

Flokzu REAMDE Maintenance Guide - Move Orthopaedics Practise Patient Process

This formal protocol delineates standardized procedures for monitoring patient progression, retrieving patient-specific data, validating automated Heidi instance creation, and executing manual interventions when automation fails (e.g., receptionist-initiated Heidi instances).

Primary Tool: [Flokzu Cloud State](#)

General Notes

Change Form Link

Link available in "Change Dates" Custom Report is **only generated** when task Coordinate Surgery and Pre-Op Dates (Day of Consultation) or Coordinate Surgery and Pre-Op Dates is **completed**

Therefore do not expect all entries "Change Date Form Link" in [INTERNAL MAINTENANCE - verify all change date links created](#) custom report to be populated

Note: Have consulted with Flokzu team to convert this to a live (clickable) link instead of copy-paste (no solution yet)

End-Process States: Detailed Explanation

1. "Process Completed - (Finalized by Administrator)"

This real-time end-process state appears in instances under the following conditions:

1. **Legacy Migration Failures (v1 → v2/v3):** Instances originating in version 1 that could not be automatically migrated to the current version (or became obsolete due to elapsed time).
2. **Timer/Task Re-Initiation (v2 → v3):** Instances residing in timer nodes or specific tasks within v2 that were updated during the v3 redesign, subsequently re-initiated post-v3 deployment.
3. **Ad-Hoc Re-Initiation (Pre-v3):** Instances manually terminated and restarted by receptionists to accommodate consultation date changes requested prior to v3 launch.

Recommendation: Periodic cleanup of these obsolete instances should be considered to maintain system hygiene.

2. "No Surgery"

This end-process **does not comprehensively capture all instances** where the physician selected the "no surgery" pathway.

Reason: A token may remain in the "**Review Patient Information**" task. Only upon receptionist completion of this task does the instance transition to "**Review Patient Information Completed**" (the final end-process). The instance terminates at whichever of these two tasks is completed last.

Common Queries & Standardized Actions

How to add "procedure" type option to dropdown

1. Go to Databases tab in Flokzu
2. Find "Follow Up Messages"
3. Add the name of the procure and with all associated coms
4. Save
5. Update scripts in external processes that use "procedure" field
Pre-Op Form - used to hide you some form fields
Follow Up Message Forms - not currently used
Post-Op Forms - used to hide you some form fields

How to change Consultation, Pre-Op and/or Surgery Date

1. Find patient in respective "Change Dates" custom report (per doctor)

Dr Wever Date Changes

Permissions ▾

Users or Roles who can access this report through a link in their menu

User Management ✕ Angie Bekker <angelineforming@gmail.com> ✕ Kelly Peters <massyn.kelly@gmail.com> ✕ Waldi Wever <accounts@drstefanwever.co.za> ✕ Wiepke <wiepke91@gmail.com> ✕

Report name and description will be visible to all users who have access to it.

Dr Hardcastle Date Changes

Permissions ▾

Users or Roles who can access this report through a link in their menu

User Management ✕ Angie Bekker <angelineforming@gmail.com> ✕ Melissa Stanley <melissa@orthopaedichealth.co.za> ✕

Report name and description will be visible to all users who have access to it.

Dr Groenewald Date Changes

Permissions ▾

Users or Roles who can access this report through a link in their menu

User Management ✘ Angie Bekker <angelineforming@gmail.com> ✘ Brethia Groenewald <brethia@gmail.com> ✘ Deidre <admin@drgroenewald.co.za> ✘

Report name and description will be visible to all users who have access to it.

2. Copy & Paste link in field "Change Dates Form Link" into new window in browser

NOTE: looking into making this a hyperlink which can be clicked on instead

Important Note

Cannot change date of Consultation, Pre-Op Consultation or Surgery on day of Consultation, Pre-Op Consultation or Surgery

because bot would have already created the instance

Determine the current workflow step for a specific patient

Utilize [INTERNAL - find patient associated details](#).

Retrieve patient-specific information

(e.g. email, surgery decision, assigned doctor ect.)

Utilize [INTERNAL - find patient associated details](#).

Confirm bot has correctly created all Heidi instances for today

Utilize [INTERNAL MAINTENANCE - verify instances created in Heidi](#).

Assess backlog of bot-retrieved Heidi transcripts

Utilize [INTERNAL MAINTENANCE - check on waiting for transcript](#).

Manually input transcripts into Flokzu from Heidi

(triggered by bot failure to create patient, followed by receptionist creation)

Utilize [Manually Add Transcripts to Flokzu](#).

View physician's scheduled upcoming events

Utilize [INTERNAL - view doctors upcoming events](#).

Identify all "no-surgery" cases

Utilize [INTERNAL - find patient associated details](#) and apply filter: *Surgery = No*.

Custom Reports

⚠️ if planning to use Patient Name (or Surname) to search then use them separately (instead of combined field Patient Name & Surname) since your search must match exactly what is in given field

ie.

if patient "John Smith"

searching for "John" or "Smith" will produce empty result

hence *recommend splitting the fields*

INTERNAL - find patient associated details

Report Link: [INTERNAL - find patient associated details](#)

Identifier	Initiation date	Task Name	Patient Name & Su	Surgery	Patient Email Addr	Patient Phone Num	Doctor Name	Referring Doctor Nar	Referring Doctor Ema	Anaesthetist Name	Anesthetist Email
PPBUILD-1	2025-06-20 13:28:2	1 year form		Yes	pmaccio@integrado			Jose	pmaccio@flokzu.com		
PPBUILD-41	2025-08-20 13:05:5	Pre-op Consultatio		Yes	paton@kaleidoscop	0713136902		Test using self	nlsmit97@gmail.com		
PPBUILD-42	2025-08-20 13:32:3	1 week		Yes	paton@kaleidoscop	07213136902		Test using self	nlsmit97@gmail.com		
PPBUILD-110	2025-09-04 15:56:0	7 days		Yes	hannes@cog3nt.cor	27651293767		Self	hannes@cog3nt.com		
PPBUILD-143	2025-09-09 09:06:0	Surgery Date - 1		Yes	nlsmit97@gmail.com	+27829473208		Self-Self	nicola@kaleidoscopes	Nicola	nlsmit97@gamil.com
PPBUILD-151	2025-09-09 13:47:5	day of consultation		No	christjewell.sa@gmail	+27829243398					
PPBUILD-172	2025-09-11 11:47:1	Process Completed		Yes	gpdlal@ufrika.co	+27827844326	Johann Groenewald	HERMAN KOTZE	sportmedies@gmail.cc		
PPBUILD-179	2025-09-12 08:25:1	Process Completed		Yes	gm@peninsula.co.z	0822253098	Peter Hardcastle				
PPBUILD-180	2025-09-12 08:26:1	Process Completed		Yes	jamesdick667@gmail	0729571846	Peter Hardcastle				
PPBUILD-181	2025-09-12 08:28:1	Process Completed		Yes	esmevdm67@gmail	0662254074	Peter Hardcastle				
PPBUILD-182	2025-09-12 08:29:1	Process Completed		Yes	claudine@vanwyk.c	0828232262	Peter Hardcastle				
PPBUILD-183	2025-09-12 08:31:1	Process Completed		Yes	amtayloras@gmail.c	0609600663	Peter Hardcastle	Dr E Viljoen	medprax@drerika.co.z		
PPBUILD-184	2025-09-12 08:32:1	Process Completed		No	ellenb.botes@gmail	+27833503685	Peter Hardcastle				
PPBUILD-185	2025-09-12 08:33:1	Process Completed		No	lisechka@gmail.com	+27714180076	Peter Hardcastle				
PPBUILD-186	2025-09-12 08:35:1	Process Completed		No	lisechka@gmail.com	+27714180076	Peter Hardcastle				

INTERNAL - view doctors upcoming events

Report Link: [INTERNAL - view doctors upcoming events](#)

Task Name	Initiation date	Due Date	Identifier	Patient Name & Surname	Doctor Name
Awaiting Pre-Op Consultation	2025-10-17 12:48:24	2025-11-06 23:59:59	PPBUILD-351	CATHERINE WALLACE WILSON	Dr J Groenewald
Awaiting Pre-Op Consultation	2025-10-17 14:12:42	2025-11-12 23:59:59	PPBUILD-359	Rokia Skippers	Dr P Hardcastle
Awaiting Consultation	2025-10-30 10:05:28	2025-11-17 23:59:59	PPBUILD-425	Johan Hamman	Dr S Wever
Awaiting Consultation	2025-10-30 10:25:15	2025-11-17 23:59:59	PPBUILD-430	Hendrik Kleynhans	Dr S Wever
Awaiting Consultation	2025-10-30 10:25:51	2025-11-10 23:59:59	PPBUILD-431	Michele Bellini	Dr S Wever
Awaiting Consultation	2025-10-30 10:27:	2025-11-25 23:59:59	PPBUILD-434	Willemien Heunis	Dr S Wever
Awaiting Consultation	2025-10-30 10:27:31	2025-11-19 23:59:59	PPBUILD-435	Louis Francois Blom	Dr S Wever
Awaiting Consultation	2025-10-30 10:28:02	2025-12-15 23:59:59	PPBUILD-436	Gesie van der Merwe	Dr S Wever
Awaiting Consultation	2025-10-30 10:28:36	2025-11-25 23:59:59	PPBUILD-437	Hendre Terblanche	Dr S Wever
Awaiting Consultation	2025-10-30 10:29:15	2025-11-17 23:59:59	PPBUILD-438	Noeleen Jackson	Dr S Wever
Awaiting Consultation	2025-10-30 10:30:40	2025-12-01 23:59:59	PPBUILD-439	Gavin Hinrichsen	Dr S Wever
Awaiting Consultation	2025-10-30 10:31:03	2025-11-26 23:59:59	PPBUILD-440	Wendy Charles	Dr S Wever
Awaiting Consultation	2025-10-30 10:31:36	2025-12-08 23:59:59	PPBUILD-441	Charles Fisher	Dr S Wever

Critical Note: Due Dates in this report indicate the point at which the task will be automatically completed by the system:

- Awaiting Consultation → transitions to Consultation
- Awaiting Pre-Op → transitions to Pre-Op Consultation
- Awaiting Surgery → transitions to Surgery

INTERNAL MAINTENANCE - verify all change date links created

Report Link: [INTERNAL MAINTENANCE - verify all change date links created](#)

Identifier ?	Task Name Tasks	Change Dates Form Link
PPBUILD-374	Review Consultation / Adjust Consultation Fields	
PPBUILD-375	Review Consultation / Adjust Consultation Fields	
PPBUILD-380	Review Consultation / Adjust Consultation Fields	
PPBUILD-382	Review Consultation / Adjust Consultation Fields	
PPBUILD-383	Review Consultation / Adjust Consultation Fields	
PPBUILD-384	HIDDEN Wait for Pre-Op Consult Transcript	https://app.flokzu.com/public/05432LCHANGEDATE? Number=5210135104081&Name=Jonathan%20Tacon&ConsultDate=2025/10/23&Preop384%20
PPBUILD-387	HIDDEN Wait for Consultation Transcript	
PPBUILD-388	Pre-Op Consultation	https://app.flokzu.com/public/05432LCHANGEDATE? Number=5411185057084&Name=Christo%20Viljoen&ConsultDate=2025/10/23&Preop388%20
PPBUILD-392	Coordinate Surgery and Pre-Op Dates	https://app.flokzu.com/public/05432LCHANGEDATE? Number=5707080030088&Name=MARTHA%20SUSANNA%20BROOKS&ConsultDate=2025/10/23&Preop392%20
PPBUILD-394	Review Consultation / Adjust Consultation Fields	
PPBUILD-397	Review Consultation / Adjust Consultation Fields	

INTERNAL MAINTENANCE - verify instances created in Heidi

Report Link: [INTERNAL MAINTENANCE - verify instances created in Heidi](#)

Applicable Stages:

- Consultation
- Pre-Op Consultation
- Surgery

Identifier ?	Task Name	Patient Name & Surname	Patient Date of Birth	Consultation Date	Pre-Op Consultation Date	Surgery Date	Doctor Name	Assigned Receptionist
		Tasks						
PPBUILD-330	Consultation	Somarie Keown	1987/06/15	2025/10/13			Dr S Wever	angelineforming@gmail.com
PPBUILD-351	Pre-Op Consultation	CATHERINE WALLACE WILLS	1942/03/09	2025/10/20	2025/11/06	2025/11/20	Dr J Groenewald	admin@drgroenewald.co.za
PPBUILD-407	Consultation	IDA DALEEN STEENKAMP	1946/10/25	2025/10/27			Dr J Groenewald	admin@drgroenewald.co.za
PPBUILD-443	Consultation	Nosizwe Siquwayi	1987/04/04	2025/11/10			Dr S Wever	angelineforming@gmail.com
PPBUILD-512	Consultation	Erna Bosman	1957/01/03	2025/11/11			Dr S Wever	angelineforming@gmail.com
PPBUILD-515	Consultation	Freda Anderson	1963/09/13	2025/11/13			Dr P Hardcastle	melissa@orthopaedichealth.co.za
PPBUILD-516	Consultation	Dieter Laue	1946/01/11	2025/11/13			Dr P Hardcastle	melissa@orthopaedichealth.co.za
PPBUILD-518	Consultation	Martha Payne	1960/03/10	2025/11/13			Dr P Hardcastle	melissa@orthopaedichealth.co.za
PPBUILD-519	Consultation	John Thorp	1951/01/15	2025/11/13			Dr P Hardcastle	melissa@orthopaedichealth.co.za
PPBUILD-520	Consultation	Hamish Whyte	1946/06/04	2025/11/14			Dr P Hardcastle	melissa@orthopaedichealth.co.za
PPBUILD-521	Consultation	Ruth Hoelz-Jaehnichen	1948/12/23	2025/11/14			Dr P Hardcastle	melissa@orthopaedichealth.co.za
PPBUILD-522	Consultation	Pierre Bleeker	1962/04/21	2025/11/14			Dr P Hardcastle	melissa@orthopaedichealth.co.za
PPBUILD-523	Consultation	Lourentius Schlebusch	1975/05/29	2025/11/14			Dr P Hardcastle	melissa@orthopaedichealth.co.za
PPBUILD-524	Consultation	Anetta van der Linde	1942/04/11	2025/11/14			Dr P Hardcastle	melissa@orthopaedichealth.co.za
PPBUILD-525	Consultation	Fransie du Plessis	1988/09/04	2025/11/14			Dr P Hardcastle	melissa@orthopaedichealth.co.za

💡 use the Patient Name & Surname - Patient Date of Birth to create Heidi instances in doctors' Heidi inboxes as needed

Dr Hardcastle

peter@orthopaedichealth.co.za

TestingITOut!

Dr Wever

stefanwever@gmail.com

Brieeirb1

Dr Groenewald

doctor@drgroenewald.co.za

Brethia86

CRITICAL

must then remember to update these transcripts manually [Manually input transcripts into Flokzu from Heidi](#)

Verification Procedure

1. Navigate to the report.
 2. Apply **today's date** as a filter to each of the following fields:
 - Consultation Date
 - Pre-Op Consultation Date
 - Surgery Date
 3. Confirm that all expected Heidi instances appear.
-

INTERNAL MAINTENANCE - check on waiting for transcript

Report Link: [INTERNAL MAINTENANCE - check on waiting for transcript](#)

Hidden Tasks Monitored:

- HIDDEN Wait for Consultation Transcript
- HIDDEN Wait for Pre-Op Consultation Transcript
- HIDDEN Wait for Surgery Transcript

Identifier ?	Task Name Tasks	Initiation date ⌚	Doctor Name	Patient Name & Surname	Assigned Receptionist
PPBUILD-339	HIDDEN Wait for Consultation Transcript	2025-10-15 16:13:05	Dr J Groenewald	HILARY ANN LOOS	admin@drgroenewald.co.za
PPBUILD-342	HIDDEN Wait for Consultation Transcript	2025-10-15 18:55	Dr P Hardcastle	Friedrich Faustenhammer	melissa@orthopaedichealth.co.za
PPBUILD-344	HIDDEN Wait for Consultation Transcript	2025-10-16 09:21:57	Dr P Hardcastle	Johannes Jooste	melissa@orthopaedichealth.co.za
PPBUILD-387	HIDDEN Wait for Consultation Transcript	2025-10-22 12:32:42	Dr P Hardcastle	Heidemarie Gregor	melissa@orthopaedichealth.co.za
PPBUILD-445	HIDDEN Wait for Consultation Transcript	2025-10-30 13:36:17	Dr S Wever	Daniella De Sousa	angelineforming@gmail.com
PPBUILD-451	HIDDEN Wait for Consultation Transcript	2025-10-31 10:53:43	Dr J Groenewald	LISEL KRIGE	admin@drgroenewald.co.za
PPBUILD-456	HIDDEN Wait for Consultation Transcript	2025-11-03 14:43:29	Dr P Hardcastle	Hannah Sillifant	melissa@orthopaedichealth.co.za
PPBUILD-457	HIDDEN Wait for Consultation Transcript	2025-11-03 14:50:15	Dr P Hardcastle	Candice Cooper	melissa@orthopaedichealth.co.za
PPBUILD-458	HIDDEN Wait for Consultation Transcript	2025-11-03 14:51:29	Dr P Hardcastle	Allan Jones	melissa@orthopaedichealth.co.za
PPBUILD-459	HIDDEN Wait for Consultation Transcript	2025-11-03 14:53:38	Dr P Hardcastle	Joan Rogers	melissa@orthopaedichealth.co.za
PPBUILD-460	HIDDEN Wait for Consultation Transcript	2025-11-03 14:54:41	Dr P Hardcastle	Anthony Garner	melissa@orthopaedichealth.co.za
PPBUILD-461	HIDDEN Wait for Consultation Transcript	2025-11-03 14:56:03	Dr P Hardcastle	Martha Goesbeek	melissa@orthopaedichealth.co.za
PPBUILD-462	HIDDEN Wait for Consultation Transcript	2025-11-03 14:57:34	Dr P Hardcastle	Cornel Nieuwenhuizen	melissa@orthopaedichealth.co.za

Backlog Analysis Procedure

- Use the **Initiation Date** field to calculate the duration an instance has remained in this state.
- **Acceptable Threshold:** No instance should exceed **1 day** in this queue (bot performs regular checks).

Alternative Real-Time Monitoring:

> PPBUILD-403	2025-10-28 00:00:20	3 D	{{{ Administrator }}}	Peter; {{{ Administrator }}})		
> PPBUILD-373	2025-10-28 00:00:19	3 D	{{{ Administrator }}}	Stefan; {{{ Administrator }}})		
> PPBUILD-410	2025-10-28 00:00:19	3 D	{{{ Administrator }}}	Stefan; {{{ Administrator }}})		
> PPBUILD-406	2025-10-28 00:00:19	3 D	{{{ Administrator }}}	Peter; {{{ Administrator }}})		
> PPBUILD-334	2025-10-28 00:00:17	3 D	{{{ Administrator }}}	Stefan; {{{ Administrator }}})		
> PPBUILD-387	2025-10-27 08:19:54	3 D	{{{ Administrator }}}	Peter; {{{ Administrator }}})		
> PPBUILD-389	2025-10-27 08:19:39	3 D	{{{ Administrator }}}	Peter; {{{ Administrator }}})		
> PPBUILD-339	2025-10-24 14:25:28	6 D	{{{ Administrator }}}	Johann Groenewald; {{{ Administrator }}})		
> PPBUILD-316	2025-10-23 10:24:14	7 D	{{{ Administrator }}}	Peter; {{{ Administrator }}})		
> PPBUILD-318	2025-10-23 10:23:48	7 D	{{{ Administrator }}}	Peter; {{{ Administrator }}})		
> PPBUILD-342	2025-10-23 10:23:22	7 D	{{{ Administrator }}}	Peter; {{{ Administrator }}})		
> PPBUILD-346	2025-10-23 10:22:24	7 D	{{{ Administrator }}}	Peter; {{{ Administrator }}})		
> PPBUILD-344	2025-10-23 10:20:37	7 D	{{{ Administrator }}}	Peter; {{{ Administrator }}})		

Visually inspect for aged instances.

If Instance >1 Day Old

Potential Root Causes:

1. Receptionist manually created the Heidi instance (bypassing bot).
2. Physician has not yet recorded the consultation.

Required Action: Proceed to [Manually Add Transcripts to Flokzu](#).

Future Automation Enhancement:

The bot will be configured to **auto-complete** the `Consultation`, `Pre-Op Consultation`, and `Surgery` tasks upon detection of a Heidi recording.

Patient Overview

All **ongoing** tasks; filtered per doctor

Reports do not show finalised instances

where surgery wasnt recommended, patient did not show up for Consultation, Pre-Op Consultation or Surgery, patient opted out of surgery or surgery and/or preop dates have pass

🏆 No Surgery	30
🏆 Patient Cancelled / No Show at Consultation	2
🏆 Patient Opted Out of Surgery	1
🏆 Pre-Op and/or Surgery Dates Passed	1
🏆 Process Completed - (Finalized by Administrator)	84
🏆 Review Patient Information Completed	1

will need to construct separate report for those eg. [No Surgery Patient Overview](#)

🔥 Tasks specifically selected to avoid users from seeing instances in timers or hidden tasks

Process *

Practice Patient Process

Instances *

Ongoing

Tasks

1 Year Post-Op Consultation × 2 Years Post-Op Consultation ×

6 Months Post-Op Consultation ×

6 Weeks Post-Op Consultation × Consultation ×

Coordinate 1-year Post-Op Consultation ×

Coordinate 2-years Post-Op Consultation ×

Coordinate 6-months Post-Op Consultation ×

Coordinate 6-weeks Post Op Consultation ×

Coordinate AC Clinic and Assign Physiotherapist ×

Coordinate Surgery and Pre-Op Dates ×

Coordinate Surgery and Pre-Op Dates (Day of Consultation) ×

Day 1 Follow Up Call × Day 10 Follow Up Call ×

Day 2 Follow Up Call × Day 3 Follow Up Call ×

Day 4 Follow Up Call × Day 5 Follow Up Call ×

Edit Patient Information and/or Update Patient Status ×

Patient Discharged × Pre-Op Consultation ×

Review Consultation / Adjust Consultation Fields ×

Review Patient Information ×

Review Pre-Op Consultation / Adjust Pre-Op Consultation Fields ×

Review Surgery / Adjust Surgery Fields × Surgery ×

Ward Rounds × Week 2 Follow Up Call ×

Week 3 Follow Up Call × Week 4 Follow Up Call ×

Week 5 Follow Up Call × Week 6 Follow Up Call ×

Leave empty to select all tasks.

Date Changes

Use the Change Dates Form Link (pasted in new browser)

Procedure: Manually Add Transcripts to Flokzu

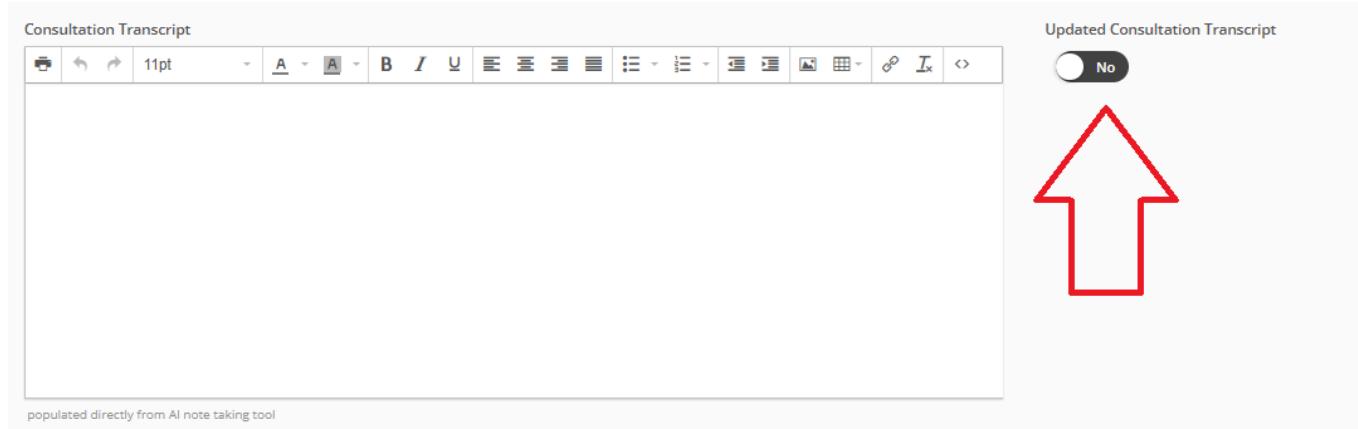
Use Case: Bot failed to create patient record → Receptionist manually created Heidi instance → Bot unable to retrieve transcript.

Mandatory Pre-Processing Rules

Prior to pasting transcript text into Flokzu:

1. **Remove all special characters:** " , & , ' , , etc.
2. **Eliminate all line breaks:** Convert entire transcript into a **single contiguous string**.

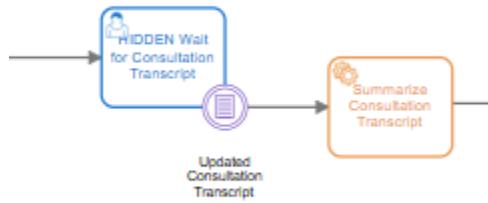
Consultation Transcript Entry



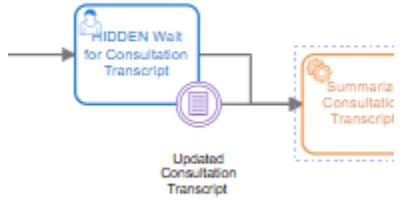
Critical Field Update

- Set **Updated Consultation Transcript = "Yes"**
(This flag is normally set automatically by the bot)

Warning: Failure to set this field to "Yes" will **terminate the workflow prematurely**.



Proposed Task Configuration Improvement



⚠️ Confirm with Flokzu Team Changing task configuration may cause errors on new version launch with "**Automatically update process instances**" enabled

Additional Settings ▾

Description...

Process general description (If you select 'Yes', opening your process instances will update them to the last deployed version of the process.

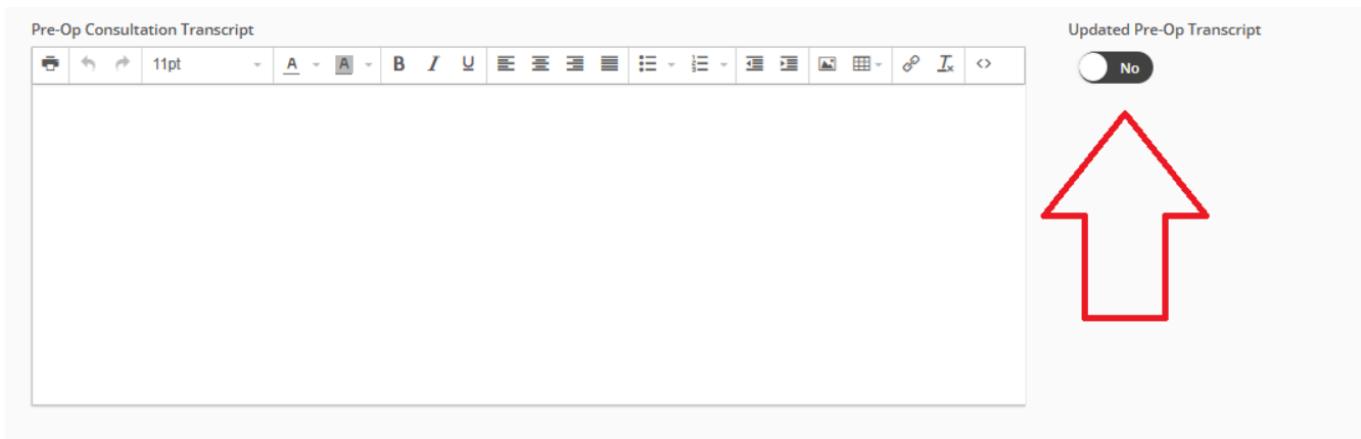
Automatically update process instances ?

Yes

Deployment Options:

- incorporate change in next version for **Consultation**, **Pre-Op Consultation**, and **Surgery** tasks (assuming no issue)
OR
- deploy new version with "**Automatically update process instances**" disabled

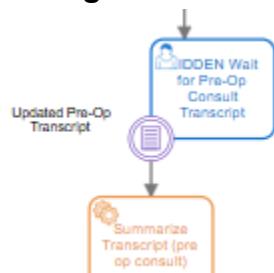
Pre-Op Consultation Transcript Entry



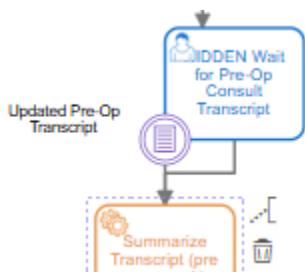
Critical Field Update

- Set Updated Pre-Op Consultation Transcript = "Yes"

Warning: Failure to set this field to "Yes" will terminate the workflow prematurely.



Proposed Task Configuration Improvement



⚠ same deployment considerations as above.

Additional Settings ▾

Description...

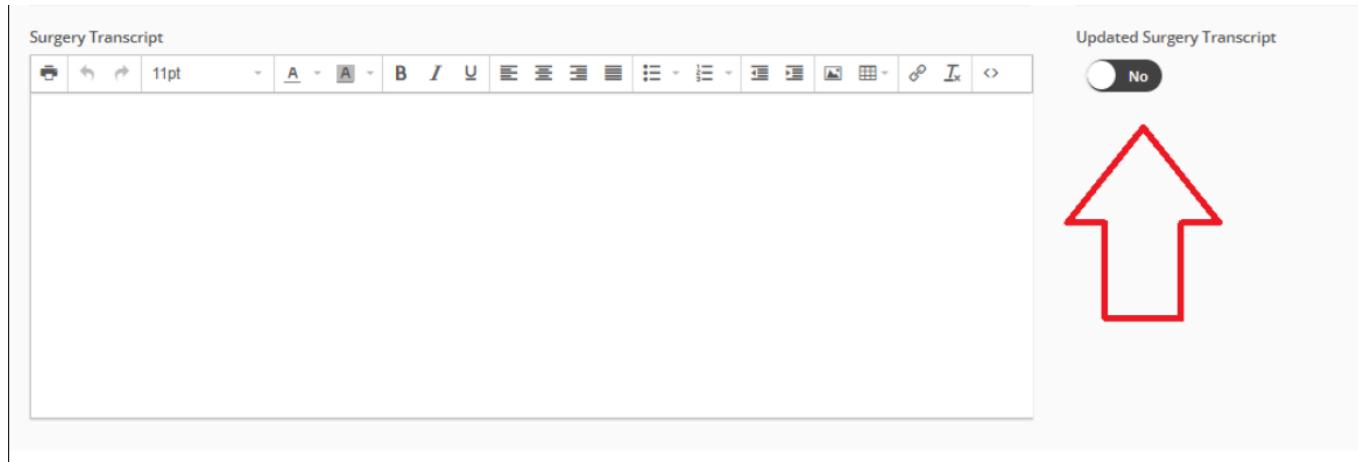
Process general description (If you select 'Yes', opening your process instances will update them to the last deployed version of the process.)

If you select 'Yes', opening your process instances will update them to the last deployed version of the process.

Automatically update process instances

Yes

Surgery Transcript Entry



Updated Surgery Transcript

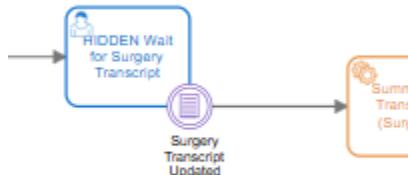
No



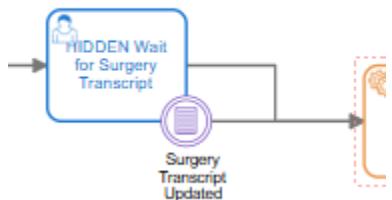
Critical Field Update

- Set Updated Surgery Transcript = "Yes"

Warning: Failure to set this field to "Yes" will terminate the workflow prematurely.



Proposed Task Configuration Improvement



⚠ same deployment considerations as above.

Additional Settings ▾

Description...

Process general description (If you select 'Yes', opening your process instances will update them to the last deployed version of the process).

Automatically update process instances 

Yes 

End of Document

Last Updated: November 17, 2025