

# Nintex

Nintex Workflow 2007 is available to SharePoint users. Nintex is a drag-and-drop workflow designer for SharePoint. With Nintex you can easily build workflows to automate business processes.

This feature must be activated in your MySite (instructions below).

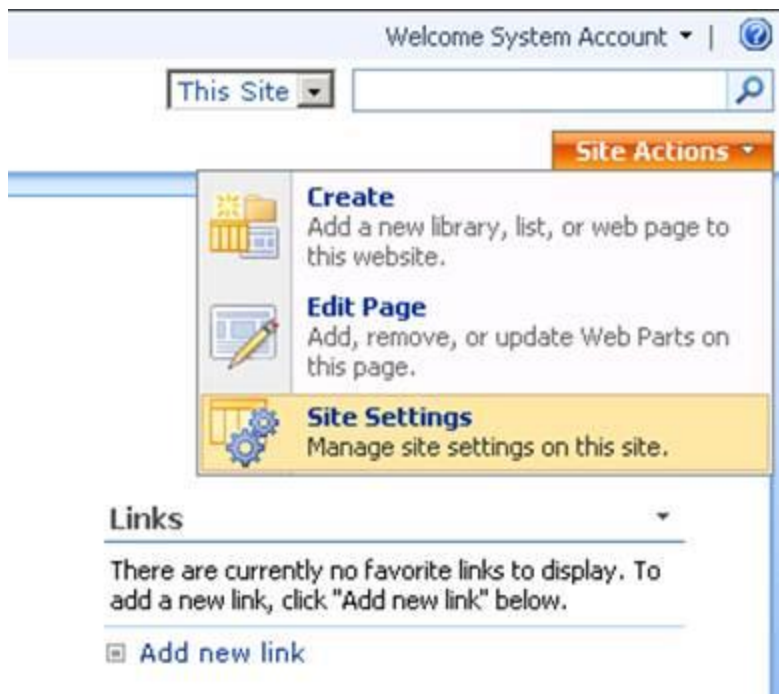
## For more information on getting started with and using Nintex:

[Nintex User Manual](#)  
[Nintex Tutorials and How To's site](#)

## Here is how to activate the feature on your My Site:

### 1. Activating NW2007 for the site collection

Navigate to your Top Site level home page and click "Site Actions > Site Settings":




In the right column, "Site Collection Administration", click "Site Collection Features":

Users and Permissions	Look and Feel	Galleries	Site Administration	Site Collection Administration
<ul style="list-style-type: none"><li>People and groups</li><li>Site collection administrators</li><li>Advanced permissions</li></ul>	<ul style="list-style-type: none"><li>Title, description, and icon</li><li>Tree view</li><li>Site theme</li><li>Top link bar</li><li>Quick Launch</li><li>Save site as template</li><li>Reset to site definition</li></ul>	<ul style="list-style-type: none"><li>Master pages</li><li>Site content types</li><li>Site columns</li><li>Site templates</li><li>List templates</li><li>Web Parts</li><li>Workflows</li></ul>	<ul style="list-style-type: none"><li>Regional settings</li><li>Site libraries and lists</li><li>Site usage report</li><li>User alerts</li><li>RSS</li><li>Search visibility</li><li>Sites and workspaces</li><li>Site features</li><li>Delete this site</li></ul>	<ul style="list-style-type: none"><li>Recycle bin</li><li>Site collection features</li><li>Site hierarchy</li><li>Portal site connection</li></ul>

In the "Nintex Workflow 2007" section, click the "Activate" button.

Top Site Collection > Site Settings > Site Features


## Site Collection Features


Name	Status
 <b>Nintex Workflow 2007</b> Allow team sites in this site collection to utilize Nintex Workflow features	<a href="#">Activate</a>

It is now possible to activate Nintex Workflow 2007™ features in team and personal sites.

## 2. Activating NW2007 in a team site or personal site

From the Top Site level home page, click "Site Actions > Site Settings"

Welcome System Account | 

**This Site** 

**Site Actions**

- Create**  
Add a new library, list, or web page to this website.
- Edit Page**  
Add, remove, or update Web Parts on this page.
- Site Settings**  
Manage site settings on this site.

**Links**

There are currently no favorite links to display. To add a new link, click "Add new link" below.

[Add new link](#)

In the right column, "Site Administration", click "Site Features".

Users and Permissions	Look and Feel	Galleries	Site Administration	Site Collection Administration
<ul style="list-style-type: none"><li>People and groups</li><li>Site collection administrators</li><li>Advanced permissions</li></ul>	<ul style="list-style-type: none"><li>Title, description, and icon</li><li>Tree view</li><li>Site theme</li><li>Top link bar</li><li>Quick Launch</li><li>Save site as template</li><li>Reset to site definition</li></ul>	<ul style="list-style-type: none"><li>Master pages</li><li>Site content types</li><li>Site columns</li><li>Site templates</li><li>List templates</li><li>Web Parts</li><li>Workflows</li></ul>	<ul style="list-style-type: none"><li>Regional settings</li><li>Site libraries and lists</li><li>Site usage report</li><li>User alerts</li><li>RSS</li><li>Search visibility</li><li>Sites and workspaces</li><li><u>Site features</u></li><li>Delete this site</li></ul>	<ul style="list-style-type: none"><li>Recycle bin</li><li>Site collection features</li><li>Site hierarchy</li><li>Portal site connection</li></ul>

In the Nintex Workflow 2007™ section, click the "Activate" button.

Top Site Collection > Site Settings > Site Features

## Site Features



Name	Status
 <b>Nintex Workflow 2007</b> Allow team sites in this site collection to utilize Nintex Workflow features	<a href="#">Activate</a>


Once the feature is enabled, two additional items (Manage Workflows and Create Workflow) will appear in the list settings menu.


# Shared Documents


Share a document with the team by adding it to this document library.


New ▾Upload ▾Actions ▾Settings ▾


Type	Name	Modified
	Feb 2007	3/30/2007 11:01
	Jan 2007	4/2/2007 1:10 P

**Create Column**  
Add a column to store additional information about each item.

**Create View**  
Create a view to select columns, filters, and other display settings.

**Document Library Settings**  
Manage settings such as permissions, columns, views, and policy.

**Manage Workflows**  
Edit or delete workflows in this list or library.

**Create Workflow**  
Create a new workflow using the Nintex Workflow designer.