



# Microsoft SharePoint 2007: Business Processes

## Course Summary

### Description

Microsoft Office SharePoint Server 2007 provides a wealth of services that you can use, customize, and extend to augment and streamline your business processes. This course covers these features and teaches you how to build on them to create business solutions. The beginning of the course orients you with the built-in capabilities and teaches how to customize them using SharePoint Designer. From there you will learn how to create custom forms using both ASP.NET and InfoPath. The last half of the course teaches how to build custom workflows in SharePoint using Visual Studio and covers sequential workflows, state machines, tasks, and custom workflow forms using both ASP.NET and InfoPath.

### Objectives

At the end of this course, students will be able to:

- Use standard SharePoint lists, alerts and libraries for simple automation.
- Build no-code workflows with SharePoint Designer and how to create custom Designer activities.
- Create and modify list forms using SharePoint Designer, InfoPath, and Visual Studio.
- Use InfoPath form libraries.
- Use InfoPath forms in Office 2007.
- Use the SharePoint object model to associate workflow templates and start workflow instances.
- Create sequential workflows, state machines, and custom workflow activity libraries.
- Use tasks in workflows.
- Create four types of workflow forms using ASP.NET and InfoPath Forms

### Topics

- Introduction - Out of the Box BPA
- SharePoint Designer Workflows
- SharePoint and ASP.NET Forms
- InfoPath Forms
- Workflow Development Basics
- Creating Custom Workflows
- Tasks and Workflows
- Workflow Forms

### Audience

The course is designed for the SharePoint Developer looking to enhance the business experience on their SharePoint site.



## Prerequisites

This course assumes a basic level of familiarity with Microsoft Office SharePoint Server 2007 as a platform and an understanding of:

- Site collections
- Sites
- Lists and libraries
- Features
- Site Definitions
- Solution packages

Students should also have basic Web development skills using Visual Studio and ASP.NET.

## Duration

Two days

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## Course Outline

### I. Introduction - Out of the Box BPA

- A. Understanding Business Process Automation
- B. Using Task Lists
- C. Creating and Using Alerts
- D. Out of the Box Workflows

### II. SharePoint Designer Workflows

- A. Understanding the Workflow Designer
- B. Defining Steps Using Conditions and Actions
- C. Using Lookups and Dynamic Routing
- D. Creating Forms and Using Variables
- E. Extending SharePoint Designer with Custom Activities

### III. SharePoint and ASP.NET Forms

- A. Modifying List Forms Using SharePoint Designer
- B. Creating Custom Applications with SharePoint Designer
- C. Creating Custom ASP.NET Pages with Visual Studio



#### **IV. InfoPath Forms**

- A. Creating InfoPaths Forms
- B. Using Form Libraries and Data Connection Libraries
- C. Using InfoPath Forms in Office 2007

#### **V. Workflow Development Basics**

- A. Using Visual Studio to Create Custom Workflows
- B. Associating Workflow Templates with Lists Using Code
- C. Starting Workflows Using Code
- D. Using the SharePoint Object Model to Pass Association and Startup Data to a Workflow

#### **VI. Creating Custom Workflows**

- A. Creating Sequential Workflows
- B. Creating State Machine Workflows
- C. Handling Faults and Cancelled Workflows
- D. Creating Custom Workflow Activities

#### **VII. Tasks and Workflows**

- A. Use the Task Activities
- B. Understand and Use Correlation Tokens
- C. Use Tasks in State Machine Workflows
- D. Handle Multiple Tasks in Parallel or in a Sequence
- E. Create and Use Custom Task Types

#### **VIII. Workflow Forms**

- A. Understand the Differences between InfoPath and ASP.NET Workflow Forms
- B. Create and Use an InfoPath Association Form
- C. Create and Use an InfoPath Task Form
- D. Create and Use an ASP.NET Initiation Form
- E. Create and Use an ASP.NET Modification Form