

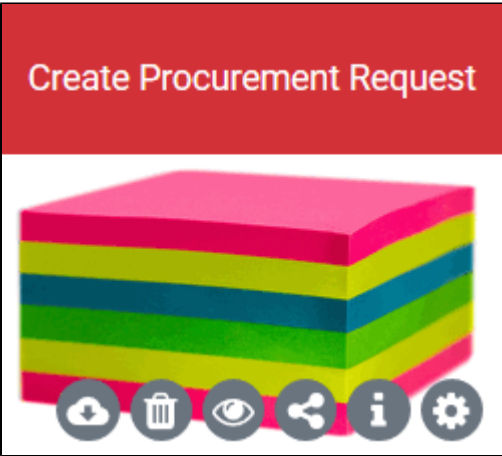
# Creating Instances

A process app offers two basic functionalities: The creation of instances and the overview of all already created instances, which can be searched via filters. When creating an app project, the corresponding start links [Process App - Create](#) and [Process App - Overview](#) are automatically created.

The creation of new instances can be started in different ways:

- [Using a tile in the cockpit.](#)
- [Using the element \*\*Process App - Create\*\*.](#)
- [Using the button \*\*New\*\* in the overview form.](#)

## Creating an Instance Using a Tile



Using a start tile in the cockpit is the fastest way to create an instance. A list of the available start links is displayed in the sidebar of the cockpit.

To create a start tile in the cockpit, drag the required start link **Process App - Create** to the cockpit. A click on the tile starts the process app directly, the (first) form is called and is ready for input.

## Creating an Instance Using the Start Link "Create"

### On this Page:

- [Creating an Instance Using a Tile](#)
- [Creating an Instance Using the Start Link "Create"](#)
- [Creating an Instance from the Overview Form](#)
- [Creating new Instances](#)

### Related Pages:

- [Searching for Instances](#)
- [Saving and Deleting Instances](#)
- [EPC Elements](#)
  - [Process App - Create](#)
  - [Process App - Overview](#)
- [Service](#)
  - [Procurement Process](#)

### Related Documentation:

- [Support](#)
  - [Troubleshooting BPaaS](#)

Create Procurement Request  
ProcessApp

Edit: ProcessApp

New Elements

Name  
Create Procurement Request

Description

Hashtags

☐ Hide in Cockpit

☒ Activate Role Check

Role For Link  
employee

Developer-Options

START

PAS design users can also call up an app via the **Process App - Create** element:

- By double-clicking on the element itself.
- By clicking on the **Start** button located in the Edit Side bar of the element.

Creating an Instance from the Overview Form

Procurement Requests

Filters

Request Number

Creation Date

Name

Department

Create New Request

Request Table

	Request Number	Creation Date	Name	Department	Type of Request	Order Value	Status
<input type="checkbox"/>	1554885255998	2019 Apr 10	Irene Adler	Accounting	Substitute		Approving request
<input type="checkbox"/>	1554962446704	2019 Apr 11	Irene Adler	Management	New	71.43	Approving request
<input type="checkbox"/>	1554962570695	2019 Apr 11	Irene Adler	Management	New	299.80	Confirming delivery
<input type="checkbox"/>	1554963095578	2019 Apr 11	Irene Adler	Marketing	New	299.80	Showing order sum
<input type="checkbox"/>	1554963292248	2019 Apr 11	Irene Adler	Management	New	36.50	Confirming delivery

The third way to create new instances is via the corresponding overview.

The start link **Process App - Overview** is normally used to search the overview table of all instances. However, it is possible that the instance you are looking for does not yet exist and you want to create it directly. In that case, you don't have to leave the overview: Each overview form automatically contains a button **New** (which can be deleted or renamed from the form by a PAS design user).

The button in the overview form opens the corresponding input form directly and allows you to enter data.

# Creating new Instances

As soon as the process app has been started, the assigned EPC is run through. Depending on the process step and role, the forms are displayed and the user can enter the required data.

**Example:** The ACME Procurement Process

ACME Corp. uses the app project **Procurement** to manage its internal demand for office supplies.

	<p>Employees who want to order office supplies use the tile <b>Create Procurement Request</b> to submit a procurement request. In the application form, users can select the required materials from a catalog. Once the data has been saved, the request is forwarded to purchasing. If the purchase order exceeds a specified budget, the request is first sent to the head of accounting, who must approve it.</p> <p>In the Cockpit, two quick start tiles are created:</p>
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- Create Procurement Request: Every employee can use this tile to create a new request.
- Procurement Requests Waiting for Approval: Only the head of accounting uses this tile. It opens the overview of all requests that need to be approved.

ACME Procurement Request

Request Number

1571396847329

Creation Date

2019 Oct 18

Currently edited by

irene.adler

Applicant Details

Name

irene.adler

E-Mail

irene.adler@acme-corp.com

Department

Type of Request

☒ New

☐ Substitute

☐ Other

If "Other", please specify:

Items to order

OrderList

Q

Quantity	Image	Item Name	Color	Price per Unit in \$	Total	Overnight
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Page 0 of 0

Order Value \*

0.00

Go to overview

Save

Submit order

If an employee wants to submit a procurement request, he or she clicks on the tile Create Procurement Request to open the corresponding form.

Once the employee has completed the required entries, he or she can submit the order. This operation creates the new instance.