

Where do I create Processes?

In the Business Analysis module, select Construct Processes from the Business Analysis module.

Go to the Model tab.

To create the process, select the parent process from the tree and click the 'Add Process' button in the top right corner. Enter a process name and an optional description and click 'Save'.

How do I model a process?

Select the process you'd like to model from the tree and go to the View tab and the Construct Process sub-tab.

Using the controls at the bottom of the process canvas Add Lane Add Task click "Add Lane" and select a role to add as a swim lane onto your process canvas. Next, click "Add Task" and select a task to add into your swim lane. Note that swim lanes only persist when they have tasks in them. Continue adding tasks into your swim lanes as required.

How do I connect tasks?

Clicking and dragging on the target icon on the bottom right of a task will 'pull out' a connector from the task. Dropping the connector onto the another task will connect the two tasks with the flow connector in between. When tasks are moved between swim lanes or within a swim lane, the flow connector will automatically repaint.

How do I add decision gates?

Decision gates are brought into a process where they already exist on a task. You may view guidance on how to model decision gates on tasks [here](#).

