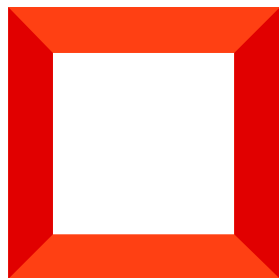
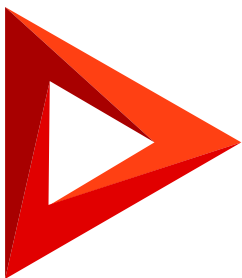


# Process administration

Find a process

Version 8.0



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# Find a process

PRODUCTS: ALL CREATIO PRODUCTS


The diagrams of the business processes configured in Creatio are saved to the [ *Process library* ] section.

**Note.** The process library displays the list of BPMN processes whose [ *Tag* ] parameter value is “Business Process.” By default, the “Business Process” tag is set for all processes that the users configure in the process designer. You can view and modify the process tag text on the business process properties areas in the process designer.

The [ *Process library* ] section contains the “Active” filter for displaying only business processes with the [ *Active* ] checkbox selected.



## View the process list

To view the process list:

1. Click  to open the System Designer.
2. Click [ *Process library* ] under [ *Processes* ].

**Note.** Business processes whose diagrams contain a [start timer](#) or a [signal](#) event are indicated with the corresponding icons in the list (Fig. 1). These icons match the process element icons for the start timer and start signal events, respectively. If a business process uses different types of start events, the corresponding record will contain several icons.

Fig. 1 - Business processes initiated with starting signal events

<input checked="" type="checkbox"/> Active  Filter ▼				
ESN notification		Active Yes	Created on 1/23/2015 1:07 PM	Modified on 8/1/2017 10:05 AM

## Find a process using organizational trees

The folder tree is displayed in the [ *Process library* ] section by default (Fig. 2). In addition to standard folders, the tree contains folders that are generated automatically, based on the processes currently available in the library.

Fig. 2 - Folders in the [ *Process library* ] section

The screenshot shows the 'Process library' interface. On the left, there is a navigation pane with folders like 'Run by object signal', 'Run by timer', 'Favorites', and 'All'. The main area displays a list of processes with columns for 'Active', 'Created on', and 'Modified on'. The processes listed include 'Change country', 'ProcessNotificationsUpdateScenario', 'Send push notification', 'Predict field values for Case', 'Send email to case contact', 'Reevaluate case level request process', 'Send email to case contact after adding a portal message', 'Hash Updater Process', and 'Actualize calculation terms after status change'.

Process Name	Active	Created on	Modified on
Change country	Yes	1/23/2018 4:42 PM	1/23/2018 4:55 PM
ProcessNotificationsUpdateScenario	Yes	9/20/2017 8:31 PM	9/10/2017 3:25 PM
Send push notification	Yes	9/20/2017 8:31 PM	8/31/2017 6:30 PM
Predict field values for Case	Yes	9/20/2017 8:31 PM	10/18/2017 1:35 PM
Send email to case contact	Yes	7/9/2017 8:13 PM	6/29/2017 3:55 PM
Reevaluate case level request process	Yes	7/9/2017 8:13 PM	7/27/2017 10:22 AM
Send email to case contact after adding a portal message	Yes	7/9/2017 8:13 PM	10/4/2017 5:03 PM
Hash Updater Process	Yes	5/31/2017 9:15 PM	6/8/2017 1:40 PM
Actualize calculation terms after status change	Yes	12/1/2016 12:04 AM	10/20/2017 5:44 PM

All standard folder functions are available in the [ *Process library* ] section.

**Note.** More information about working with folders is available in the “[Folders](#)” article.

By default, the folders in the [ *Process library* ] section contain folders that group the processes by the type of their starting event. These folders have unique icons to visually distinguish them from regular folders. These folders cannot be edited.

The folders that group business processes by the type of their starting events are displayed only if corresponding processes exist in the library.

These folders also have automatically generated subordinate folders that further group the processes by their starting event parameters:

- In the “Run by object signal” folder, the further grouping is done by objects that trigger processes (Fig. 3).

Fig. 3 – Grouping of processes by objects in the “Run by object signal” folder

The screenshot shows the 'Run by object signal' folder expanded, revealing subfolders: 'Activity', 'Deleted', 'Inserted', and 'Updated'.

- In the “Run by timer” folder, the further grouping is done by the timer settings (Fig. 4).

Fig. 4 – Grouping of processes by timer settings in the “Run by timer” folder

