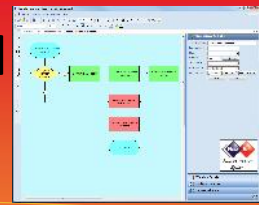




Connecting People, Process
Information & Data

Workflow Connect: Get Started Create Workflows



Workflow Designer 4.2
Revision 1.0

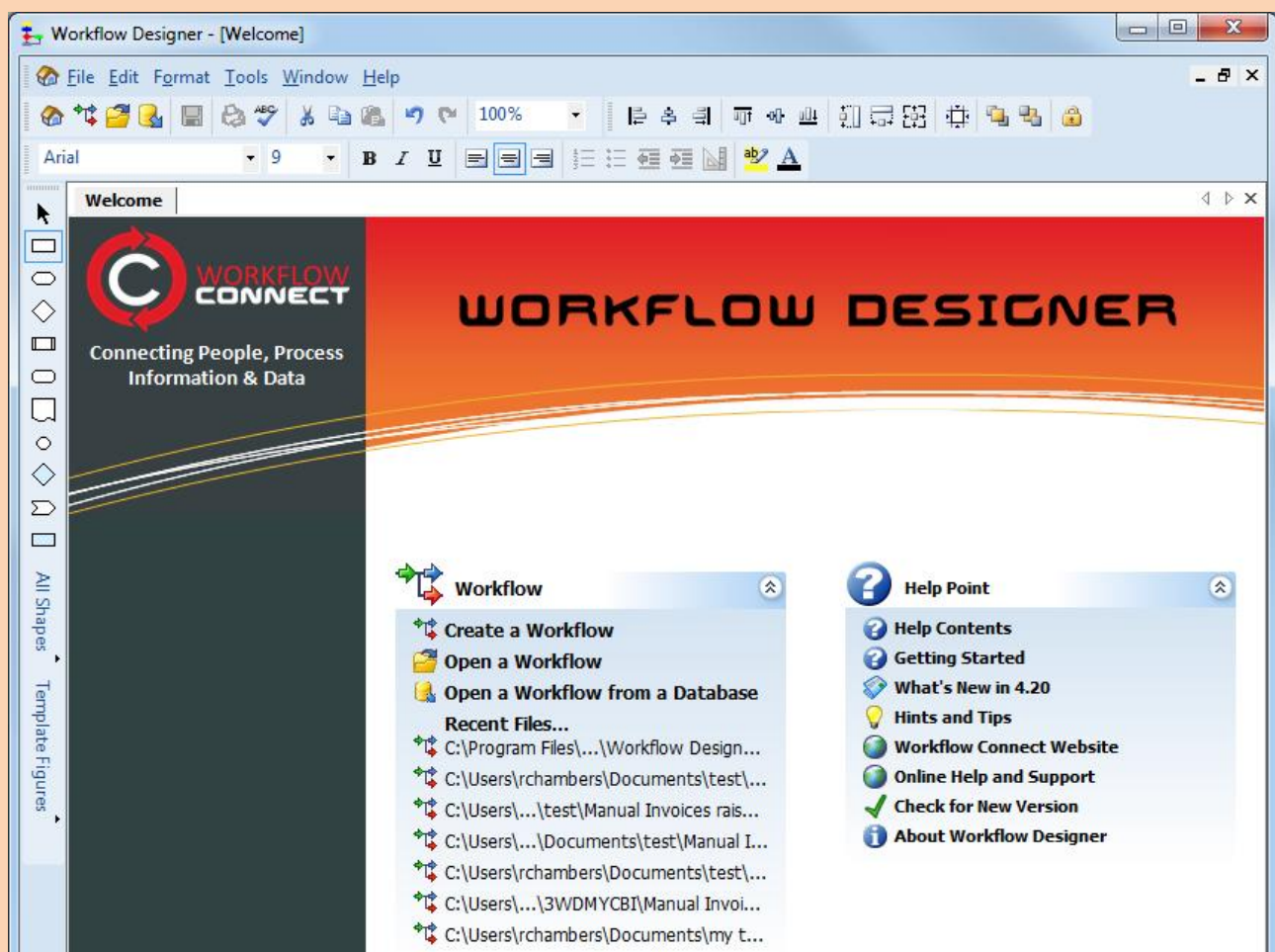
Workflow Connect is a powerful tool for sharing and using Workflows. Workflows are created in the free desktop tool Workflow Designer and uploaded to Workflow Connect.

1 Get Workflow Designer

To create workflows you will need the free desktop tool, Workflow Designer.

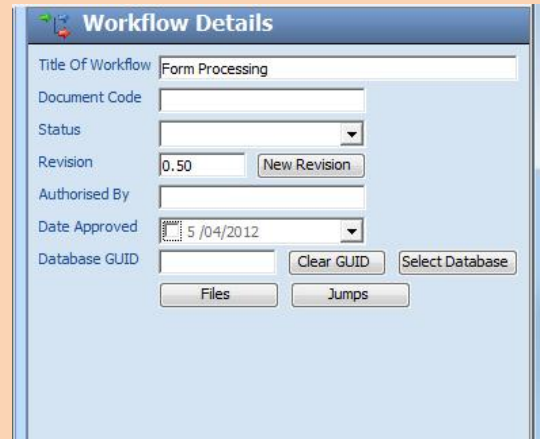
1. Download Workflow Designer from <http://www.workflowconnect.com/WorkflowDesigner>
2. Install it on a Windows computer.

Note: Workflow Designer is able to be used as a standalone tool for creating workflows and process charts.



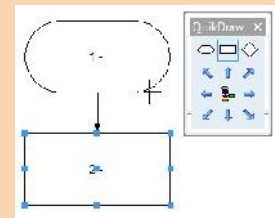
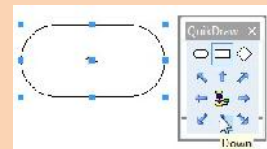
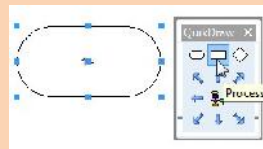
2 Create a workflow

1. In the Workflow Designer welcome screen click on create a new workflow.
2. Fill in Workflow Details in the Information Pane on the right-hand side of the screen. The most important information to include is the *Title of Workflow*.
3. You can further document your workflow by clicking on Purpose and Scope at the bottom of the Information Pane. You can enter information about the purpose, scope and business analysis for the workflow.



3 Add workflow Steps

1. Using the *QuikDraw* Pallet you can add steps to the current workflow.
2. Click on a step and then click on the process shape in the *QuikDraw* Pallet
3. Click on the Down arrow in the *QuikDraw* Pallet
4. A new process step will appear below the previous step.
5. Add details to each step by clicking on a step shape to bring up the *Step Details* panel.
6. You can also add additional paths to your workflow.



4 Save or Upload your workflow

1. To save the document to your local system go to the *File* menu and choose *Save*.
2. If you want to upload the workflow to Workflow Connect choose *File | Publish*. **Note:** Other lessons have more details on uploading a workflow to Workflow Connect

