



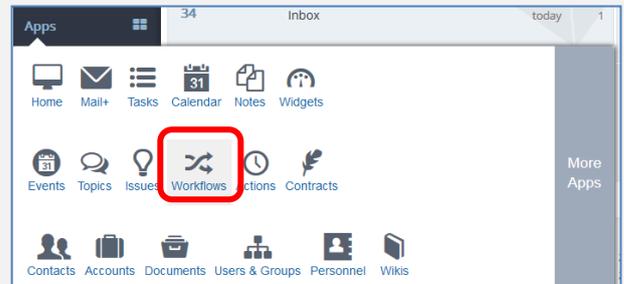
## How to design a workflow



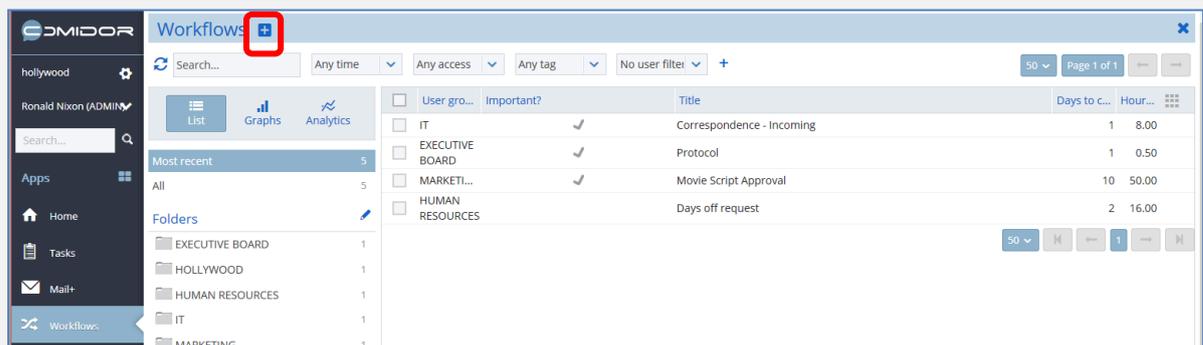
# How to design a workflow

Comidor can automate a really complicated procedure with the use of a **workflow**, which depicts a business activity in an orchestrated and repeatable pattern

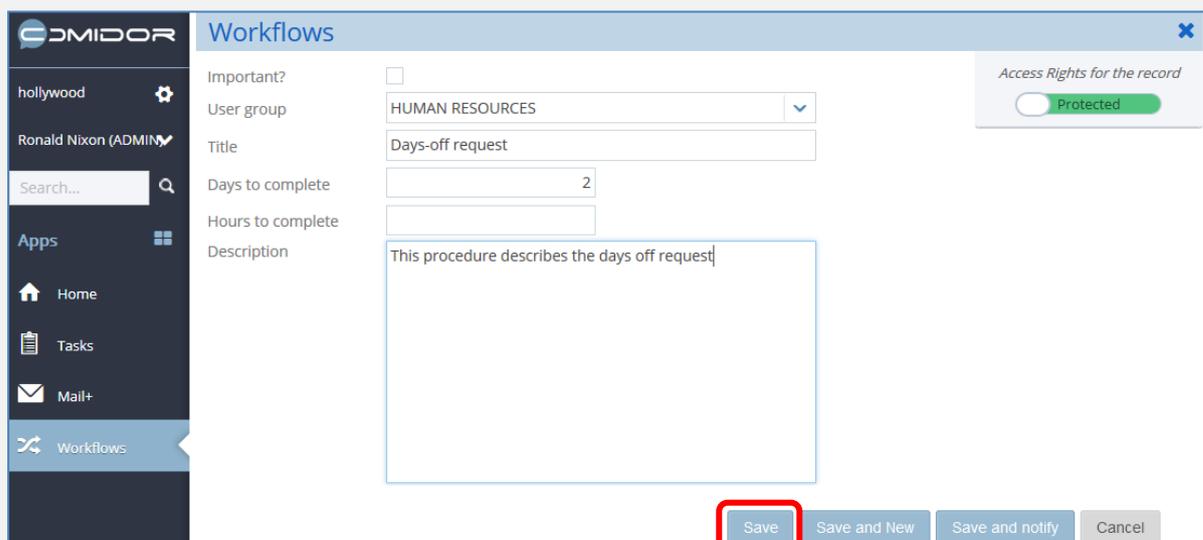
From the “Apps” choose “Workflows” to design your workflow.



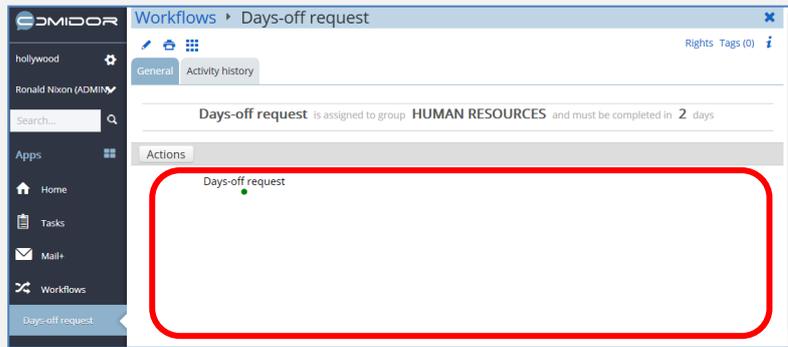
This is the workflow main screen where you can find all the designed workflows. Click the “**New**” button to **design** a new workflow.



Fill in the **basic details** for the workflow and then click the “**Save**” button

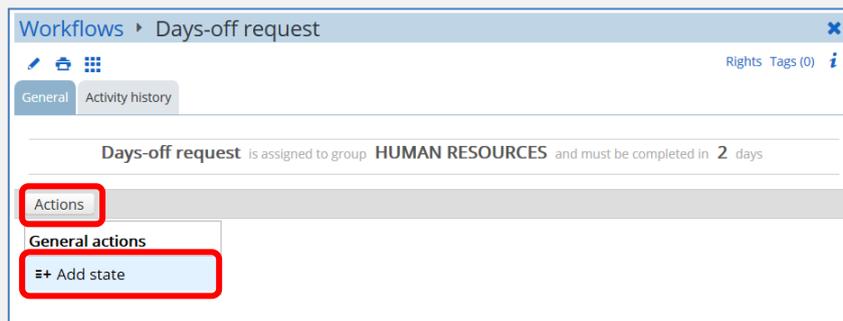


This is the area where you can start design the workflow

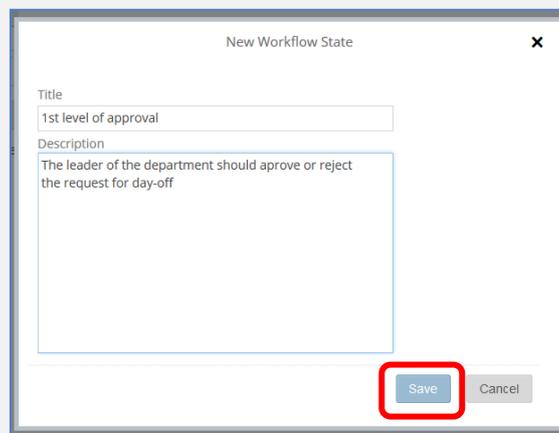


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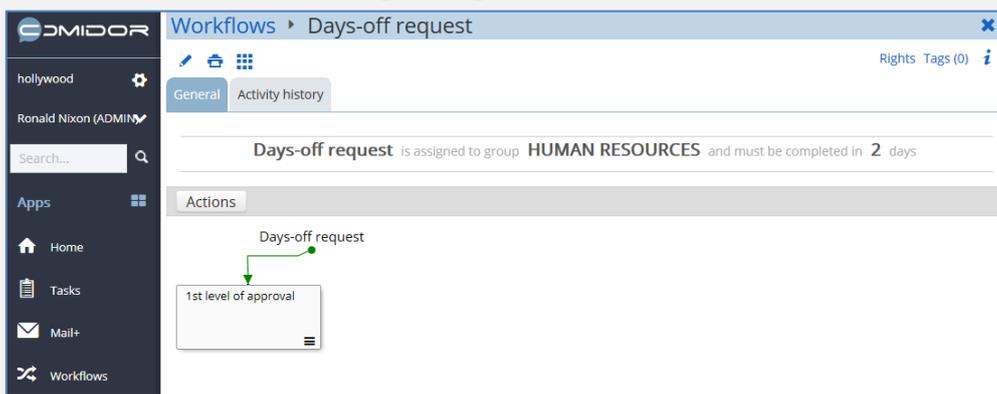
To **create a new state** for the workflow, click the **“Actions”** button and then the **“Add State”** option



Give a **title** and some **information** about the state and click the **“Save”** button

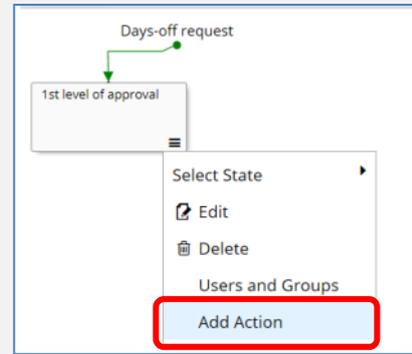


The 1<sup>st</sup> step is now in the beginning of the workflow

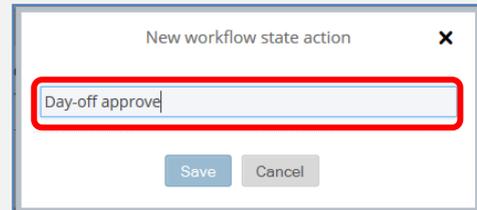


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For every state you can add some **State Actions**. You can add a state action simply by clicking the “**Add Action**” button.

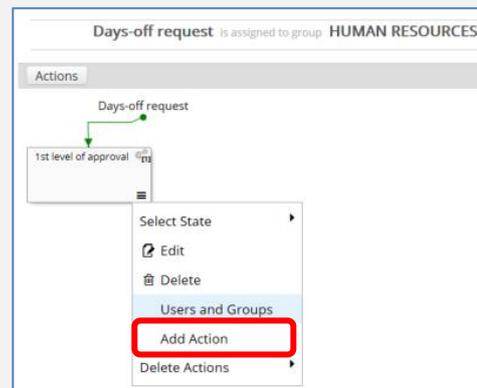


Give a state action **title** and click the “**Save**” button

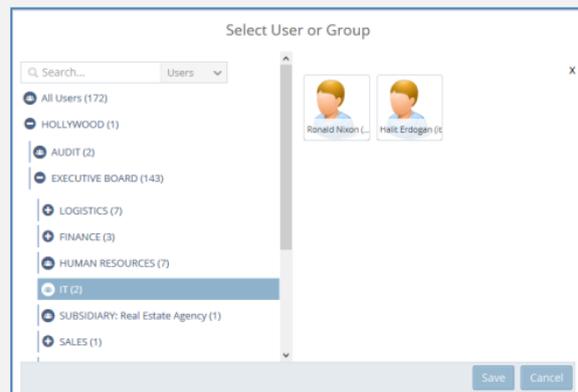


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Choose “**Users and Groups**” to select the user or group you want to assign the state. In case of group assignment, the team leader is responsible for the completion of the state.

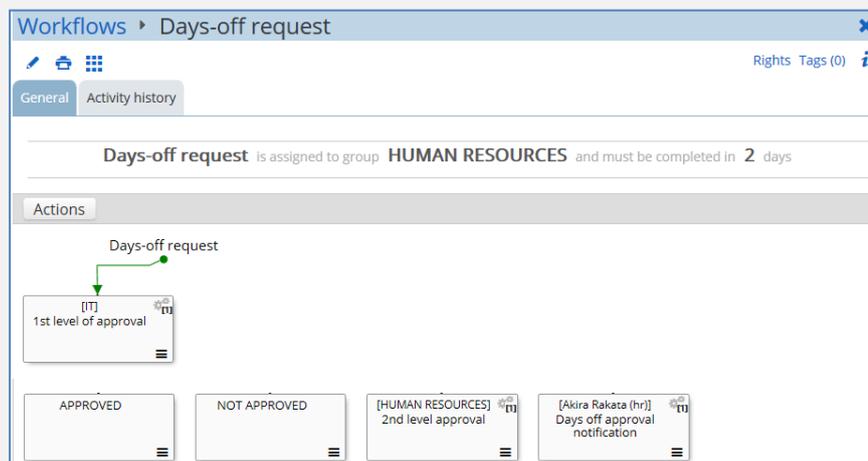


Select the group (from the left side) or a user (from the right side) and click the “**Save**” button.



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**Repeat** the above steps to create all the states of the workflow



Each state can have 3 possible outcomes:

1. **On success:** positive outcome (green line)
2. **On cancel:** negative outcome (red line)
3. **On return:** loop (black line)

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Let's connect the workflow.

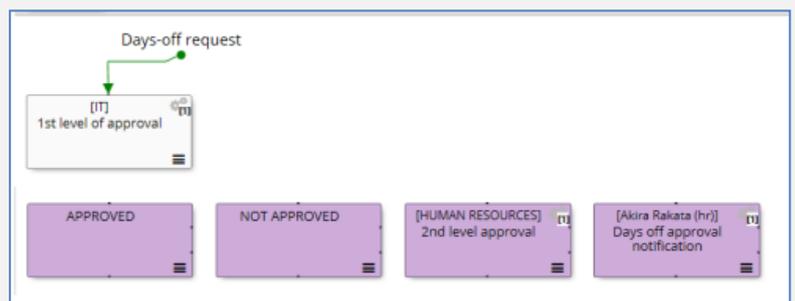
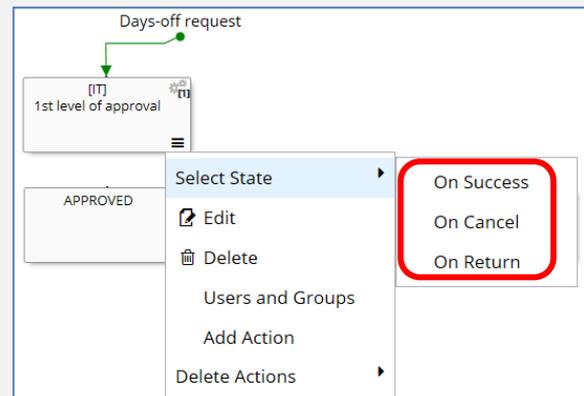
Click on the options button, then choose **"Select State"** and then you have to choose:

- a) Outcome

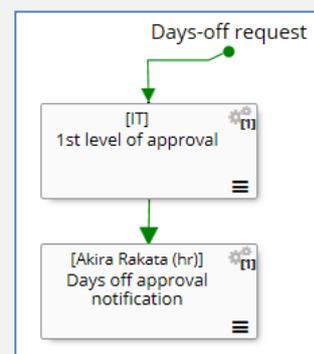
Choose **"On Success"** (or any other possible outcome)

- b) Next state

When you click on a possible outcome, all the States are becoming purple. **Click on the state** you want to connect the step.



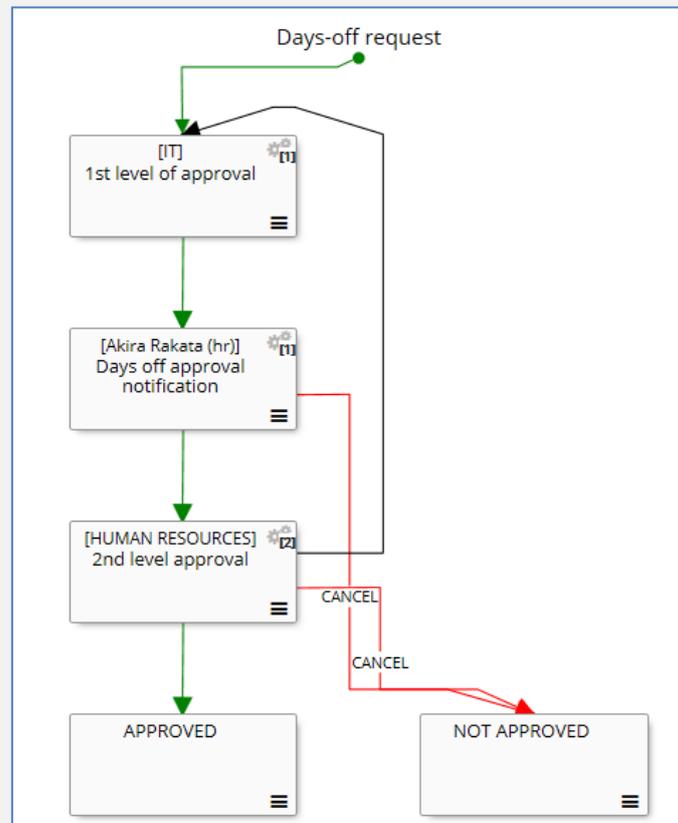
When you click the state, it automatically connected with the previous state.



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**Repeat** the same procedure to connect all the states.

We can also have a loop in the process. In that case you have to connect the states with the “**On return**” option. In this example the loop could be in case of rescheduling the days-off



Now the workflow is ready to use. Of course you can edit the workflow at any time.



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