

# 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:

Process type:

Description:

Initiators:

Managers:

Observers:

Save

Save and Publish

Cancel

### 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

Revision #5

Created 1 September 2021 09:40:58 by pgarcia@soffid.com

Updated 1 December 2022 09:03:50 by pgarcia@soffid.com