

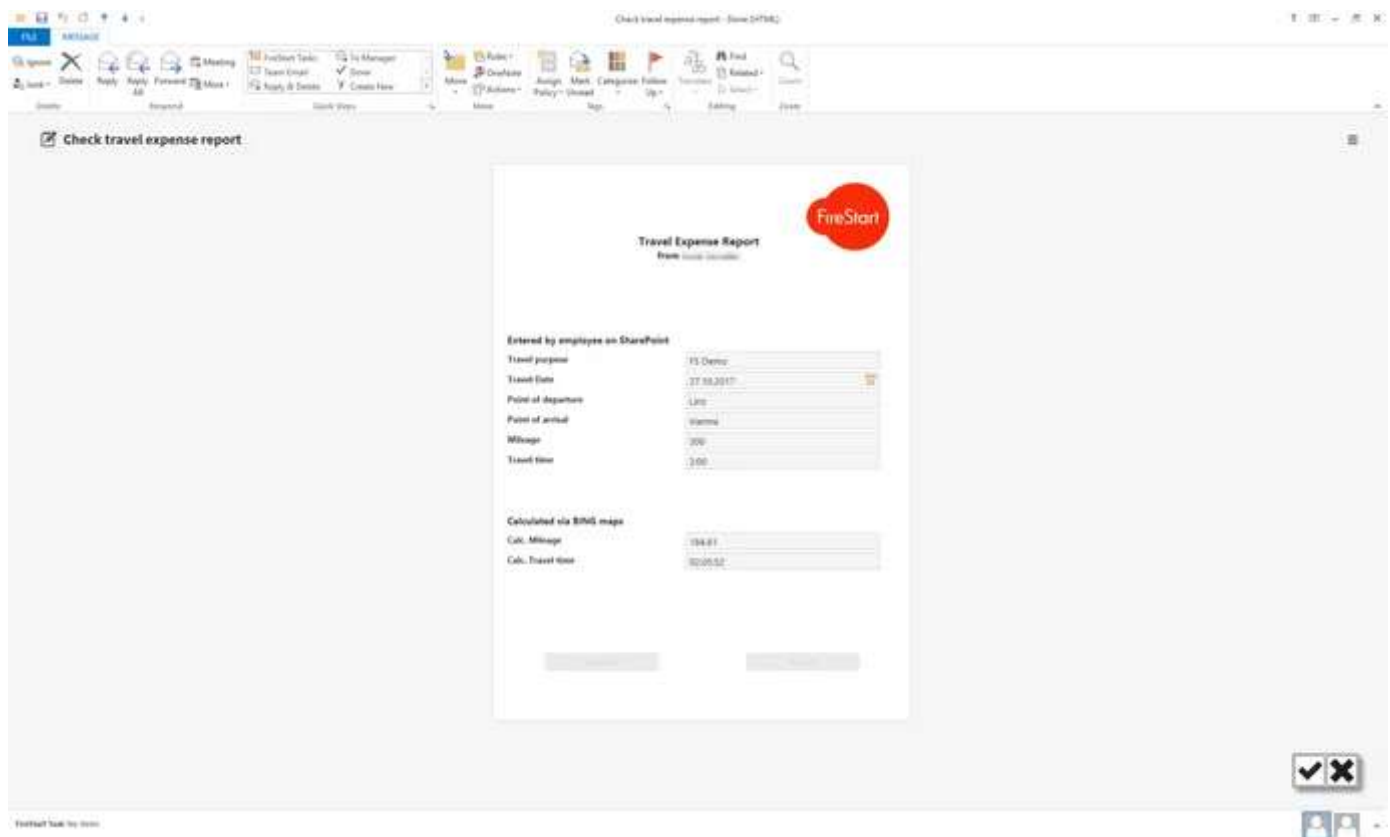
Quick Tutorial - Workflow Basics ▾



◀ Back to home

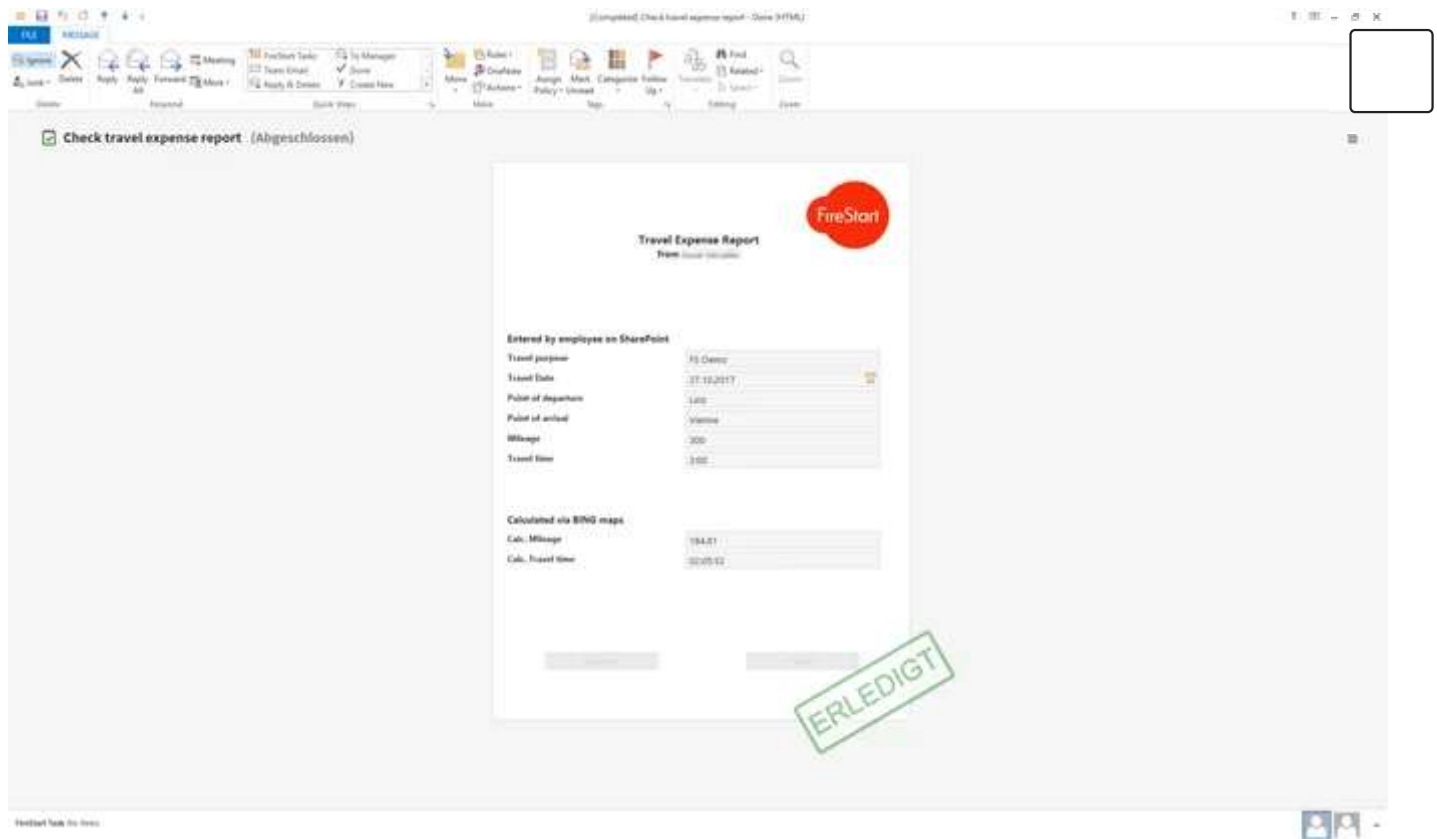
Complete Task

Switch to **Microsoft Outlook**. Task-Email received. Double-click to open.



As this task has been assigned to a role, you need to accept it by clicking the **check mark** in the lower right corner.

You are now the **user in charge**. Decide upon the approval of the travel expense report by clicking one of the buttons (**Approve** or **Reject**).

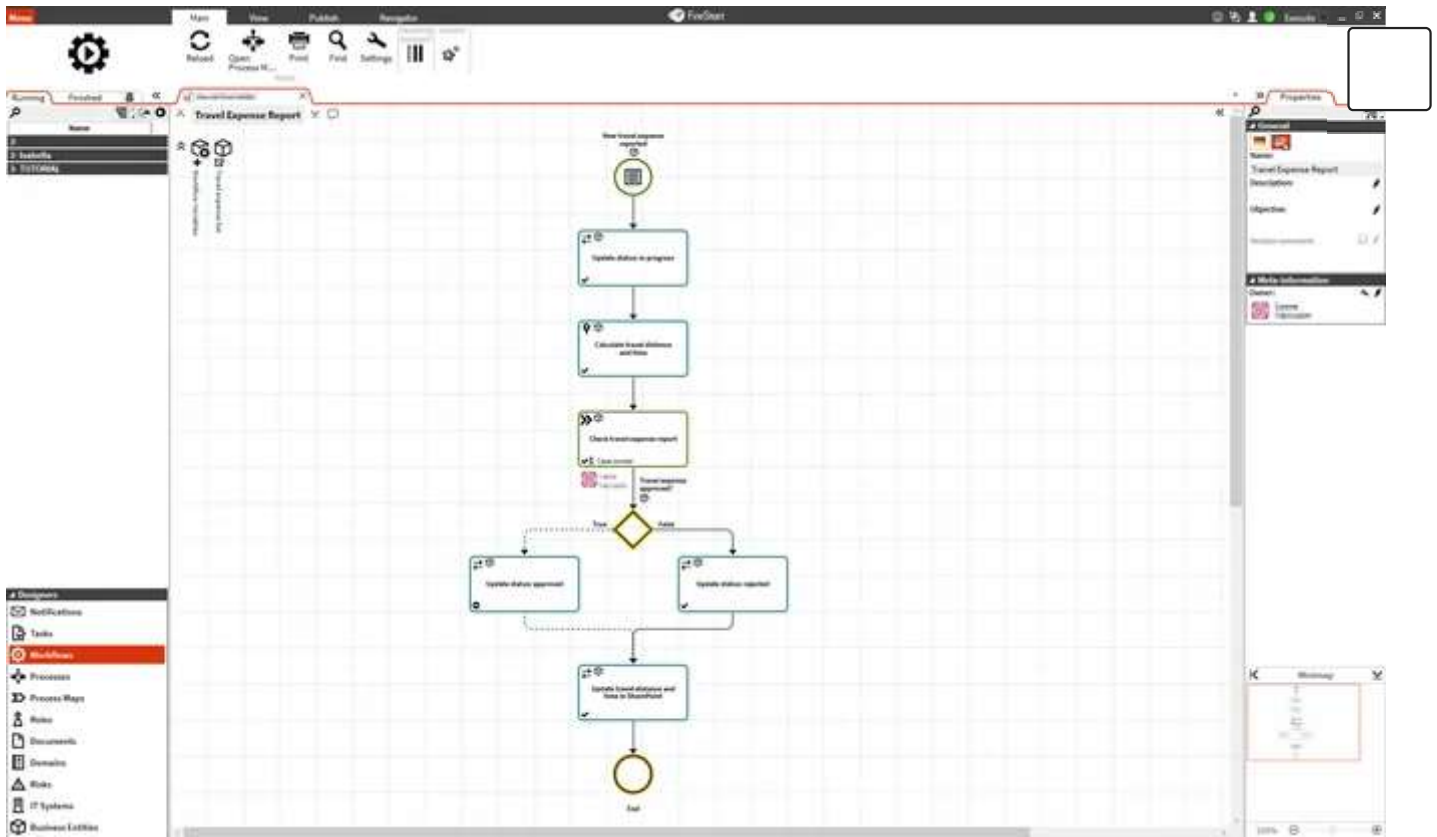


ERLEDIGT: DONE

Switch to the **FireStart Client**.

Click **Reload** from the top ribbon menu **Main**, to see that the execution has finished and already disappeared from the left navigation. The chosen path in the process is represented by a bold line, whereas any paths or activities not chosen are grayed out and therefore were inactive during the workflow execution.





To review the execution after it is finished, select the **Finished** tab to find your finished workflow executions.

Switch to **Microsoft SharePoint**.

Navigate to the travel expense list.

Refresh the site. The status has changed again – depending on your decision to either approve or reject – and the calculated values have been updated.

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

You have now reached the end of this tutorial and are equipped to model and automate workflows for your organization. To receive even deeper insight and extend your knowledge, get in touch with us to schedule a workshop or training.

For further questions please contact us via support@firestart.com.