



Here, we have already created an App. Click **Add model** to create our process model.

1

No models have been added to this app. Click "+" button below to add one.

+ Add model

Name

Click **Create a new model for the app**.

2

Create New Asset with Pool

What would you like to do?

+ Create a new model for the app >

↑ Import a model from a file into the app >

🔗 Include an existing model into the app >

Cancel

Click **Process**.

3

Create New Asset with Pool

< What type of model do you want to create?

🔄 Process >

📄 Form >

Cancel



T

Type **Asset Creation Request** in the Model name field.

4

Create New Asset with Pool

Pool

You need to give a name for the new model and you may want to add a description at the same time.

Model name

Model key

Description

button below

Click **Model key**. Workflow Designer will automatically create a model key based on your model name.

5

Create a new business process model

Pool

You need to give a name for the new model and you may want to add a description at the same time.

Model name

Asset Creation Request

Model key

Description

Tags

Model name

button below

T

Type **Request to create a new asset** in the description field and press the Enter key.

6

Create a new business process model

Pool

You need to give a name for the new model and you may want to add a description at the same time.

Model name

Asset Creation Request

Model key

assetCreationRequest

Description

Tags

Select a tag or add a new one...

Select an existing tag from the menu. Only the first matching 5 will be displayed, so start typing some letters for the tag you want and the menu will update to always show the first matching 5. To add a new tag, type it in and press the ENTER key.

button below



Penelope creates an outline of a workflow process

Click **Create new model**.

7

one...

menu. Only the first matching 5 will be displayed, so start typing some the menu will update to always show the first matching 5. To add a new TER key.

Cancel

Create new model

Now we need to create a pool to house the process. With your mouse, click and drag **Pool**, then drop it on the canvas.

8

Start event

User task

Service task

Subprocess

Call activity

Timer boundary event

End event

Pool

Lane

Start events

Start event

Timer start event

Signal start event


Error start event



The screenshot displays the SAP Workflow Designer interface. On the left, a large white area is labeled 'Drop' with a green crosshair icon, indicating where to place workflow elements. The right side features a dark blue header bar with the text 'Workflow Designer' and 'Apps'. Below the header is a toolbar with various icons for search, zoom, and editing. The main workspace is a large white area with a green border. Inside this workspace, a dashed rectangular box contains a single circle, representing a workflow step or event.





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We also need a lane for each stakeholder involved in the process. With your mouse, click and drag **Lane**, then drop it on the canvas.


9


 User task


 Service task


 Subprocess

 Call activity


 Timer boundary event


 End event


 Pool


 Lane

Start events

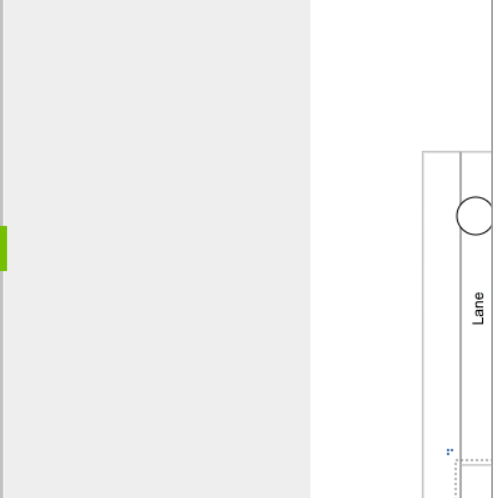
 Start event

 Timer start event

 Signal start event

 Error start event

Activities





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9b

Drop

Workflow Designer

Apps


Create New Asset with

Lane

Lane




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Let's make the pool bigger so we have more room to work with. With your mouse, click and drag **the corner of the pool**, then drop it in the highlighted area.

10





8 of 21



11

We are ready to start building the workflow. First we need a **user task** that will link to an asset request form. Users will be prompted to fill this out when they start the workflow.

Click the **user task** icon next to the start event.

Lane

Pool

12

We will create the forms to connect to the user tasks later.

For now, update the name of the user task to **User requests new asset** in the Name field and press the Enter key.

Close

User task

Enter text to filter attributes ...

General

Model IdformTask1DocumentationNameUser requests new assetAssignmentCandidate usersuser({initiator})DetailsForm referenceTask listeners

13

Next, we need to create a second user task that will prompt the system administrator to review the asset request. Click the **user task** icon to create it.

Lane

Pool



T

Type **System admin reviews the user request** in the Name field and press the Enter key.

14

Close X

► User task

Q Enter text to filter attributes ...

General

Model IdformTask2

Documentation

NameUser task

Assignment

Candidate usersuser({initiator})

Details

Form reference

Task listeners

📌

When you have a process where only one of two outcomes can occur, you need to use an **exclusive gateway** to create separate pathways. In this case, the admin can approve or deny the user's request.

Click the **exclusive gateway icon**.

15

T

Type **Approve or Deny Asset** in the Name field and press the Enter key.

16

Close X

► Exclusive gateway

Q Enter text to filter attributes ...

General

Model Idexclusive_Databased_Gateway1

Name

Documentation

Details

Flow order<empty>

Execution

Asynchronous

Visual



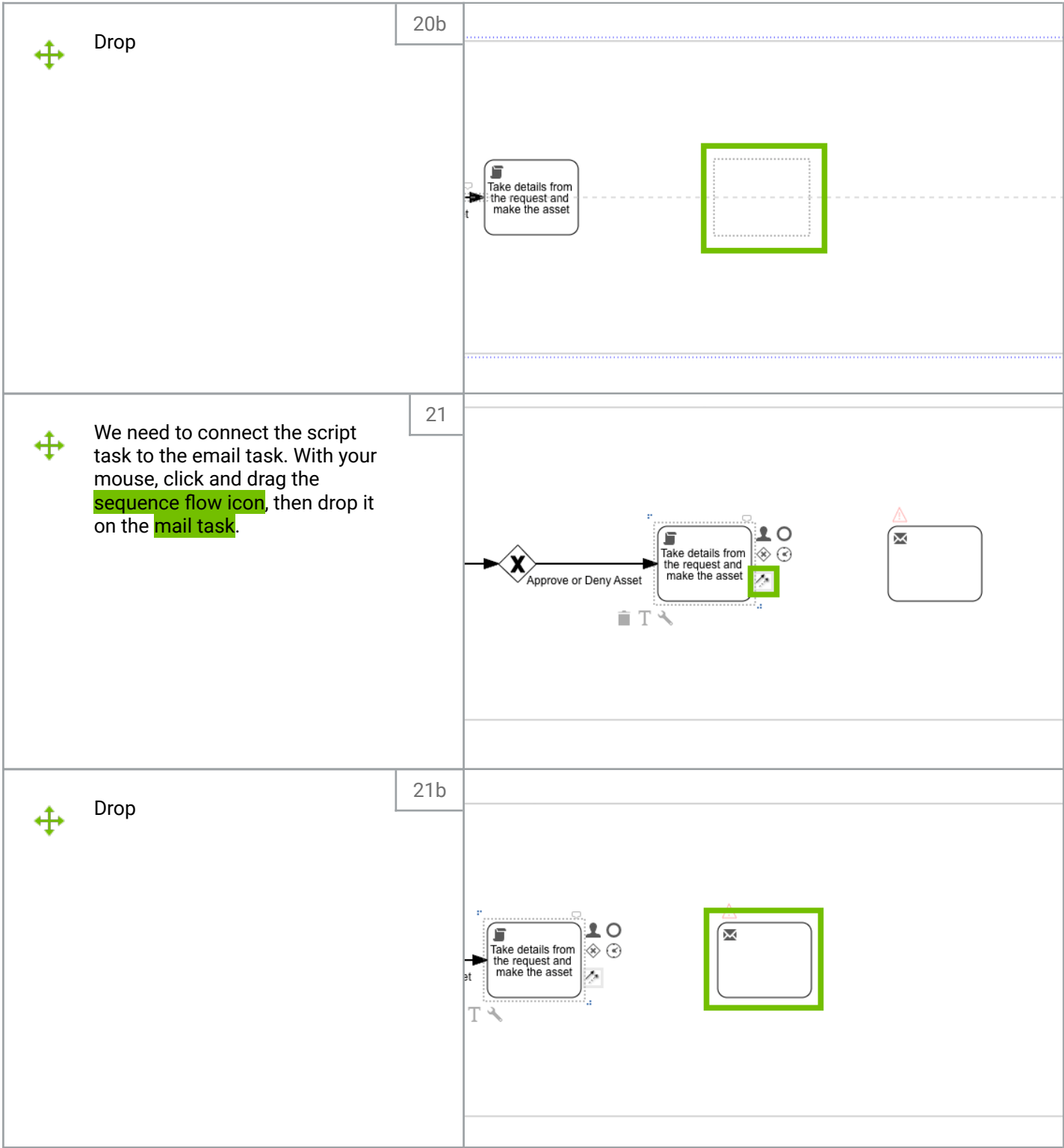
11 of 21



12 of 21



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T

Type **Notify requestor asset was created** in the Name field and press the Enter key.

22

Close X

Email task

Q Enter text to filter attributes ...

General

Model IdemailTask1

Name

Documentation

Details

Email properties

Execution

Asynchronous

Execution listeners

🔊

Click the **end event** icon to create a termination point for the workflow.

23

s from
t and
asset

Notify requestor
the asset was
created

T

Type **End** in the Name field.

24

Close X

End event

Q Enter text to filter attributes ...

General

Model IdendNoneEvent1

Name

Documentation

Execution

Execution listeners

Visual

Font color● #000000

Font size12



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25

✚

Now, we are going to return to the exclusive gateway and add a path for denied requests. Click and drag **Email task**, then drop it on the canvas.

25b

✚

Drop

```
graph LR; A[requests w asset] --> B[System admin reviews the user request]; B --> C{Approve or Deny Asset}; C --> D[Email task]; D --> E[Take details from the request and make the asset];
```

26

T

Type **Notify requestor asset was denied** and press the Enter key.

Email task

Enter text to filter attributes ...

General

Model IdemailTask2

Name

Documentation

Details

Email properties

Execution

Asynchronous

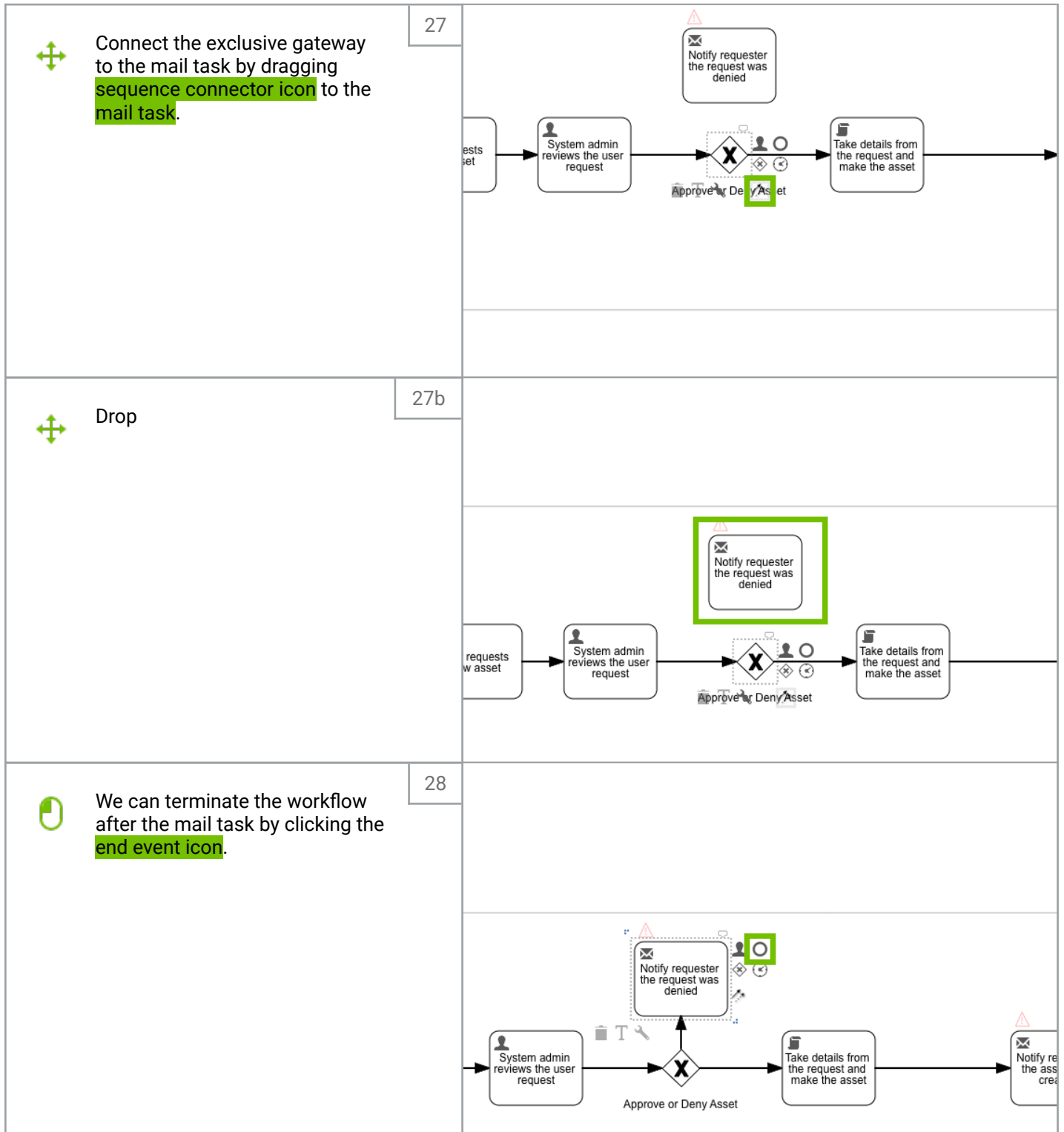
Execution listeners

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15 of 21



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Type **End** in the Name field.

29

Close X

End event

Q Enter text to filter attributes ...

General

Model IdendNoneEvent2

Name

Documentation

Execution

Execution listeners

Visual

Font color● #000000

Font size12



Now we need to name our lanes so they match up with the user who is completing the task. Type **Requester** in the Name field for the top lane.

30

Close X

Lane

Q Enter text to filter attributes ...

General

Model Idlane1

NameLane

Documentation

Visual

Font color● #000000

Font size12

Font styleNormal

Font weight







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T

Type **approve**.

35

Close X

Sequence flow

Q Enter text to filter attributes ...

General

Model IdsequenceFlow4

Name

Documentation

Details

Condition expression

Default flow

Execution

Execution listeners

🔍

Click the arrow above the exclusive gateway.

36

er requests
ew asset

Approve or Deny Asset

Notify requester
the request was
denied

End

approve

Take details from
the request and
make the asset

T

Type **deny**.

37

Close X

Sequence flow

Q Enter text to filter attributes ...

General

Model IdsequenceFlow7

Name

Documentation

Details

Condition expression

Default flow

Execution

Execution listeners



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That's it! You created an outline of a business process using Workflow Designer. We will work through configuring these tasks in later exercises.

Click the **save** icon to finish the tutorial.

38

