

Configuring a Block

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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
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Name	The name of the block that will appear on the process builder screen.
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Description	Helpful description as to what is the purpose of the block.
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Execution Flow	Option of 3: <ul style="list-style-type: none">• Sequential• Parallel• Switch See below notes.
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Default path	
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Next block	Points to the block that will be executed once the current block is complete.
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Alternative paths	You can create multiple alternative paths that will direct the flow to other blocks if the condition is met.
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Path name	Specify in a word or more what this path represents. For example, rejection, cancellation. Review etc...
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Alternative next block	Defines the block to begin when the current one finishes.
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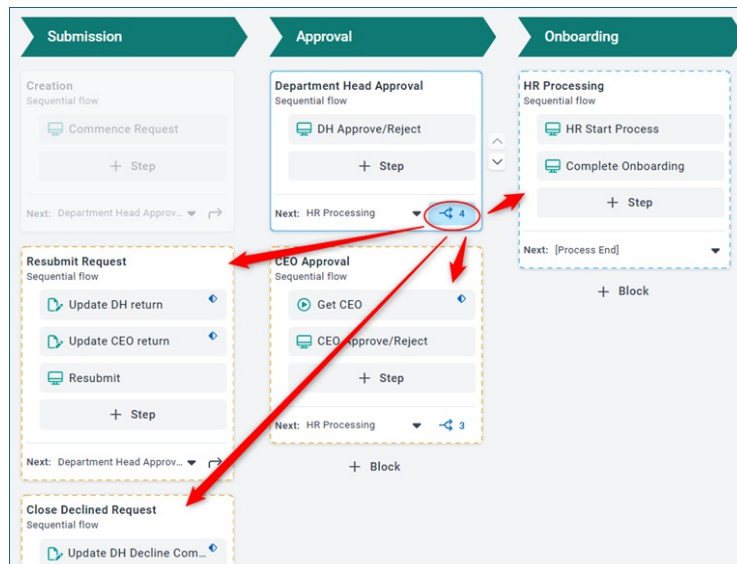
Condition	Specify the condition at which the block should run. An alternative block can only be triggered when the condition is met.
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Block Flow Types

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 blocks that are the alternative paths.



A block can be removed by clicking on the **“Delete parent block”** button.

Parent block 1
Description
Execution Flow
Sequential
Default path
Next block
[Process End]
Alternative paths
Path name
Path 1
Alternative next block
[Process End]
Condition
Delete parent block