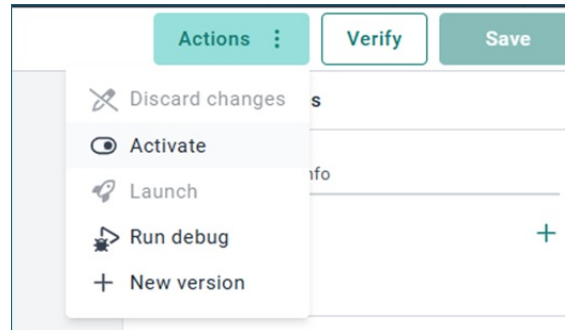


Activate Process

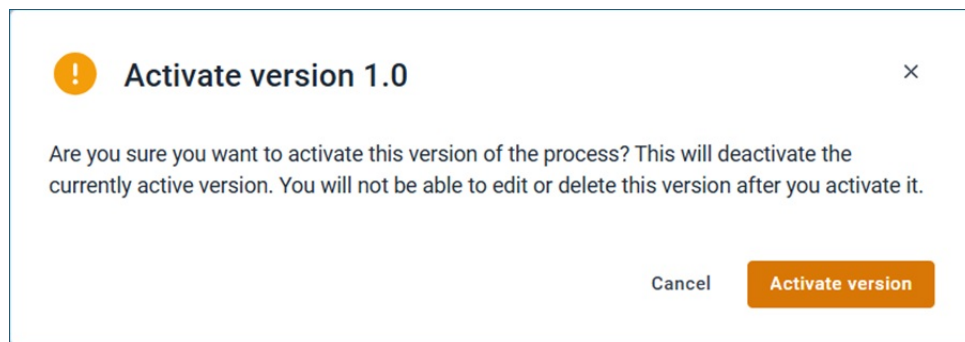
Last Modified on 16/07/2025 3:21 pm AEST

Before you can make a Process available for use within an application you have to activate it in the Process Builder. Activation is like publishing the latest version of your Process.



When you activate the process ReadNow performs a verification of the process version. If the verification passes (i.e., no errors) then:

- The selected version becomes the active version.
- The version becomes *read-only* and cannot be edited or deleted.
- Any previously active version is automatically deactivated.
- A message appears: *“Are you sure you want to activate this version of the process? This will deactivate the currently active version. You will not be able to edit or delete this version after you activate it.”*



If you intend to do a change on your already activated process then you will have to create a new version of it. You do this from the Actions menu and selecting “+ **New version**”.

The system will suggest the next version but you can also have a say at what it can be.

New version

×

Base version
v1.0 Draft

Version number
2.0

Description (optional)

Cancel

Create version

Note: The Activate button is only enabled when the page has no unsaved changes and the process version is in *Draft* status. This ensures only valid and verified process versions are activated and run in production.