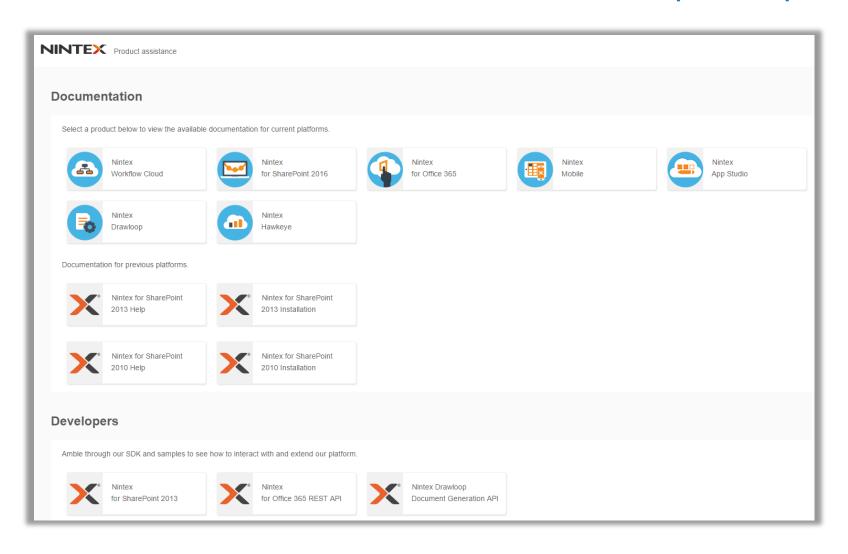
#### https://learning.nintex.com



# Help Portal



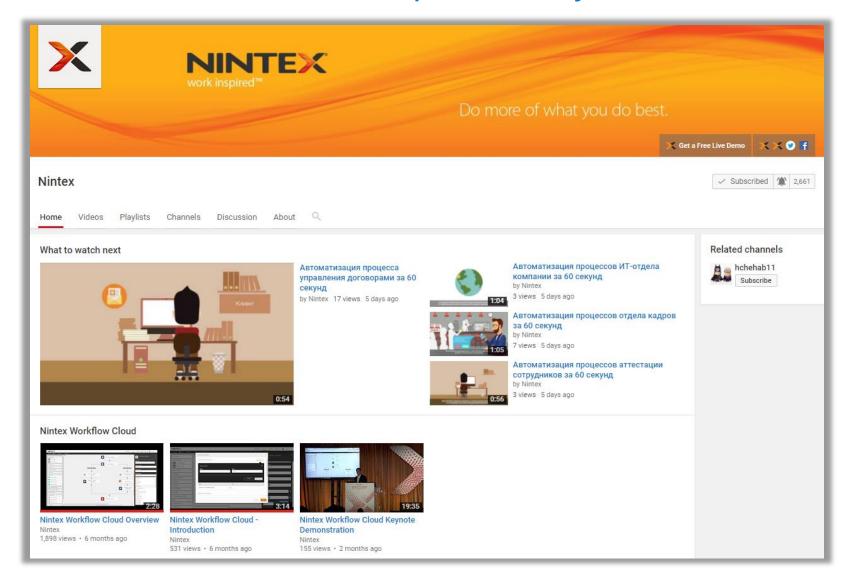
### http://help.nintex.com



### YouTube Channel



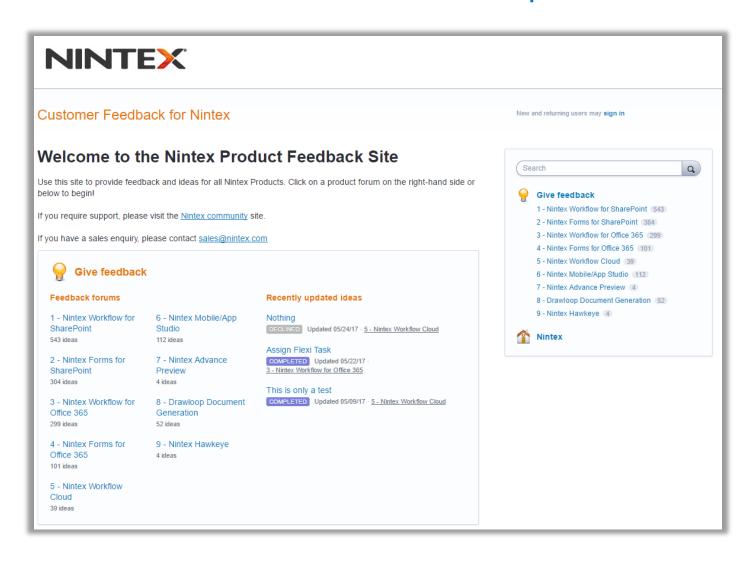
### https://www.youtube.com/user/Nintex



### Nintex UserVoice



#### https://nintex.uservoice.com



## Additional Tips



- Diagram the process
- Steps and notifications spreadsheet
- Conditional Start
- Log to history "debug mode"
- Additional testing tips
- Cancel branch
- Run as WF Owner
- Common References
- WF Constants
- RegEx
- Custom Approval History on list item
- Admin section in emails

- Accommodate for restart
- Copy list item attachments to another list item
- Start WF action vs. web service call
- Nintex Live Form tips
- Preview doesn't always work

## Abel Solutions Live 3-Day Training



- Nintex Workflow and Forms Training
- On-Prem or Office 365 (currently in development)
- Attend at our Alpharetta location or remotely
- Multiple hands-on exercises throughout each day
- Student training environment to practice and follow along
- Access to training environment for 10 days after class completion
- Next class: 6/27-6/29; Registration Deadline: 6/20
- For more information:
  - Visit our booth
  - Email Carol Reddaway at <u>creddaway@abelsolutions.com</u>
  - Visit <u>www.abelsolutions.com/services/nintex-services/nintex-training</u>

## Keep in Touch



- Sign up for the Abel Solutions TOTM <a href="http://www.abelsolutions.com/newsroom/sharepoint-tip-of-the-month/">http://www.abelsolutions.com/newsroom/sharepoint-tip-of-the-month/</a>
- Contact Me
  - nprestby@abelsolutions.com
  - micoleprestby.wordpress.com
  - @nprestby
  - in nprestby
- "Accelerate your Digital Transformation" event

#### FREE EDUCATIONAL EVENT

Come in from the digital "rain" and join Abel Solutions and Nintex for a day of new ideas and networking all designed to help you create a digital transformation for your company!

Network with other IT

professionals driving

less work

transformation initiatives

Learn how to make work

#### During the event you'll:

- Discover new techniques to unlock the power and promise of digital transformation
- Explore the latest Nintex and SharePoint solutions to automate content and workflows
- Don't be left out.
  This is a totally FREE event, and lunch will be provided.



:::

Wednesday, June 21



8:30 a.m. – 2:30 p.m.



Microsoft Technology Center 1125 Sanctuary Pkwy Suite 300 Alpharetta, GA 30004

Register now at http://bit.ly/2smoCpX