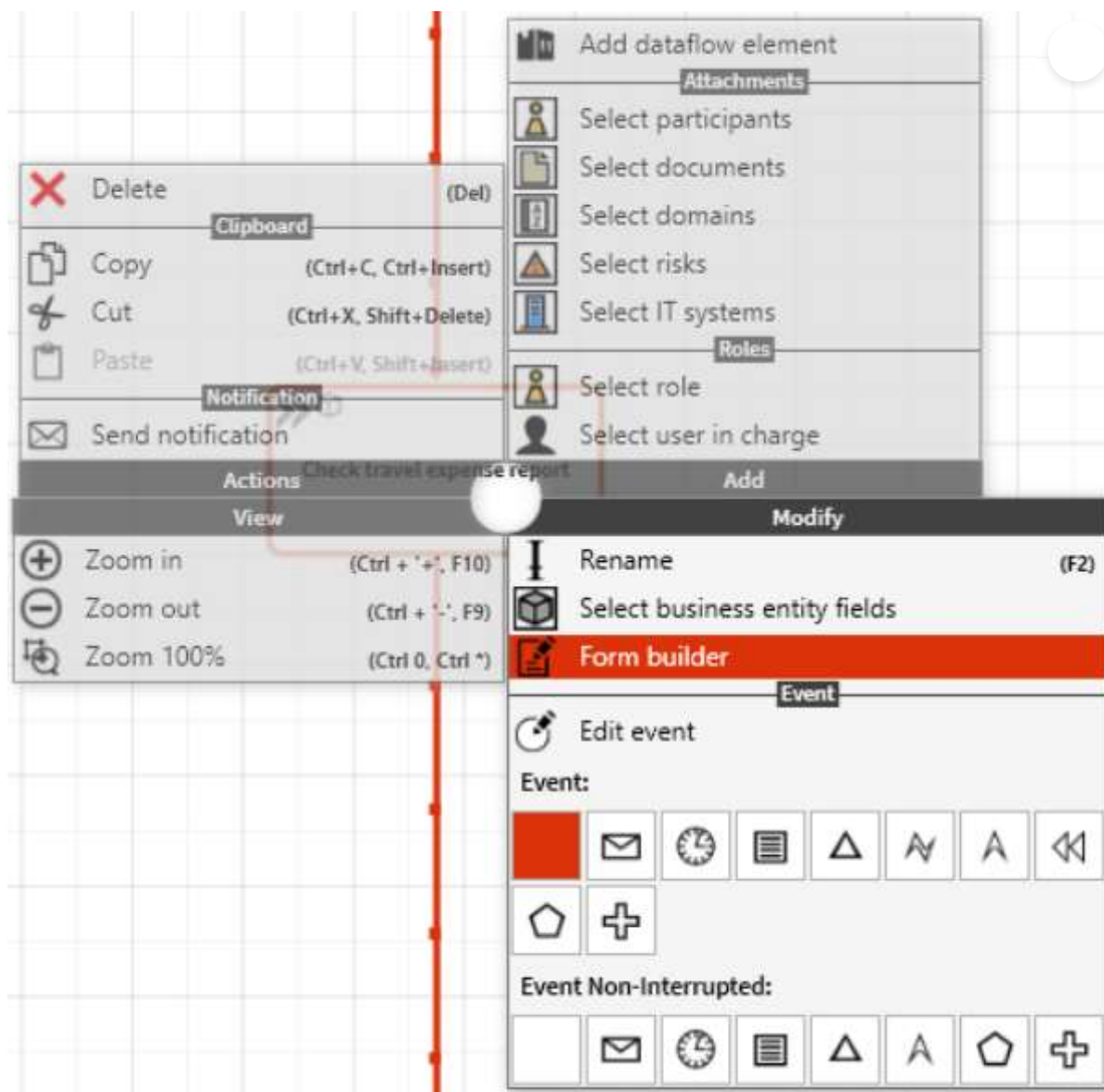


◀ Back to home

Create a Task-oriented Task Form

Task - Check Travel Expense Report

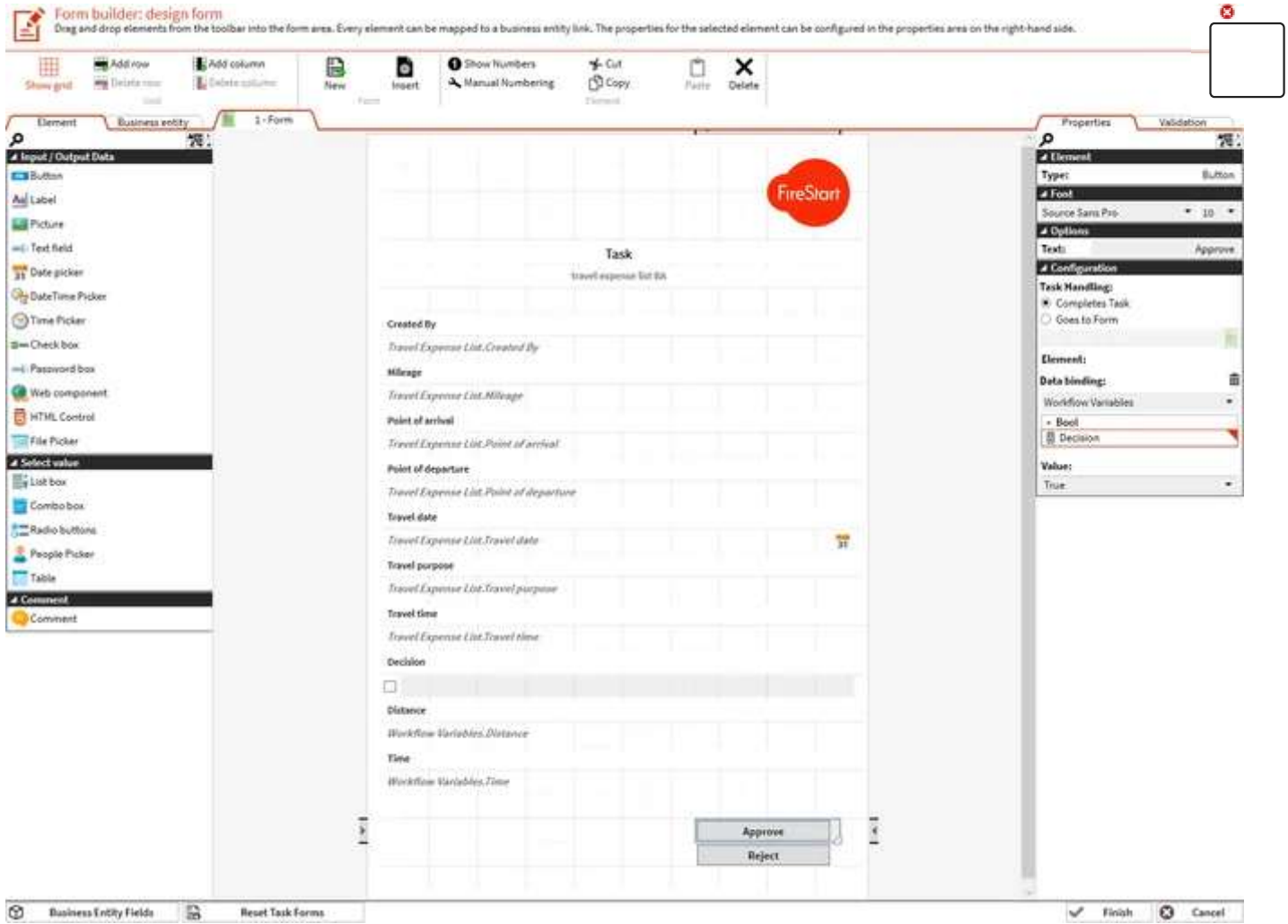
Right-click the task and choose Form builder.





If you already selected some business entities, a default task form with the selected business entities is generated automatically.

Create a new button below the **Finish** button. Assign the workflow variable **Decision** to each button and enter the button label text (*Approve* and *Reject*).



You can now rearrange, add, or remove fields inside the form with drag & drop. Add or Delete rows and columns and add different controls (labels, etc.) to design your task-oriented form. An example is displayed below.

Form builder: design form
Drag and drop elements from the toolbar into the form area. Every element can be mapped to a business entity link. The properties for the selected element can be configured in the properties area on the right-hand side.

The screenshot shows the FireStart Form Builder interface. The main canvas displays a form titled "Travel Expense Report" with the following fields and labels:

- Entered by employee on SharePoint
- Travel purpose: *Travel Expense List.Travel purpose*
- Travel date: *Travel Expense List.Travel date*
- Point of departure: *Travel Expense List.Point of departure*
- Point of arrival: *Travel Expense List.Point of arrival*
- Mileage: *Travel Expense List.Mileage*
- Travel time: *Travel Expense List.Travel time*
- Calculated via BING maps
- Calc. Mileage: *Workflow Variables.Distance*
- Calc. Travel time: *Workflow Variables.Time*

At the bottom of the form, there are two buttons: "Reject" and "Approve".

The Properties panel on the right shows the following configuration:

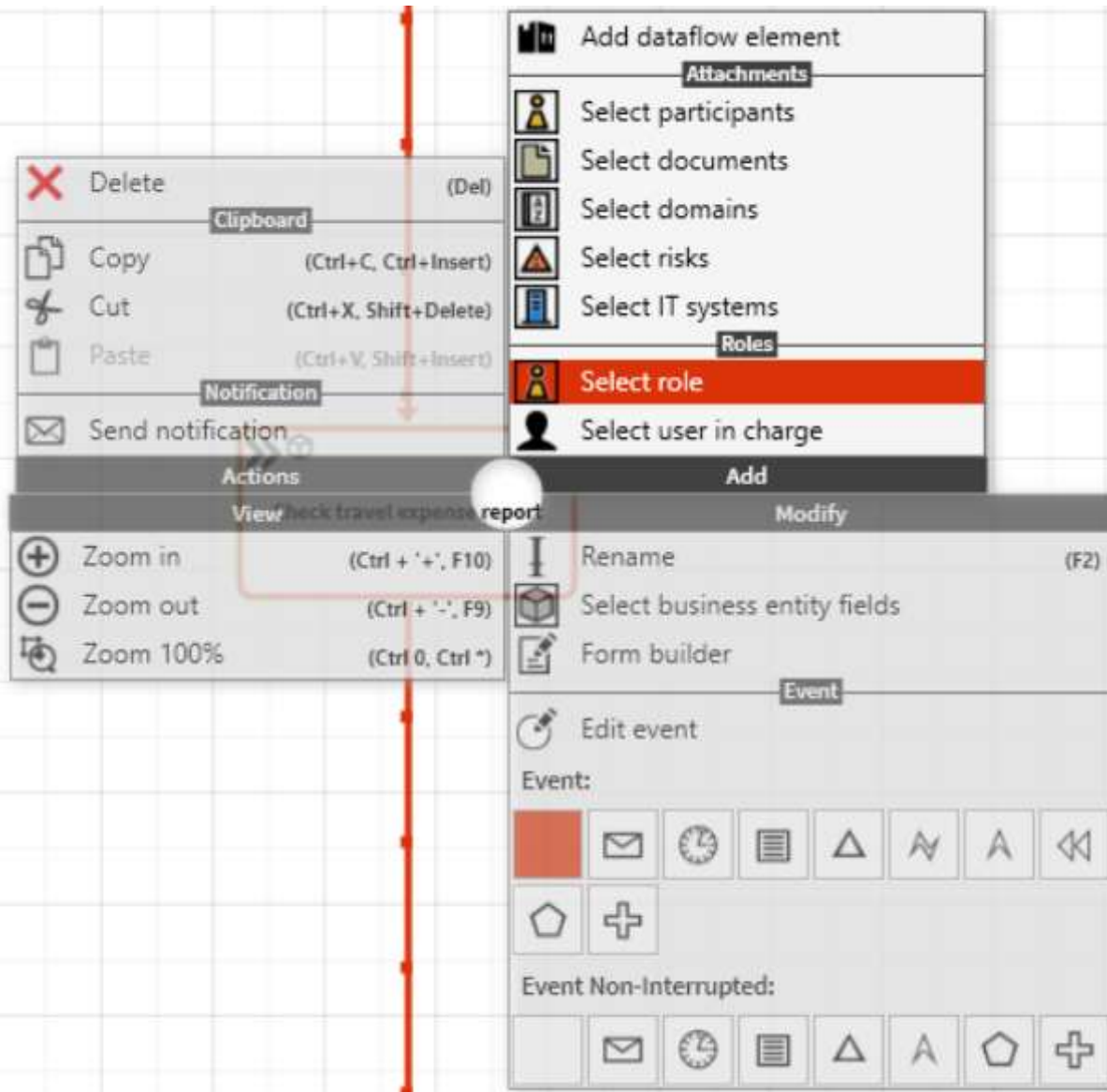
- Form properties:** Name: 1 - Form
- Task information:** Process: travel expense list BA, Task: Task, Priority: Medium

At the bottom of the interface, there are buttons for "Business Entity Fields", "Reset Task Forms", "Finish", and "Cancel".

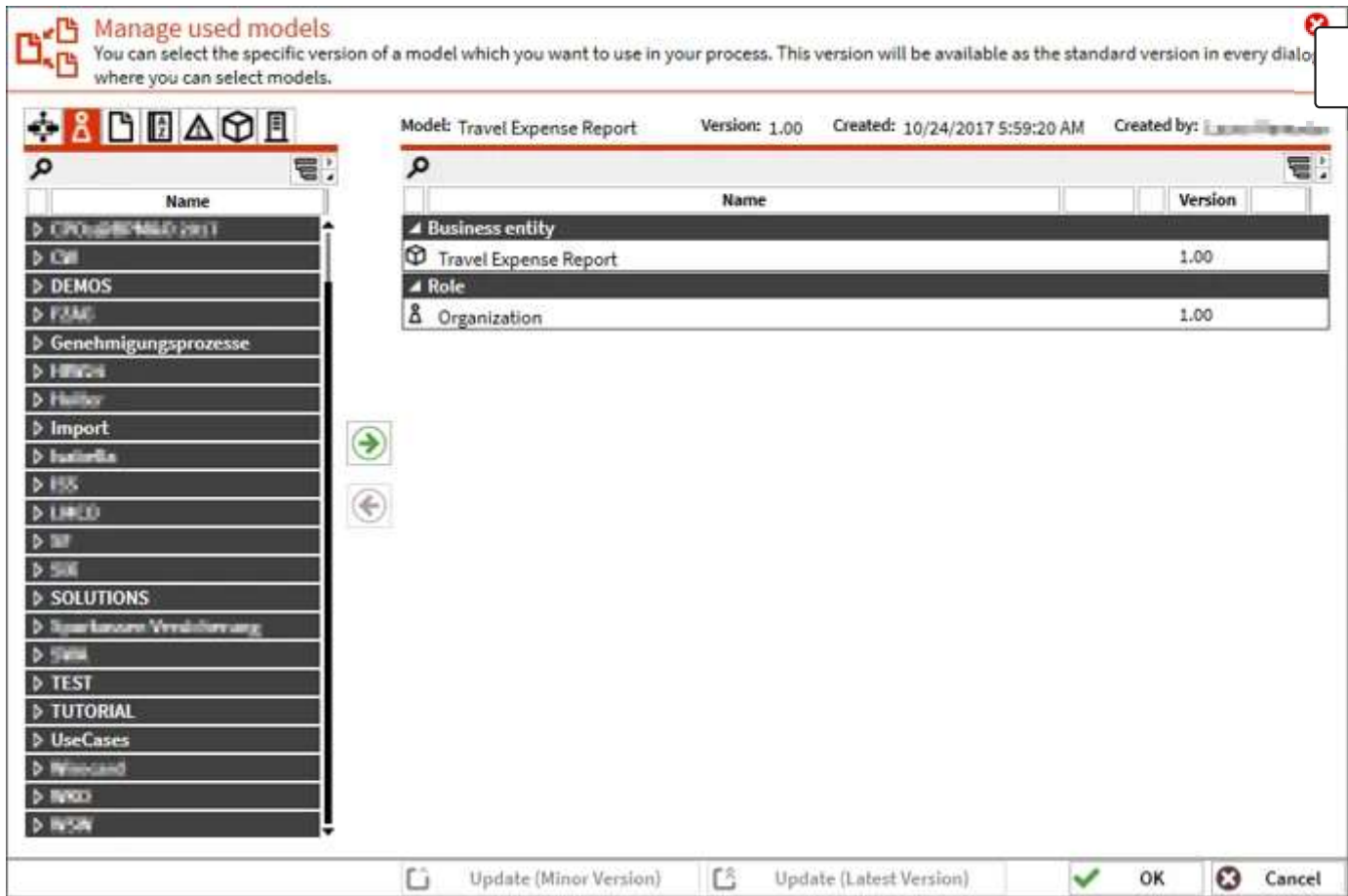
Click **Finish** to close.

Roles and User in Charge

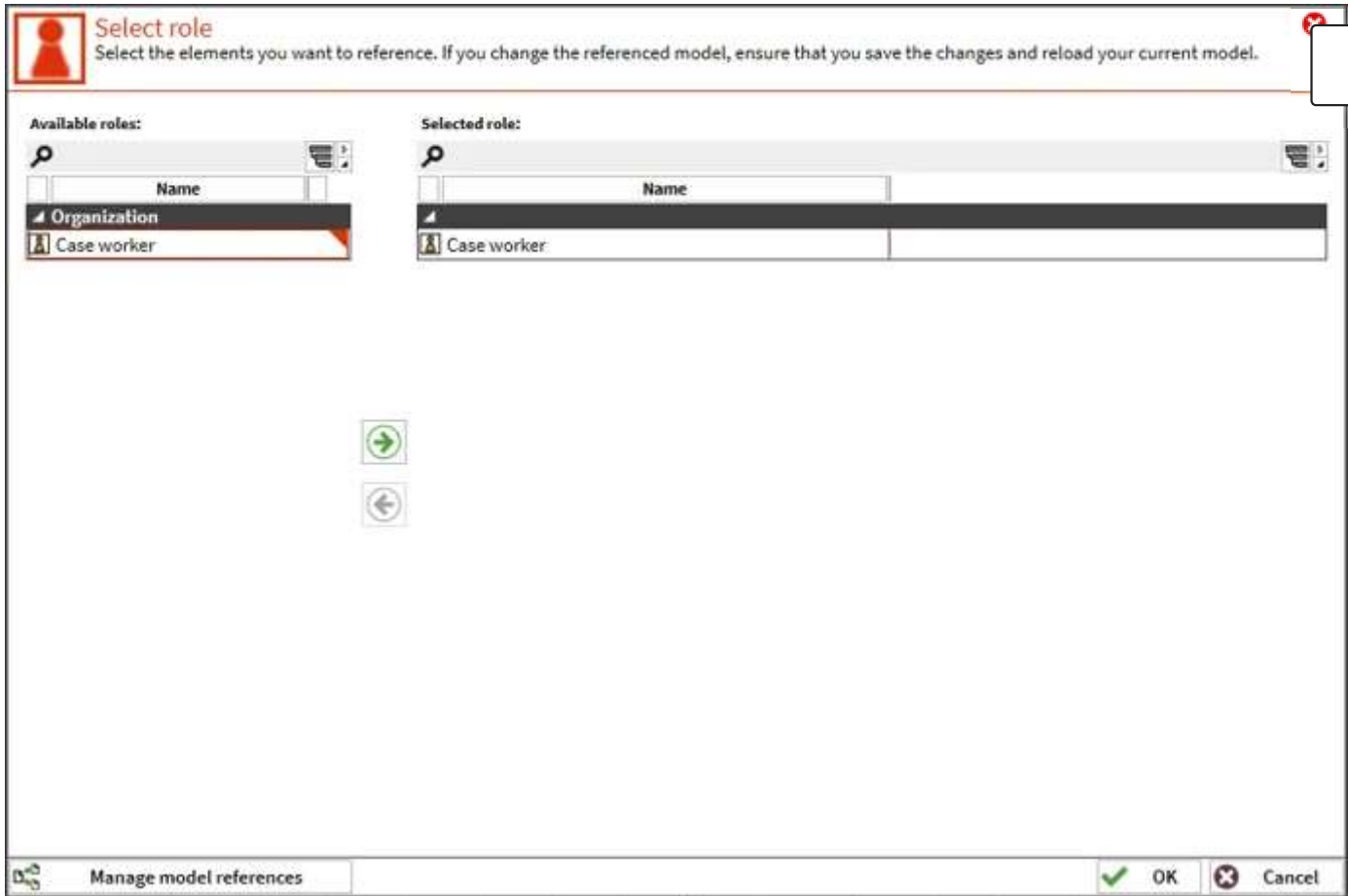
Right-click the task and click **Select role**.



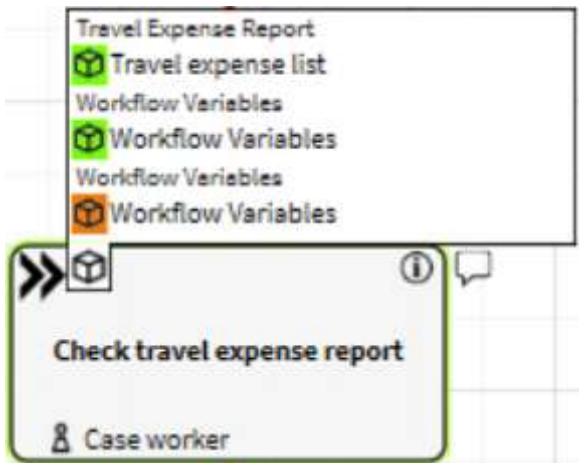
Select the correct role model (Organization) in the foreground dialog (Manage used models), double-click to add it and hit OK when done.



In the background dialog (Select role) double-click the role **Case worker** on the left side to add it to your process model. Hit **OK** when done.



You have successfully added a role to this task.



Click **Save** in the ribbon menu **Start**.