## **Configuring a Block**

Last Modified on 15/07/2025 9:42 pm AEST

Blocks are containers for **related actions or decisions** that happen within a stage. They typically represent a **sub-process** that delivers a specific outcome—like submitting a request, approving it, or handling an exception.

Property	Purpose
Name	The name of the block that will appear on the process builder screen.
Description	Helpful description as to what is the purpose of the block.
Execution Flow	Option of 3: • Sequential • Parallel • Switch See below notes.
Default path	
Next block	Points to the block that will be executed once the current block is complete.
Alternative paths	You can create multiple alternative paths that will direct the flow to other blocks if the condition is met.
Path name	Specify in a word or more what this path represents. For example, rejection, cancellation. Review etc
Alternative next block	Defines the block to begin when the current one finishes.
Condition	Specify the condition at which the block should run. An alternative block can only be triggered when the condition is met.

## **Block Flow Types**

Block Flow Type	Description	Example
Sequential	Steps run one after another, in a fixed order. Each step must complete before the next begins.	Employee onboarding: Submit documents → Manager review → HR approval.
Parallel	All steps start at the same time (if assigned). Ideal for tasks distributed across teams.	Employee onboarding: IT sets up laptop while Facilities prepares desk access — both at once.
Switch	Only one path runs, based on data or user input. Used for conditional branching.	Employee onboarding: If hire is remote, skip building access and send remote welcome pack instead.

## **Block Alternative Paths**

When you add an alternative path you will notice a number near the drop down arrow that represents the **Next** block. See below where there are 4 alternative paths. When you click on that icon the system highlights the actual bocks that are the alternative paths.

Submission	Approval	Onboarding
Creation Sequential flow	Department Head Approval Sequential flow	HR Processing Sequential flow
Commence Request	DH Approve/Reject	HR Start Process
+ Step	+ Step	Complete Onboarding
Next: Department Head Approv 🗢 🏳	Next: HR Processing	+ Step
Resubmit Request Sequential flow	CEO Approval Sequential flow	Next: [Process End]
Dy Update DH return	💽 Get CEO 🔹 🔹	+ Block
D. Update CEO return	CEO opprove/Reject	
💂 Resubmit	+ Step	
+ Step	Next: HR Processing 3	
Next: Department Head Approv 👻 🔿	+ Block	
Close Declined Request Sequential flow		
Dy Update DH Decline Com♥		

A block can be removed by clicking on the "Delete parent block" button.

Description  Execution Flow Sequential  Default path Next block  [Process End]  Alternative paths  Path 1  Alternative next block  [Process End]  Condition  Default part	Parent block 1	
Execution Flow Sequential Default path Next block [Process End] Alternative paths + Path name Path 1 Alternative next block [Process End] Condition Default path	Description	
Execution Flow Sequential  Default path Next block  [Process End]  Alternative paths Path name Path name Path 1  Condition  Condition  Default path Delete parent block		
Execution Flow Sequential Sequential Default path Next block [Process End] Alternative paths Path 1 Path 1 Path 1 Condition Condition Delete parent block		11
Sequential  Sequential	Execution Flow	
Default path Next block  [Process End] Alternative paths Path name Path 1 Alternative next block [Process End] Condition Delete parent block	Sequential V	0
Next block  [Process End]  Alternative paths Path name Path 1  Alternative next block [Process End] Condition  Delete parent block	Default path	
[Process End]   Alternative paths   Path name   Path 1   Alternative next block   [Process End]   Condition	Next block	
Alternative paths + Path name Path 1  Alternative next block [Process End]  Condition  Delete parent block	[Process End]	$\sim$
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Path 1	Path name	
Alternative next block [Process End] Condition Delete parent block	Path 1	Û
[Process End]	Alternative next block	
Condition  Condition	[Process End]	$\sim$
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