FireStart

Quick Tutorial - Workflow Basics

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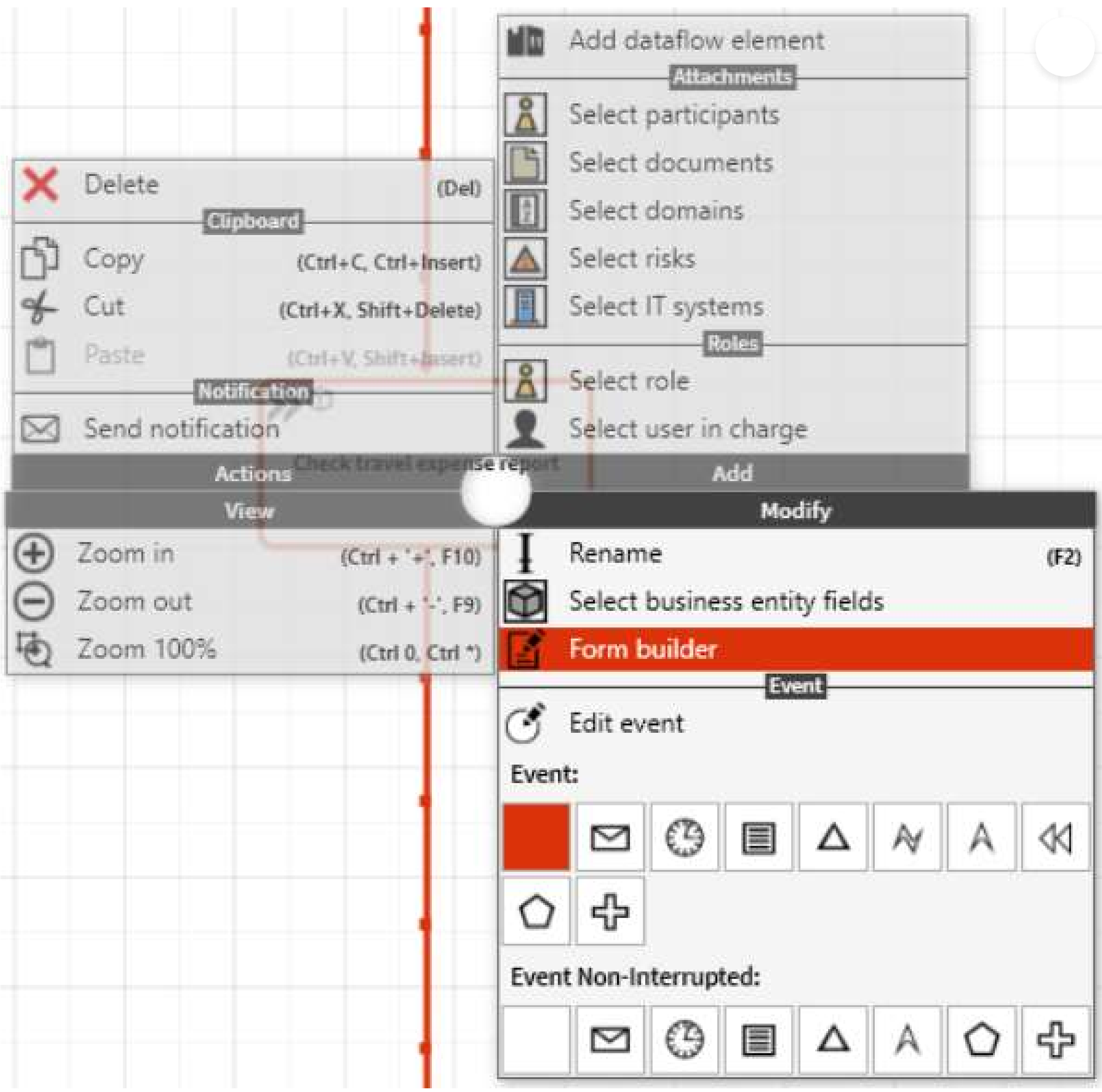
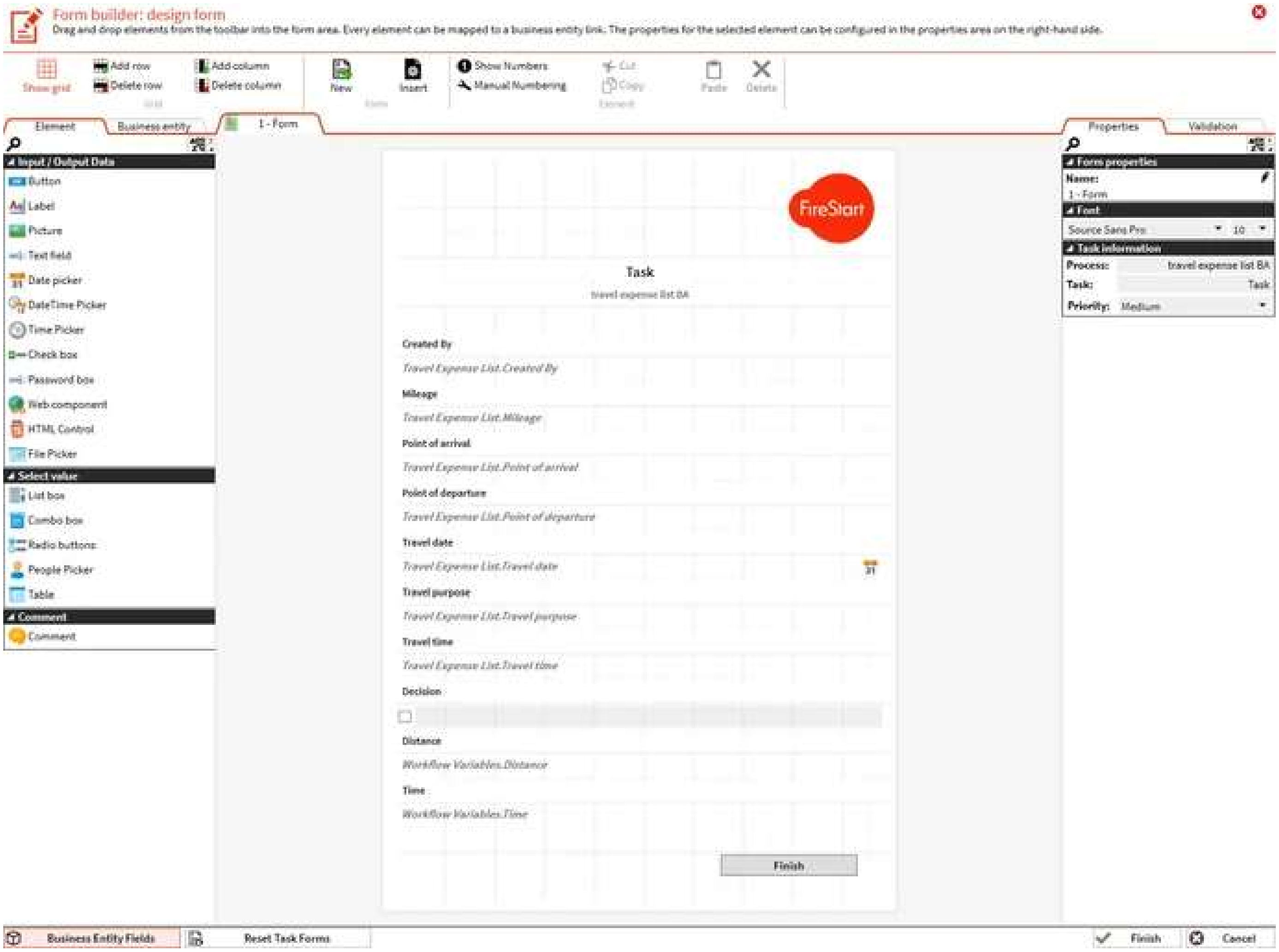
Create a Task-oriented Task Form

Task - Check Travel Expense Report

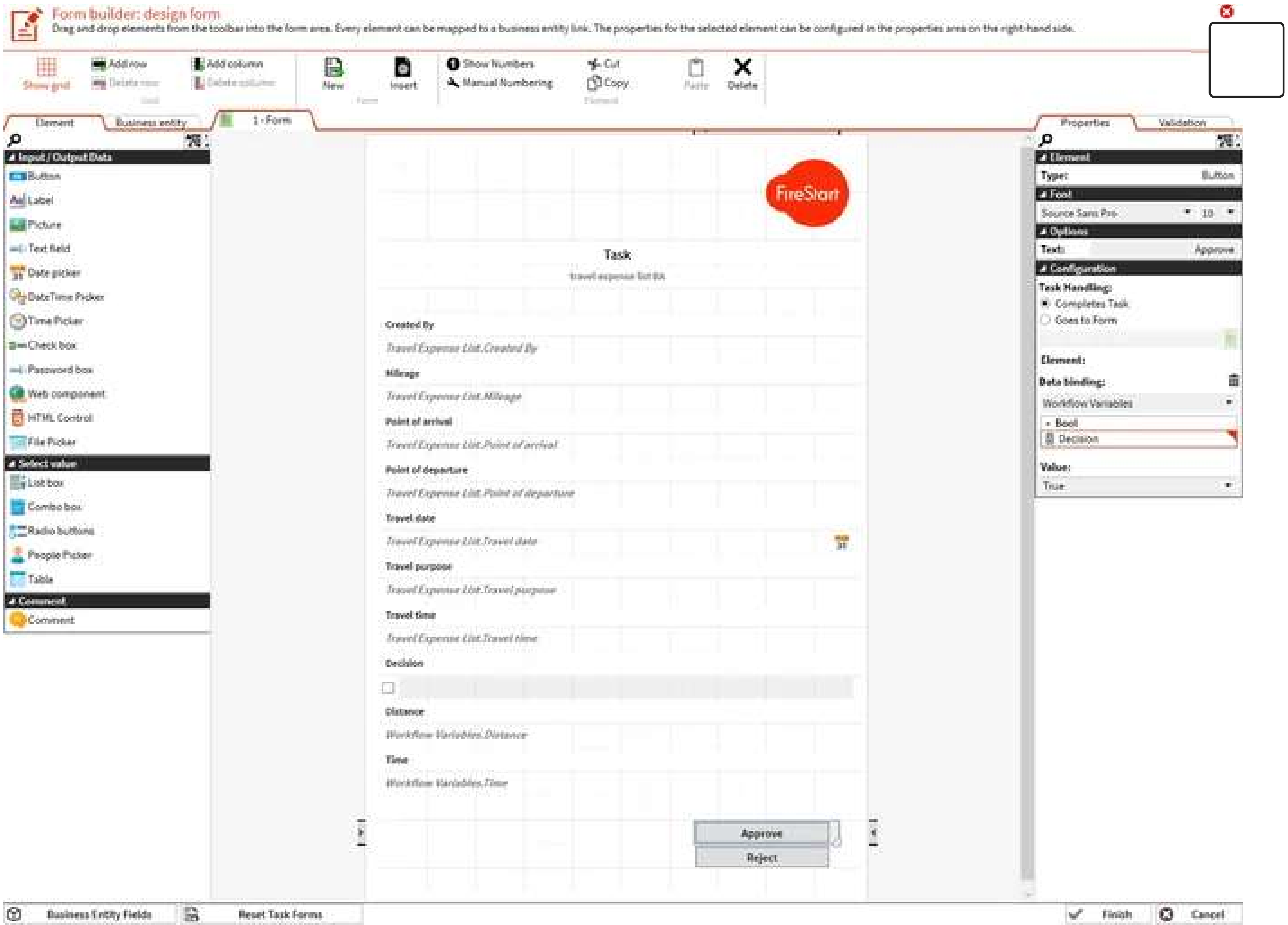
Right-click the task and choose **Form builder**.



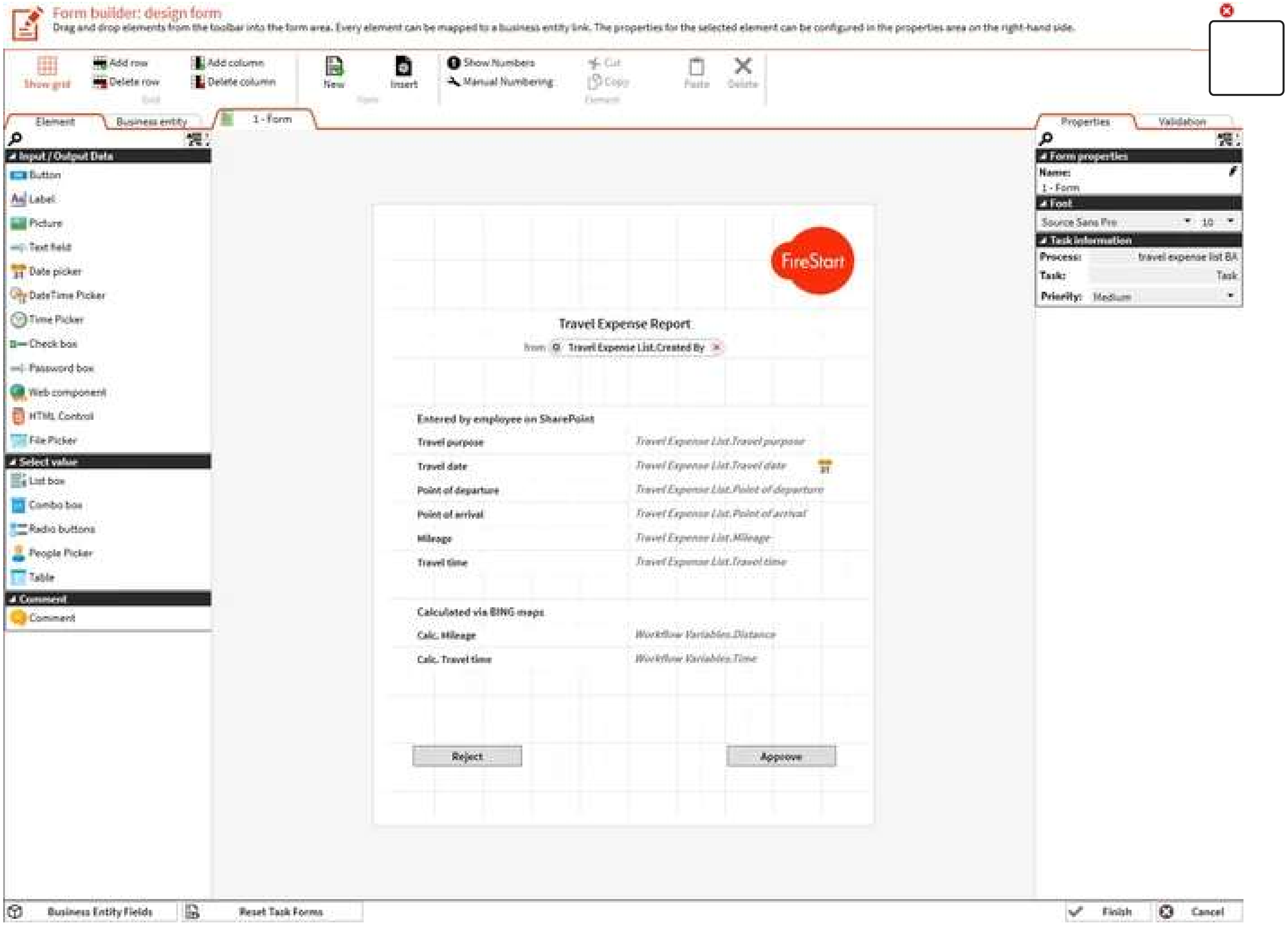
If you already selected some business entities, a default task form with the selected business entities is generated automatically.



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*).



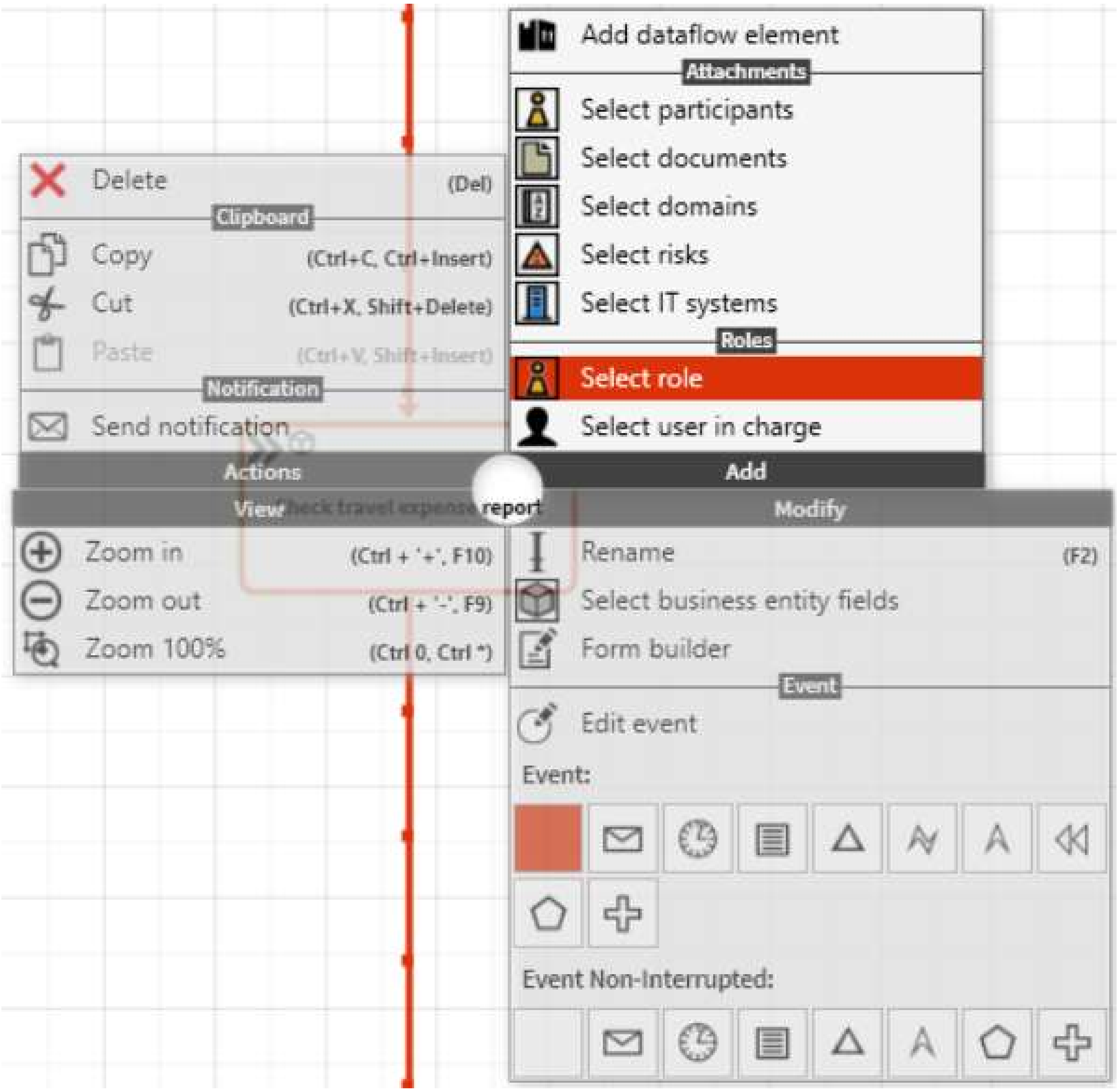
You can now rearrange, add, or remove fields inside the form with drag & drop. Add or Delete rows and columns and add different controls (labels, etc.) to design your task-oriented form. An example is displayed below.



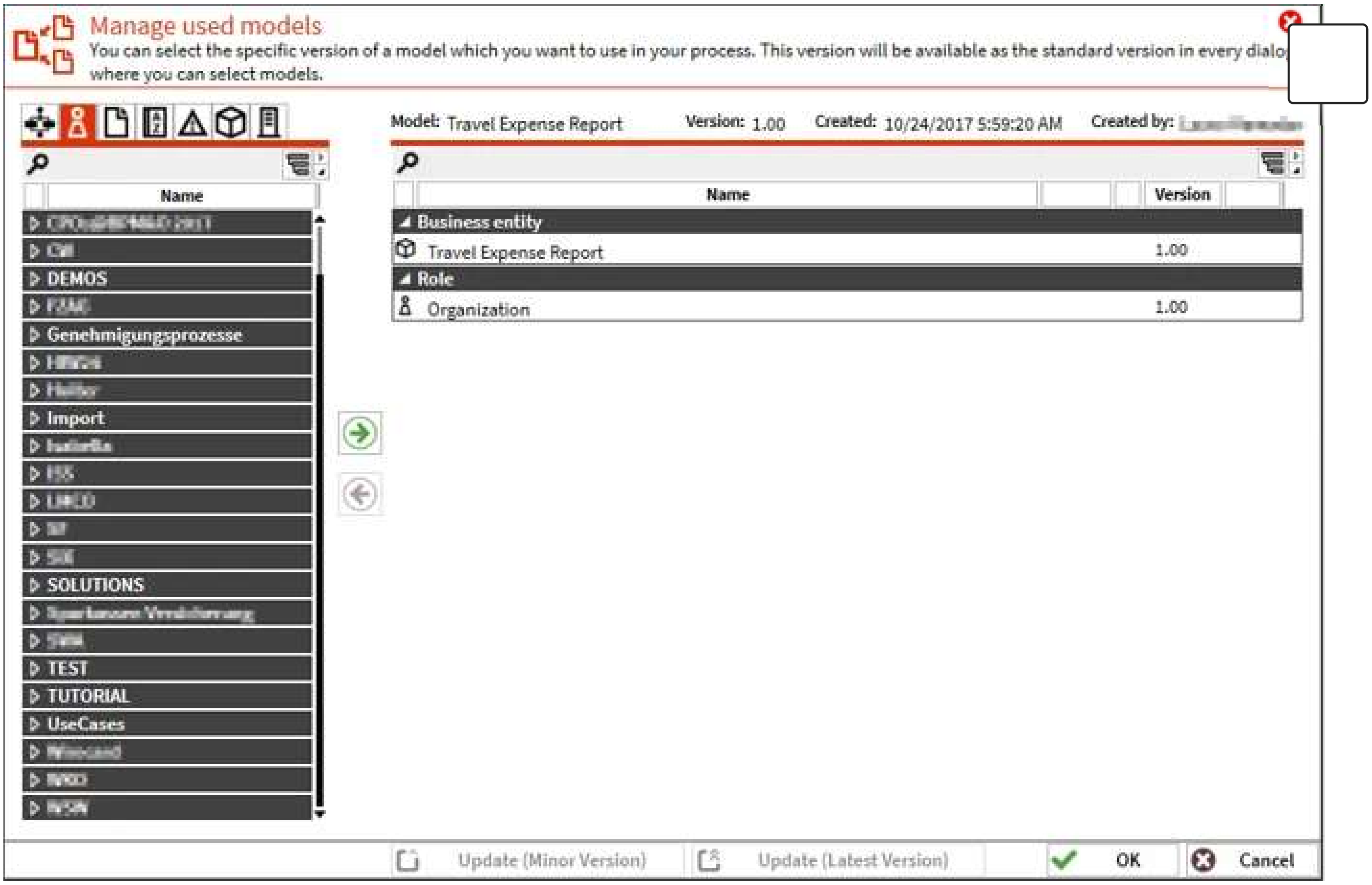
Click **Finish** to close.

Roles and User in Charge

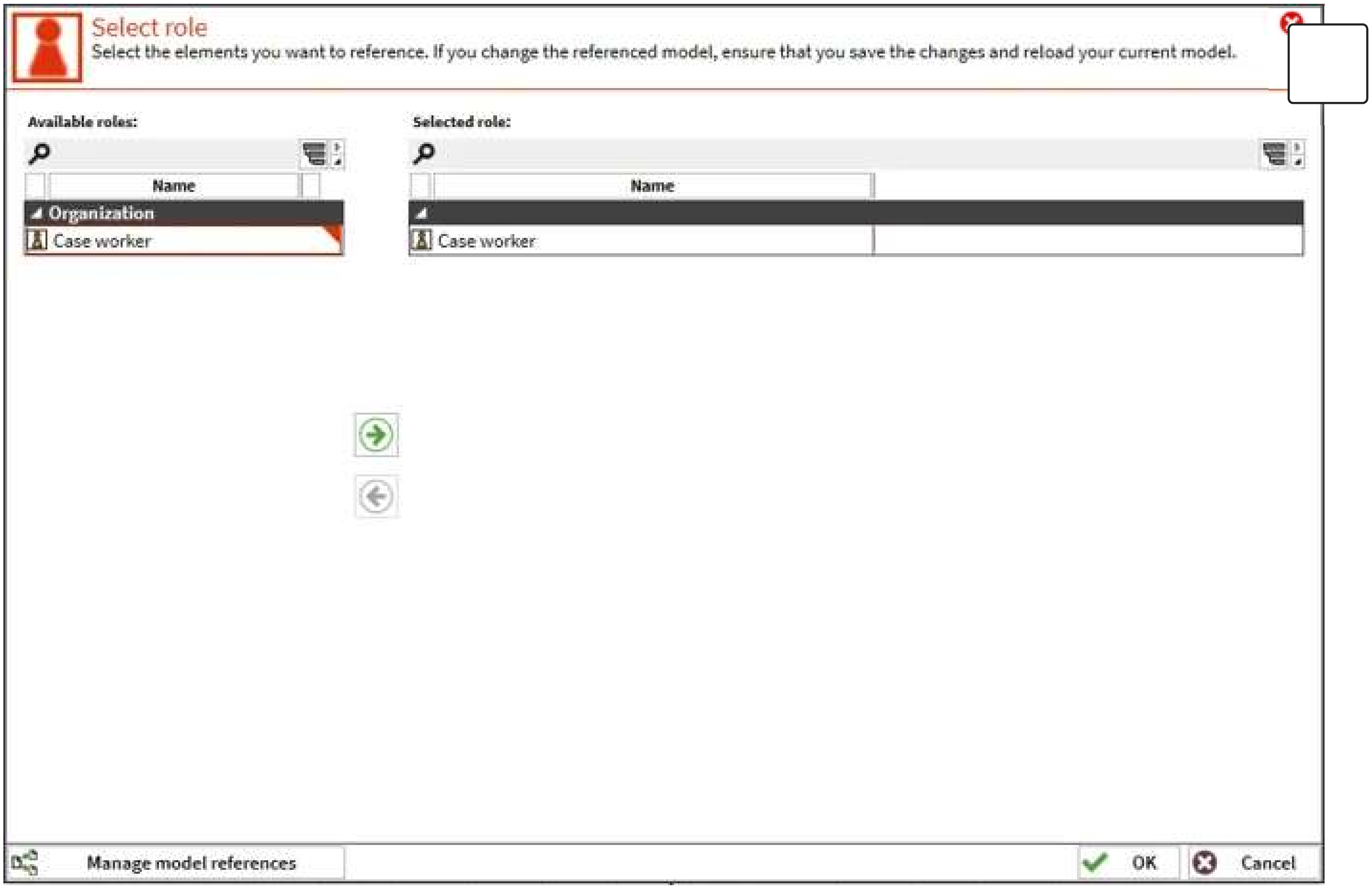
Right-click the task and click **Select role**.



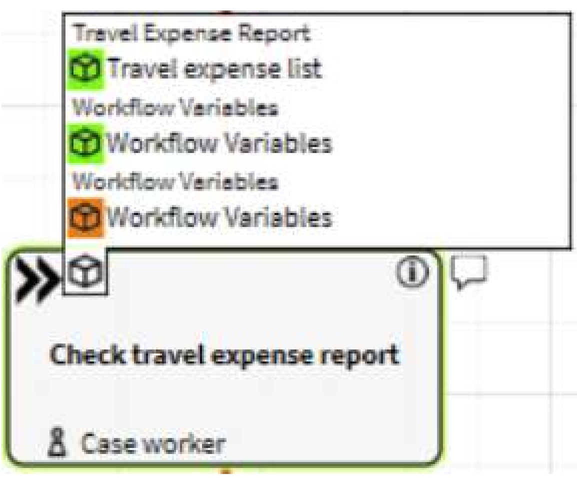
Select the correct role model (Organization) in the foreground dialog (Manage used models), double-click to add it and hit **OK** when done.



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**.