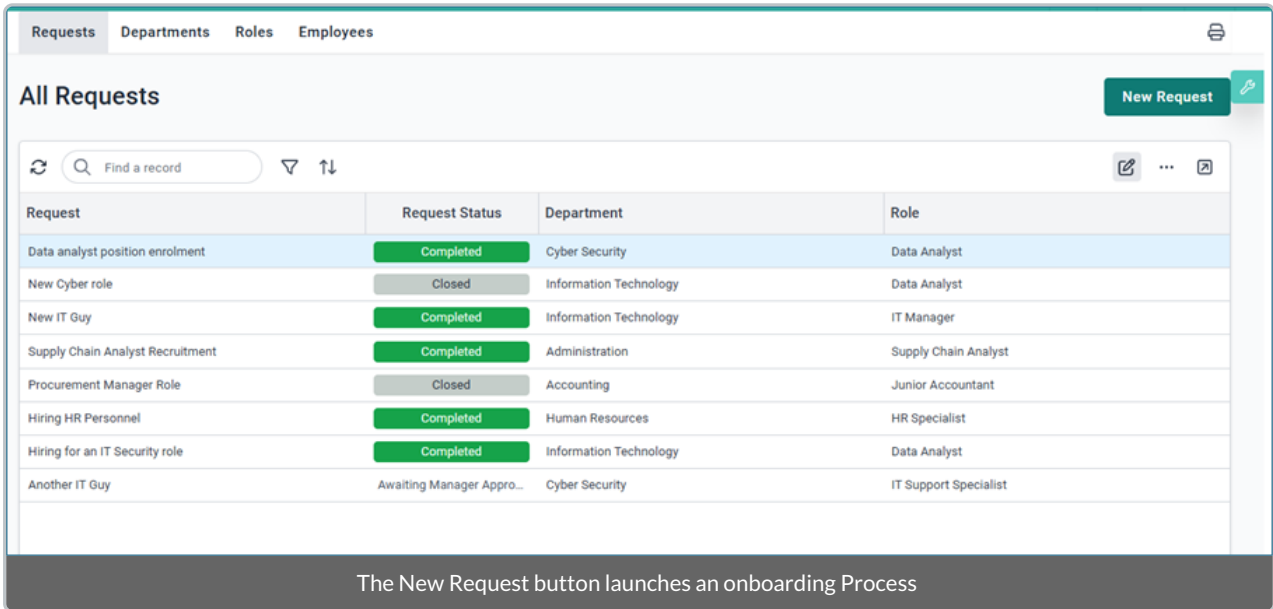


Starting a Process

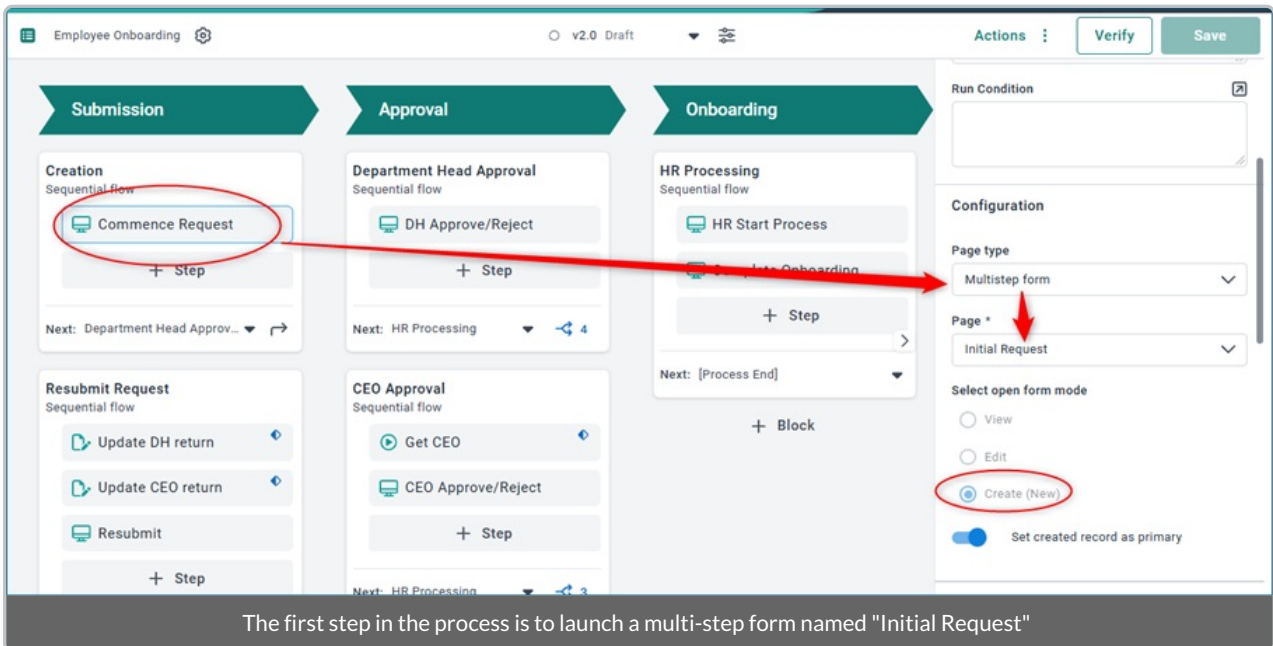
Last Modified on 08/04/2026 11:31 am AEST

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.



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.



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

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
Contact Number
First Name | Last Name
Email
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

If the Process is configured to not allow parallel runs on a record

Allow parallel runs on each record ?
Single - Only one process can run at a time

And the Process is already running on the record it has been triggered for, users will receive a message explaining the Process could not start because it is already running on this record.

! Purchase Order Approval couldn't start
Purchase Order Approval is already running for this record. Purchase Order Approval is configured to run only one at a time per record. Please wait for it to finish before starting another.

If a Process is launched by a user, but they do not have a task, they will be notified it has started.

✓ <Process Name> started
<Process Name> is now running. You will see a task in your notifications if one is assigned to you.