

Step 7.1. Define an approval workflow

Step-by-step

1. To define and configure an approval workflow, you can use the Soffid BPM editor. You must access the BPM editor page in the following path:

Main Menu > Administration > Configure Soffid > Workflow settings > BPM editor

2. To add a new workflow you must click the add button (+) and Soffid will display a new window.

3. Then, you must write a process name and select the process type "Account reservation" and Soffid will display the process editor to configure the new workflow.

4. At the "Process editor" form you could config the workflow steps.

You can visit the [BPM Editor book](#) to find more information and examples about the workflows.

5. Once you finish configuring the workflow, you must click the option "Save and Publish" to be able to use the workflow.

Screen overview

Process editor

Process name:

Save

Save and Publish

Cancel

Process type:

Description:

Initiators:

Managers:

Observers:

Steps Attributes

Step

Start

Approve

Apply changes

End

+ New step

Step details

Step name:

Step type:

Description:

Task details

Fields

Triggers

Incoming transitions

Outgoing transitions

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