New Process Definition

To create a new process, click the "**New process definition**" button bar. Then fill in the predefined fields:

- **Name**
  The process name is assigned here. If the name consists of several words, they must be separated by an underscore or a hyphen. In addition, no umlauts may be used, and the name must begin with a letter.
- **Form type**
  6 form types are available for process design: Permission, Absence, Follow-up absence reason, Account correction, Time correction, Collective time correction.
  All form types and process flows can be individually adapted to the needs of the company.
- **Description**
  Optional description for the process

Process reference - linking the process with the associated action

Newly created processes must be linked to actions so that they can be implemented in the menu tree.
For this, a new process reference is created, which is linked to the process (process definition ID). This can then be integrated into the menu tree and thus becomes visible to the user.

Select menu item **Actions > New action**

- Action type "**Process reference**" > is set automatically
- Name: name for the action that should correspond to the process, e.g. "Absence" or "Vacation request"
- Heading: optional
- Save > server confirmation "Action was saved successfully"

> NOTIZ
> The action is not executable until a process definition has been selected > this is done in the Settings tab.

Settings tab

- **Description**
  optional description for the action, e.g. "Form to request absences" (the description appears in the action overview)
- **Action folder**
- **Image collection**
  Name of the image collection
- **Image**
  Selection of the icon to be displayed in the menu tree
- **ProcessDef ID**
  Selection of the process definition; for the action Absence, select Fehlzeit$Fehlzeit, etc.
- **Pass permission on to the following action**

Permissions tab

This is where the permissions are assigned, i.e. it is determined who is allowed to view the form (everyone, certain persons or certain groups), for whom the request may be submitted (only for oneself, for one's own department, for all employees in the company), and the validity of the permission (temporarily restricted access to the form is also possible).

- **Execution allowed for everyone**
  If the parameter is enabled, everyone may execute this action

- **Type**
  Selection of the permission - client, group, person or role permission
- **Executor**
  e.g. for a client permission, selection of the client (execution allowed for all employees of the client)
- **View permission**
  Selection of the view permission (own person, organizational unit, ...)
- **Valid from - to**
  Specification of the validity period

Text modules tab

- Selection of the language (German, English, ...)

Then "Save" or "Save & Close"; after that, the action can be assigned in the menu tree.

Integrating new processes in the menu tree

To implement the newly created process reference in the menu tree, either a new folder can be created into which the process reference is placed, or an existing folder is selected.

To integrate the process reference in the menu tree, select the corresponding folder in the menu tree, right-click, and select **Add action link**.

- In the selection mask, any number of process references can be selected by clicking them.
- In the search fields "Action type", "Name", "Heading" or "Description" you can search for the desired entries.
- Clicking **once** integrates the action into the menu tree.

> NOTIZ
> If you click the same action several times, it is also added to the menu tree several times!

Then the selection list must be closed (by clicking the close button in the upper right corner) and the menu cache must be cleared.

Felder

Name	Wert
Modul	Workflow (wf)
Webdesk Actionname	wf_showProcesses
Artefakt-Typ	Action