

17.1 Process Manager

The Process Manager is the tool that makes it possible to manage processes within a company, interpreting the drawings generated through a Business Process Model and the Notification tool (for example www.bpmn.io).

These tools represent all the automatic processes that will generate the company workflows in charts and diagrams, which will then be generated by the vtenext Process Manager.

Versioning: All settings for processes can be saved, generating a version (e.g. v.1.0). Versions can be exported or imported to ensure a higher level of security during setup.

Import the process into vtenext and Process Helper

Settings > Process manager
Allow to create custom processes

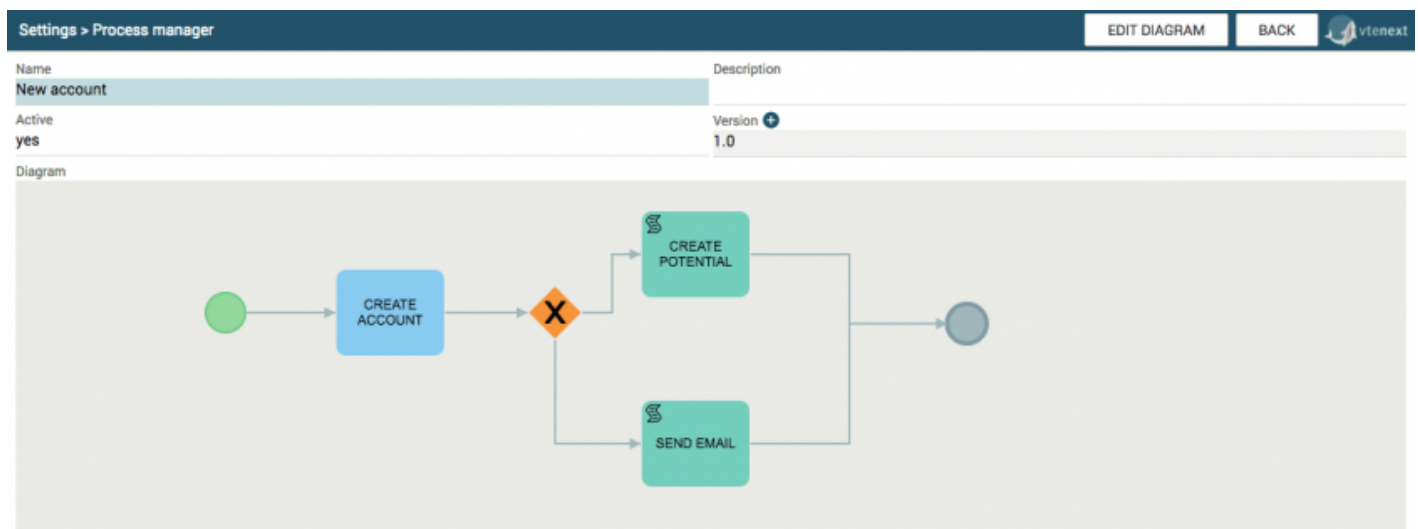
Show 50 entries

Search:

New

Actions	Name	Description	Subprocesses	CRM Module	Active
<input type="button" value="X"/> <input type="button" value="Add"/> <input type="button" value="Download"/> <input type="button" value="Upload"/>	<input type="text" value="Search for Name"/>	<input type="text" value="Search for Description"/>	<input type="text" value="Search for Subprocesses"/>	<input type="text" value="Search for CRM Module"/>	<input type="text" value="Search for Active"/>
<input type="button" value="X"/> <input type="button" value="Add"/> <input type="button" value="Download"/> <input type="button" value="Upload"/>	Gestione Analisi Laboratorio	ITA			no
<input type="button" value="X"/> <input type="button" value="Add"/> <input type="button" value="Download"/> <input type="button" value="Upload"/>	Nuova Richiesta Iscrizione	ITA			no

From the screen below, accessible from Settings > Process Manager, you can import the processes created in the BPMN tool.



By clicking on Import BPMN, you can browse your hard disk and load the diagram created. It is also possible to load processes previously carried out with vtenext by clicking on the Import vtenext BPMN button.

Clicking on the task opens the screen where you can set the conditions. Since you want something to happen every time a company is created:

The screenshot shows the configuration interface for a BPMN task named "Crea Azienda rating = Attivo". The interface includes a sidebar on the left with a red close button and a breadcrumb trail. The main area has a title bar with the task name and a "Task_0160bk" identifier. Below the title bar, there are "Save" and "Cancel" buttons. The configuration section includes a dropdown for "Entity" set to "Account". Under "When to run the check", the "on create" option is selected. Below this, there are radio buttons for "on create / change", "on change", "every time the condition is true", and "when executed subprocess". There is also a section for "on relation with:" with a "Potentials" dropdown. The "Conditions" section shows a rule: "Rating" equals "Active". There is a "New Condition" button and a "New Group" button with a plus icon.

- In Entity choose Account
- In "when to check" select "first save only"
- Click on the "New Group" button
- Set "Rating" equal to "Active"
- Click on Save

By clicking on the "gateway" task, you can set if/else conditions. You can then select the following from the respective drop-down menus:

The screenshot shows the configuration interface for a BPMN Exclusive Gateway task named "BPMN-ExclusiveGateway". The title bar includes the task name and an identifier "ExclusiveGateway_011mrlu". There are "Save" and "Cancel" buttons. The configuration section shows a condition "Crea Azienda rating = Attivo" with a sub-condition "Rating equals Active". Below this, there are two dropdown menus for "ScriptTask: Crea Opportunità" and "ScriptTask: Manda E-Mail".

- in Active equals Rating, choose "ScriptTask: create potentials"
- in otherwise go to, select "ScriptTask: send email"
- click on Save

By clicking on the "create potentials" task, you can set the expected actions using the respective drop-down menus:

BPMN-ScriptTask: Crea Opportunità

ScriptTask_Osgcdof

Save Cancel Advanced...

New action

Create a new action Create entity

Create Cancel

Actions

No actions configured

☐ Process Helper

- click on New Action
- in Create a new type of action, select "Create Entity"
- click on Create

Clicking on "create" opens the screen that allows you to set the variables that will automatically compile the new Potential.

Action: Create entity

Save Cancel

Action title Create Potential

Module Potential

Potential Information:

Potential Name Select Option... \$1-accountname - new potential

Potential No AUTO GEN ON SAVE

Related To Select Option... Other \$1-crmid

Amount Select Option...

Expected Close Date Select Option...

Lead Source Select Option... Other

Assigned To User \$1-assigned_user_id

Campaign Source Campaigns Search...

Modified Time Select Option...

Effective closing date Select Option...

Next Step Select Option...

Sales Stage Pick list Values --Please select--

Probability (%) Select Option...

Time created Select Option...

Creator

- Edit the fields using the variables made available by the module
- Once you have completed the fields, click on Save

In the Process Manager you can create entities (processes) associated with any CRM module, which contain a set of instructions that allow you to configure the different phases of the business process.

These phases are managed through dynamic forms, which the user can utilise to move within the flow and which are modified by the Process Manager according to the status of the business

process that the user is located in. The Process Helper is a tool that allows you to configure the instructions to be executed at each stage of the business process and to set the conditions that, if verified, carry out dynamic form changes. Through the Process Helper, it is also possible to define the default assignee and the entity associated with the process.

In the "Process Helper", you have the option of inserting the suggestions to be given to the operator in order to be able to follow the work process.

BPMN-ScriptTask: Crea Opportunità

ScriptTask_Osgcdof

Save Cancel Advanced...

New action

Actions

Tools	Action
	Create Potential

☒ **Process Helper**

Assigned To: User (mariobianchi12345@gmail.com (Mario Bianchi))

Status: Pick list Values (Running)

Requested action: Select Option... (Verify that the filled fields are correct. The referring company is \$1-accountname)

Related to: Select Option... (\$1-crmid)

☐ Process Name: Select Option...

☐ Show in the related entity

☐ Show documents of the related entity

Manage dynamic form

Add Block Import from dynaform... Import from module...

- Under Assigned you can enter a default assignee user
- In Related To you can use the company task variable
- In Instructions there is the option of inserting a comment that will be used by the operator to verify the status of the tasks

You must now set the actions in the "send email" task. By clicking on the task, you can enter the variables concerned:

BPMN-ScriptTask: Manda E-Mail

ScriptTask_0hib0di

Save Cancel Advanced...

New action

Create a new action: Send email

Create Cancel

Actions

No actions configured

☐ **Process Helper**

- In Create a new action type, select Email

- Click the Create button

At this point you can enter the variables by selecting the relevant fields from the drop-down menus (such as From, To, CC, Object, etc.)

Action: Send email

Save Cancel

Action title

Send E-Mail

From \$1-email1 Email

To \$1-(assigned_user_id : (Users) email1) Assigned To : (Users) Other Email

Cc Select Option...

Bcc Select Option...

Reply to Select Option...

Subject \$1-accountname was created Account Name

Relate email to Automatic (default)

Attach documents from --None--

Message

Assigned To : (Users) Last Name CRM Detail View URL [12] Accounts (BPMN-Task: Crea Azienda rating = Attivo)

Source Styles Formatted Font Size Bold Italic Underline Strikethrough Link Unlink Bulleted list Numbered list Indent Outdent Decrease indent Increase indent Link Unlink Insert

Dear \$1-(assigned_user_id : (Users) last_name), the Account in subject was created. It's necessary to do a commercial appointment.
[Click here to view Account's details.](#)
The Staff

In the space for the email text, you can enter a standard text and also use the variables to refer to the recipient by name, enter the company name and much more.

Finally, from the Modules > Processes menu, you can follow all the in-progress processes and check their progress within the initially imported diagram directly. For further information, please refer to the specific BPMN process manual.

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