

Ribbon - Publish

The **Publish** tab contains the following sections:

- Publish/Approve
- Process
- Clipboard
- Import/Export
- Print Documents (Web Client)
- Notification

Publish/Approve

Publish Model

By clicking **Publish Model** your model will be publicly visible to your business colleagues and will also be displayed over the **Process Portal**.



- visible in the Process Portal
- write-protection stays unchanged
- changes are immediately visible (does not require a new version)
- not startable as workflow



Hide Model

If the model is already published you still can hide it from the **Process Portal**, so that it is not displayed there.

- only visible via link



- write-protection stays unchanged
- changes are immediately visible (does not require a new version)
- not startable as workflow

Unpublish Model

With **Unpublish** you withdraw the model from publicity so therefore as well from the **Process Portal**. So it is not visible for business colleagues or in public.



- not visible in the Process Portal
- write-protection stays unchanged
- changes are no longer visible
- not startable as workflow

Preview Model

Previewing a model means that it is not visible in the process portal under the normal navigation, but if you have a direct link to that model you can display it with that link in the process portal. That basically preserves that every person in the process portal can see it.



- only visible via link
- write-protection stays unchanged
- changes are immediately visible (does not require a new version)
- not startable as workflow



Approve Model

Clicking **Approve Model** allows you to mark your model as checked and approved. Through the use of the menu items **Publish** and **Approve** you can also approve and release individual workflows and determine the public availability of these processes.

- does not change anything concerning the visibility in the Process Portal

- it is now write-protected
- requires a new version after changes
- not startable as workflow



Reject Approval

With **Reject**, you can return your model back from public visibility.



- does not change anything concerning the visibility in the Process Portal
- it is now write-protected
- requires a new version after changes
- not startable as workflow

Process

Deploy/Redeploy Process

By clicking **Deploy Process**, you release your model as a finished workflow. Without deploying, the workflow process cannot start. The minute you deploy your workflow, the menu item changes into **Redeploy**. If you save modifications in your process model afterward, you just need to redeploy the workflow.



- does not change anything concerning the visibility in the Process Portal
- not write-protected
- changes are immediately visible (does not require a new version)
- startable as workflow

Undeploy Process

To undo the release of your model, click **Undeploy Process**.

- does not change anything concerning the visibility in the Process Portal
- not write-protected (no executions existent), write-protected (executions existent)
- does require a new version after changes(executions existent), does not require a new version after changes(no executions existent)
- startable as workflow



Validate Process

To check whether the workflow can be read by the program and is functioning correctly, use the **Validate Process** button. If there are any errors, they are shown in a new dialog. With double-clicking the error, you jump to the activity which is concerned with the error.



Start Process

This button starts the workflow manually, without an activation requirement.



Settings

The settings are exactly the same as in the [Main](#) tab.



Actions Overview

Action	Visible Process Portal	Write-Protected	Changes	Startable as Workflow
Starting situation	No	No	Does not require a new version	No
Preview	No (only visible via	Write-protection stays unchanged	Immediately visible (does not require a new version)	No

Publish	link) Yes	Write-protection stays unchanged	Immediately visible (does not require a new version)	No
Hide	No (only visible via link)	Write-protection stays unchanged	Immediately visible (does not require a new version)	No
Unpublish model	No	Write-protection stays unchanged	No longer visible	No
Approve	Does not affect visibility	Yes	Requires a new version	No
Reject	Does not affect visibility	Yes	Requires a new version	No
Deploy process	Does not affect visibility	No	Immediately visible (does not require a new version)	Yes
Redeploy process	Does not affect visibility	No	Immediately visible (does not require a new version)	Yes
Process deployed (Executions existent)	Does not affect visibility	Yes	Requires a new version (not visible if not published)	Yes
Undeploy process	Does not affect visibility	Executions existent: No No executions existent: Yes	Executions existent: requires new version No executions existent: does not require a new version	No

Clipboard




Copy Document to Clipboard

This functionality enables to copy a model to Word, or Excel, etc. If no element is selected, the whole model will be copied. But if you only need several and specific elements copied, you simply select the required elements and only these will be copied.




Import/Export


Import

 With **Import** you have the possibility to import models, even from other process modeling programs. You want to transfer a process model to another server then you simply export it and make an import on the destination server. Or you modeled a process with a different modeling program and now with FireStart you want all processes united, then you can also import these models. But that is not that easy and there might be a loss in elements or structure if FireStart doesn't know a specific element.

Word

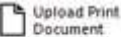
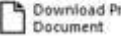
 You might as well need a documentation about a process you modeled. For that is the **Word** button. There you can choose which models should be in the document and which of their referenced models you want to have in the document. If you deposited a template on the server, you can use this template by selecting it from the drop-down list. After you created it, you still can modify it in **Word**.

Export

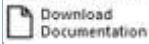
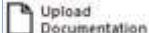
 To import a model you first need to export it. For that, you can use the **Export** button. In the export dialog, you can choose which of the models you would like to export. A path where you save the exported file on the PC needs to be specified as well, for that click **Browse**. With **Next** you can choose which of the referenced models should be exported as well.

Print Documents (Web Client)

Upload/Download Print Document

  If a print document is uploaded there is also the possibility to download it, when nothing is uploaded yet. A dialog opens where you can choose the document you want to upload. There is also another way to upload a print document, which is in the printing dialog after configuration, you can click the button **Upload Print Document** and the model is uploaded as it is displayed in the preview.

Upload/Download Documentation



This works quite similar to the upload of the print document. It opens a dialog as well where you choose the document to upload. After the upload the download button is available.

Notification



Send

With **Send** you are able to send notifications to other users, so if you want to inform them about something you simply send a notification.

Subscribe



The Subscribe button enables, as the name already suggests, to subscribe for a model, so that you also get notifications even if you are not the process owner.

Was this article helpful?

Related articles

[Process Elements](#)

[Ribbon - View](#)

[Publish/Preview/Approve/Reject Model](#)

[Ribbon - Main](#)

[What is the difference between Publish, Preview, Approve, Reject, Hide, and Deploy?](#)