

# Process Step Tasks

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In Readiness's Process feature, **Process Step Tasks** are individual tasks generated from each step within a Process run. Just like Readiness's User Tasks, aka Tasks, they represent actionable items assigned to users, and each task corresponds to a specific step that needs to be completed within a defined process workflow.

Here's what defines a Process Step Task:

- **Assignment:** Each task is assigned to one or more users. Only the assigned user(s), or those with appropriate permissions, can view or act on the task.
- **Access Control:** The task visibility and editability depend on a combination of:
  - Task assignment
  - Process Step Task access level (e.g., View, Edit, Full)
  - Record access rights (e.g., Create, Edit)
- **Display Modes:** Tasks open in Create, Edit, or View mode depending on how the step is configured in the process.
- **User Interaction:** Users interact with the task via the Process Runner. Completing the task progresses the process to the next step.
- **Outcome Views:** Based on permissions and assignment, the system may show:
  - The full task page in the appropriate mode
  - A "You're All Done" page (if the task isn't assigned or editable)
  - An "Access Denied" or "Generic Error" page (if the user lacks necessary permissions).

Process step	Assigned to	Start date	Task status	Completed date	
Commence Request	JA Jack Admin	30/06/2025 08:39	In progress		
Commence Request	JA Jack Admin	30/06/2025 14:42	In progress		
Commence Request	MK Mazen Kacemani	01/07/2025 09:01	In progress		
Commence Request	MK Mazen Kacemani	02/07/2025 15:23	In progress		
Commence Request	MK Mazen Kacemani	03/07/2025 13:58	In progress		
Commence Request	JA Jack Admin	08/07/2025 16:46	In progress		

Process Step Tasks report

The below diagram shows how Process utilises Process Step Tasks to carry out its actions.

