think
learning

study leave ThinkFlow

the why

Busy L&D teams manage multiple processes and push and pull data across a range of sources.

Using traditional form tools like MS Forms is great when it comes to collecting data. But you need a third-party tool to get any form of automation.

To save time, and money, L&D teams need to invest in a tool that works with their LMS, not against it, to simplify data collection and processing.

key benefits

Custom form builder

Create detailed forms with various question types, build elements, and Totara integrations. ThinkFlow offers a high level of customisation to best capture data.

Robust rules engine

Streamline tasks by automating actions post data capture e.g. sending emails, updating information, completing courses and more.

Actor management

Accommodate any number of actors, such as learners, managers, or appraisers, who can interact seamlessly through ThinkFlow's intuitive design.

how it works

Originally built to support customers with appraisal processes, ThinkFlow has evolved to be used by many customers across multiple different use cases.

From appraisals, to study leave requests, ThinkFlow acts a data collection point and automation engine to simplify data collection, sharing and integration.

Seamlessly connect new data with existing data in your Totara LMS for a better workflow.

Let’s go through one example use of ThinkFlow...

study funding: a walkthrough

In many organisations, staff can apply for study funding to pursue external awards and qualifications.

Though policies often exist for granting these funds, the practical process can become a confusing web of emails and informal conversations.

Tracking requests and approvals can become a chaotic mess, leaving learning & development teams struggling to understand the trail of activity and budget allocation.

Here’s how ThinkFlow can support.

the applicant’s journey

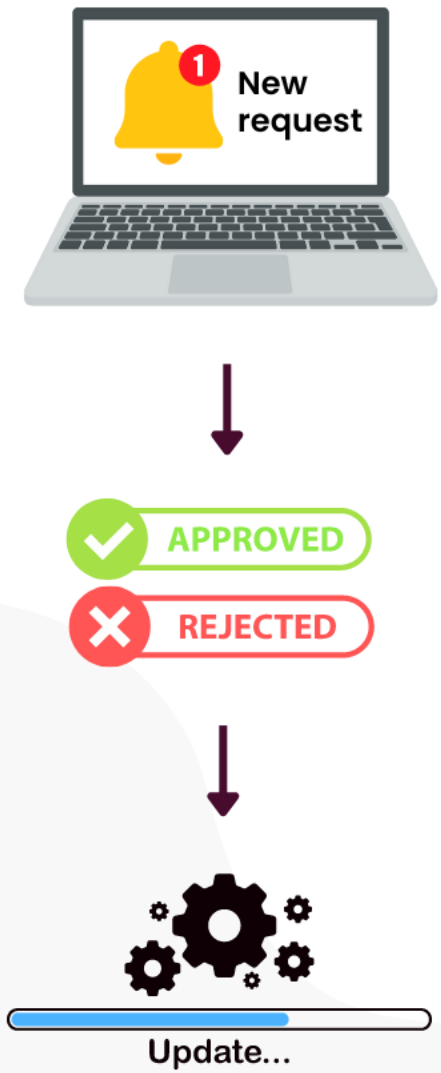
Imagine a staff member, Lucy, eager to pursue a professional qualification. She logs into her organisation’s LMS and navigates to the "Study Funding Request Hub.“

After reading about the policy for study funding, she initiates a study funding request by filling in a ThinkFlow form, pre-populated with her personal and job details from Totara.

She enters details about her desired study, utilising intuitive form components.

If her request exceeds certain budget or time-off limits, the form branches to ask for a business case.

Once submitted, she's directed back to the main dashboard, now showing her open request status.



manager oversight

Immediately on submission of Lucy’s request, an email reaches her manager, Sam, thanks to ThinkFlow's rule-based automation.

Already equipped with the manager's details from Totara, the system invites Sam to review the application.

In their own Study Funding Hub, Sam can see Lucy’s request and others from her team. She has the options to express support, reject, or seek further information.

If more information is needed, ThinkFlow's rule sends it back to the applicant with guidance. If rejected, the manager fills in a reason, and ThinkFlow informs the applicant and if it’s approved, the form heads to the L&D budget holders for the final stage.

what L&D see

Now, the L&D team can view a list of applications across the business.

They can "claim" a form in their Approver role, using ThinkFlow's custom actor function.

They have the power to approve, send back, or decline the request, notifying both the applicant and the manager accordingly.

impact

What used to be a difficult and confusing process is now a streamlined workflow. ThinkFlow's integration with Totara enables seamless initiation, robust form building, intelligent branching, multi-actor collaboration, and rule-based automations.

Learner
The process is clear, accessible, and efficient.

Manager
Actions are now part of a logged process

L&D team
Clear visibility and control over budget allocations.

Company
Transparency, efficiency, and consistency in handling study funding requests..

think learning

Next steps...

To learn more about ThinkFlow and getting this plugin set up in your LMS, get in touch!

Read the full terms and conditions here.