![FireStart logo]

Quick Tutorial - Workflow Basics ⌄

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Modeling the Process

First, you will model the process that we'll later automate. In this section, you will also learn how to add a role - and therefore a user - to the workflow. This user will be the person who gets the assigned tasks later in the workflow.

Select the PROCESS designer and create a new model by clicking **New Model** in the top ribbon menu **Main**. A new model is created.


In the left notation element repository, collapse the section **Advanced**, expand the sections **Miscellaneous** and **WebService** and drag & drop these elements on the canvas in the following order:

• Start

• Assign value (Miscellaneous)

• BING distance (WebService)

• Task

• Condition

• Assign value (left path of condition) (Miscellaneous)

• Assign value (right path of condition) (Miscellaneous)

• Assign value (Miscellaneous)

• End
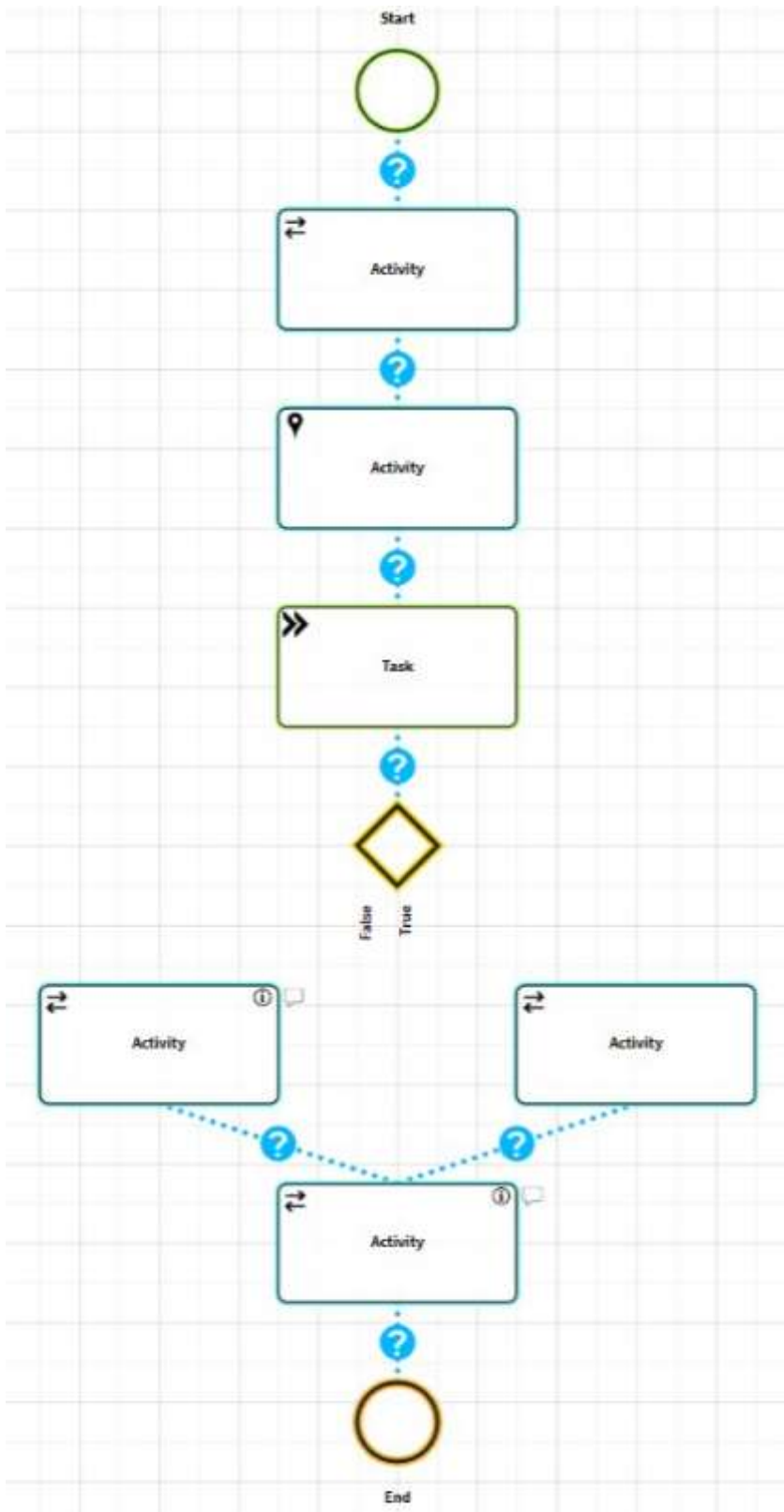
Open **Actions** and click **Connect all** from the top ribbon menu **Main** or click the **Connect all** button above the notation element repository.
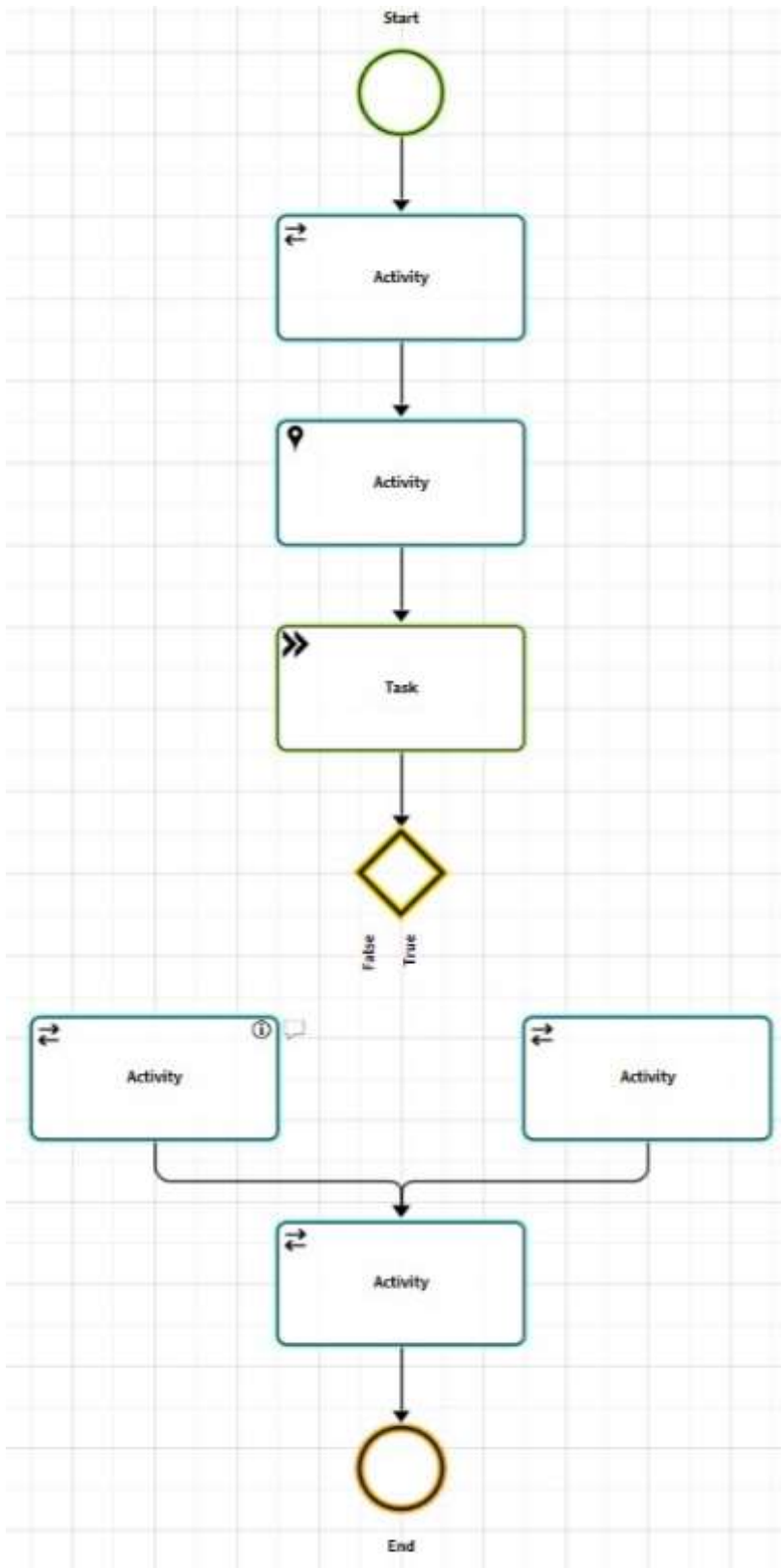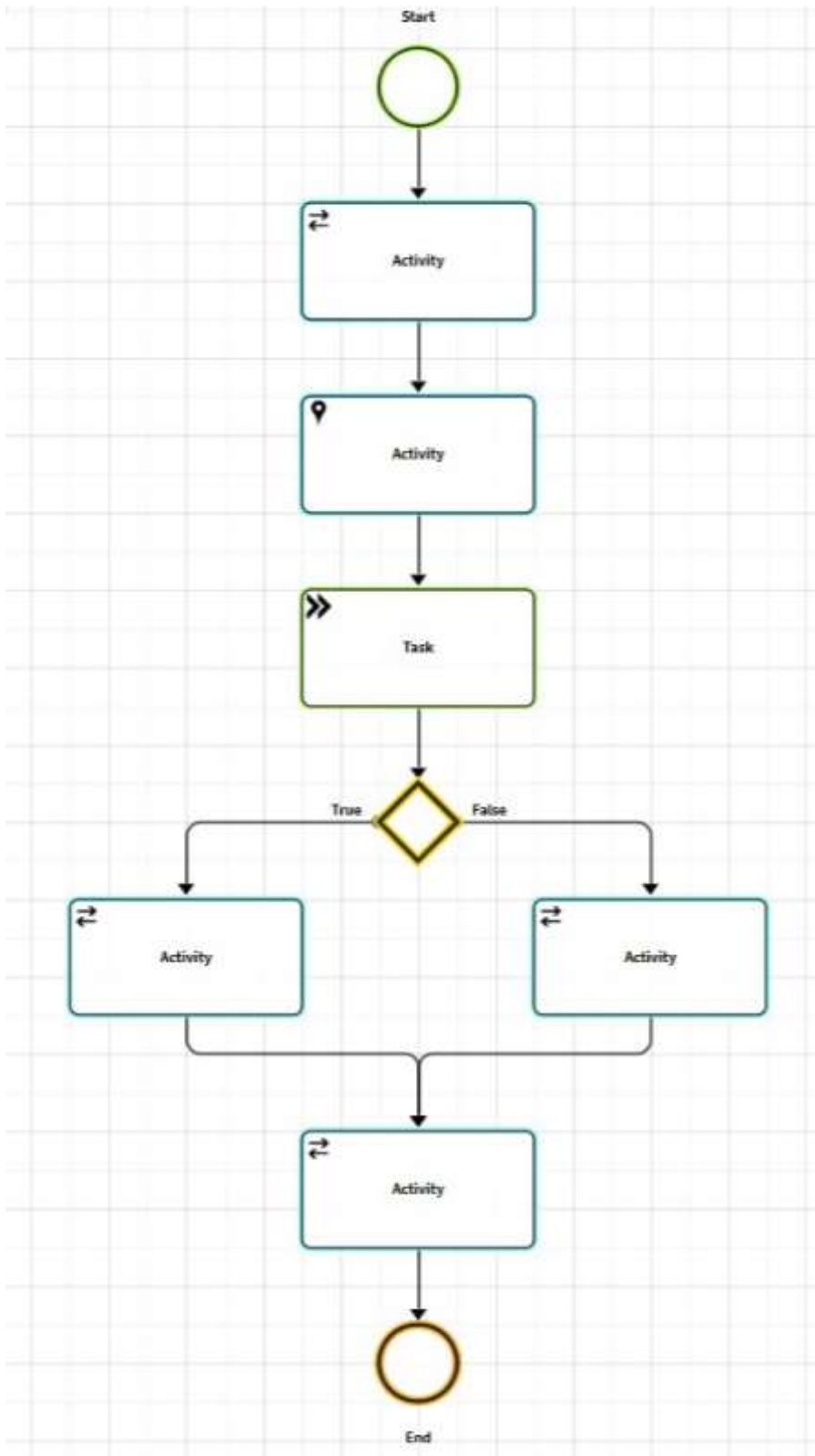
All proposed lines become solid. Lines between conditions and succeeding elements have to be drawn manually.
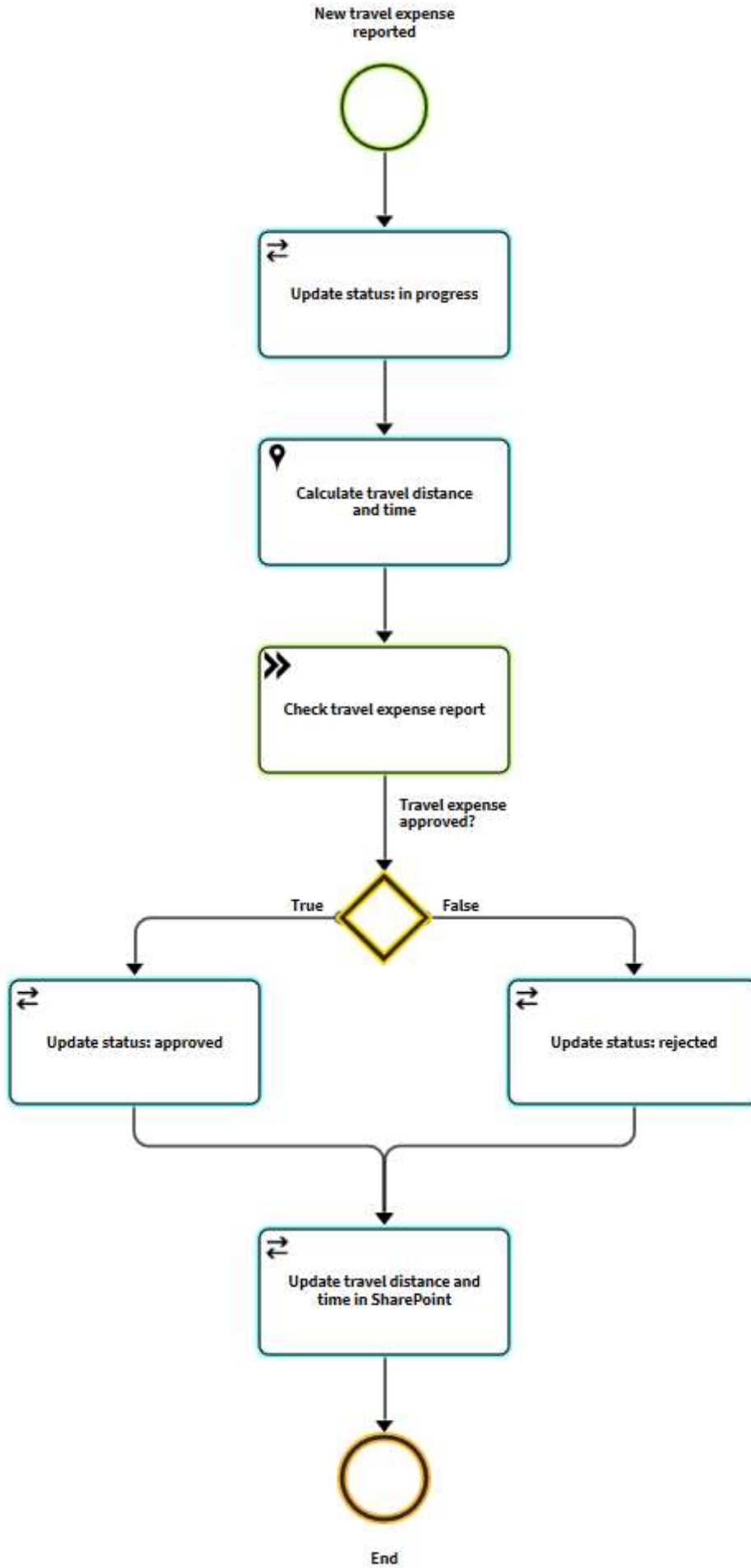
Click and hold a condition exit tie point (orange/true and white with flash/false) and drag a line to the corresponding entry tie point (green) on the succeeding elements.
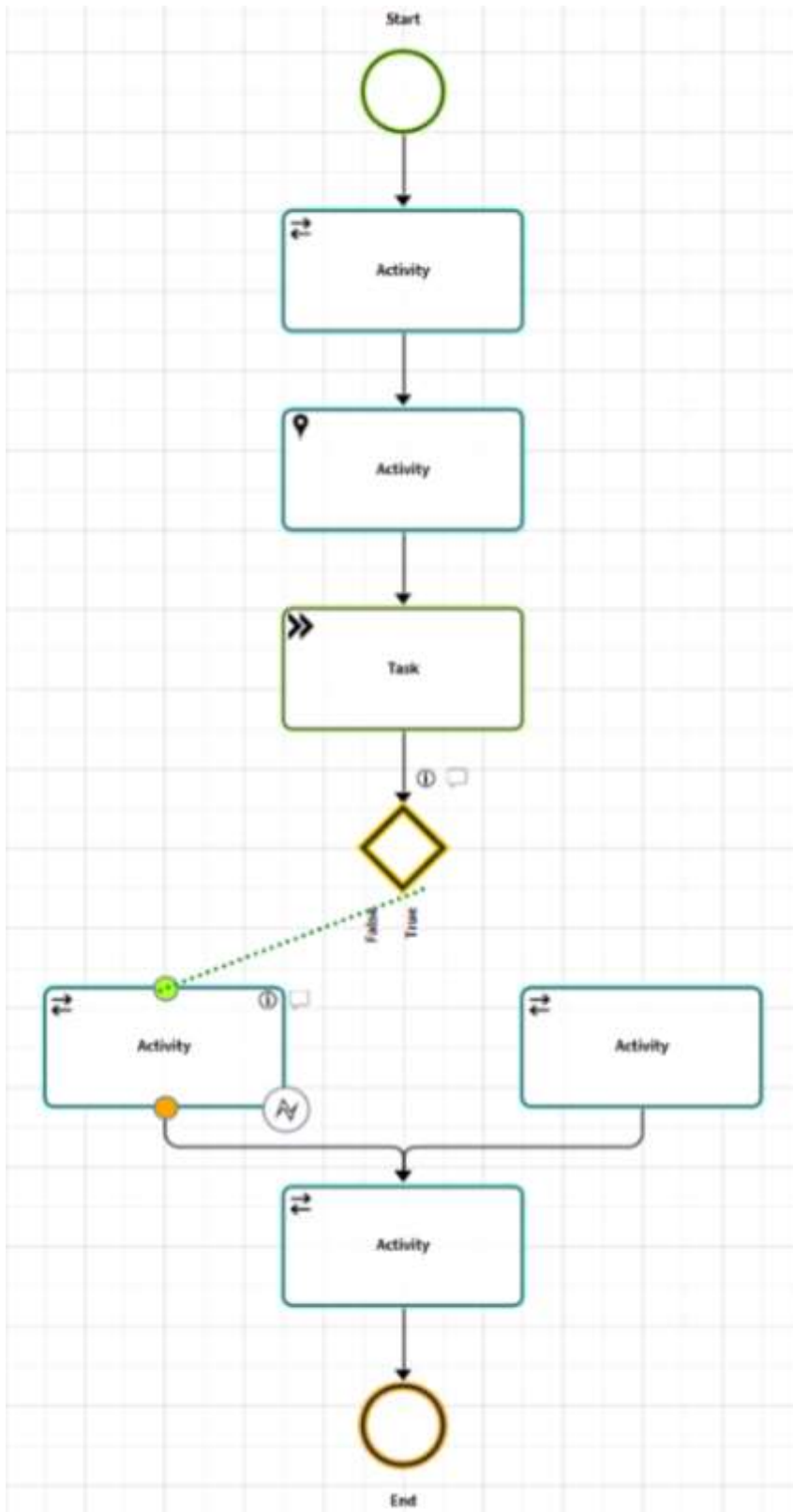
Here, both paths have been connected to the succeeding elements.

Now double-click each element and name them accordingly:

**New travel expense
reported**

⇄

Update status: in progress

**Calculate travel distance
and time**

Check travel expense report

**Travel expense
approved?**

True   False

⇄   ⇄

Update status: approved   **Update status: rejected**

⇄

**Update travel distance and
time in SharePoint**

End

Workflow variables are used to store calculation results or decisions temporarily.
Click **Edit Workflow Variables** in the top ribbon menu **Main.**

Add three fields by clicking the **Add field** button.

Field name – Field type

- Distance – Text

- Time – Text

- Decision – Boolean

Name them and change the type of the field **Decision** from text to **Boolean.**

Click **OK** to close.

In the top ribbon menu **Main**, click **Save**.

Select a scope from the navigation, give the process model a name and click **Save**.
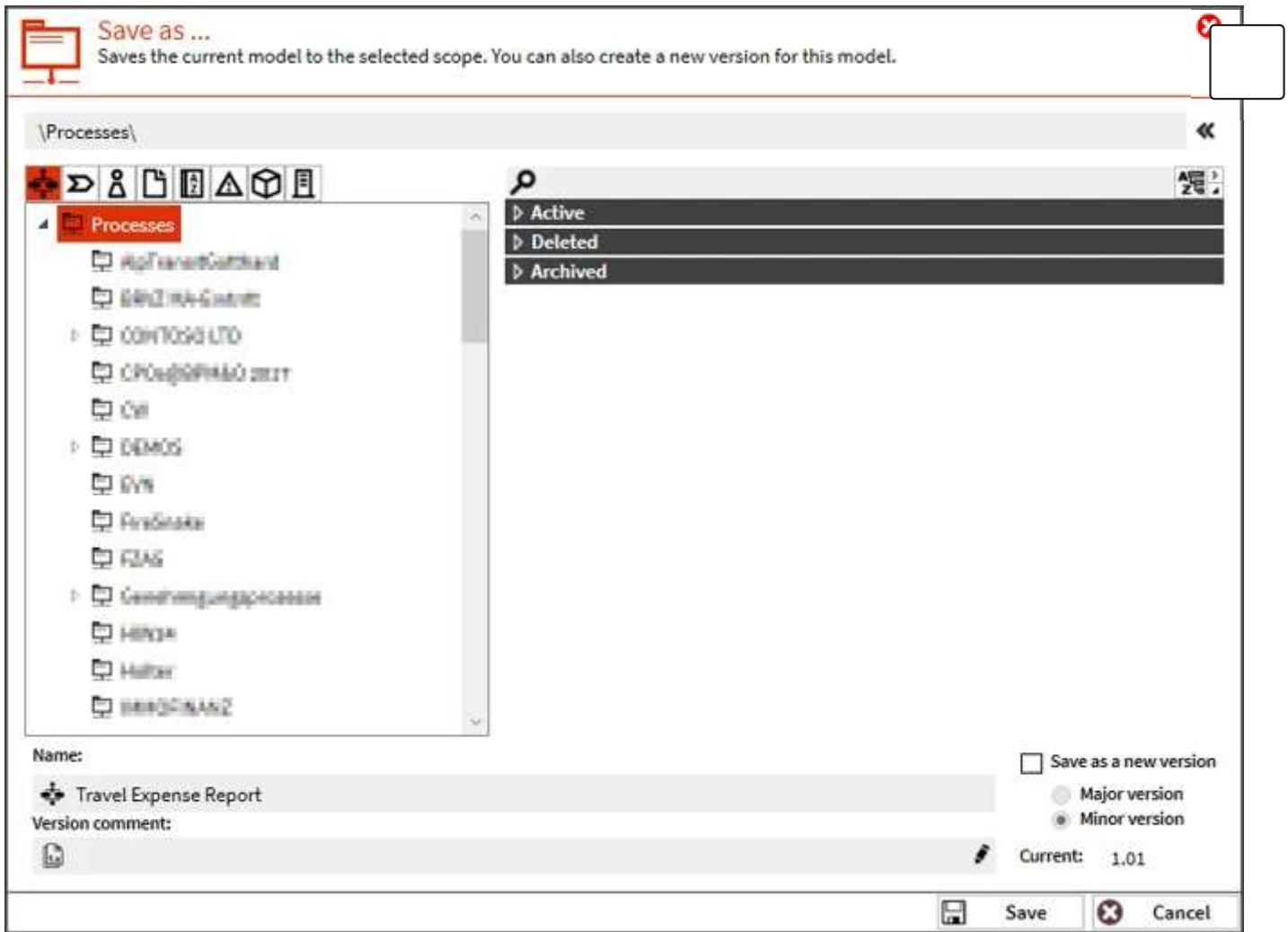
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