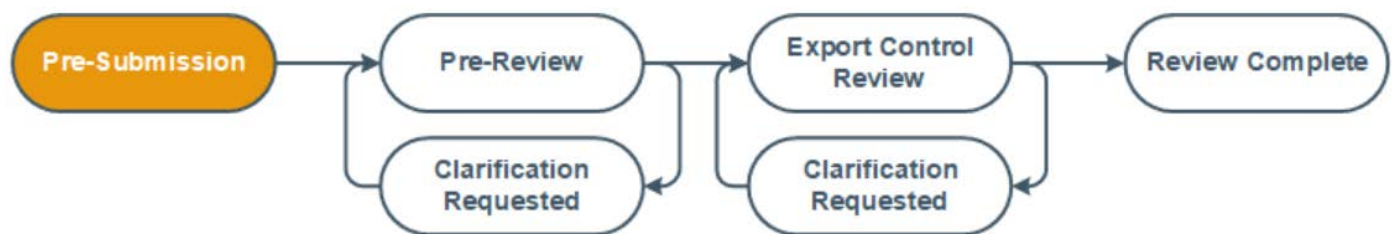This document provides information about the workflow process within RAMP Export Control and when the system sends Outlook email notifications to users. For further assistance, please contact RAMP Export Control Support at RAMP-ExportControl@fsu.edu.

System Workflow

The following diagram details the workflow process within the Export Control module. The system highlights the current state that the request resides in and also displays the detailed state name at the top left corner of the workspace.

Pre-Submission: Initial stage of the workflow process when the export control request has been drafted but not yet submitted to the central office for review. User should ensure the correct editors have been added and that the correct responsible party is listed. Once the responsible party clicks the "submit" button on the activity menu and follows the prompts, the SmartForm is no longer editable; it is now in a view only mode.

Pre-Review: Request has been submitted to the central office for review. Clarifications may be requested by the Export Control Reviewer for the responsible party to review and respond.

Export Control Review: Request has been reviewed by the Export Control Reviewer and further action is taken by the reviewer to finalize the request process.

Review Complete: Request has been completely reviewed and it is in the final state.

Email Notifications

Activities performed within RAMP Export Control will trigger notifications to users at various points within the workflow process. The following actions will prompt an Outlook email notification to the user's FSU business email account.

- "Submit activity is executed in a "Pre-Submission" state and there is an assigned ancillary reviewer
- "Manage Ancillary Review" is executed in states that are not "Pre-Submission"
- "Request Clarification by Reviewer" activity is executed (various states)
- "Submit Response" activity is executed (various states)
- "Assign Reviewer" activity is executed (various states)
- "Submit EC Review" activity is executed
- "Record AF, TCP or License Determination" activity is executed (various states)