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# Process Model

Open the PROCESSES designer from the navigation pane. Create a new process model by clicking **New Model** from the ribbon menu **Main**. In the property pane, give the model a name, *Invoice verification*.

Start modeling the process using the previously described elements. Arrange the elements on the canvas and rename them to match the process below.



Conditions should be phrased like questions, e.g., *Invoice received?* The exit tie points can be renamed to your liking or needs.

## Align elements to the grid

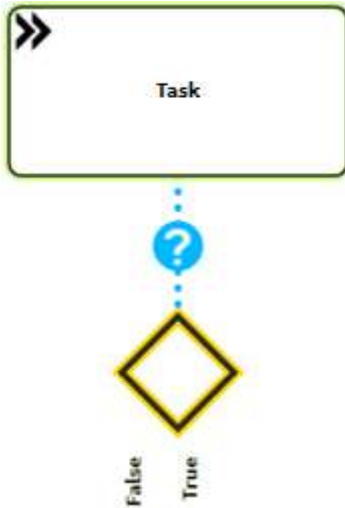
To align elements to the grid, point your cursor to a free spot on the canvas, right-click to open the Quad-Menu and select Fit to grid. All elements are now aligned to the grid. Alternatively, you can use CTRL+G to align the elements to the grid. The grid can be activated or deactivated through the ribbon menu **View**. There is also an assistant which can be activated to always align the elements to the grid.

## Save from time to time

Save your progress by clicking Save from time to time.

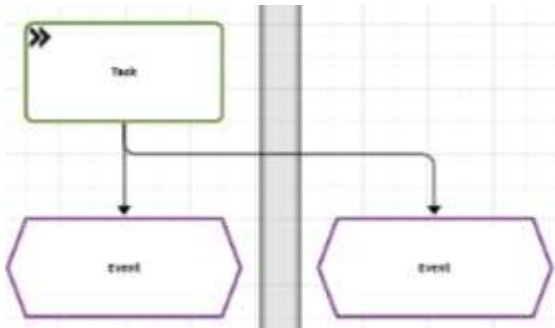
As elements are placed on the canvas, FireStart provides line proposals depending on the position of the elements. You can accept line proposals by clicking the question mark. In the ribbon menu **Start**, you can also select **Actions** > **Connect all** to connect all line proposals at once.

Alternatively, you can drag lines between elements and their exit and entry tie points. As you place your cursor over an element the tie points are shown. Click and hold a tie point and drag a line to another tie point. Keep in mind, that lines are only possible between an exit tie point of one element and the entry tie point of another element.



### Gain more space between elements

Do you need more space between existing elements? Right-click and hold on an empty spot on the canvas and move the cursor to the right or down to create more space. If you drag to the left or up, the space gets smaller again.



Model the following process *Invoice Verification*.

