

Good2Go Cloud Workflow Bundle

07.06.2023

Description

The Good2Go Cloud Workflow Bundle is made up of four (4) Apps allowing Switch to connect with a Good2Go account, upload or download files, and execute services such as document reviews and approvals. The four Apps in the bundle include:

- Good2Go Upload
- Good2Go Review
- Good2Go Status
- Good2Go Watcher
- Good2Go Download

Compatibility

- Switch 2021 Fall and newer.

Connections

Each App within the bundle has different input and output requirements.

1. Good2Go Upload App:
 - a. Input: File with metadata to drive upload type (file upload, send for review, or forward file) and customer email if file is to be forwarded to 3rd party. Optionally, the metadata variables can drive custom messages and custom due dates in Good2Go.
 - b. Output: A file with a dataset to any connected folder.
2. Good2Go Review App:
 - a. Input: Dataset and customer email if file is to be forwarded to 3rd party. Optionally, the metadata variables can drive custom messages and custom due dates in Good2Go.
 - b. Output: A file with a dataset to any connected folder.
3. Good2Go Status App:
 - a. Input: A file with a Good2Go dataset, or a dataset only representing the file.
 - b. Output: A file with a dataset, or dataset representing the file to a folder based on the connection selected status.
4. Good2Go Watcher App:
 - a. Input: Configured to monitor a Good2Go account and specified folder.
 - b. Output: A dataset representing the file.
5. Good2Go Download App:
 - a. Input: A file with a Good2Go dataset, or a dataset only representing the file.
 - b. The file request to a folder.

Properties detailed info

Common Properties in all Good2Go Apps:

1. Region: Select the region your Good2Go account is located.
2. Authorization token: Copy and paste your Good2Go Account token here.
3. Add or update job info as Dataset. The dataset is used by the Apps to profile the documents uploaded to Good2Go.

Properties specific to an App:

Good2Go Upload App (for files not uploaded to Good2Go yet)

1. Destination folder: Set to default folder (the Good2Go desktop) or select a folder from the available list of folders.
2. Job Action: Select from three actions, Upload Job, Send for Review, Save for Review, Forward Job

Q: What's the difference between "Send for Review" and "Save for Review"?

A: "Send for Review" sends a file directly using Good2Go generated notification emails. "Save for Review" activates the review task and generates a valid review link that can be used in Switch to populate other emails or notification mechanisms.

3. Customer Email: Enter an email or use a variable to fill in the email from a data source.
4. User Comments (Send for Review, and Forward Job only): use the Good2Go default messages or a multi-line variable from a data set.
5. Auto Reminder (Send for Review, and Forward Job only): Use default Good2Go settings, select "Yes" to use a custom due date, or select "No" to turn off reminders.

Good2Go Review App (for files already in Good2Go)

1. Job Action: Select from three actions, Upload Revision, Send for Review, Save for Review, Forward Job
2. Customer Email: Enter an email or use a variable to fill in the email from a data source.
3. User Comments (Send for Review, and Forward Job only): use the Good2Go default messages or a multi-line variable from a data set.
4. Auto Reminder (Send for Review, and Forward Job only): Use default Good2Go settings, select "Yes" to use a custom due date, or select "No" to turn off reminders.

Good2Go Status App:

1. Not Found Action: When a document is presented to the Status app, if the file is not found on the Good2Go server, this action will be taken.
2. Idle Timeout: The number of days a file will wait for a status change before timing out.

3. Timeout Action: what to do with a file when a file times out.
4. Update Dataset: When set to “Yes” the status will be updated when changed.
5. Outgoing Connections: This is where you select the Status that is being monitored.

Good2Go Download App:

1. Download URL: This URL should come from the Good2Go dataset or a dataset that has been updated with the correct download URL for the file from Good2Go.

Good2Go Watcher App:

1. Scan Folder: this is the folder that is scanned by the Watcher for new files. It's recommended it points to a specific folder as opposed to the Default (all) setting. More than one instance can be used to monitor multiple folders for new jobs.

For help, please contact Good2Go support at support@good2gosoftware.com.