



Quick Tutorial - Workflow Basics ▾



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Start Workflow

Switch to your **SharePoint Site Collection** which contains the travel expense list.

In the list, click **new item**.

Fill out the form and click **Save**.

Travel purpose *	<input type="text" value="FireStart Workflow Demo"/>
Travel date *	<input type="text" value="12/3/2015"/>
Point of departure *	<input type="text" value="Vienna"/>
Point of arrival *	<input type="text" value="Linz"/>
Mileage *	<input type="text" value="333"/>
Travel time *	<input type="text" value="3"/>
Status	<input type="text"/>

A new item has been created; the workflow has been triggered.

To prove the workflow has triggered, please refresh the site. The status of our newly created item has changed to **in progress**.

✓	Travel purpose		Travel date	Point of departure	Point of arrival	Mileage	Travel time	Status
	FireStart Workflow Demo	...	12/3/2015	Vienna	Linz	333	3	in progress