

Process vs Multi-Step Form

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Because Process and Multi-Step forms both give you the visual sequencing and transitional paths that allow users to know what is coming up next, we will be highlighting where to use Process as opposed to Multi-step Forms.

Criteria	Use Process	Use Multistep (Wizard)
Task Scope	Sequence of activities and tasks	Single task or data entry
Participants	Involves multiple people or roles	Involves a single user
Flow Logic	Can include branching logic and parallel tasks	Always linear
Execution Time	Can be paused and resumed	Typically completed in one session
Step Dependency	Steps depend on each other; one may unlock the next	Steps guide the user through a form progressively
Integration	Can include Nova forms as steps	Standalone screen flow
Use Case Examples	Contract approvals, onboarding, leave approvals, incident management, audits	BIAs, risk assessments, lead conversions, product orders