Process references

All forms that contain or map a **workflow** (e.g. leave request, time correction requiring approval) are configured as a **process definition** in the Workflow module. To integrate these forms into the menu tree and run them, however, they must be linked to an action - this is called a **process reference** or **process link**.

If this process link was not already created during the creation of the process definition[1], it can be done afterwards under

Menu and actions
--> Actions

Clicking **"New process link"** creates a new action with the action type "Process reference". First, a **short name** and a **heading** (text for the action in the menu tree) must be assigned to the action.

Clicking "Save" displays all further options, which can also be found in every other action editing mask [2]. The special feature of the action type "Process reference" is found on the **"Settings" tab** under the name **"ProcessDef-ID"**.

ProcessDef-ID	The dropdown list contains a listing of all available process definitions. Assign the process reference here to the process definition it is to refer to (e.g. for the leave request process -> "HolidayRequest $HolidayRequest"

Once a ProcessDef-ID has been assigned, the action is functional after clicking **"Save"** or **"Save and Close"** and can be integrated into the menu tree. Once this is done, clicking the action in the menu tree under the chosen name (e.g. "My leave request") leads to the corresponding workflow form.

1. /daisy/personalwolke-admin/3401-dsy.html?language=4
2. /daisy/personalwolke-admin/5369-dsy.html?language=4