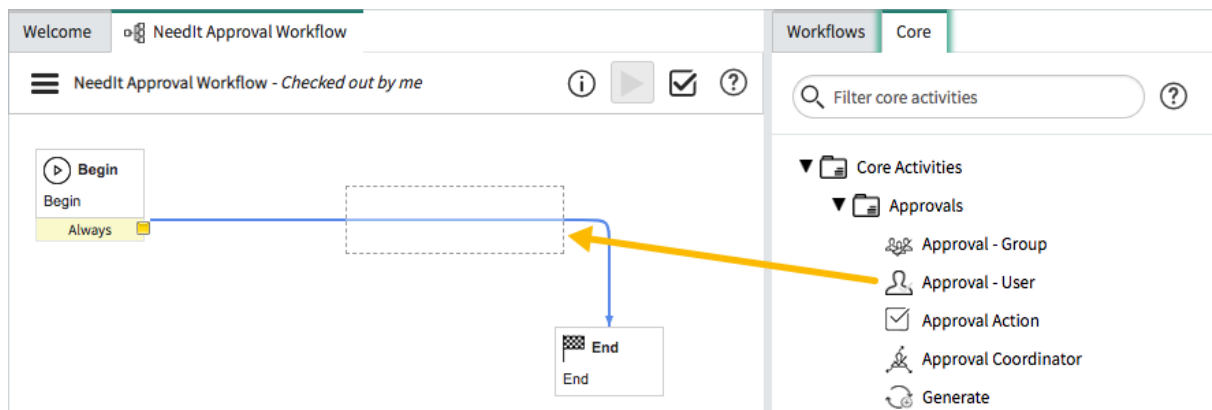


ServiceNow Application Developer

Workflow > Adding Activities to a Workflow

Technique 1: Drag and Drop Activity

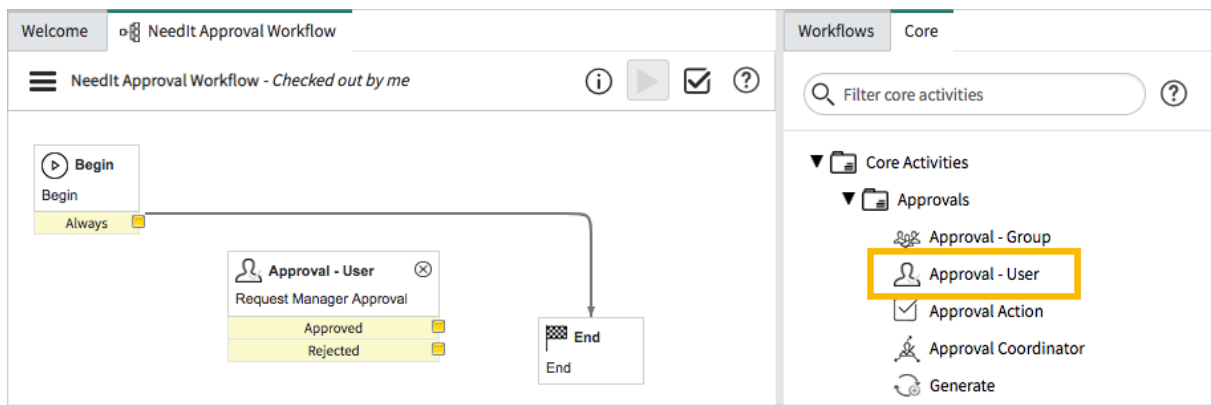
Switch to the **Core** tab in the Palette. Click, hold, and drag an activity onto the canvas. Hover the activity over a transition. When the transition turns blue, drop the activity.



After dropping the activity, the activity configuration screen opens. Configure the activity, then click the **Submit** button.

Technique 2: Double-click Activity

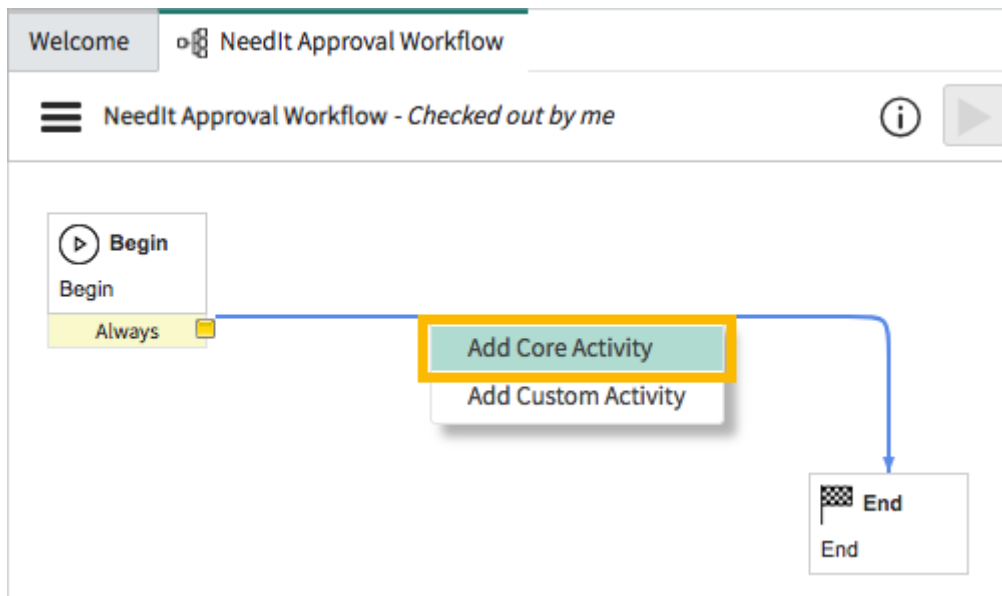
Switch to the **Core** tab in the Palette. Double-click an activity to add the activity to the canvas. The configuration screen opens. After configuring the activity click the **Submit** button. Although the new activity appears on the canvas it is not part of the workflow because no transitions connect it to the other activities. Activities created this way cannot be dragged onto a transition to connect it into the workflow; transitions must be added manually.



Technique 3: Right-click Transition

On the canvas, right-click a transition and select the **Add Core Activity** menu item. Select the activity from the Workflow Activity Definitions list.

After selecting the activity, the activity configuration screen opens. Configure the activity, then click the **Submit** button.



Adding and Deleting Transitions

To delete a transition, click on the transition to select it. Selected transitions are blue. Press the **<delete>** button on the keyboard.

Selected transition:



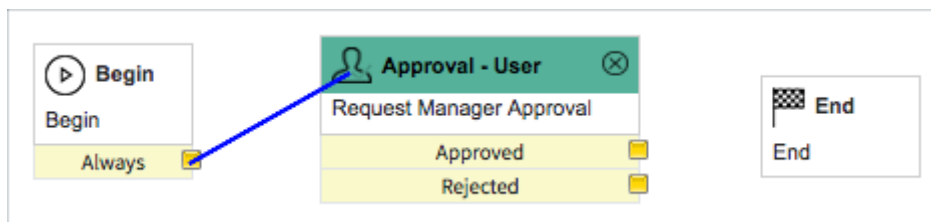
Not selected transition:



No transition:



To add a transition, click, hold, and drag from an activity node to another activity. When the activity turns blue, release the mouse.



NOTE: Workflows do not need to be saved. All changes are written directly to the database.