Web Demo Usage

Starting demo

1. Surf to http://wfdemo.runa.ru/wfe/
2. Enter login and password

accounts:

Login	Full name
julius	Gaius Julius Caesar
nero	Nero Claudius Caesar
cleopatra	Cleopatra VII The Daughter of the Pharaoh
caligula	Gaius Iulius Germanicus
tiberius	Tiberius Claudius Drusus
marcus	Marcus Aurelius Antoninus
gaiua	Gaiua Flavius Valerius Constantinus
attila	Attila the King of Huns

The password for actors is 123
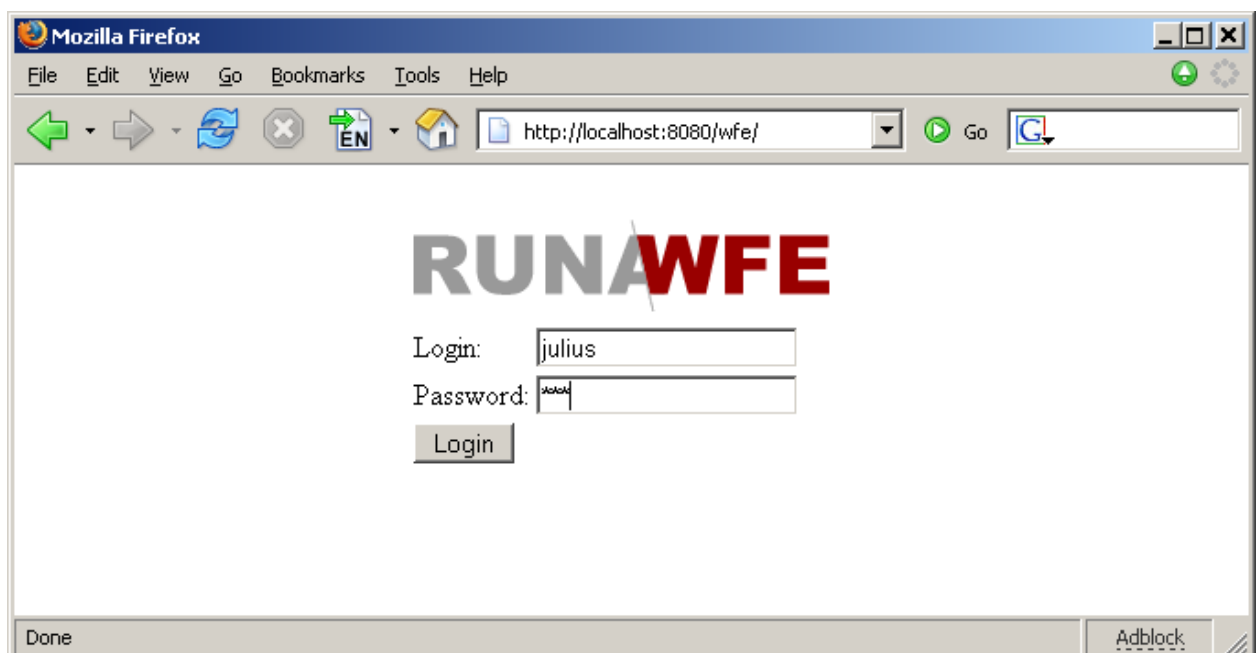
groups:

Group	Group members
manager	●julius ●nero
human resource	●cleopatra
bookkeeper	●caligula ●tiberius
staff	●marcus ●gaiua ●attila
all	All actors

Menu items:
- System – allows to:
  - ◆Manage system permissions
- Process Definitions – allows to:
  - ◆Start business process
  - ◆View permissions on business process definition
  - ◆View the business process graph
- Executors – allows to:
  - ◆Manage executor permissions
  - ◆Manage executor properties
- Process Instances – allows to:
  - ◆View process instance states and variables
- Tasks – allows to
  - ◆Work with actors tasks

processes:
- over time work
- vacation
- business trip

Notes:
- Only managers (*julius*, *nero*) have the rights to start processes "over time work " and "business trip ".
- All actors can start the process "vacation ".
- The boss[1] of *gaiua* is *julius*, the boss of *marcus* and *attila* is *nero*.
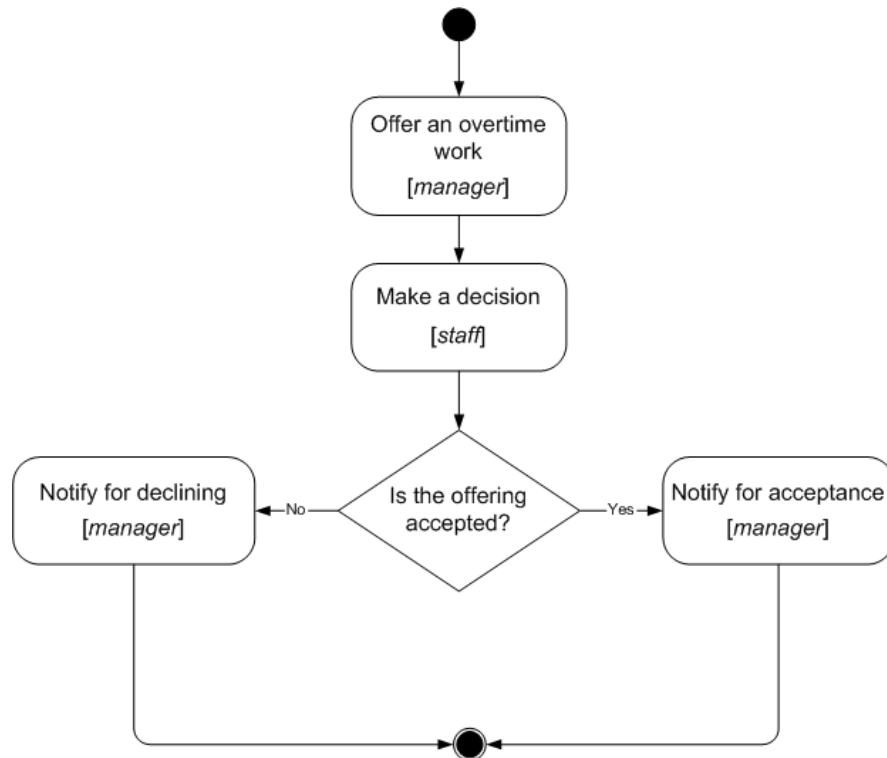
Running processes

Over time work

Description:
Manager asks the employee for overtime work. The employee accepts or declines the proposal. After that the manager receives the notification of acceptance or rejection.

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[1] Organization function determines boss in "vacation " process.

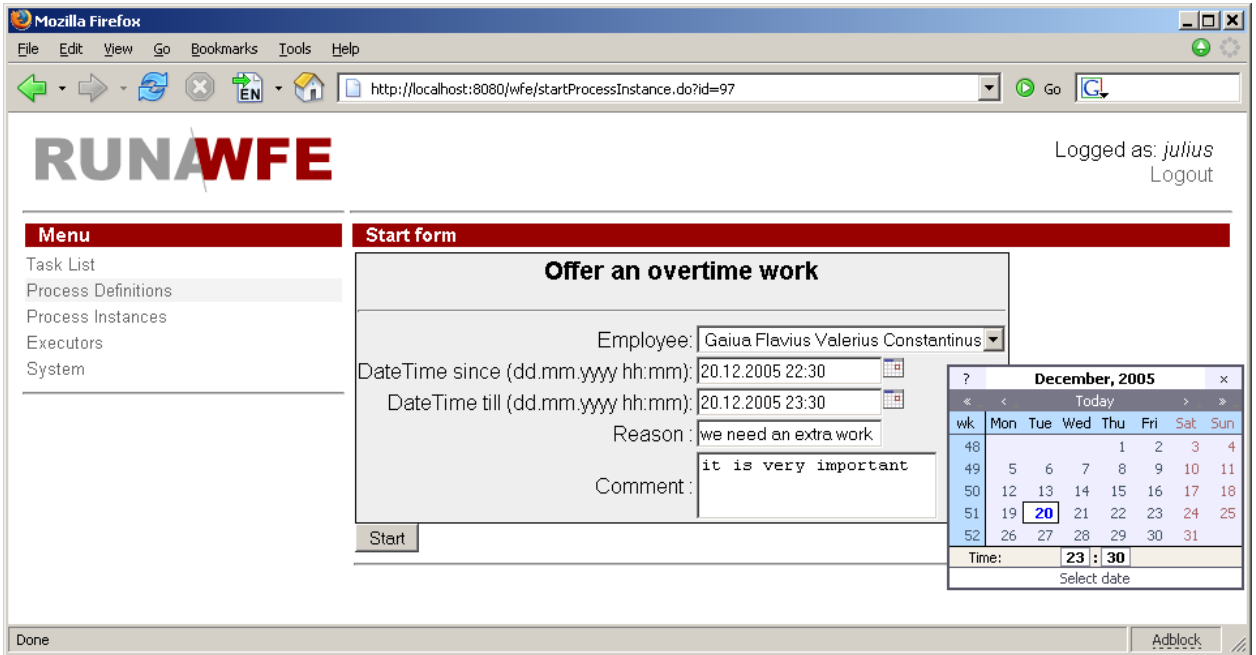*The business process graph:*

How to play the business process:
1. Log in as member of manager group (e.g. julius)
2. Click menu item "Process Definitions"
3. Click "Start" for "over time work" button

4. Start form will appear.
   - Choose an employee, which will receive proposal for an overtime work (e.g. Gaiua)
   - Enter the time interval for the overtime work (e.g. 20.12.2005 22:30 - 20.12.2005 23:30)
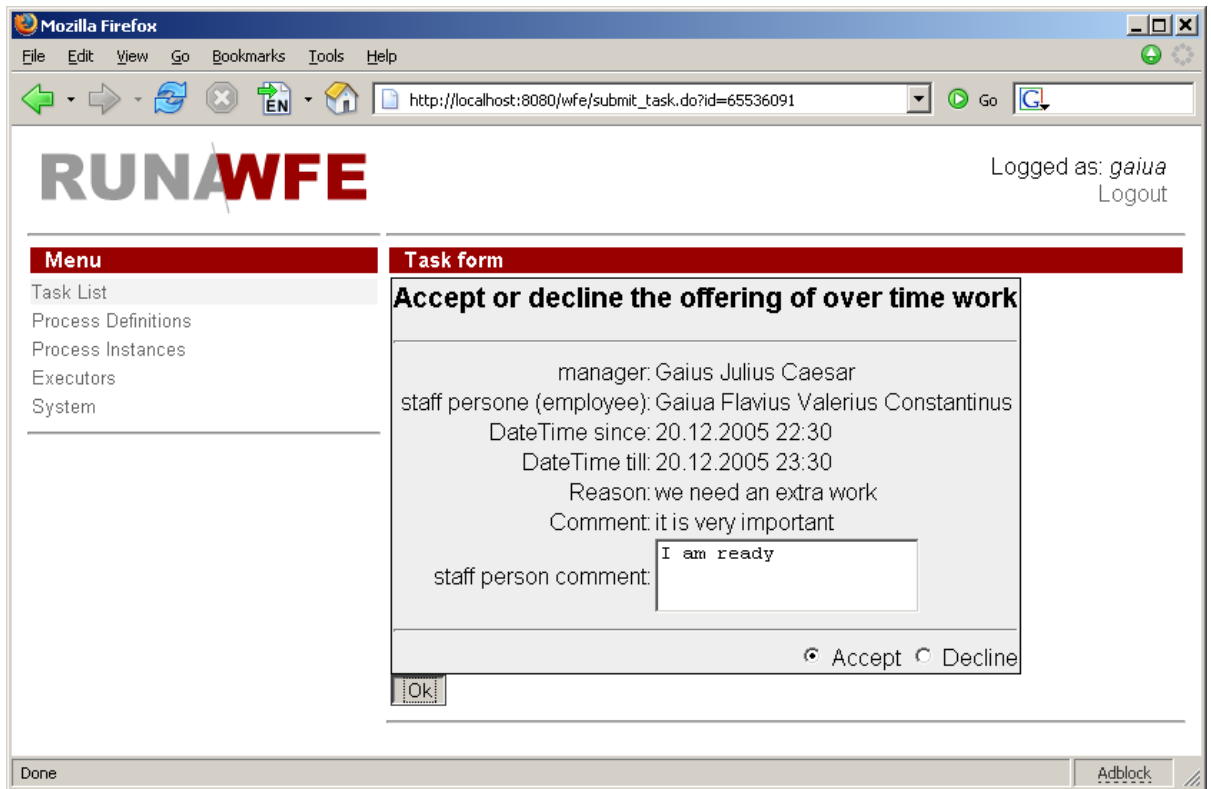   - Fill the fields «reason» and «comment»

- Click "OK"

 The new instance of "over time work" business process will be created and the employee (gaiua) will receive task.
5. Click "Logout"
6. Log in as employee, selected on the start form (gaiua).
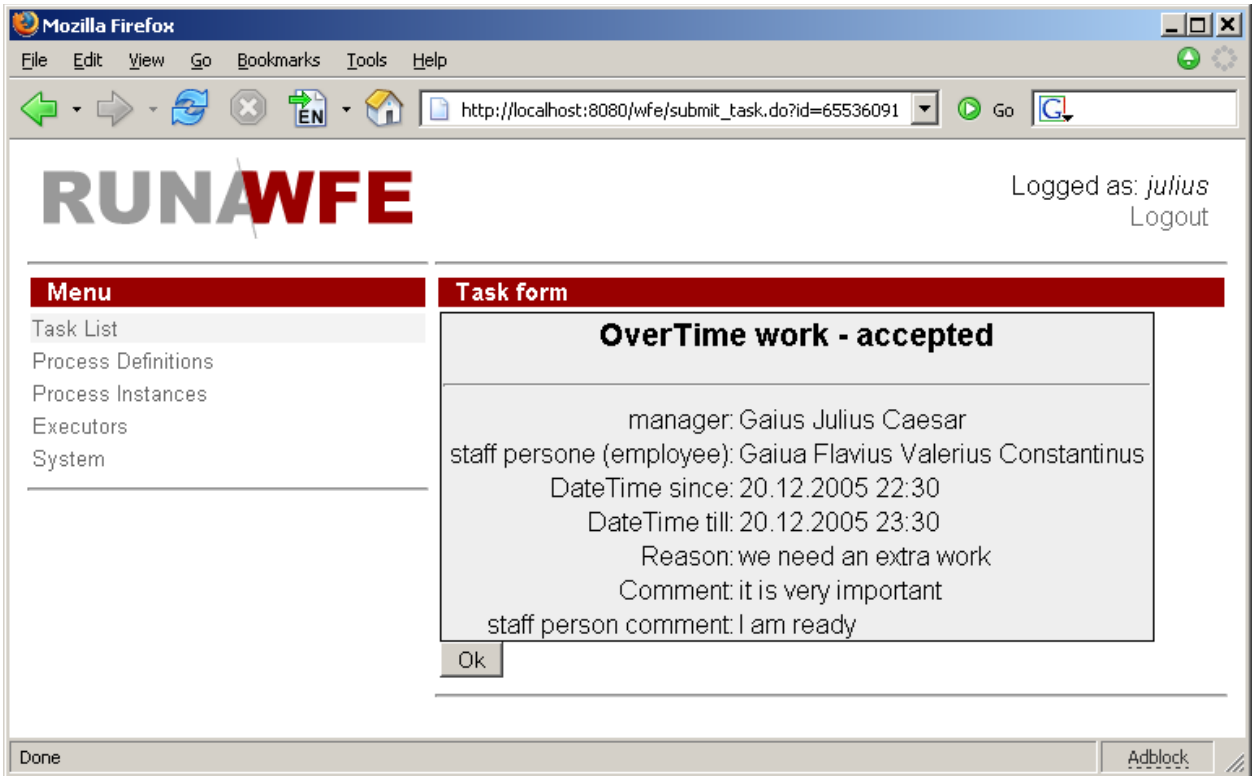7. Click the "make a decision" task.
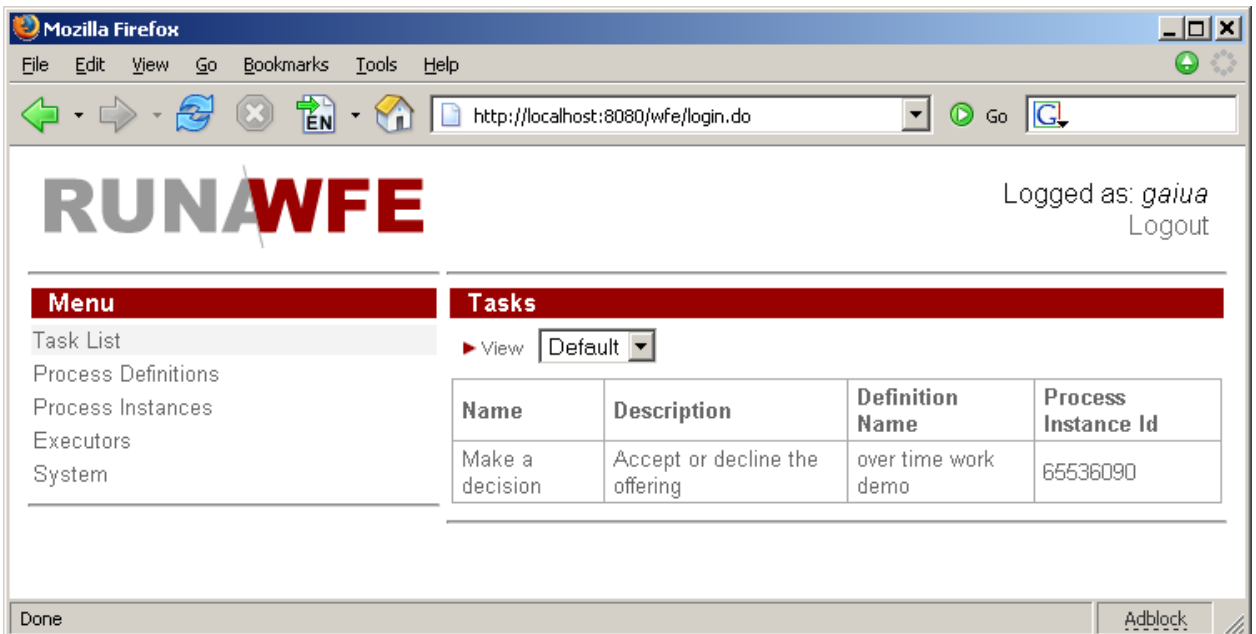
8. Choose "accept" or "decline" (e.g. "accept"), fill the «comment» field and click «OK».
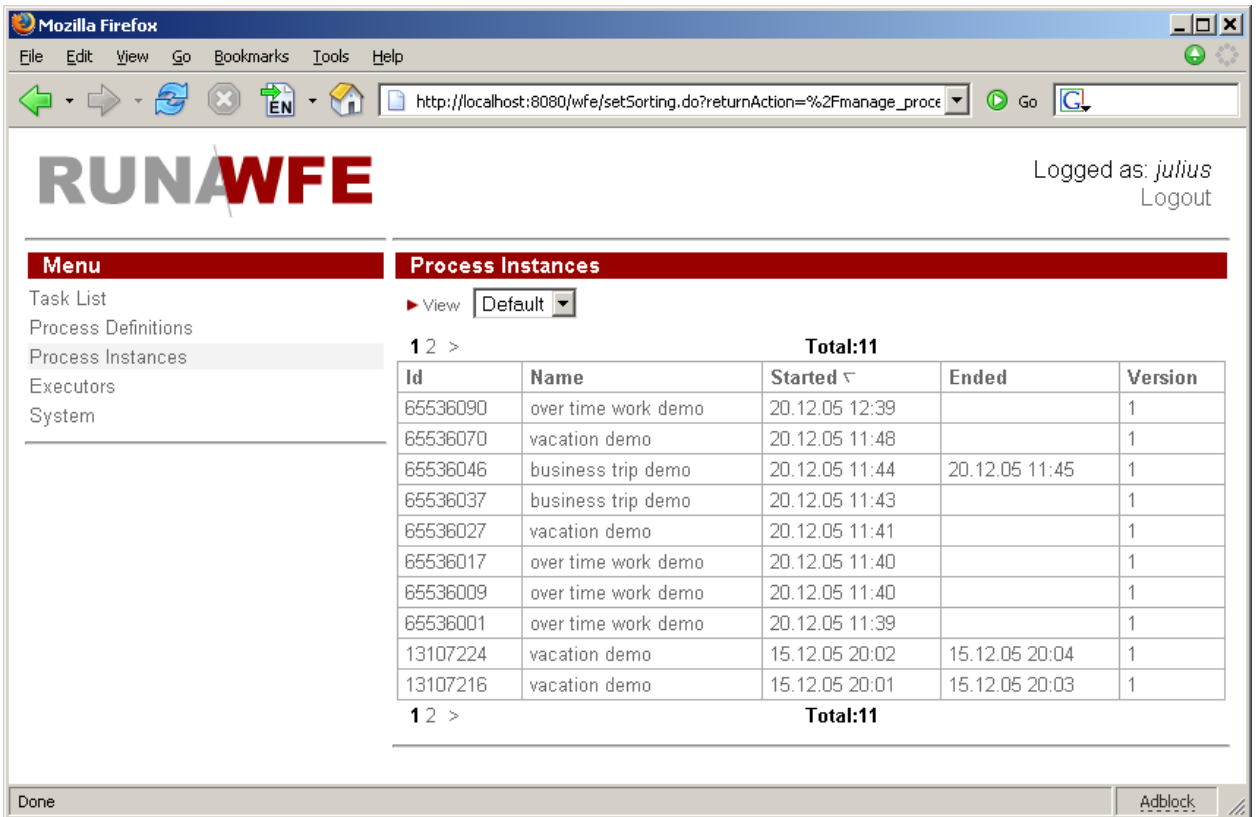
9. Logout
10. Log in as the actor, which started the process (julius)
11. Click on task "Notify for acceptance".
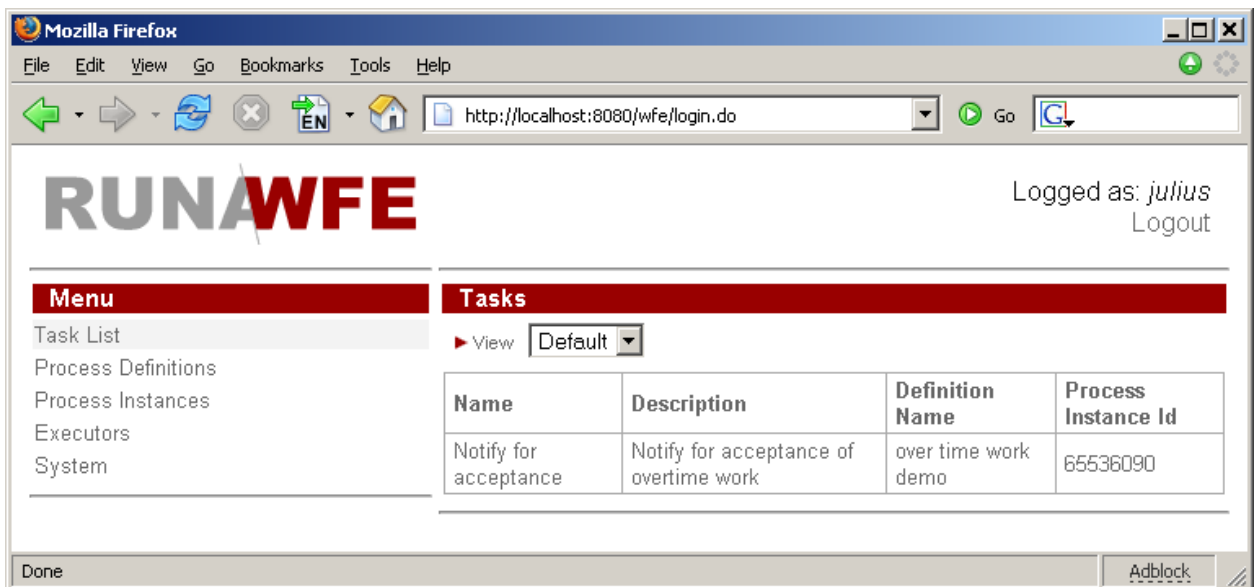
12. By clicking "OK" you'll finish the process.

Note. To monitor process click on "Process Instances" menu item

and then click on instance

Note. To see the business process graph click on "Process Definitions" menu item

and click on process properties.

Vacation

Description:

An employee requests for vacation. The boss accepts or declines the request. If request was rejected, the employee receives notification and business process ends. If request was approved, the human resource inspectors receive task "check rules and technologies". Human resource inspector checks business process data. If check result is negative, the business process returns to the "evaluate a request" state (the cycle example). Boss accepts or declines the request. If the check result is positive, the business process sends task for hardcopy request submission and official order issuing. Employee receives task "submit the written request for a vacation" to the human resource department", the human resource inspector receives task "receive a written request from employee" concurrently. Upon completion this task the human resource inspector receives next task "make an official order". After all these tasks are done, the business process ends.

Note. Organization function determines boss for every actor. Actors with login names starting with "g" have boss *julius*, the others – *nero*.

The business process graph:

Organization function determines chief for every requester.

Request for a vacation

[*requester*]

Evaluate a request

[c*hief of requester*]

Is the request approved?

Yes

Check rules and technologies

[*human resource*]

Are the rules and technologies correct?

No

Yes

No

Notify for rejection

[*requester*]

Submit a written request

[*requester*]

Receive a written request

[*human resource*]

Make an official order

[*human resource*]

How to play the business process:

1. Log in as member of *staff* group (e.g. *marcus*)
2. Click on the menu item "Process Definitions"
3. Click "Start" for "vacation "
4. Start form will appeared. In this form:
   - Enter the time interval for the vacation
   - Fill the fields «reason» and «comment»
   - Click "OK"

   The new instance of "vacation " business process will start and boss receives the "evaluate a request" task. The boss of *marcus* is *nero*
5. Click "Logout"
6. Login as *nero*
7. Click on "evaluate a request" task

8. Choose "accept", fill the «boss comment» and click «OK»
9. Click "Logout"
10. Login as member of the "human resource" group. (*cleopatra*)
11. Click "check rules and technologies" task
12. Choose "correct", fill the "human resource inspector comment" and click "OK"
13. Click on "Receive a written request" task
14. Click "OK"
15. Login as *marcus*. Click on "Submit a written request" task and then click "OK"
16. Login as *cleopatra*. Click on "Make an official order" task.
17. The form will appeared. In this form:
      - Fill the "Official order number" field
      - Fill the "Official order date" field
      - Click "OK"

The business process ends

Business trip

Note. This process is quite complex. This documentation contains only short description and the business process graph.

The short description:
A manager sends an employee to a business trip. The employee receives notification. If the business trip is local, the business process ends. If business trip type is "to another region", a human resource inspector receives task "make an official order". The employee receives task "sign an order" and human resource inspector receives a task "receive a signature on the order" concurrently. Employee receives task "receive a business trip warrant" and inspector receives a task "give a business trip warrant". Bookkeeper issues and employee receives the business trip money. After employee returns from the business trip, employee submits and bookkeeper receives the business trip financial report. The business process ends.

The business process graph:

Send an employee
to a business trip
[manager]

Inform an employee
for a business trip
[staff]

Go in accordance with
business trip type

To another region

Make an order
[human resource]

Receive a signature on
an order
[human resource]

Sign an order
[staff]

Give a business trip
warrant
[staff]

Take a business trip
warrant
[human resource]

Take a business trip
money
[staff]

Give a business trip
money
[bookkeeper]

Take a business trip
financial report
[bookkeeper]

Give a business trip
financial report
[staff]

Local