

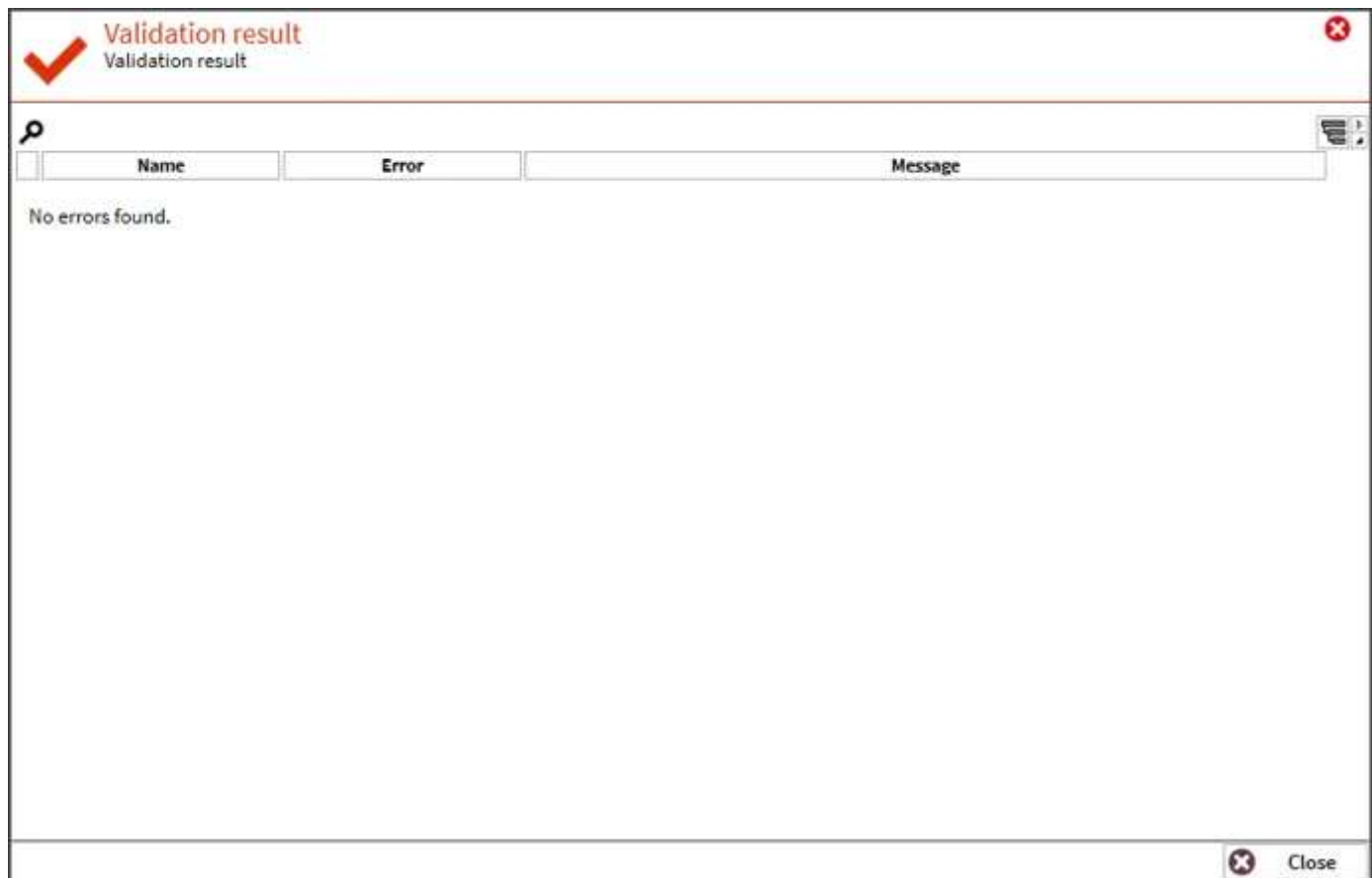
Create a Workflow ▾



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Deploy and Start a Workflow

Before you want to start your workflow, you can run a test to measure its operativeness. To do this, swap to the workflow tab and click on the **Validate** menu item. A dialog opens, where you can see if there are any errors in your process model. Of course, no errors should be displayed if you want to start a workflow.

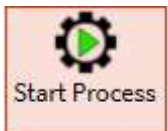


After that, the process needs to be deployed. Go to the **Publish** tab and in section **Process** click **Deploy Process**.



After deploying, the workflow can be started. If you want to have the possibility to start a workflow over the **Process Portal**, the process needs to be published. There are different ways to start a workflow. Most of the time a workflow will be started manually or triggered over a business entity, or with a timer event. How the workflow is started depends on the configuration of the start event. If no event is configured, the workflow has to be started manually. When a business entity is configured as a start event, the workflow can be triggered for example with adding an item in a SharePoint list. It is not uncommon that workflows should be triggered at a specified date/time, so therefore the timer event is used. Last but not least the workflow can be triggered over internal and external events as well.

When starting a workflow manually you have two possibilities to do so. You can either go to the **Publish** tab and click **Start Process** under the **Process** section.



Or you use the **Process Portal** to start a workflow, which is the second possibility. But this can only work if the process has been published before. In the **Process Portal** you find the process under **Startable Processes**. Select the process you want to execute and click **Start**.



As soon as a workflow is started, there exists an execution of this workflow which can be viewed under **Workflows** in tab **Running**. With double-clicking the execution, you can check the progress the workflow made so far. When the workflow is finished, it can't be displayed under the **Running** tab anymore but under **Finished** now.