Workflow Module

A **workflow** determines the flow of a process (request), as well as the persons (roles) who are to participate in this process (e.g. supervisor, HR department etc.).

The design and definition of a workflow flow is done via the ***process definition*** in the standardized XPDL format. Within Webdesk there are 2 ways to create such process definitions:

- simple (form-based) process editor - part of Webdesk
- Together Workflow Editor (standalone application)

The simple, form-based process editor enables the definition of simple workflows for sequential approval processes. These workflows are connected with **standard forms** that are provided by Webdesk modules (e.g. time management).

A typical flow of a request could look like this, for example:

- Filling in/starting the request
- Approval/rejection
- Processing a request (e.g. filling in the travel expense report)
- Reviewing a request

Each process step thus represents an **activity** that must be performed by a defined **role holder**. As soon as the role holder has completed the activity in question, control is handed back to the workflow system (the "workflow engine"), which, based on the process definition, determines the next activity and the corresponding person to execute it.