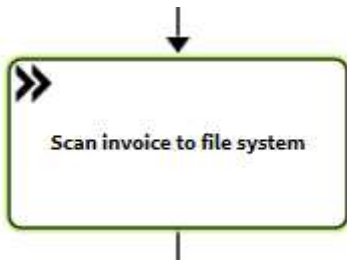
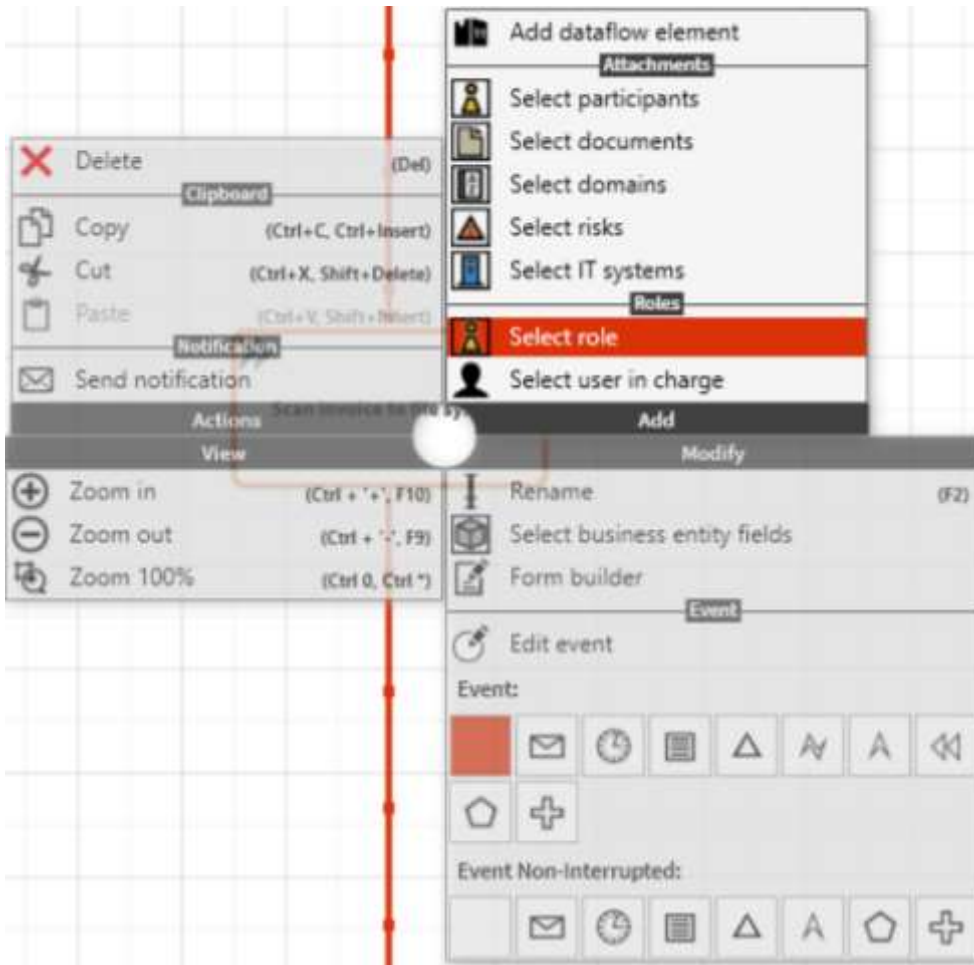


◀ Back to home

Assigning a Role

After the process has been modeled, we can assign roles, documents, and IT systems. Place your cursor over a task where you want to assign a role. Right-click the task and select **Select role**.





The dialog **Select role** opens. But because you have not selected a role model yet, another dialog, **Manage used models**, opens and is displayed in front. Select at least one role model from **Manage used models** in order to return to the **Select role** dialog.

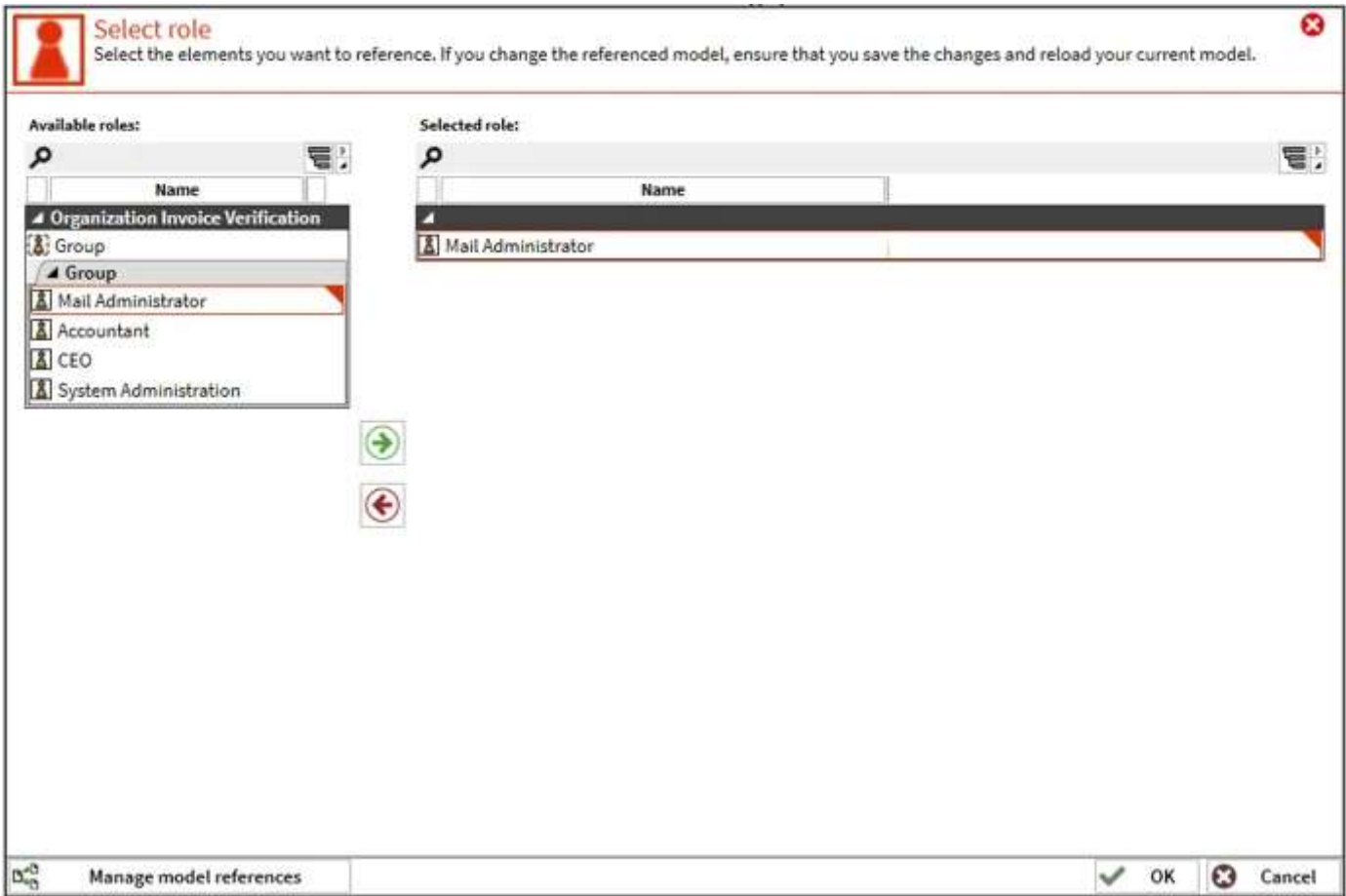
Manage used models
You can select the specific version of a model which you want to use in your process. This version will be available as the standard version in every d where you can select models.

Model: Process Model Version: 1.00 Created: 1/1/0001 12:00:00 AM Created by:

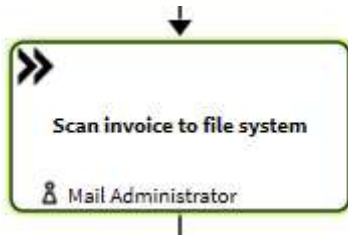
Name	Version
Role	
Organization Invoice Verification	1.00

Update (Minor Version) Update (Latest Version) OK Cancel

Now that you have selected a role model, the dialog **Select role** shows all available roles inside the selected role model. By double-clicking a role in the left navigation, you add it to the right section. Alternatively, you can use the green and red arrow to add or remove a role from an assignment. Click **OK** to close this dialog.



The assigned role is now displayed at the bottom of the task.



Add different type models

Within the dialog **Manage used models**, you can add all kind of model types to your process model. Simply switch between the model types using this selection.

