5.1.2 Create Standard Task for Workflow

Standard tasks are predefined task types representing specific activities within a workflow, such as approval, review, or notification. They are used to model common workflow activities and can be customized with specific attributes. Standard tasks offer flexibility in defining individual steps within a workflow and can be reused across multiple workflow scenarios.

Refer to the <u>Create Workflow Template</u> section before proceeding with standard task creation.

Standard Task Creation

1. To create a standard task, you must specify task attributes in various tabs, such as Basic Data, Triggering Events, and others. Simply fill in the required information under the **Basic data** tab, as shown below.

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2. Under **Container tab** -> **Create Element** -> **Create Container** Element window. Fill in the required fields, as shown below.

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3. In the **Properties** tab, select all checkboxes and **proceed**.

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- 4. Under the **Triggering events** tab, enter the details for:
 - Object Category Page 2 / 5

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- Object Type
- Event

Check the Event creator column and Save.



5. This action prompts a **Create Object Directory Entry** popup. Clicking on **Local Object** leads to the Standard Task: Change screen, with a success message confirming the task's creation.

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6. Clicking on the **back button** displays the **Define Container Elements and Binding** window.

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7. If required select additional container elements and binding definitions to the task and then click **Continue**. After completing these steps, you will be directed to the Workflow Builder-Create 'Unnamed' screen with a success message as **Generated binding inserted**.

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Thus, the Standard task is created, and moving forward to the next section for <u>defining workflows</u>.

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