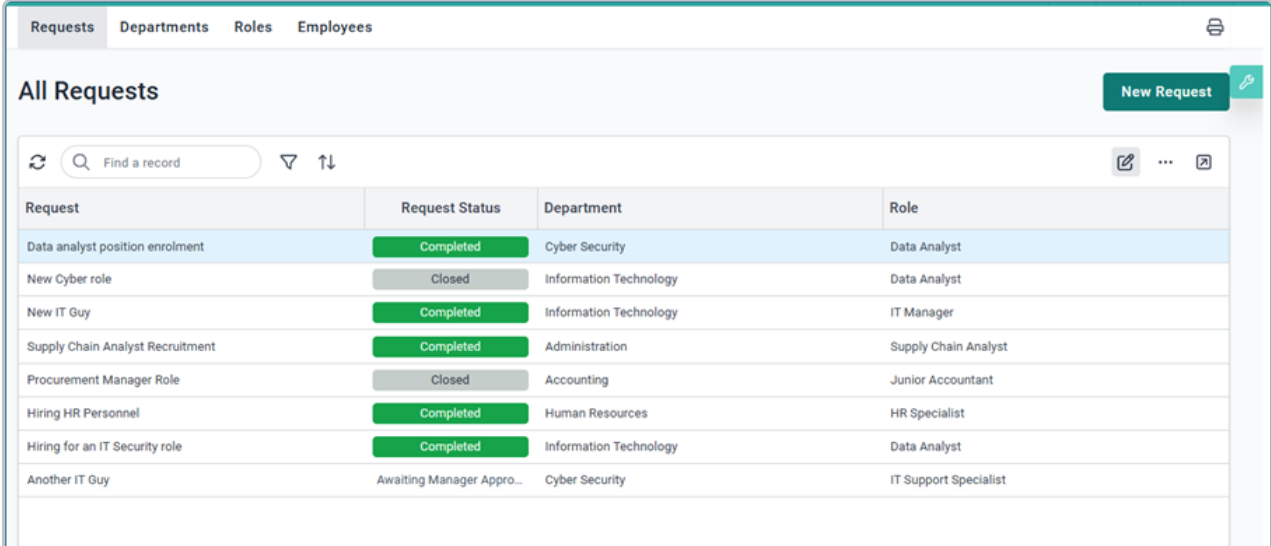


Starting a Process

Last Modified on 15/07/2025 10:24 pm AEST

Processes are typically started by clicking on a button that launches the process.

For example, the below screen shows a button labelled “New Request” which will launch an Onboarding Process.

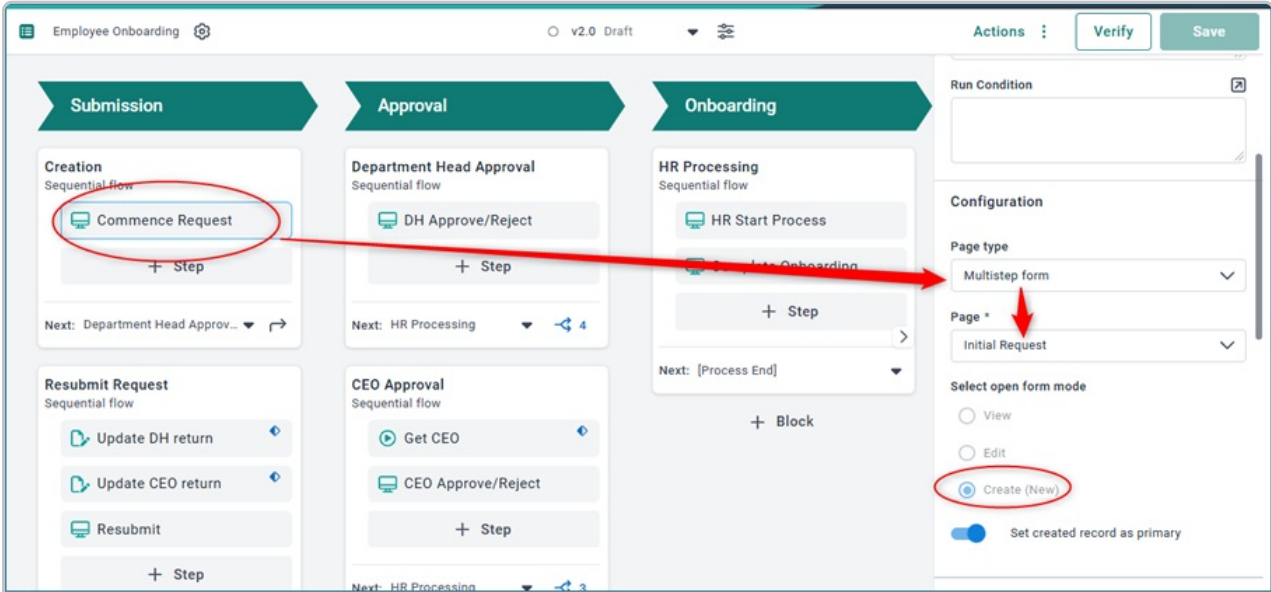


The screenshot shows a web application interface with a top navigation bar containing 'Requests', 'Departments', 'Roles', and 'Employees'. Below this is a section titled 'All Requests' with a search bar and a 'New Request' button. The main area is a table with the following data:

Request	Request Status	Department	Role
Data analyst position enrolment	Completed	Cyber Security	Data Analyst
New Cyber role	Closed	Information Technology	Data Analyst
New IT Guy	Completed	Information Technology	IT Manager
Supply Chain Analyst Recruitment	Completed	Administration	Supply Chain Analyst
Procurement Manager Role	Closed	Accounting	Junior Accountant
Hiring HR Personnel	Completed	Human Resources	HR Specialist
Hiring for an IT Security role	Completed	Information Technology	Data Analyst
Another IT Guy	Awaiting Manager Appro...	Cyber Security	IT Support Specialist

The New Request button launches an onboarding Process

If we take a look at the configuration of this Process we can see that in its first block there is a Display Page step that is configured to show a multi-step form named “Initial Request” and is set to create as new record.



The screenshot shows the 'Employee Onboarding' process configuration. The 'Onboarding' stage is selected, showing a 'HR Start Process' step. A red arrow points from the 'Commence Request' button in the 'Submission' stage to the 'Initial Request' page configuration in the 'Onboarding' stage. The configuration panel on the right shows the following settings:

- Run Condition: (empty)
- Configuration:
 - Page type: Multistep form
 - Page *: Initial Request
 - Select open form mode: ☒ Create (New)
 - Set created record as primary: ☒

The first step in the process is to launch a multi-step form named "Initial Request"

Here is what the user will see when they click on the **New Request** button.

ReadiNow

Choose Application

Submission

Approval

Onboarding

Employee Onboarding: Commence Request

Assigned to: Mazen Kasamani

Submit Request

1

Instructions

Please complete the Employee details on this screen. Once you're done, click **Create and Next** to continue to the Job details.
After reviewing and confirming all information on the next screen, make sure to click **Complete** to submit your request.

Subject

First Name

Last Name

Email

Contact Number

Notes

Switch to long form

Candidate Details

Role Details

Create and next

What the end user will see after the process launches the multi-step form