

Red Hat Process Automation Manager 7.2

Getting started with business processes

Red Hat Process Automation Manager 7.2 Getting started with business processes

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Abstract

This document describes how to create and test an example mortgage application project in Red Hat Process Automation Manager 7.2. The procedures in this document are based on the Mortgage_Process sample project included in Business Central.

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PREFACE

As a business rules and processes developer, you can use Business Central in Red Hat Process Automation Manager to design business processes to meet specific business requirements. Red Hat Process Automation Manager provides example projects with example business assets directly in Business Central as a reference. This document describes how to create and test an example mortgage application project based on the **Mortgage_Process** sample project included in Business Central.

Prerequisites

- Red Hat JBoss Enterprise Application Platform 7.2.0 is installed. For details, see the *Red Hat JBoss EAP 7.2.0 Installation Guide*.
- Red Hat Process Automation Manager is installed and configured with Process Server. For more information, see *Installing and configuring Red Hat Process Automation Manager on Red Hat JBoss EAP*.
- Red Hat Process Automation Manager is running and you can log in to Business Central with the developer role. For more information, see *Planning a Red Hat Process Automation Manager* installation.

CHAPTER 1. OVERVIEW

Business Central enables you to automate your business processes. A business process is a diagram that describes the order in which a series of steps must be executed and consists of predefined nodes and connections. Each node represents one step in the process while the connections specify how to transition from one node to another.

For example, a bank offers a housing mortgage loan service. Using Business Central, the housing mortgage department of the bank creates a complete business process for the mortgage loan.

When a customer wants to buy a new property using credit, the following steps occur:

- 1. The customer contacts a broker at the bank who assists in filing for a mortgage loan.
- 2. The broker collects information about the property and the customer, such as the salary of the customer, social security number, the property sale price, and the requested loan amount.
- 3. The broker then submits a request on behalf of the customer.

Whenever a customer submits a request, a new process instance is created. This ensures consistency in the quality of evaluating each request, provides complete visibility into the status of each request, and makes the process efficient and effective.

CHAPTER 2. EXAMPLE PROJECTS AND BUSINESS ASSETS IN BUSINESS CENTRAL

Business Central contains example projects with example business assets that you can use as a reference for the rules, processes, or other assets that you create in your own Red Hat Process Automation Manager projects. Each sample project is designed differently to demonstrate process automation, decision management, or business optimization assets and logic in Red Hat Process Automation Manager.

The following example projects are available in Business Central:

- **Evaluation_Process**: (Process automation) Example evaluation process using business process assets. Evaluates employees based on performance.
- Mortgage_Process: (Process automation) Example loan approval process using business process and decision assets. Determines loan eligibility based on applicant data and qualifications.
- IT_Orders: (Process automation and case management) Example ordering case using business
 process and case management assets. Places an IT hardware order based on needs and
 approvals.
- Mortgages: (Decision management) Example loan approval process using decision assets.
 Determines loan eligibility based on applicant data and qualifications.
- **Employee_Rostering**: (Business optimization) Example employee rostering optimization using decision and solver assets. Assigns employees to shifts based on skills.
- **OptaCloud**: (Business optimization) Example resource allocation optimization using decision and solver assets. Assigns processes to computers with limited resources.

2.1. ACCESSING EXAMPLE PROJECTS AND BUSINESS ASSETS IN BUSINESS CENTRAL

You can use the example projects in Business Central to explore example business assets as a reference for the rules or other assets that you create in your own Red Hat Process Automation Manager projects.

Prerequisites

• Business Central is installed and running. For installation options, see *Planning a Red Hat Process Automation Manager installation*.

- In Business Central, go to Menu → Design → Projects and click Try Samples.
 If a project already exists, click the three vertical dots in the upper-right corner of the Projects page and click Try Samples.
- Review the descriptions for each sample project to determine which project you want to explore. Each sample project is designed differently to demonstrate process automation, decision management, or business optimization assets and logic in Red Hat Process Automation Manager.
- 3. Select one or more sample projects and click **Ok** to add the projects to your space.

- 4. In the **Projects** page of your space, select one of the new example projects to view the example assets for that project.
- 5. Select each example asset to explore how the project is designed to achieve the specified goal or workflow.
- 6. In the upper-right corner of the project Assets page, click Build to build the sample project or Deploy to build the project and then deploy it to Process Server.
 To review project deployment details (if applicable), go to Menu → Deploy → Execution

CHAPTER 3. OPENING THE MORTGAGE_PROCESS SAMPLE PROJECT

Using the **Mortgage_Process** sample project provides a quick way to get acclimated with Red Hat Process Automation Manager. In a production environment, you would create all of the assets by providing data that is specific to your business requirements.

Procedure

Navigate to the Mortgage_Process sample project to view the predefined assets.

- 1. Log in to Business Central and click **Menu** → **Design** → **Projects**.
- 2. Click in the upper-right corner of the screen and select **Try Samples**.
- 3. Select Mortgage_Process and click Ok.

The **Assets** view of the project opens.

CHAPTER 4. VIEWING THE MORTGAGE_PROCESS DATA OBJECTS

Data objects are the building blocks for the rule assets that you create. Data objects are custom data types implemented as Java classes in specified packages of your project. These custom data types determine what data your assets and your decision services are based on.

This tutorial uses the following data objects:

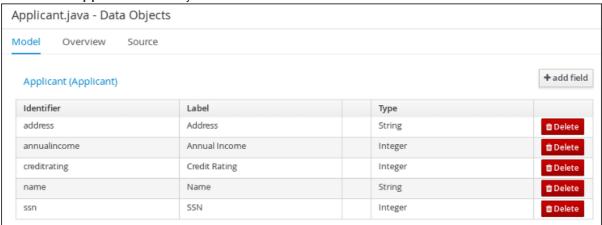
- Applicant
- Application
- Property
- ValidationErrorDO

4.1. VIEWING THE APPLICANT DATA OBJECT

Follow these steps to familiarize yourself with the predefined **Applicant** data object, which contains information about the applicant. This is the basic information required to apply for the loan in this tutorial.

Procedure

- 1. In Business Central, click Menu → Design → Projects, and click Mortgage_Process.
- 2. Enter **Applicant.java** in the project's asset search box, press Enter, and click the **Applicant** data object.
- 3. Review the **Applicant** data object values.



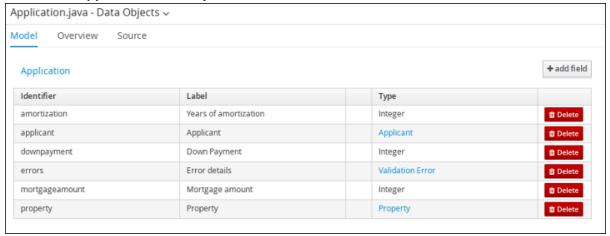
4.2. VIEWING THE APPLICATION DATA OBJECT

Follow these steps to familiarize yourself with the predefined **Application** data object, which contains information about the mortgage details, such as the down payment and the mortgage amount.

Procedure

1. In Business Central, click Menu → Design → Projects, and click Mortgage_Process.

- 2. Enter **Application.java** in the project's asset search box, press Enter, and click the **Application** data object.
- 3. Review the Application data object values.



4.3. VIEWING THE PROPERTY DATA OBJECT

Follow these steps to familiarize yourself with the predefined **Property** data object, which contains information about the property details, such as the property age and price.

Procedure

- In Business Central, click Menu → Design → Projects, and click Mortgage_Process.
- 2. Enter **Property.java** in the project's asset search box, press Enter, and click the **Property** data object.
- 3. Review the Property data object values.



4.4. VIEWING THE VALIDATIONERRORDO DATA OBJECT

Follow these steps to familiarize yourself with the predefined **ValidationErrorDO** data object, which specifies the cause of an application error.

- 1. In Business Central, click Menu → Design → Projects, and click Mortgage_Process.
- 2. Enter **ValidationErrorDO.java** in the project's asset search box, press Enter, and click the **ValidationErrorDO** data object.

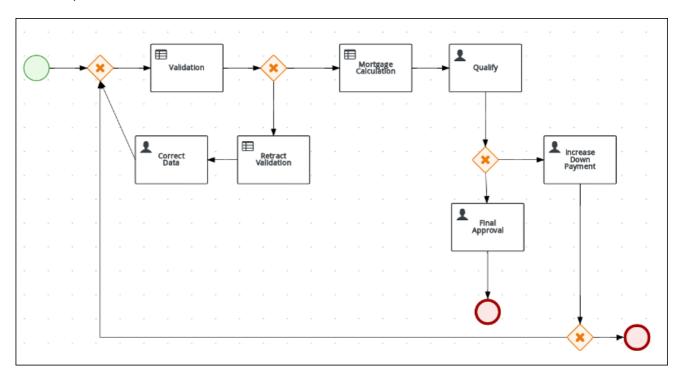
3. Review the ValidationErrorDO data object values.



CHAPTER 5. MORTGAGEAPPROVALPROCESS BUSINESS PROCESS IN BUSINESS CENTRAL

A business process is a diagram that describes the order in which a series of steps must be executed using a flow chart. A business process consists of a collection of nodes that are linked to each other using connections. Each of the nodes represents one step in the overall process while the connections specify how to transition from one node to the other.

The sample **Mortgage_Process** contains the following predefined **MortgageApprovalProcess** business process.



5.1. DELETE THE EXISTING MORTGAGEAPPROVALPROCESS PROCESS APPLICATION

For this tutorial, delete the existing **MortgageApprovalProcess** business process and recreate it to gain a better understanding of creating a business process. Creating a new business process using the same name ensures that the sample project deploys and tests without error.

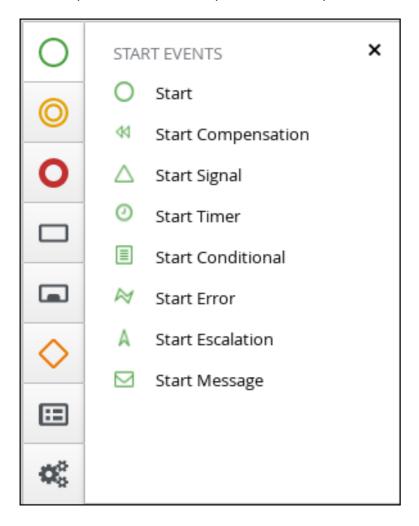
Procedure

- 1. Log in to Business Central and click Menu → Design → Projects → Mortgage Process.
- 2. Input **MortgageApprovalProcess.bpmn** in to the project's asset search box and click **MortgageApprovalProcess**.
- 3. Select **Delete** from the toolbar, and click **Delete** to confirm that you want to delete this asset.

5.2. CREATING A NEWMORTGAGEAPPROVALPROCESS BUSINESS PROCESS APPLICATION

The following procedures guide you through the creation of each task, connection, and gateway that comprises the **MortgageApprovalProcess** business process.

Red Hat Process Automation Manager contains a predefined selection of node types to simplify business process creation. The predefined node panel is located on the left side of the diagram editor.



5.2.1. Validating the mortgage

The mortgage validation business process determines whether the new application contains the required data before proceeding. If all of the specified data requirements are met, the application moves on to the mortgage calculation business process.

- 1. Log in to Business Central and click Menu → Design → Projects → Mortgage_Process.
- 2. Click Add Asset → Business Process.
- 3. Enter the following values:
 - Business Process: MortgageApprovalProcess
 - Package: Select com.myspace.mortgage_app
 The Package specifies the location inside the existing project where the asset will be created. In this example, it is created in com/myspace/mortgage_app.
- 4. Click **Ok**. The diagram editor opens.
- 5. In the upper-right corner, click the **Diagram properties** icon.

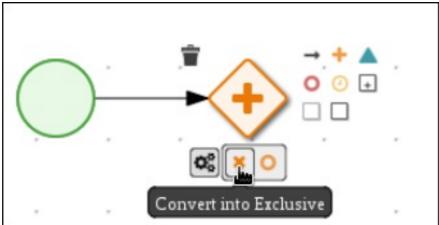
- 6. Scroll down and expand **Process Data** and click in the **Process Variables** section.
- 7. Enter the following values:
 - Name: application.
 - Data Type: Application [com.myspace.mortgage_app]

5.2.2. Creating outgoing connections and exclusive gateways

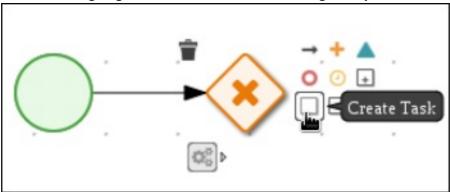
Create an outgoing connection to an exclusive gateway. Exclusive gateways are used to make decisions and react to events based on the available data.

Procedure

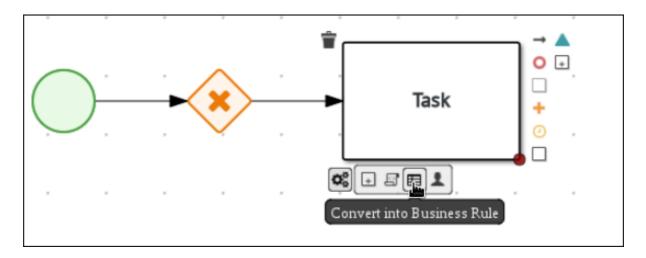
1. Click on the start event and create an outgoing connection from the start event to an exclusive gateway.



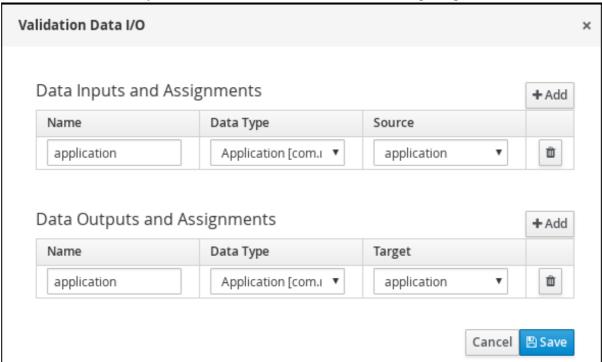
2. Create an outgoing connection from the exclusive gateway to a task.



3. Convert the new task to a business rule task.



- 4. Click on the business rules task and enter **Validation** in the **Name** field of the **Diagram properties** panel.
- 5. Expand Implementation/Execution, select validation in the Rule Flow Group field.
- 6. Define the following Java expression in the On Exit Action field:
 - System.out.println(application.getProperty());
- 7. Scroll down and expand the **Data Assignments** section and click next to **Assignments**.
- 8. In the Validation Data I/O window, click Add to create the following assignments:



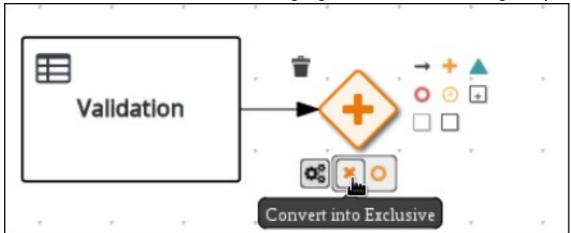
- 9. Click Save.
- 10. In the diagram editor, click **Save**, and **Save**, to confirm your changes.

5.2.3. Defining the validation data

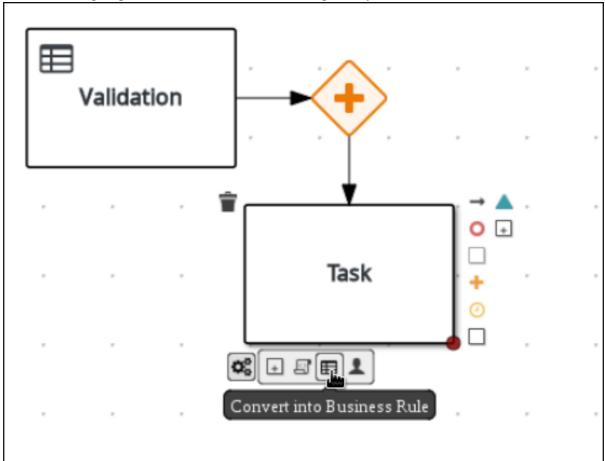
This section describes how to define the data that determines whether the application data is correct or contains an error or any missing information.

Procedure

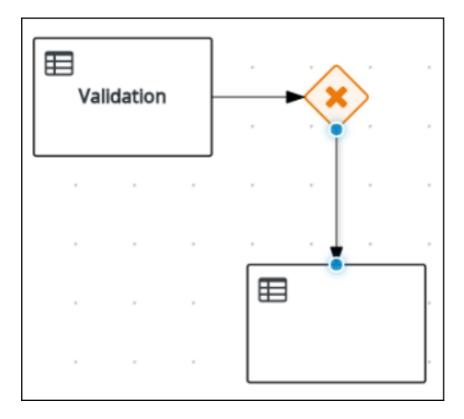
1. Click on the Validation task and create an outgoing connection to an exclusive gateway.



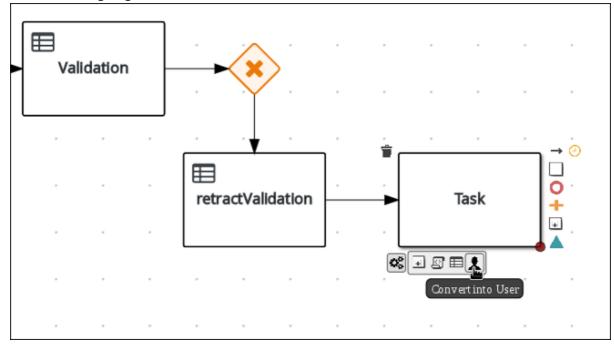
2. Create an outgoing connection from the exclusive gateway to a new business rule task.



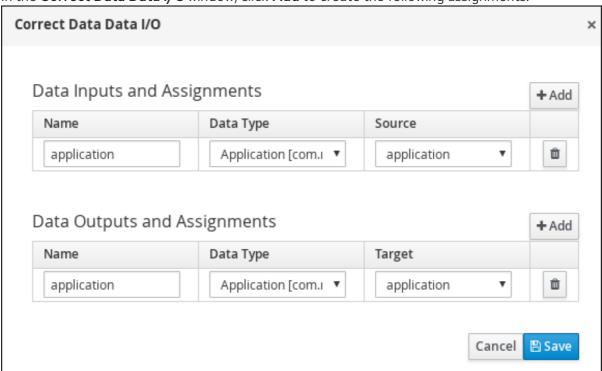
3. Click the created connection.



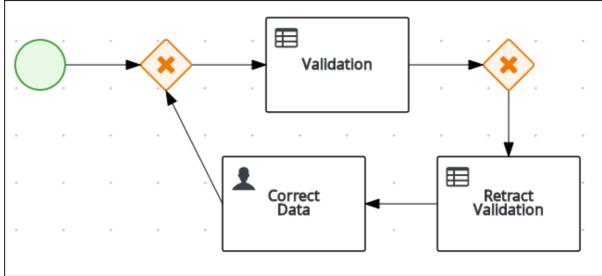
- 4. In the Diagram Properties panel, input Invalid in the Name field.
- 5. Expand Implementation/Execution, and enter the following Drools condition expression:
 - Condition Expression: ValidationErrorDO()
 - Condition Expression Language: drools
- 6. Click on the business rule task and enter **Retract Validation** in the **Name** field of the **Diagram properties** panel.
- 7. Expand Implementation/Execution and enter error in the Rule Flow Group field.
- 8. Create an outgoing connection from the **Retract Validation** task to a new user task.



- 9. Click the user task and in the **Diagram Properties** panel, input **Correct Data** in the **Name** field.
- 10. Expand Implementation/Execution and enter the following values:
 - Task Name: CorrectData
 - Groups: broker
- 11. Click next to Assignments. In the Correct Data Data I/O window, click Add to create the following assignments:
- 12. In the Correct Data Data I/O window, click Add to create the following assignments:



- 13. Click Save.
- 14. Connect the **Correct Data** back to the first exclusive gateway. Your workflow should look similar to the following diagram:

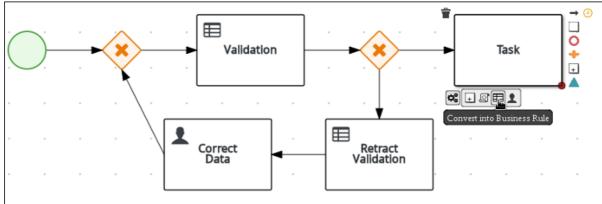


5.2.4. Calculating the mortgage

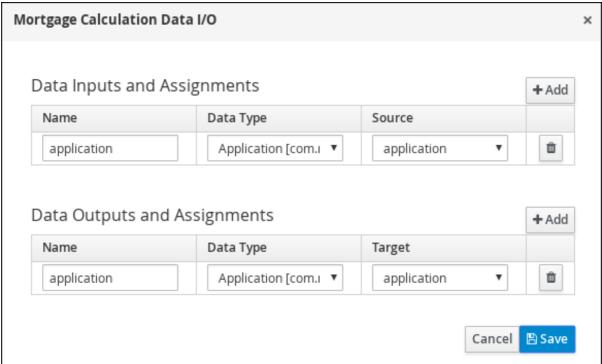
The mortgage calculation business process determines the applicant's mortgage borrowing limit.

Procedure

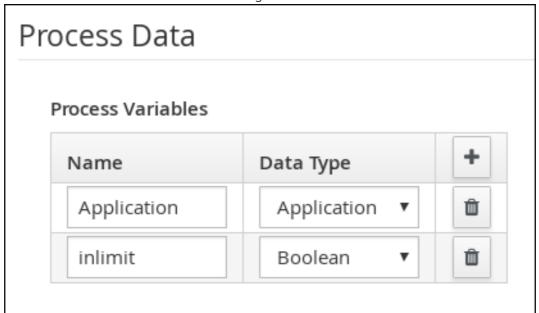
1. Return to the second exclusive gateway. Create an outgoing connection to a business rule task.



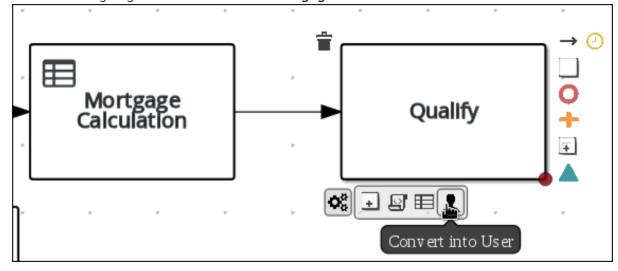
- 2. Click the created connection and in the **Diagram Properties** panel, input **Valid** in the **Name** field.
- 3. Expand Implementation/Execution, select and enter the following values:
 - Condition Expression: not ValidationErrorDO()
 - Condition Expression Language: drools
- 4. Click the created business rule task and in the **Diagram Properties** panel, input **Mortgage Calculation** in the **Name** field.
- 5. Expand Implementation/Execution, select and enter mortgagecalculation in the Rule Flow Group field.
- 6. Click next to **Assignments**. In the **Mortgage Calculation Data I/O** window, click **Add** to create the following assignments:



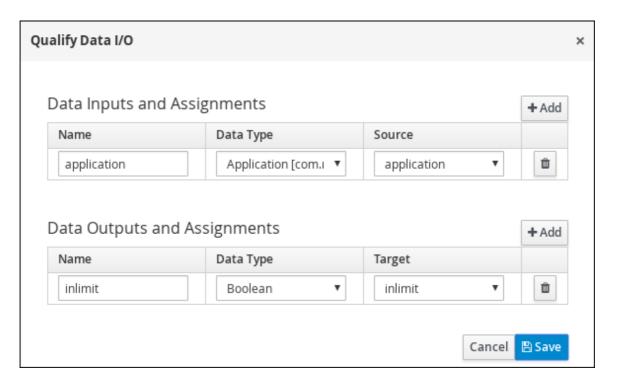
- 7. Click Save.
- 8. Click on an empty space on the canvas, scroll down, expand **Process Data**, and click nex to **Process Variables**. Enter the following values:



- Name: inlimit
- Date Type: Boolean
- 9. Create an outgoing connection from the Mortgage Calculation task to a user task.



- 10. Click on the user task and enter **Qualify** in the **Name** field.
- 11. Expand Implementation/Execution and enter the following values:
 - Task Name: Qualify
 - Groups: approver
 - Click next to Assignments. In the Qualify Data I/O window, click Add to create the following assignments:

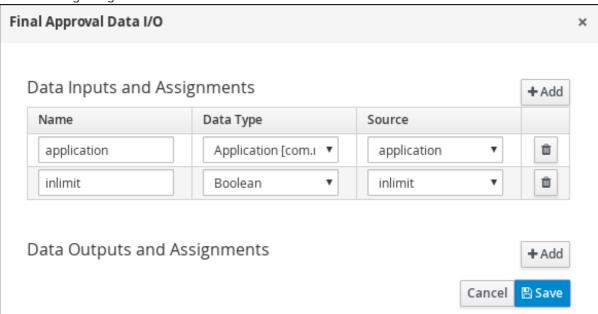


- 12. Click Save. Above the canvas, click Save, and Save, to confirm your changes.
- 13. Create an outgoing connection from the **Qualify** task to an exclusive gateway.
 - a. Click on the GATEWAYS icon in the node panel.
 - b. Click on **Exclusive** and drag it to the right of the **Qualify** task.
- 14. Create an outgoing connection from the exclusive gateway and connect it to a user task.
- 15. Click the connection, name it **in Limit** and define the following Java Condition expression:

return inlimit;



- 16. Click the user task and enter the following values:
 - Name: Final Approval
 - Task Name: finalapproval
 - Groups: manager
- 17. Click next to **Assignments**. In the **Final Approval Data I/O** window, click **Add** to create the following assignments:



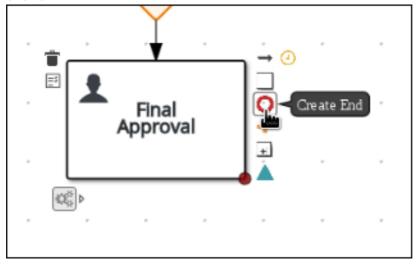
18. Click Save. Above the canvas, click Save, and Save, to confirm your changes.

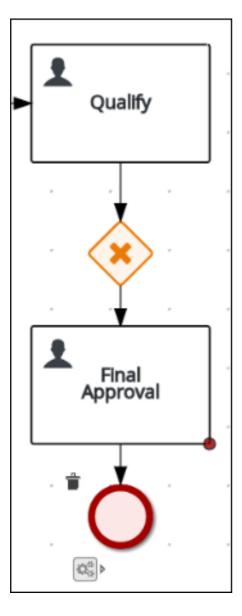
5.2.5. Increasing the down payment

The increasing the down payment business process checks to see if the applicant qualifies for the loan by increasing their down payment. The final result is either the final loan approval, or loan denial based on the applicant's inability to increase the down payment.

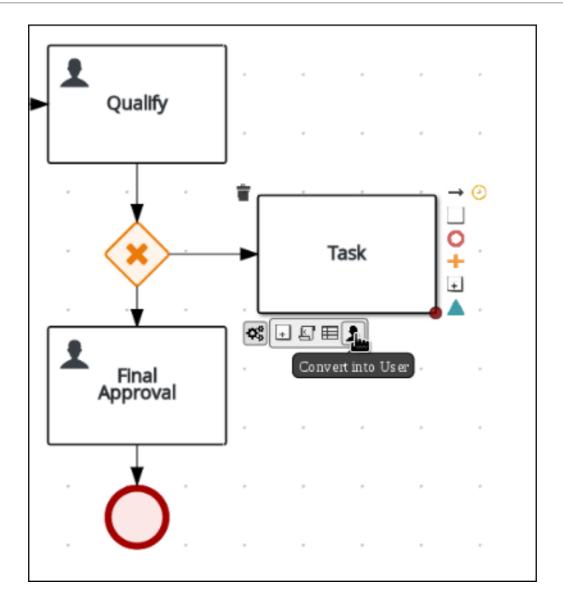
Procedure

1. Create an outgoing connection from the **Final Approval** user task and connect it to an end event.



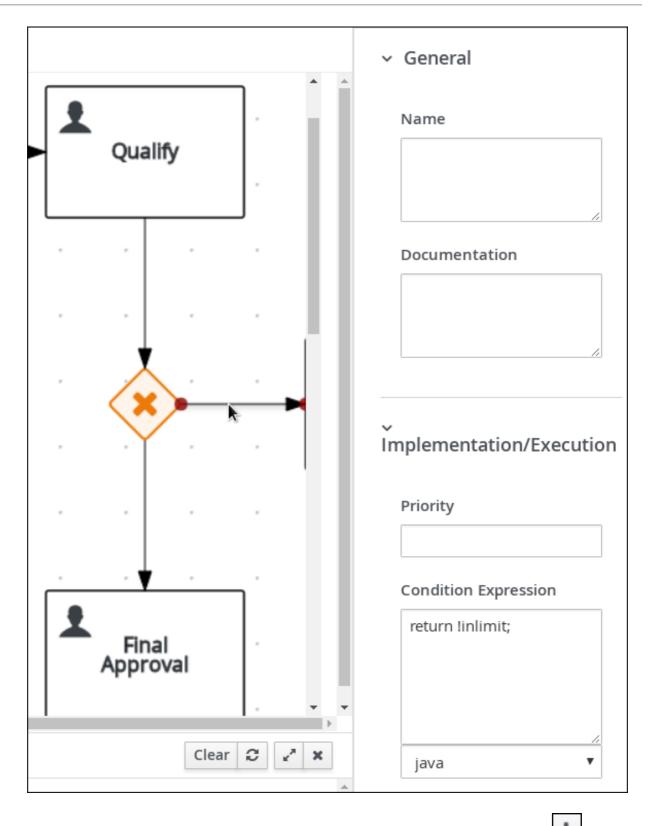


2. Return to the exclusive gateway that connects with the **Final Approval** user task. Create a second outgoing connection and connect it to a new user task.



3. Click the connection, name it **Not in Limit** and define the following Java expression:

return !inlimit;



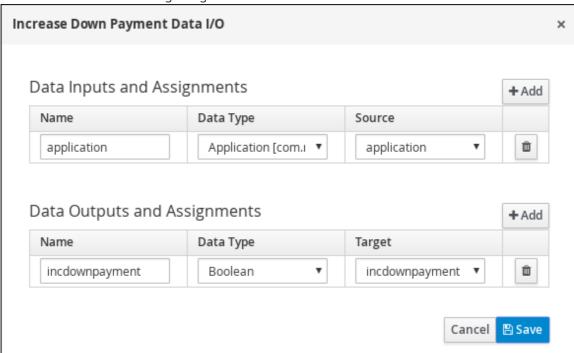
4. Click on an empty space on the canvas, scroll down, expand **Process Data**, and click to **Process Variables**. Enter the following values:

• Name: incdownpayment

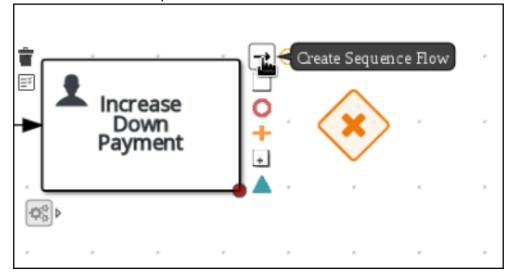
• Data Type: Boolean

Diagram properties								
Name	Name							
MortgageApprovalProces	MortgageApprovalProcess							
Documentation	Documentation							
ID	ID							
GettingStartedMortgage	GettingStartedMortgageApplication.MortgageApprovalF							
Package	Package							
com.myteam.gettingstar	com.myteam.gettingstartedmortgageapplication							
Version	Version							
1.0	1.0							
 Ad-Hoc Process Instance Descrip 	tion							
 Process Data 								
Process Variables								
Name	Name Data Type							
Application	Application [cor ▼							
inlimit	Boolean ▼	ŵ						
incdownpayment	incdownpayment Boolean 🔻 🛍							

- 5. Click the created user task and enter the following values:
 - Name: Increase Down Payment
 - Task Name: incdown
 - Groups: broker
 - Click next to Assignments. In the Increase Down Payment Data I/Owindow, click
 Add to create the following assignments:

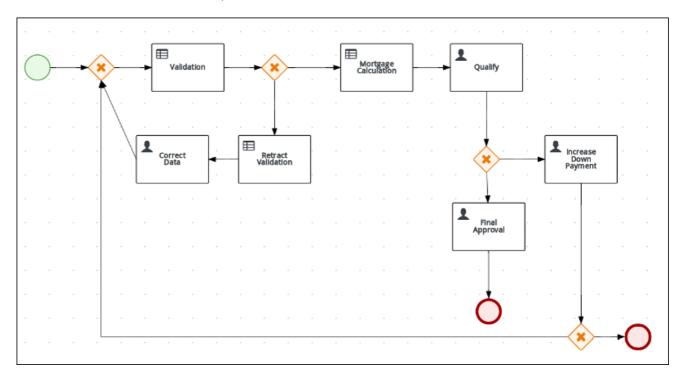


- 6. Click Save. Above the canvas, click Save, and Save, to confirm your changes.
- 7. Create an outgoing connection from the Increase Down Payment task to an exclusive gateway.
 - a. Click on the **GATEWAYS** icon in the node panel.
 - b. Click on Exclusive and drag it to the right of the Increase Down Payment task.
- 8. Click on the **Create Sequence Flow**icon to create a connection to the exclusive gateway.



- 9. Create an outgoing connection from the exclusive gateway and connect it to an end event. Then, click the connection, name it **Down payment not increased**, and create the following Java expression:
 - return !incdownpayment;
- 10. Create an outgoing connection from the exclusive gateway and connect it to the first exclusive gateway. Then, click the connection, name it **Down payment increased**, and create the following Java expression:
 - return incdownpayment;
- 11. Above the canvas, click **Save**, and **Save**, to confirm your changes.

The final version of the business process:



CHAPTER 6. GUIDED RULES

Guided rules are business rules that you create in a UI-based guided rules designer in Business Central that leads you through the rule-creation process. The guided rules designer provides fields and options for acceptable input based on the data objects for the rule being defined. The guided rules that you define are compiled into Drools Rule Language (DRL) rules as with all other rule assets.

All data objects related to a guided rule must be in the same project package as the guided rule. Assets in the same package are imported by default. After you create the necessary data objects and the guided rule, you can use the **Data Objects** tab of the guided rules designer to verify that all required data objects are listed or to import other existing data objects by adding a **New item**.

6.1. VIEWING THE MORTGAGE_PROCESS BUSINESS RULES

Follow these steps to familiarize yourself with the predefined business rules for the **Mortgage_Process** project.

Related information

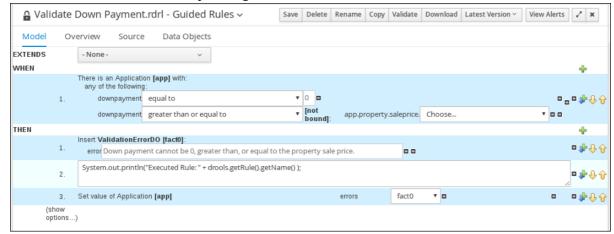
Business rules are defined using the Guided Rule wizard in Red Hat Process Automation Manager. For information about creating guided business rules, see *Designing a decision service using guided rules*.

6.1.1. Viewing the Validate Down Payment guided rule

Review the **WHEN** and **THEN** rules so that you understand how the conditions are set and used later when you run the process.

Procedure

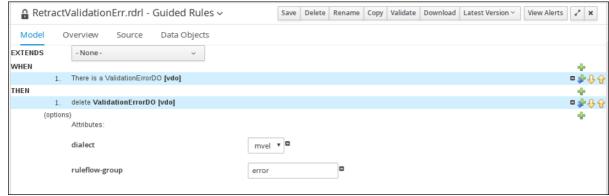
- 1. Click Menu → Design → Projects, and click Mortgage_Process.
- 2. Click the Validate Down Payment guided rule.
- 3. Review the Validate Down Payment guided rule's WHEN and THEN conditions and values.



6.1.2. Viewing the RetractValidationErr guided rule

Review the **WHEN** and **THEN** rules so that you understand how the conditions are set and used later when you run the process.

- 1. Click Menu → Design → Projects, and click Mortgage_Process.
- 2. Click the **RetractValidationErr** guided rule.
- 3. Review the RetractValidationErr guided rule's WHEN and THEN conditions and values.



CHAPTER 7. GUIDED DECISION TABLES

Guided decision tables are a wizard-led alternative to uploaded decision table spreadsheets for defining business rules in a tabular format. With guided decision tables, you are led by a UI-based wizard in Business Central that helps you define rule attributes, metadata, conditions, and actions based on specified data objects in your project. After you create your guided decision tables, the rules you defined are compiled into Drools Rule Language (DRL) rules as with all other rule assets.

All data objects related to a guided decision table must be in the same project package as the guided decision table. Assets in the same package are imported by default. After you create the necessary data objects and the guided decision table, you can use the **Data Objects** tab of the guided decision tables designer to verify that all required data objects are listed or to import other existing data objects by adding a **New item**.

7.1. VIEWING THE MORTGAGE DECISION TABLE

The goal of this chapter is to introduce you to the MortgageDecisionTable decision table. For this tutorial, you do not create and set the decision table conditions. Instead, review the values and the conditions that are already defined in the Mortgage_Process sample project's MortgageDecisionTable Guided Decision Tables asset. For information about creating decision tables, see Designing a decision service using guided decision tables.

Prerequisites

The business rules have been defined. For more information, see Section 6.1, "Viewing the Mortgage_Process business rules".

- 1. Log in to Business Central and click **Menu** → **Design** → **Projects** → **Mortgage_Process**.
- 2. Scroll down and click the MortgageDecisionTable Guided Decision Tables asset.

Мо	MortgageDecisionTable							
#	Description	ruleflow-group	Applicant Annual Income		Property			application
			\$greater	\$less_or_equal	\$saleprice_less	\$age_less	\$location	Mortgage Amount
1		mortgagecalculation	100000	200000	300000	5	Urban	200000
2		mortgagecalculation	50000	99999	100000	10	Rural	100000

CHAPTER 8. GENERATING AND EDITING FORMS

The following chapter shows you how to automatically generate forms for collecting user data for your mortgage application business process. This chapter also includes information about editing forms to familiarize you with form manipulation.

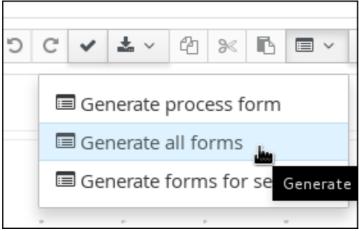
Prerequisites

The **MortgageApprovalProcess** business process has been created. For more information, see Section 5.2, "Creating a new **MortgageApprovalProcess** business process application".

8.1. AUTOMATIC FORM GENERATION

Red Hat Process Automation Manager enables you to automatically generate forms. For this business process you automatically generate the **Applicant**, **Property**, and **Application** forms.

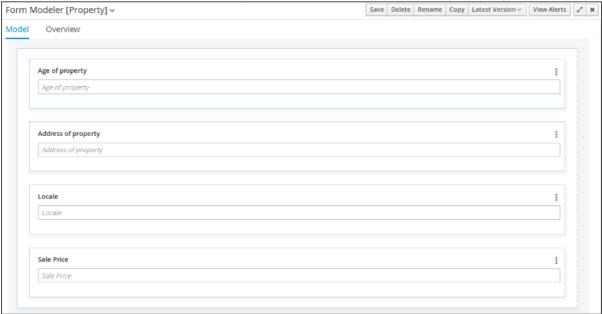
- 1. Log in to Business Central and click Menu → Design → Projects → Mortgage_Process.
- 2. From the asset list, select the MortgageApprovalProcess business process.
- 3. Click on the Form Generation menu in the upper-right menu and select Generate all forms.



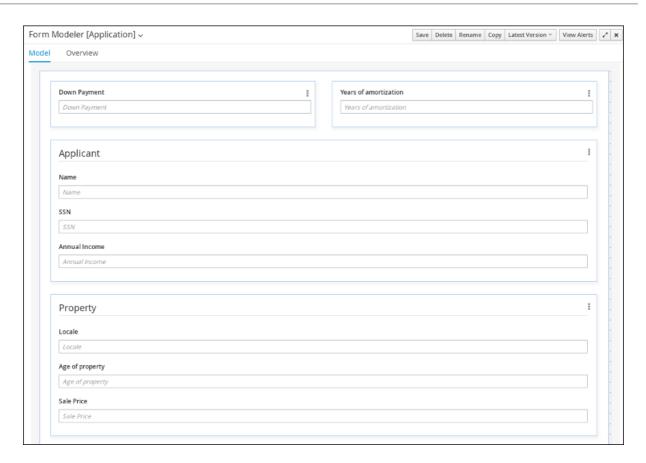
- 4. Click Menu → Design → Projects → Mortgage_Process.
- 5. From the asset list, select the **Applicant** form. The **Applicant** form is shown below:



- 6. Click Menu → Design → Projects → Mortgage_Process.
- 7. From the asset list, select the **Property** form. The **Property** form is shown below:



- 8. Click Menu → Design → Projects → Mortgage_Process.
- 9. From the asset list, select the **Application** form. The **Application** form is shown below:

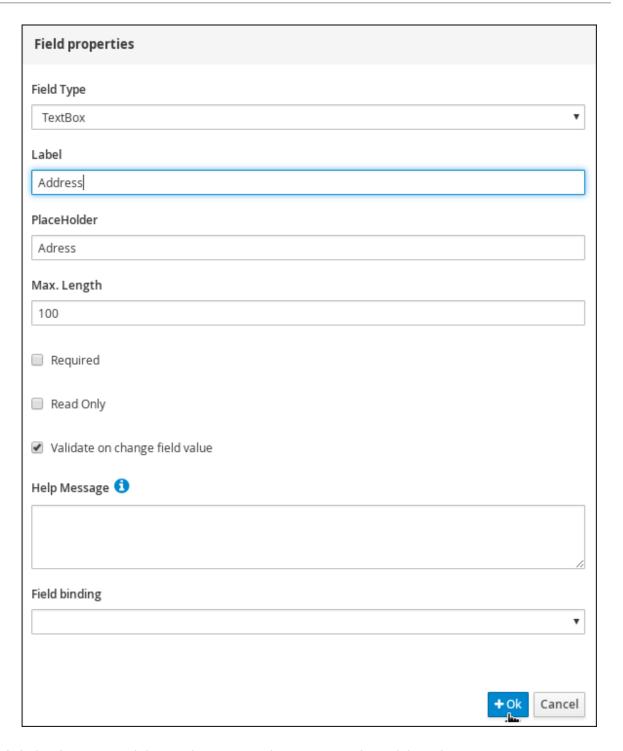


10. Click on the \mathbf{X} in the upper-right corner to close the editor.

8.2. EDITING FORMS (OPTIONAL)

The following optional process shows you how to edit the Applicant form that you previously defined as part of this tutorial business process:

- 1. Log in to Business Central and click Menu → Design → Projects → Mortgage_Process.
- 2. Click the **Applicant** data object form and add a new **Address** row.
 - a. Expand the Form Controls menu and drag the TextBox field in to the existing form.
 - b. Complete the form field properties for the new Address row.



- 3. Click the three vertical dots in the upper-right corner to edit or delete the row.
- 4. Click **Save**, and click **Save** to confirm your changes.

CHAPTER 9. DEPLOYING THE MORTGAGEAPPROVALPROCESS PROCESS APPLICATION

The following chapter instructs you how to build and deploy a new instance of the **Mortgage_Process** application in Red Hat Process Automation Manager.

Prerequisites

The Process Server is deployed and connected to the Business Central.

Procedure

- 1. Log in to Business Central and click Menu → Design → Projects → Mortgage_Process.
- 2. Click **Deploy**.
 - If no KIE container (deployment unit) is included with the project name, a container with default values is automatically created.
 - If an older version of the project is already deployed, go to the project settings and change the project version. When finished, save the change and click **Deploy**. This deploys a new version of the same project with the latest changes in place, alongside the older version(s).
- 3. To verify the deployment, click Menu → Manage → Process Definitions, and click



4. Click on the three vertical dots in the **Actions** column and select **Start** to start a new instance of the process.

CHAPTER 10. EXECUTING THE MORTGAGEAPPROVALPROCESS PROCESS APPLICATION

Now that you have deployed the project, you can execute the project's defined functionality. For this tutorial you input data into a mortgage application form acting as the mortgage broker. The **MortgageApprovalProcess** business process runs and determines whether or not the applicant has offered an acceptable down payment based on the decision rules that you defined earlier. The business process either ends the rule testing or requests that the applicant increase the down payment to proceed. If the application passes the business rule testing, the bank's approver reviews the application and either approve or deny the loan.

Prerequisites

- The Process Server is deployed and connected to the Red Hat Process Automation Manager.
- The Mortgage_Process application has been deployed.
- The user or users working on the tasks must be members of the following groups:
 - approver For the Qualify task
 - broker For the Correct Data and Increase Down Payment tasks
 - manager For the Final Approval task

- Log in to Red Hat Process Automation Manager and click Menu → Manage → Process Definitions.
- 2. Click anywhere in the MortgageApprovalProcess row to view the process details.
- 3. Click the **Diagram** tab to view the business process diagram in the editor.
- 4. Click **New Process Instance** to open the **Application** form and input the following values in to the form fields:
 - Down Payment 30000
 - Years of amortization 10
 - Name: Ivo
 - Annual Income: 60000
 - SSN: 123456789
 - Age of property: 8
 - Address of property. Brno
 - Locale: Rural
 - Property Sale Price: 50000

- 5. Click **Submit** to start a new process instance. After starting the process instance, the **Instance Details** view opens.
- 6. Click on the **Diagram** tab to view the process flow within the process diagram. The state of the process is highlighted as it moves through each task.
- 7. Click Menu → Track → Task Inbox. This takes you to the Qualify form.
- 8. As the approver, you review the **Qualify** task information, and if approved, select **Is mortgage application in limit?** and click **Complete**.
- 9. In the Task Inbox, click anywhere in the Final Approval row to open the Final Approval task.
- 10. Click **Claim** to claim responsibility for the task, and click **Complete** to finalize the loan approval process.



NOTE

The **Save** and **Release** buttons are only used to either pause the approval process and save the instance if you are waiting on a field value, or to release the task for another user to modify.

CHAPTER 11. MONITORING THE MORTGAGEAPPROVALPROCESS PROCESS APPLICATION

The following chapter shows how different bank employees, such as a system administrator or a knowledge worker, might use some of the monitoring capabilities to track an instance of the mortgage approval process.

Prerequisites

The Process Server is deployed and connected to the Business Central.

Procedure

- Log in to Red Hat Process Automation Manager and click Menu → Manage → Process Instances.
- 2. In the **Manage Process Instances** window, you can set filters, such as **State**, **Errors**, **Id**, and so on
- 3. Select **Completed** in the **State** filter to view all completed **MortgageApprovalProcess** instances.
- 4. Click on each of the following tabs to get a feel for what type of information is available to monitor a specific process instance:
 - Instance Details
 - Process Variables
 - Documents
 - Logs
 - Diagram
- Click Menu → Track → Process Reports. This view contains a variety of charts that can help a senior process manager to gain an overview of all processes based on Type, Start Date, Running Time, and so on to assist with task reporting.

11.1. FILTERING PROCESS INSTANCES USING DEFAULT OR ADVANCED FILTERS

Business Central now provides you with default and advanced filters to help you filter and search through running process instances. You can also create custom filters using the **Advanced Filters** option.

11.1.1. Filtering process instances using default filters

Filter processes instances by attributes such as **State**, **Errors**, **Filter By**, **Name**, **Start Date**, and **Last update**.

Procedure

In Business Central, go to Menu → Manage → Process Instances.

2. On the **Manage Process Instances** page, click the filter icon on the left of the page to expand the **Filters** pane.

This pane lists the following process attributes which you can use to filter process instances:

- State: Filter process instances based on their state (Active, Aborted, Completed, Pending, and Suspended).
- Errors: Filter process instances by errors.
- **Filter By**: Filter process instances based on **Id**, **Initiator**, **Correlation Key**, or **Description** attribute.
 - i. Select the required attribute.
 - ii. Enter the search query in the text field below.
 - iii. Click Apply.
- Name: Filter process instances based on process definition name.
- Start Date: Filter process instances based on their creation date.
- Last update: Filter process instances based on their last modified date.

You can also use the Advanced Filters option to create custom filters in Business Central.

11.1.2. Filtering process instances using advanced filters

Use the **Advanced Filters** option to create custom process instance filters. The newly created custom filter is added to the **Saved Filters** pane, which is accessible by clicking on the star icon on the left of the **Manage Process Instances** page.

Procedure

- 1. In Business Central, go to Menu → Manage → Process Instances.
- 2. On the Manage Process Instances page, click Advanced Filters icon.
- 3. In the **Advanced Filters** pane, enter the name and description of the filter, and click **Add New**.
- 4. Select an attribute from the **Select column** drop-down list, for example, **processName**. The content of the drop-down changes to **processName**!= value1.
- 5. Click the drop-down again and choose the required logical query. For the **processName** attribute, choose **equals to**.
- 6. Change the value of the text field to the name of the process you want to filter.



NOTE

The name must match the value defined in the business process of the project.

- 7. Click **Save** and the processes are filtered according to the filter definition.
- 8. Click on the star icon to open the **Saved Filters** pane. In the **Saved Filters** pane, you can view all the saved advanced filters.

APPENDIX A. VERSIONING INFORMATION

Documentation last updated on Friday, May 22, 2020.