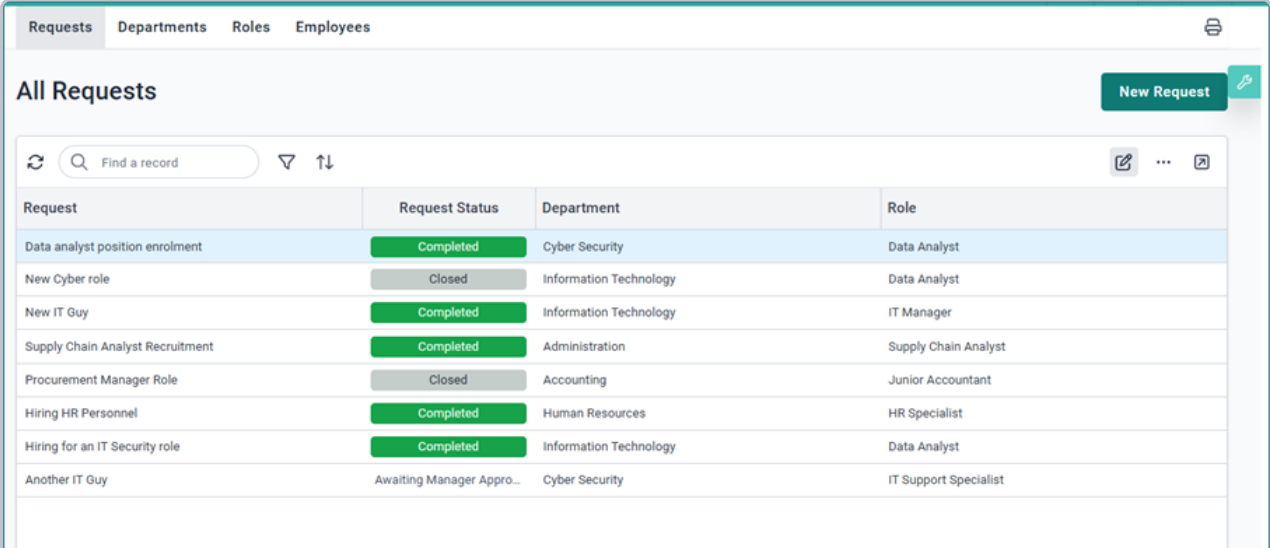


# Starting a Process

Last Modified on 28/05/2026 1:21 pm AEST

Processes can be launched by clicking on a button, or via a trigger condition being met.

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

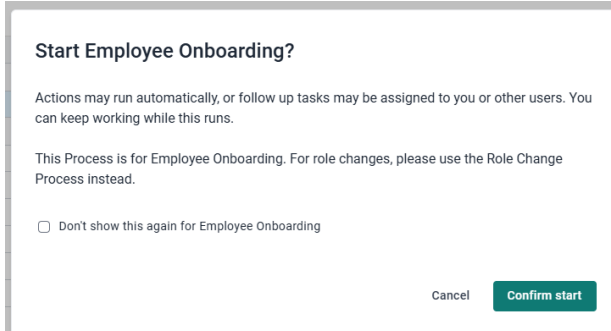


The screenshot shows a web interface with a navigation bar containing 'Requests', 'Departments', 'Roles', and 'Employees'. The main heading is 'All Requests'. A search bar with the placeholder 'Find a record' and a 'New Request' button are visible. Below is a table with the following data:

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

Upon clicking the button, if it is the first time they have launched this process the user will be presented with a launch confirmation prompt. This can be skipped for future launches if the user chooses by selecting the checkbox at the bottom of the prompt 'Don't show this again'.



**Start Employee Onboarding?**

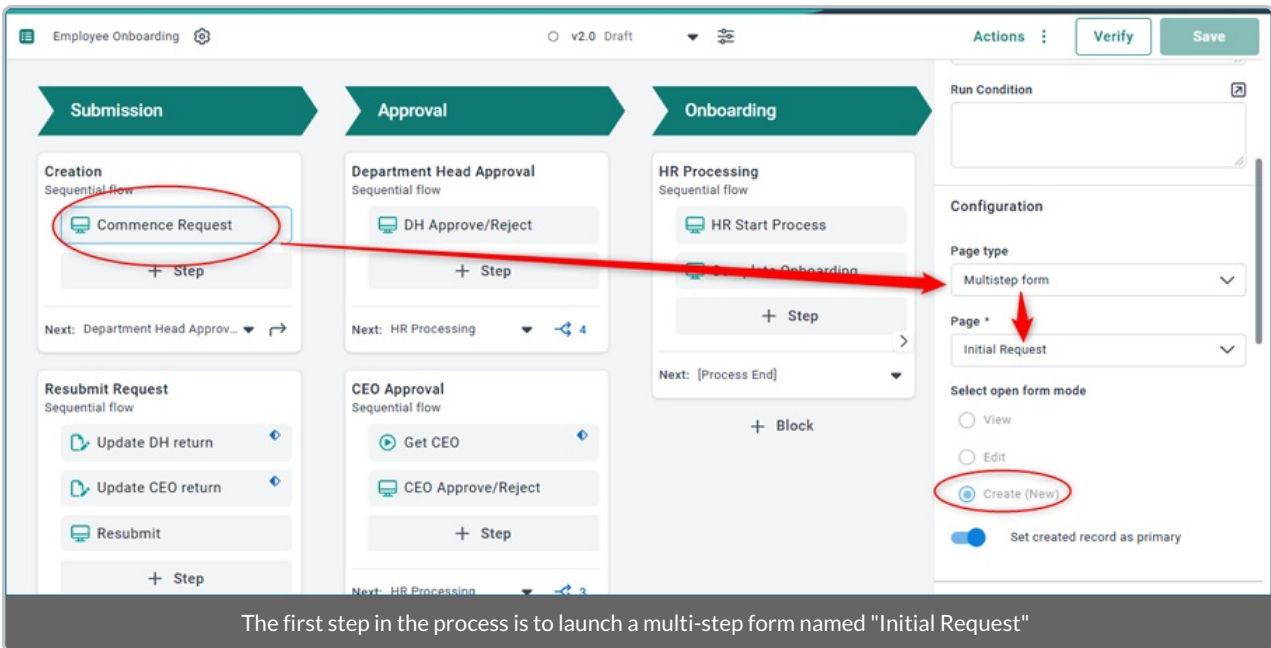
Actions may run automatically, or follow up tasks may be assigned to you or other users. You can keep working while this runs.

This Process is for Employee Onboarding. For role changes, please use the Role Change Process instead.

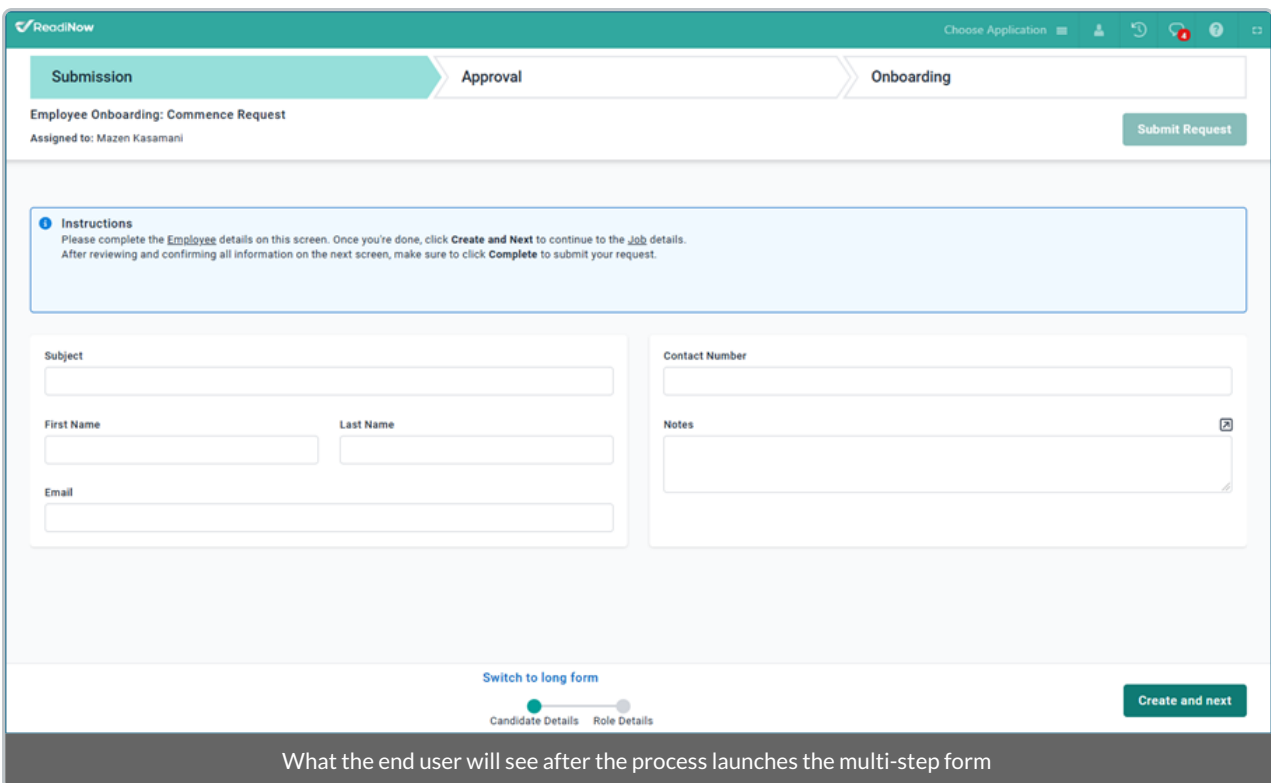
Don't show this again for Employee Onboarding

Cancel **Confirm start**

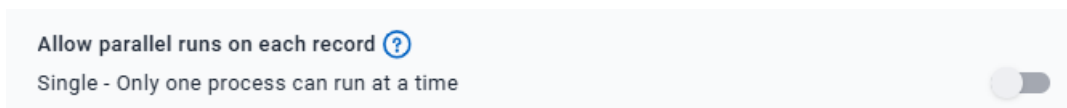
If we take a look at the configuration of this Process, we can see that in its first block there is a Display Page step that is configured to show a multi-step form named 'Initial Request', and is set to create as new record.





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



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





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.