Starting Workflow for an IAF

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Once all IAF tabs have been completed, workflow can be started by an AOR or DRA of the submitting unit by selecting the “Start Workflow” button. If an IAF has been revised or recalled, workflow must be re-started with the “Start Workflow” button. An IAF must be in workflow for approvals to be completed. Emails are sent to approvers when workflow is started and stopped.

Any time workflow is started the IAF Summary processing notes are automatically updated. When workflow is started from a revised (see “Revising a Submitted IAF”) or recalled (see “Recalling an IAF”) status the user is required to enter workflow notes detailing the reason the IAF is being modified. These notes are recorded in the processing notes section of the IAF Summary.

Workflow notes only required on re-start.