
BIC Process Design

GBTEC Software AG

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QUICK START

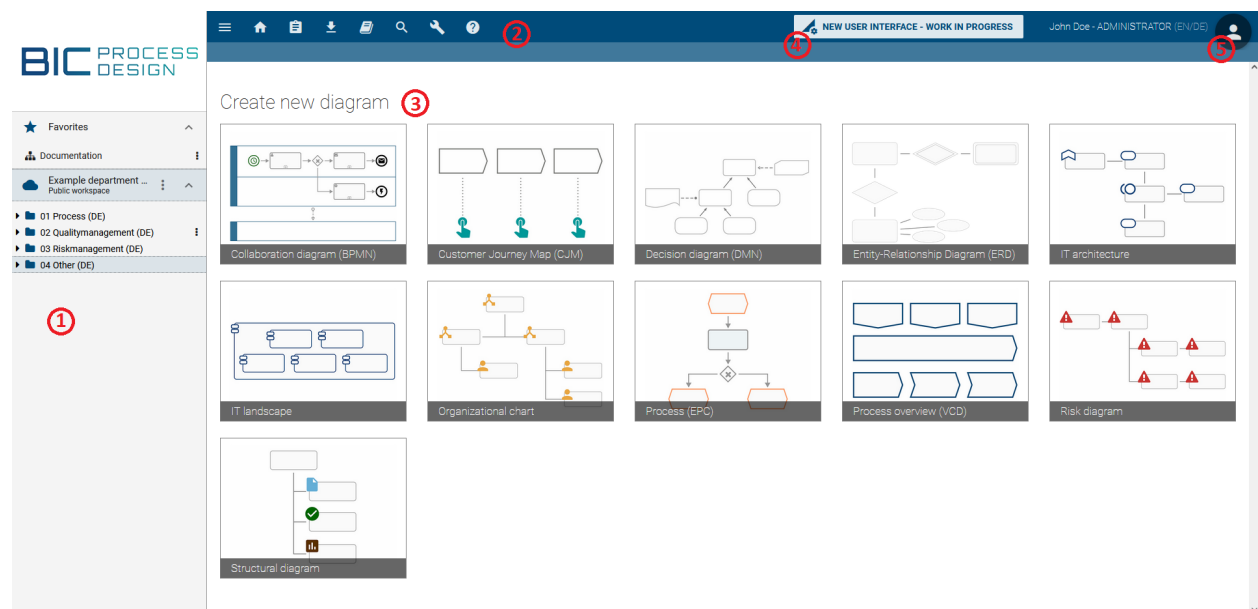
Welcome to the BIC Process Design help.

1.1 First steps

Welcome Screen

After successful login, you will be redirected to your welcome screen.

If your user role is *administrator*, *editor* or *author* your welcome screen will look like the following.



The welcome screen consists of different elements.

- (1): In the left sidebar, you can find your *favorite diagrams*, as well as the *categories* and *diagrams* of the currently opened *repository*.
- (2): In the menu bar at the top you can access many useful functions such as the *administration* and the *global search*.
- (3): In the center of the application, you can *create a new diagram*. If your role is *reader* or *reviewer*, you will see the *MyBIC-Site* here, which presents you useful diagrams and search results.
- (4): With the button *NEW USER INTERFACE - WORK IN PROGRESS* you can switch to the *new user interface* of BIC Process Design.

(5): Here you got access to your profile. You can *change your role* or activate the *high contrast theme*. Furthermore, here is the possibility to *sign out*.

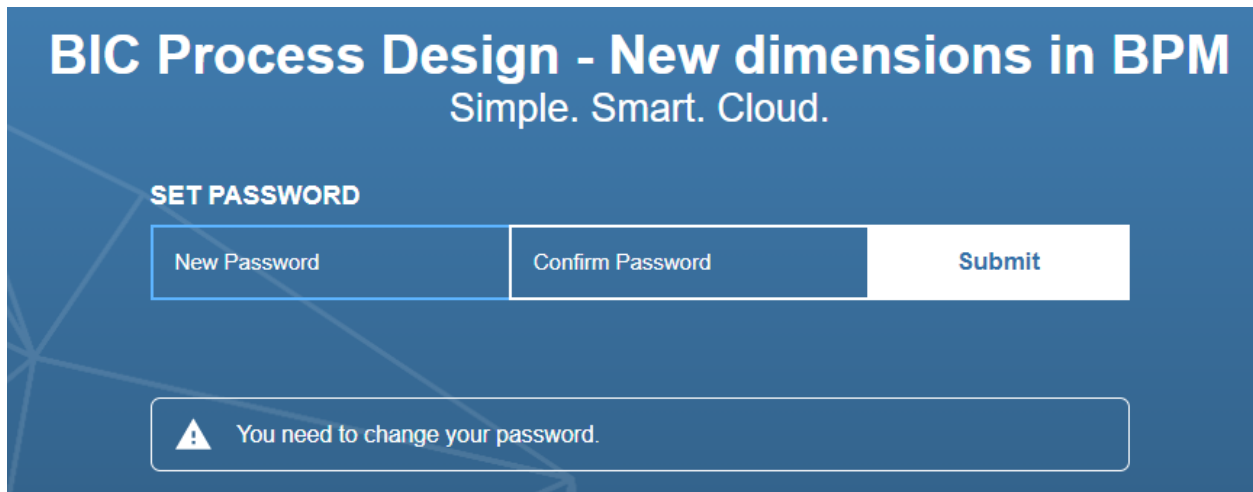
You can always return to your welcome screen by clicking on the logo at the top left of the screen or the repository name.

Note: After successful *login* you will be informed about a software update and new features of BIC Process Design if applicable.

Warning: Do not log in to the system with the same workspace and the same browser and different credentials. This type of operation can lead to inconsistencies and data loss in the worst case. It is not supported by the software.

1.1.1 How do I sign in?

As soon as you are registered as a user in BIC Process Design, you will receive an e-mail with a link to set your password. The link is valid for 24 hours. Open this link and set a password.

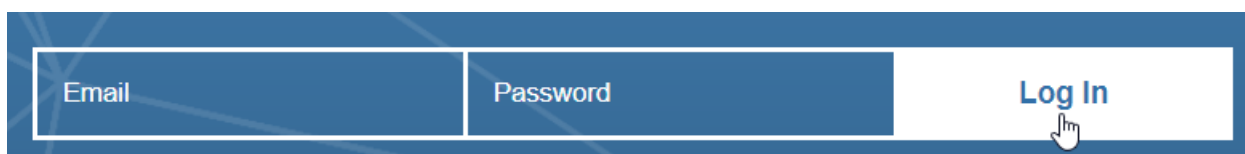


The screenshot shows a blue-themed web interface for setting a password. At the top, the text 'BIC Process Design - New dimensions in BPM' is displayed in white, followed by the tagline 'Simple. Smart. Cloud.' Below this, the section is titled 'SET PASSWORD'. There are three input fields: 'New Password', 'Confirm Password', and a 'Submit' button. At the bottom, a warning message with a yellow triangle icon states: 'You need to change your password.'

Confirm the password via *Submit*.

You will be informed that the registration was successful. Furthermore a link will appear which you can open to go directly to the login page.

When you have registered once, you can always log in to your BIC Process Design by entering your e-mail address and the password on the login page.



The screenshot shows a blue-themed web interface for logging in. It features two input fields: 'Email' and 'Password', followed by a 'Log In' button. A hand cursor icon is shown pointing at the 'Log In' button.

After successful login you will be directed to your *Welcome screen*. Eventually, you will be informed about a software update and new features of BIC Process Design.

Warning: Do not log in to the system at the same workstation and the same browser and different credentials (without clearing the cache). This type of operation can lead to inconsistencies and data loss in the worst case. It is not supported by the software.

As an SSO user, you are directly logged in to BIC Process Design by opening the application if you are logged in to your SSO-system. The login page of the application is no longer usable. Your login data are managed by the SSO-system and you do not receive any e-mails with links to set your password from BIC Process Design. Therefore, you can only change your password in the external system. In addition to SSO users, “normal” users can have access to the application and the login page in the same tenant using the corresponding URL parameter.

1.1.2 How is the login lock configured?

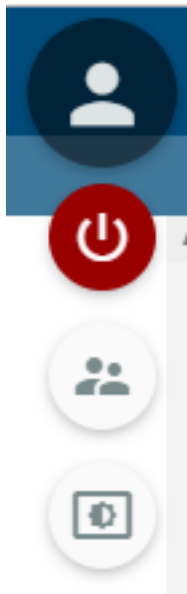
If you make ten consecutive failed login attempts, the account will be locked for one minute. During this lockout period, each login attempt will receive the message *Invalid username or password*. If further failed login attempts are made after the lockout period has expired, the waiting time until the next attempt will be incrementally increased, with a maximum waiting time of up to fifteen minutes.

The login attempt counter is reset every twelve hours or after a successful login. In addition, a one-minute lockout occurs if the time between two consecutive failed login attempts is one second or less.

1.1.3 How do I sign out?

We recommend you to sign out after finishing your work with BIC Process Design.

Press the *Profile* button to the right of your user name.



There click on the upper *Logout* button.

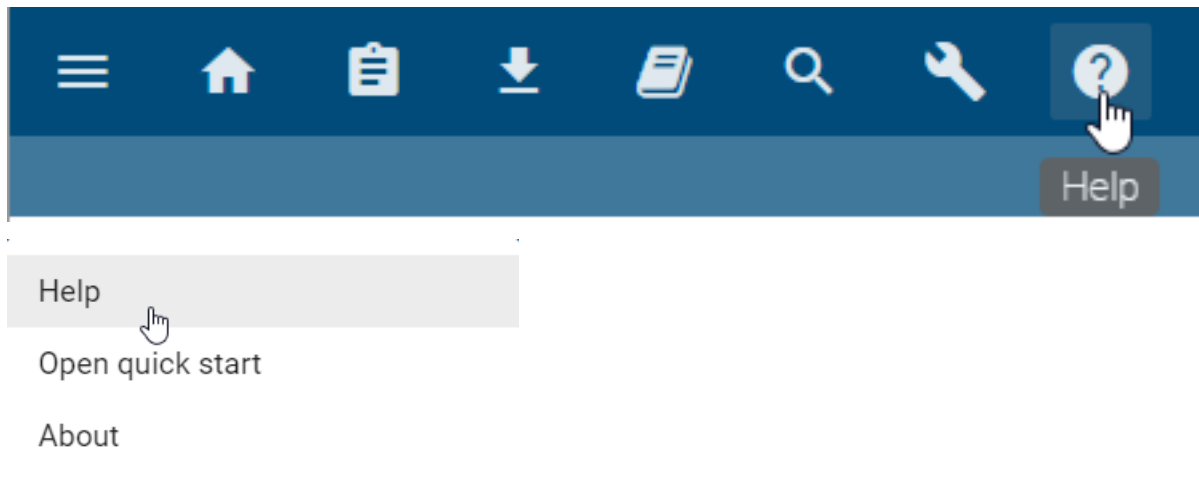
If you have checked out diagrams, you will be notified with a dialog. Please keep in mind that local workstations are stored in the “Local Storage” of your browser. According to your browser settings, it is thus possible that local workstations are rejected by closing the browser. Therefore, always check in your changes to unlock the diagram for further processing. Subsequently you are logged out and are forwarded to the logout page of BIC Process Design.

During your next login, BIC Process Design will redirect you to the repository you have worked in last.

Note: If you are inactive for at least 30 minutes by default, your session will expire. You will be logged out and asked to log in again.

1.1.4 Where can I find the help?

A click on the question mark in the upper menu bar opens a menu. Here you can choose to view the user documentation in a new browser tab by a click on *help*. If you click on *Open quick start*, this chapter of the documentation will open.



1.1.5 How can I switch to the new user interface?

On your welcome screen and on your “*MyBIC*” page, you can find the button *NEW USER INTERFACE - WORK IN PROGRESS* in the menu bar. Clicking on it will take you directly to the MyBIC page in the new interface.

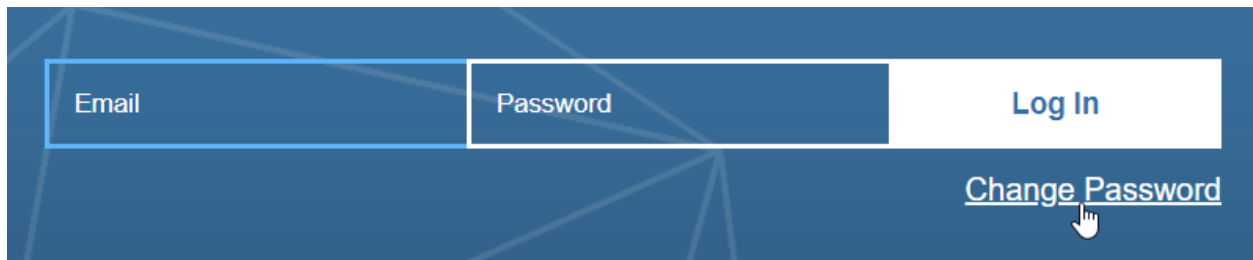


Similarly, you can return to the old user interface from the new one using the button in the header.

Note: If you use Internet Explorer as your browser, you cannot change the user interface because the new interface is not available here.

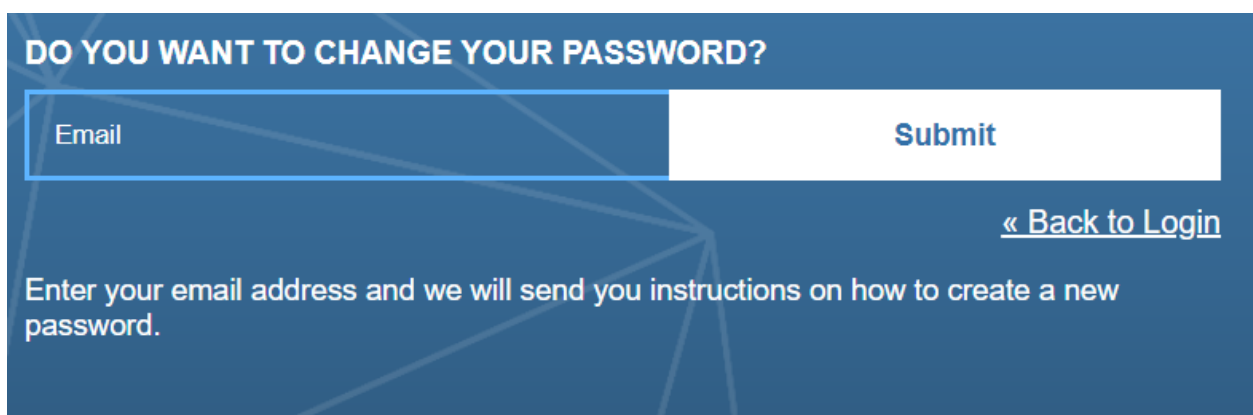
1.1.6 How do I change my password?

You can change your password on the login screen. Log out if you are already logged in. If you have forgotten your password, you can also reset it by following the steps. To do this, click on *Change password* on the login page.



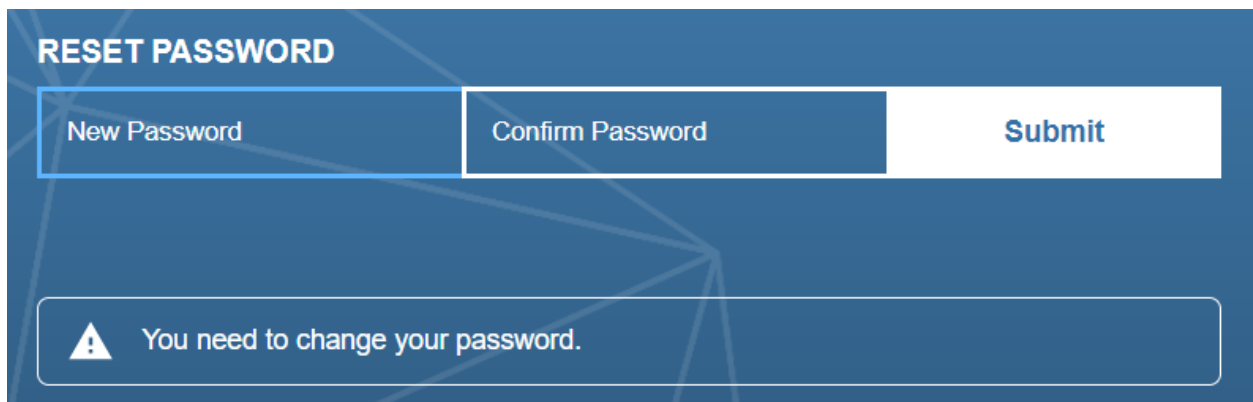
The image shows a login interface on a dark blue background. It features two input fields: 'Email' and 'Password'. To the right of these fields is a white button labeled 'Log In'. Below the 'Log In' button, there is a link labeled 'Change Password' with a mouse cursor pointing at it.

You can then enter your registered e-mail address and click *Submit*.



The image shows a form titled 'DO YOU WANT TO CHANGE YOUR PASSWORD?' in white text on a dark blue background. It contains an 'Email' input field and a 'Submit' button. Below the form, there is a link '« Back to Login'. At the bottom, a message reads: 'Enter your email address and we will send you instructions on how to create a new password.'

You will receive an e-mail with a link to set your new password. The link is valid for 5 minutes. Follow this link to the corresponding page where you can enter your new password.



The image shows a form titled 'RESET PASSWORD' in white text on a dark blue background. It contains two input fields: 'New Password' and 'Confirm Password', followed by a 'Submit' button. Below the form, there is a warning message in a white box: '⚠ You need to change your password.'

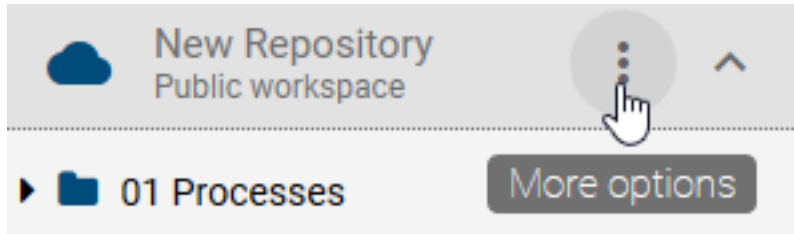
Confirm your input by clicking on *Submit*. Your new password will be saved and you will be redirected to the welcome screen.

Alternatively, administrators can send a *link to change the password* to every user.

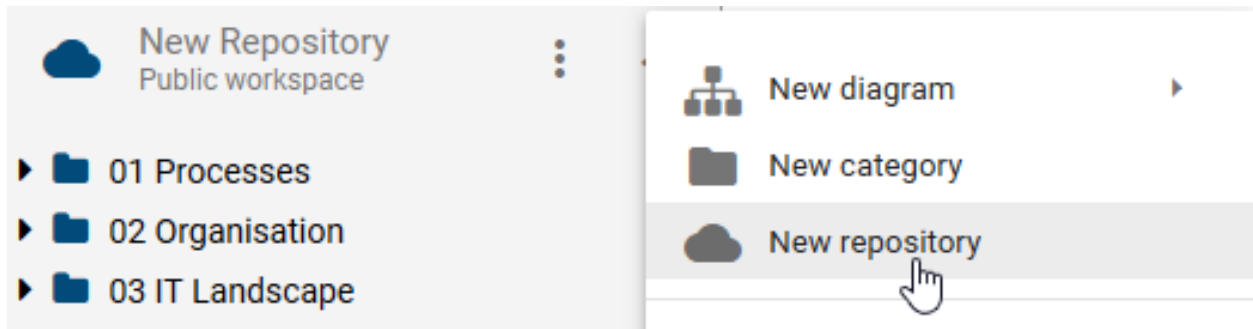
Note: Your password must be at least twelve characters long, contain one number, one special character, one lower-case and one uppercase.

1.1.7 How do I create a repository?

Open the context menu by clicking the *context menu*-button in the explorer.



In the context menu, select *New Repository*. An input field appears. Enter the name of the new repository.



Confirm your input by clicking *Create*.

Please enter name of repository

Repository name

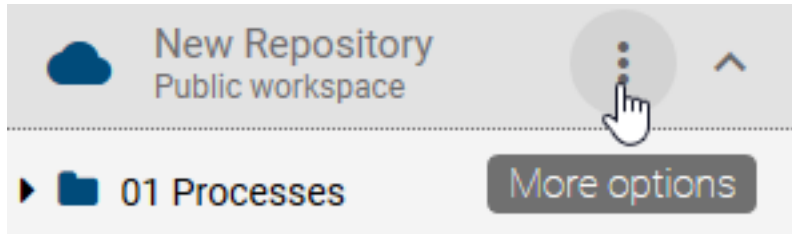
CANCEL

CREATE

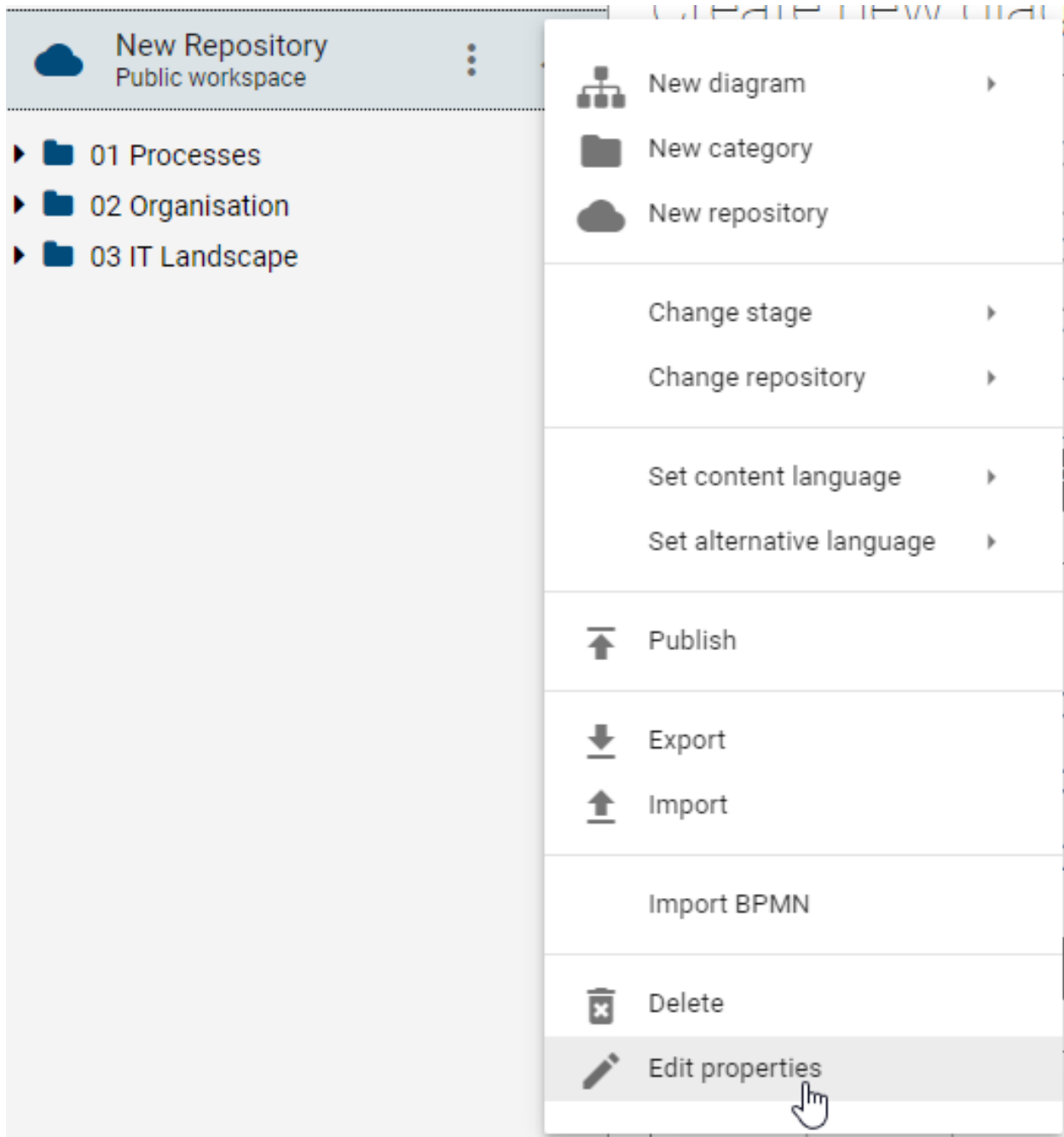
Note: Note that you can only create repositories if you are in the administrator user role.

1.1.8 How do I rename a repository?

In the explorer, open the context menu by clicking on the *context menu*-button (visualised by three points).



Select *Edit properties* from the context menu.



An input field *Please enter name of the repository* appears where you can change the name of the repository. Confirm by clicking *Save*.

Edit properties

Please enter name of repository

Repository

Restricted access

CANCEL

SAVE

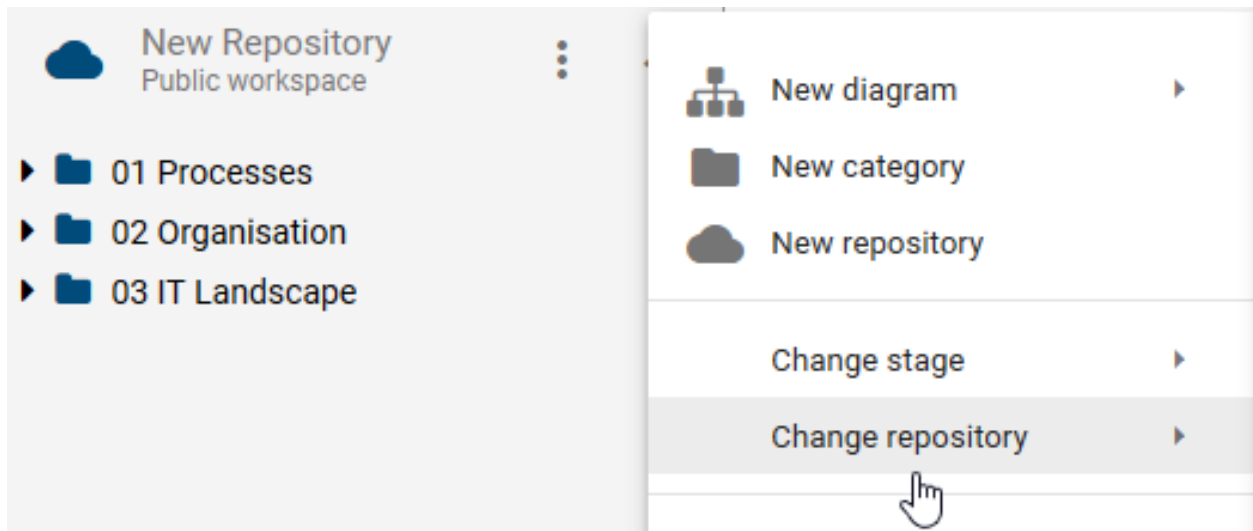


Note: Note that you can only rename repositories if you are in the administrator user role.

1.1.9 How can I view different repositories?

If you are working with several repositories, you can switch between them in the explorer, because just one repository is displayed in the explorer at a time.

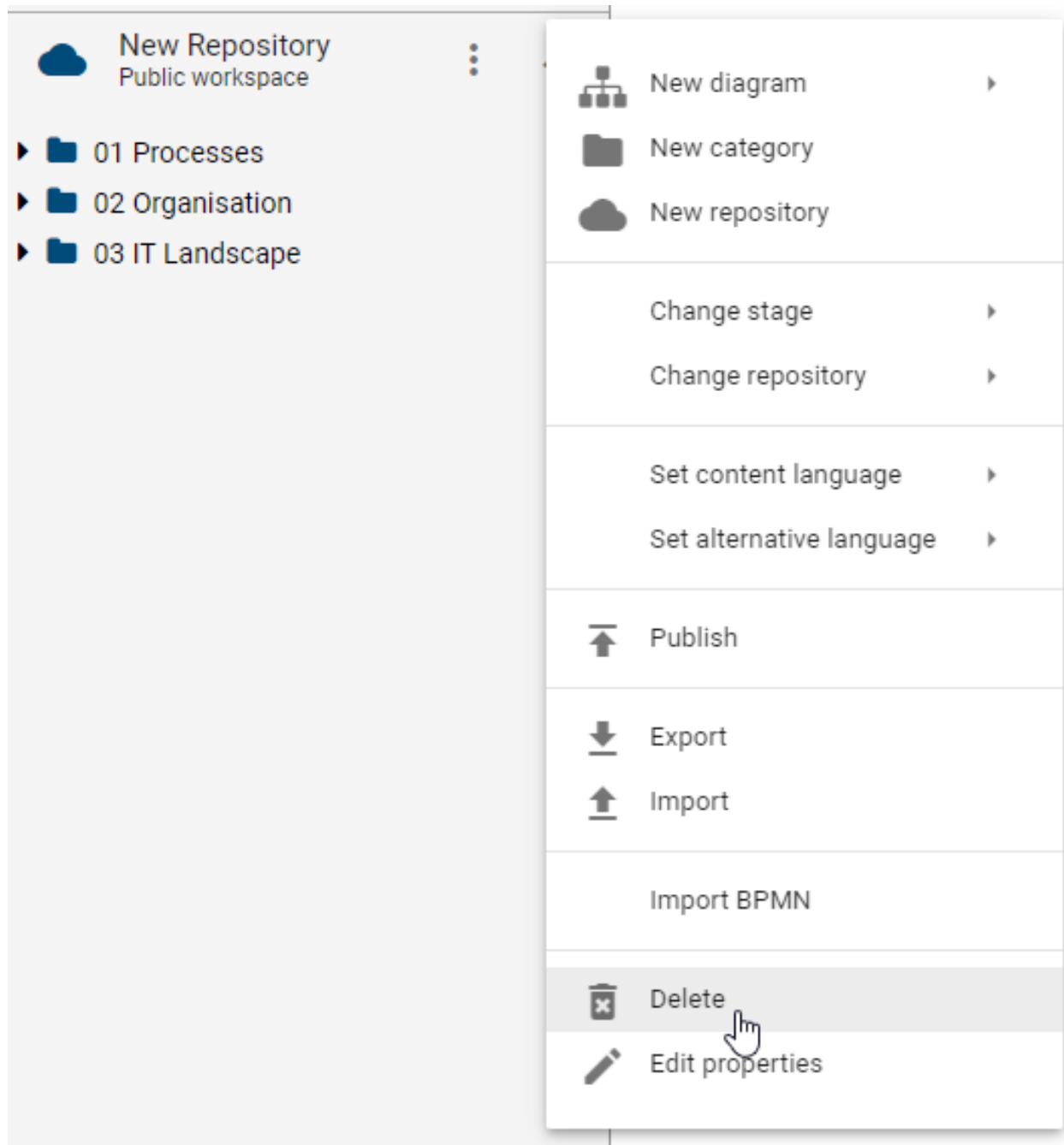
To display another repository, click the *context menu* button of the current repository. There click on *Change Repository*. An alphabetically sorted list of available repositories opens. If necessary, scroll until the desired repository is displayed. Alternatively, you can enter the name of the repository in the *Filter* input field, which is at the top of the list, and search for your entry using the Enter key.



Select the desired repository by clicking its name. The selected repository is now displayed in the explorer.

1.1.10 How do I delete a repository?

Select the repository you want to delete. Now open the context menu in the explorer by clicking the *context menu*-button. There select *Delete*. A dialog appears to confirm the deletion of the repository. Confirm with *Delete* to delete the repository.

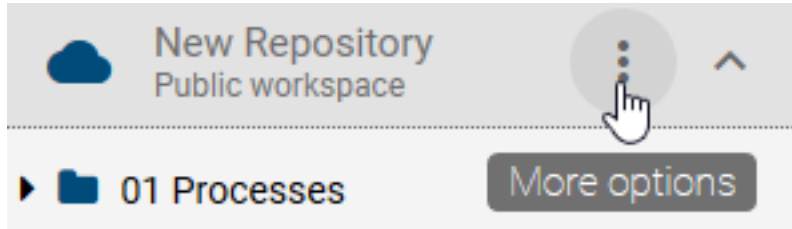


Note: Deleting a repository deletes all diagrams inside in the repository, as well as the catalog, and thus has extensive consequences. Note that you can only delete repositories if you have administrator rights.

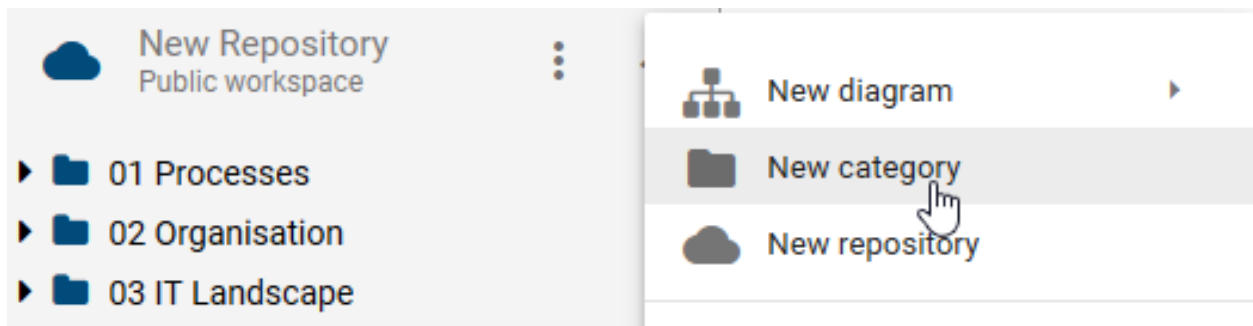
1.1.11 How do I create a category?

Categories are helpful to structure logically related elements. You can create categories within a repository and add more categories within a category. Categories are sorted alphabetically within a level.

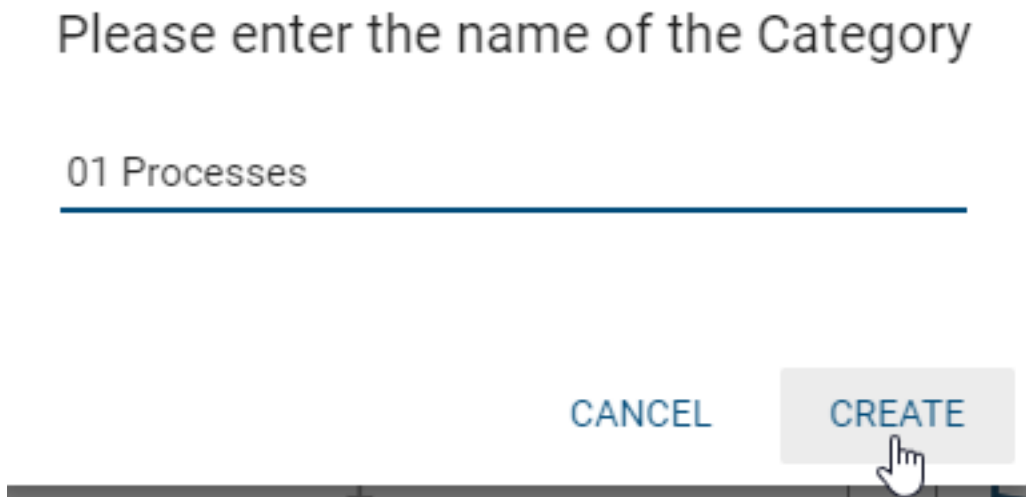
Open the context menu for the repository or a category by using the context menu button.



Select the entry *New Category*.



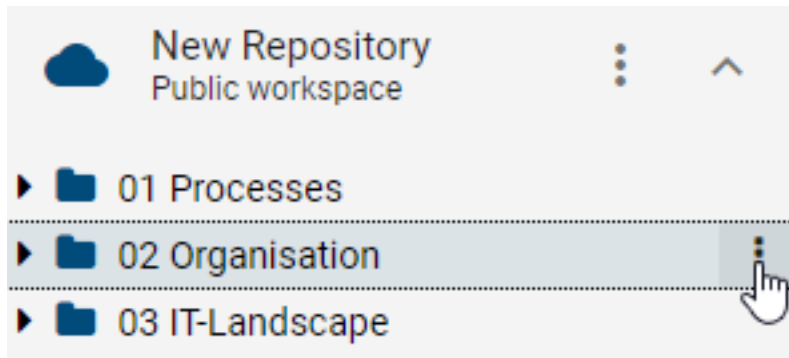
Enter the desired name for the category. Close the input dialog by clicking *Create* or the Return-key.



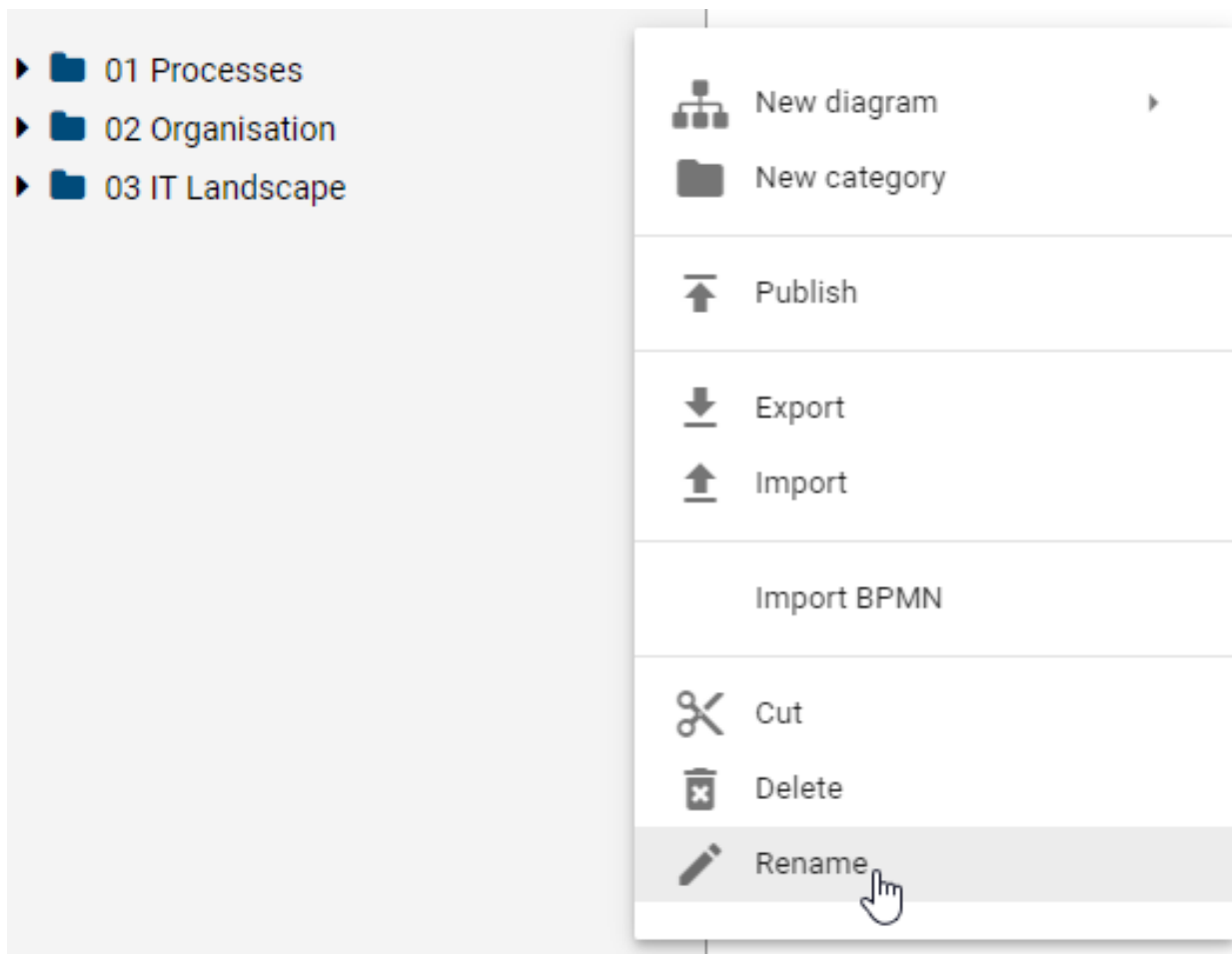
The new category is now visible in the explorer, either at the repository level (if you have created a new category from the context menu of the repository) or below the selected category (if you have created the new category from the context menu of an existing category).

1.1.12 How to rename a category?

Click the *context menu*-button on the right of the category name to open the context menu for the category.



Click the *Rename* entry to rename the category.



Edit the name of the category. The category is renamed directly after confirmation.

Please enter the name of the Category

01 Processes

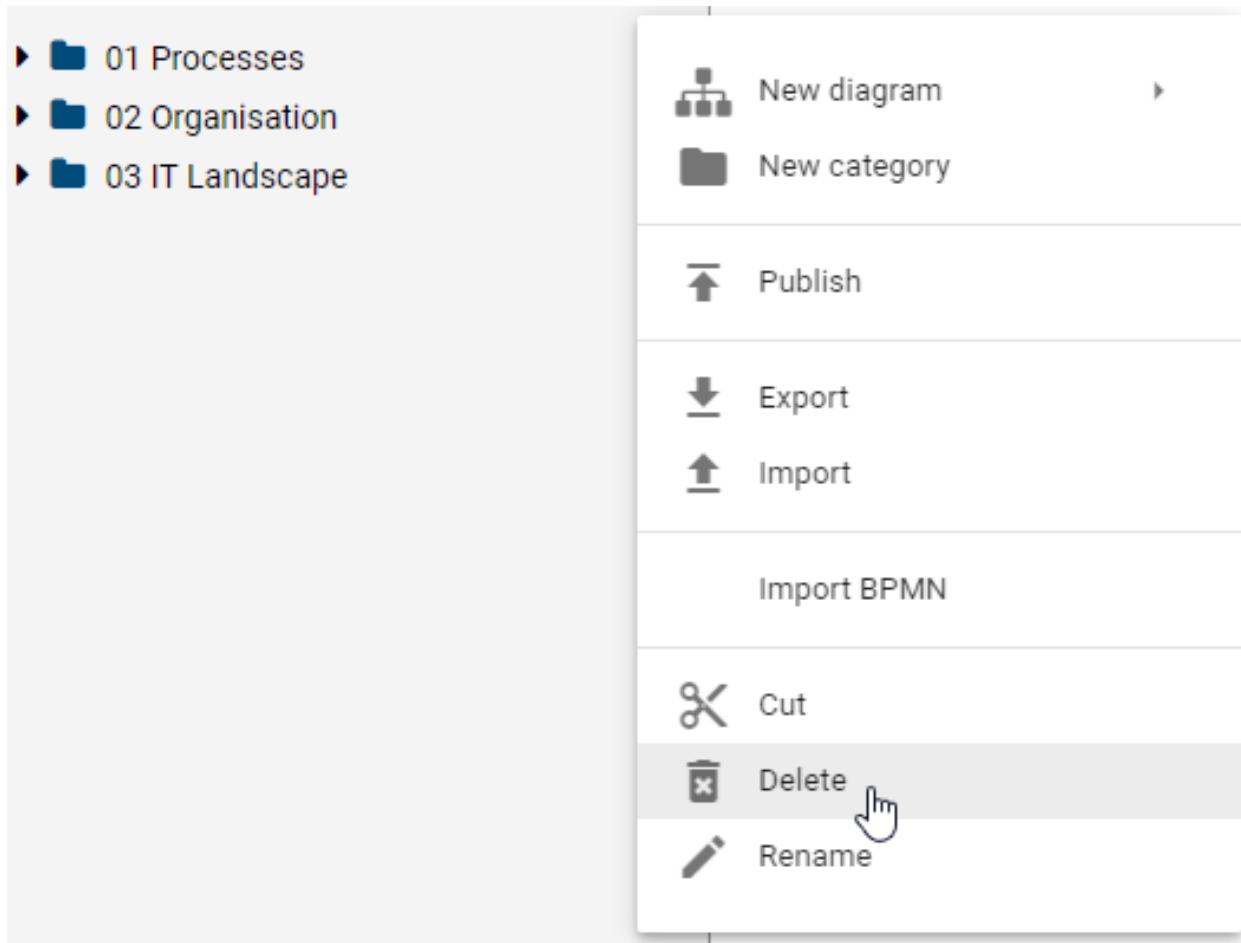
CANCEL

RENAME

1.1.13 How do I delete a category?

Categories can include diagrams and subordinate categories with additional diagrams. When you delete a category, all the diagrams and categories associated with the category are also deleted.

Navigate over the explorer to the category that you wish to delete and open the context menu of the category. There select the *Delete* entry.



A dialog warns you that your category will be deleted. Confirm the dialog to delete the category.

Note: If necessary, create a backup beforehand to avoid the loss of important data. If a *locked diagram* is part of the category, the category can not be deleted.

1.2 My first diagram

You can *create new diagrams* of different types. Initially, newly created diagrams are not checked in, meaning they are only available in your local workspace. To make a diagram available in the public workspace, you have to *check it in*.

To edit existing diagrams in the public workspace, they have to be *checked out* before. After you have checked out a diagram, you can edit it. It is then locked for other users. Checked out diagrams are also available *without active internet connection*.

After completing the editing, you have to check in the diagram again. After check-in, other users can see the changes and continue to work on the diagram. Checked in diagrams can also be *published*.

The interface of BIC Process Design

The screen of BIC Process Design stores different functionalities and views. It is divided into three areas.

Explorer: On the left side you can see the Explorer in which your repository and the created categories and diagrams are displayed.

Editor: The Editor represents your working area in which you can model and edit your diagrams as well as the necessary *symbol palette*.

Menu bar: The upper area of your screen displays further functionalities that you can use to model and to display different *views of a diagram* or the option to switch to the catalog.

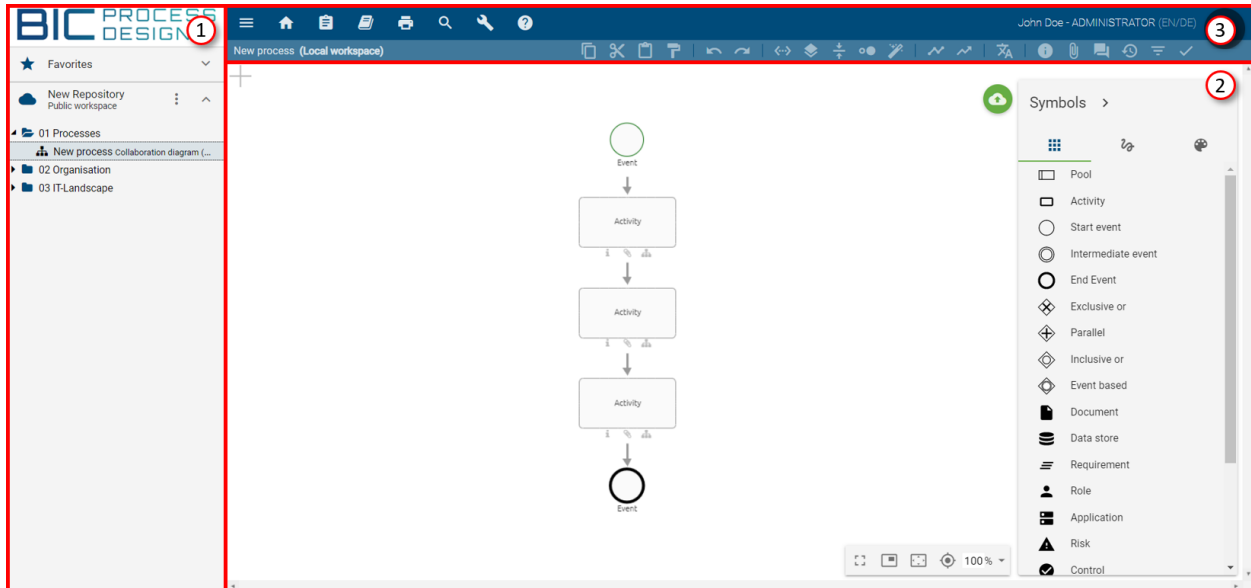


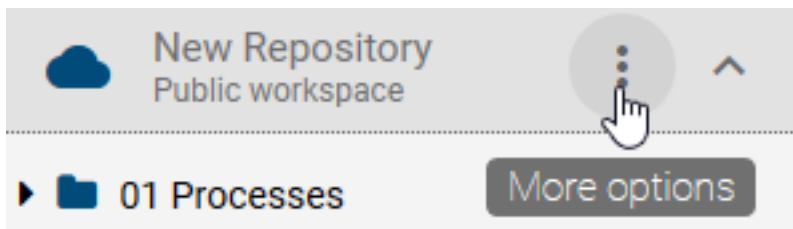
Figure: The interface of BIC Process Design is divided into Explorer (1), Editor (2) and Menu bar (3).

Note: The symbol palette and parts of the menu bar and are only visible when a diagram is selected by modeling.

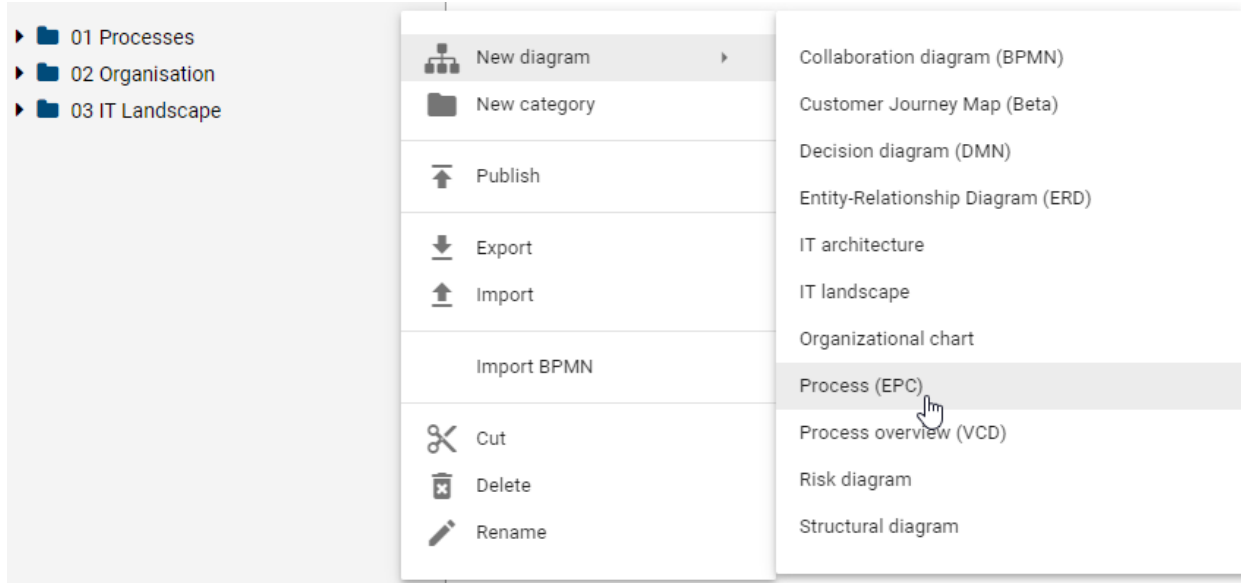
1.2.1 How do I create a diagram?

You can create a new diagram when you at least have the rights of an editor. Existing diagrams are displayed in the tree structure of the explorer and can be on repository level or nested in a category. Within a level, diagrams are listed below existing categories and sorted alphabetically.

1. Use the tree structure of the explorer to navigate to the level where you want to create a new diagram. There open the context menu of the desired repository or category.



In the context menu, navigate to the *New diagram* entry. Then click on the entry to open a list of available diagram types.



Select the desired diagram type. An input dialog will appear where you can name the diagram.

Please enter the name of the diagram

Diagram name

CANCEL

CREATE

Close the dialog by pressing the Return-key or by clicking *Create*.

After the new diagram has been created and named, it appears in the explorer and the symbol palette appears with the corresponding modeling objects in the editor. You can now start to model your diagram.

Note: You can also create new diagrams directly from the *welcome screen* by choosing one of the available diagram types.

1.2.2 How do I save changes to a diagram?

In the opened diagram, you will find the circular *Save*-button in the upper right-hand side of the editing window. If there are any changes that are not saved, the button appears.



Click the *Save*-button. Your changes will be saved in the local storage of your browser. Keep in mind, that by saving, diagrams are not automatically available in the public workspace. This is possible if your diagram gets checked-in.

Note: If you are editing diagrams and have not saved them yet, you will be asked if you want to save the diagrams when you exit the Internet Explorer or when you log out (Internet Explorer and Chrome). Saving without check-in locks the diagram to other users and may imply data loss. According to your browser settings, local workstations may be discarded when the browser is closed. Please always check-in local changes.

1.2.3 How do I check-in a diagram?

Checked out diagrams should be checked in after editing and saving them. This is how changes will be made available for other users who have access to the public workspace.

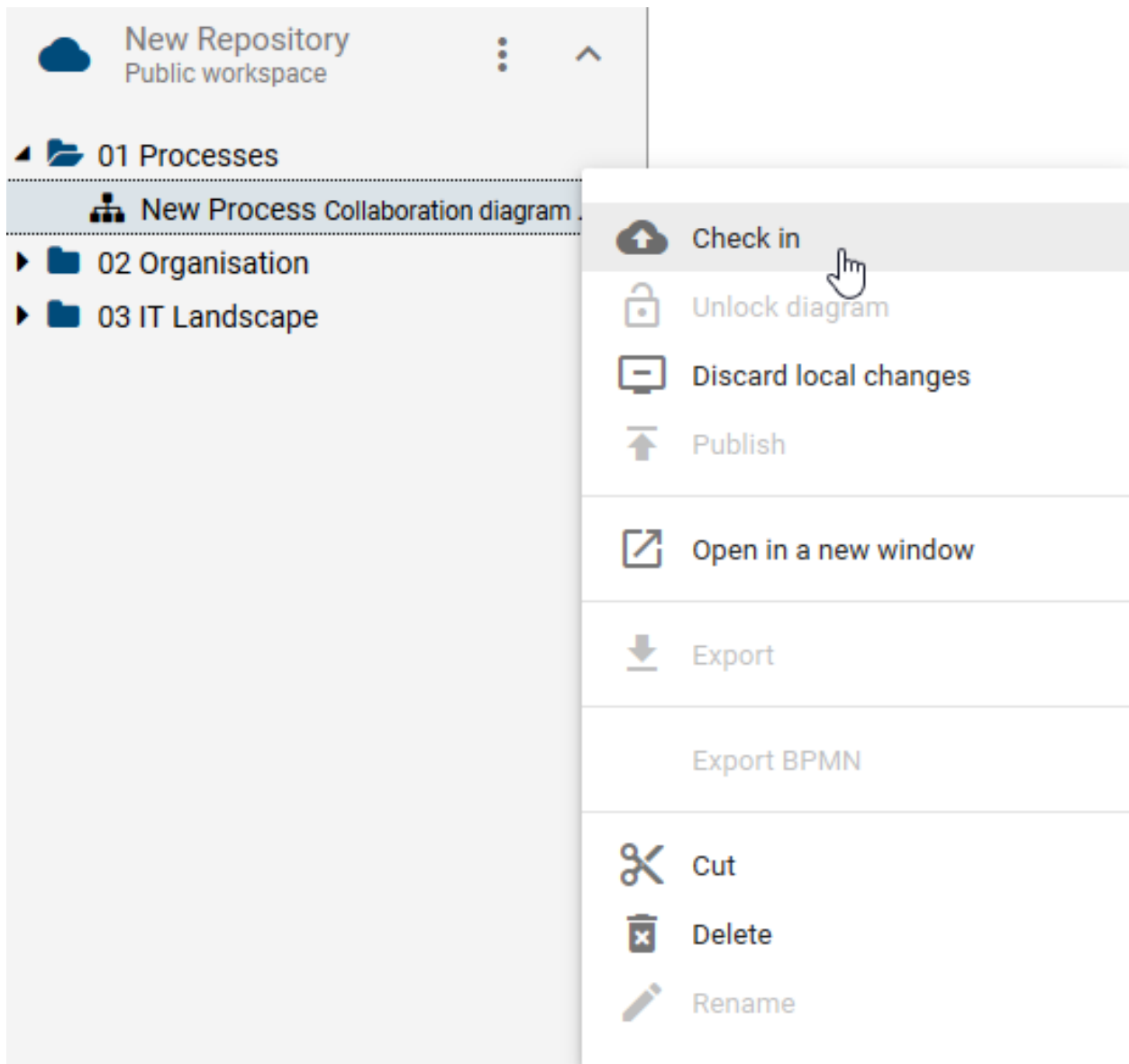
You will see the *check-in*-button in the editor on the upper right-hand side. Click this button to make the diagram available for online usage.



Note: If you have not maintained an *author* in the attributes of the diagram, you will get a notification while checking in that users of the *Author* role can not edit the diagram anymore.

The diagram is now checked in. To edit it, you need to check it out again.

Optionally, you can click on the *context menu*-button right of the diagram name and select the *Check In* entry.



1.2.4 How do I edit / check out diagrams?

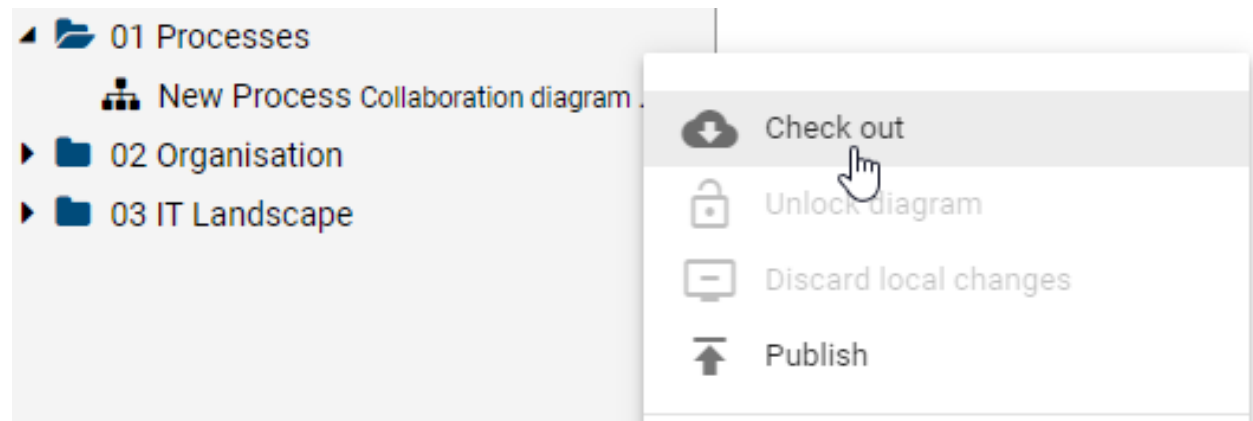
Only a *checked out* diagram can be edited. This locks the diagram for other users and is preventing parallel processing of a diagram.

Open the diagram and you can see the *Edit*-Button in the upper right-hand side corner of the editor. Click on this button to edit the diagram and to make it available for offline use.



You can now edit the checked out diagram.

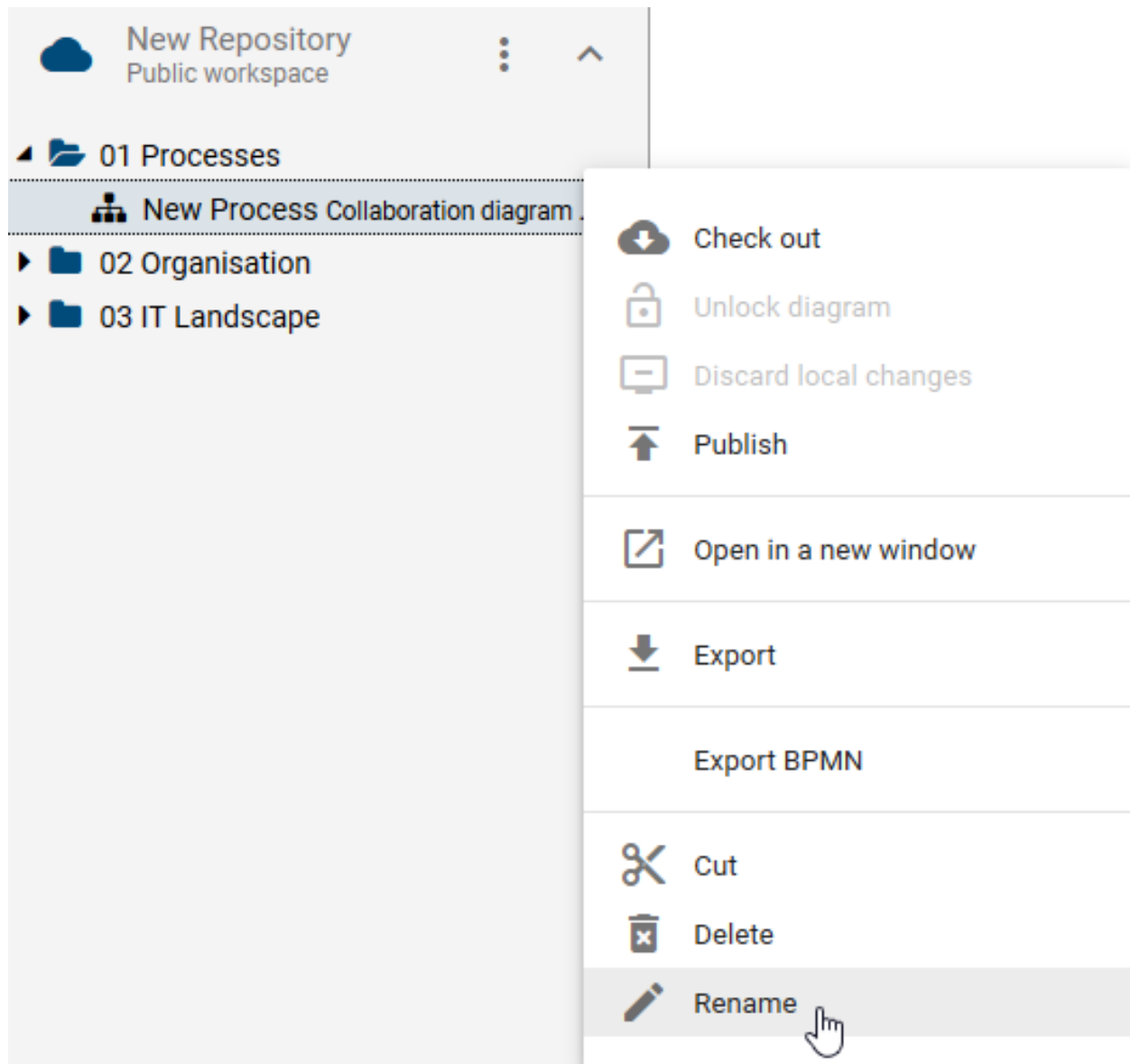
Optionally, you can click on the *context menu*-button right of the diagram name and select the *Check Out* entry.



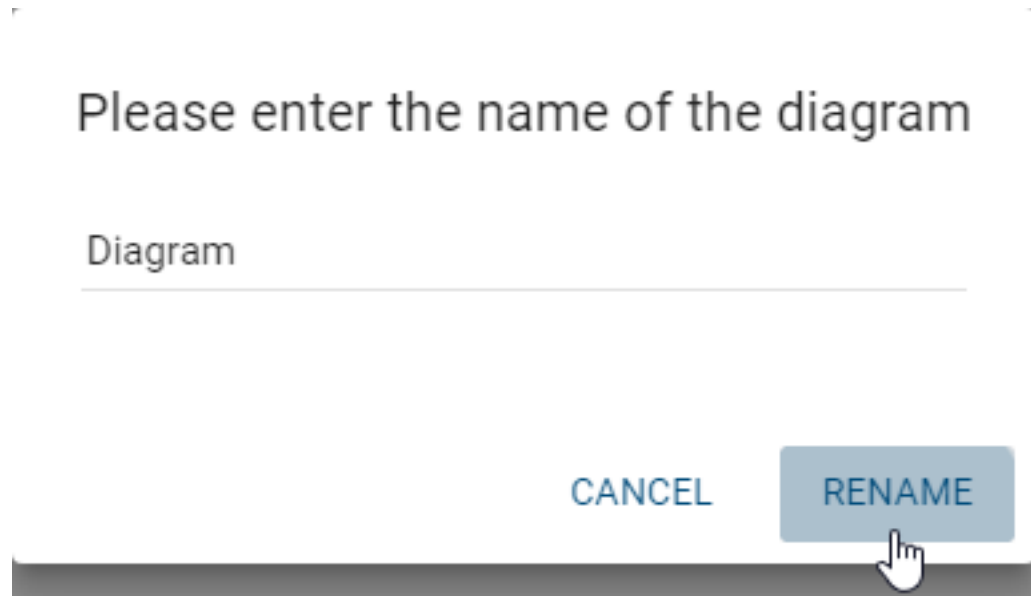
1.2.5 How to rename a diagram?

You can rename a diagram if you have the rights of the user role *Author* and you are entered as author in the diagram attributes.

In Explorer, navigate to the diagram you want to rename and open the context menu. Select *Rename* and enter the desired name in the appearing dialog.



Click on *Rename* to apply your changes.



Please enter the name of the diagram

Diagram

CANCEL RENAME

A dialog box with a title bar. The main text says "Please enter the name of the diagram". Below it is a text input field with the placeholder text "Diagram". At the bottom right, there are two buttons: "CANCEL" and "RENAME". A mouse cursor is pointing at the "RENAME" button.

Optionally you can rename a diagram in attribute *Name* via the attribute tab. To do that, check out the diagram, rename it and check in your changes.

Attributes

Process (EPC)

Name *

New Process

Identifier

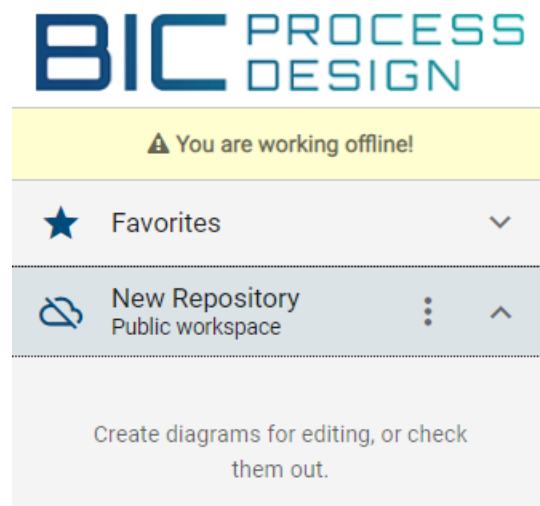
Description

Keywords

Note: A locked diagram, that is checked out by another user, can not be renamed.

1.2.6 How to work offline on diagrams?

Our innovative technology allows you to work in BIC Process Design even if you do not have an active network connection. Log in with an active internet connection. If the connection is lost, you can still use the application offline. You'll be notified that you are working offline, and in addition, the cloud icon in front of your repository is crossed out. Depending on the browser settings, the offline function will continue to exist after closing and opening the application in the browser. In offline mode, you can create new diagrams and edit checked-out diagrams. Only when an internet connection is detected, all functions are again available as usual. In case a new software version is available, an update dialog will automatically inform you about that.



Check-out: You have to check out the intended diagram to edit it offline.

Edit: Your changes are saved locally within the browser and synchronized with the BIC Process Design Server as soon as you are working with an active network connection again.

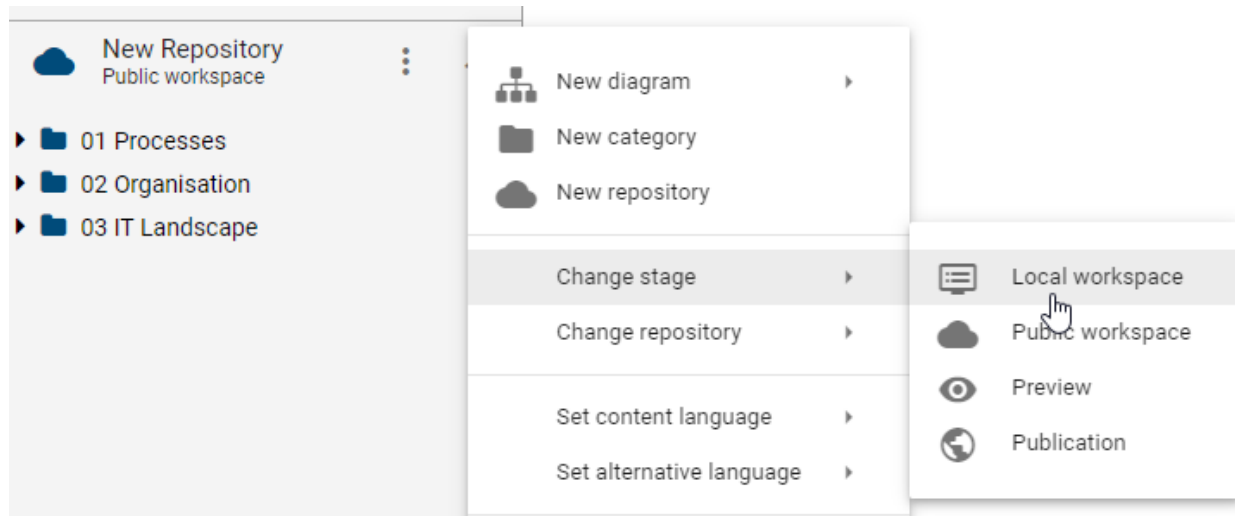
Check-in: Check in the diagram to allow other users to edit it.

Note: If you've checked out a diagram for offline editing, this diagram will be locked for all other users until check in. Furthermore, the offline mode is not available in the Internet Explorer and after logging out.

1.2.7 How can I view my checked out diagrams?

You can display all locally available. These are all diagrams that you have checked out but not checked in again.

Open the context menu of the repository and click the *Change stage* entry. Afterwards choose *Local Workspace* to see all your local diagrams.

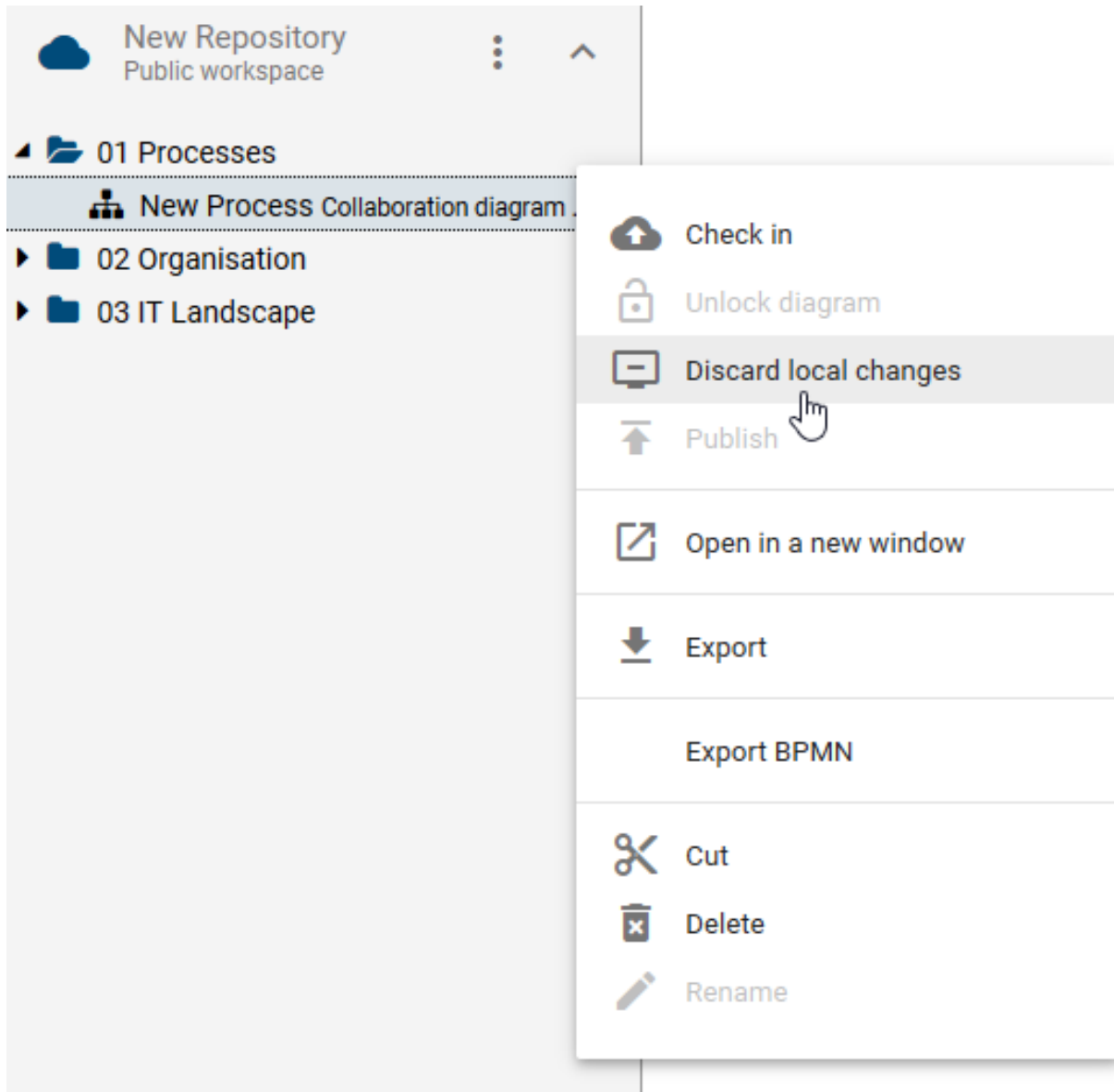


Open the context menu of the repository and choose *Public Workspace* to display all public diagrams or elements again.

1.2.8 How do I cancel the editing of diagrams?

If you changed a diagram, but you don't want to check in these changes and transfer them to the local workspace, you have the following options to discard the changes:

Open the context menu of the corresponding diagram and select the entry *Discard local changes*.

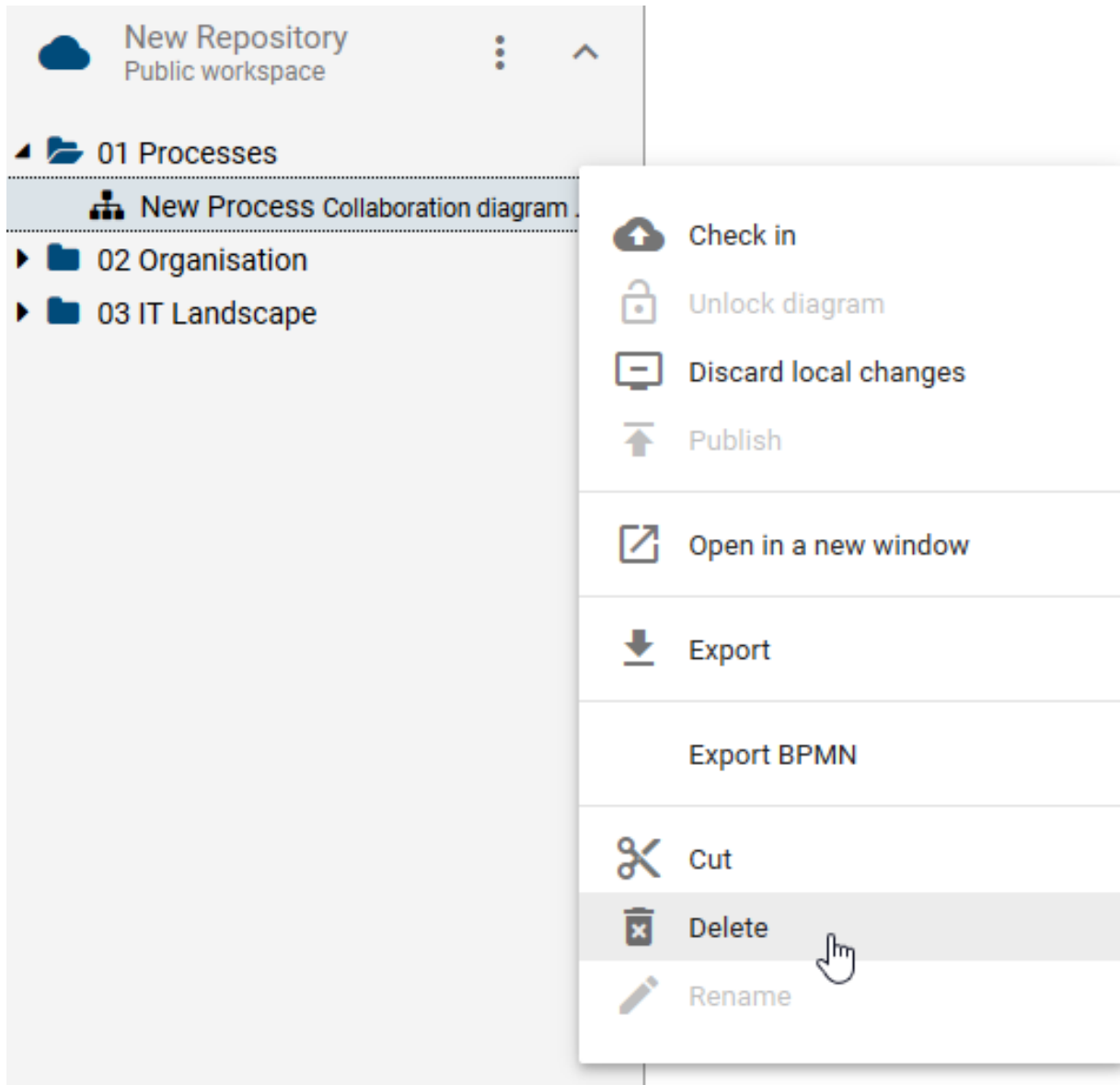


Confirm the subsequent query. Your changes will be irrevocably deleted. The diagram is now unlocked to other users.

1.2.9 How do I delete a diagram?

You can delete diagrams from the public workspace by applying the following steps:

Make sure you are in the *Public Workspace*. Open the context menu of the diagram which you want to delete. Here select the *Delete* entry.



A dialog warns you that your diagram is irrevocably deleted.

New Process

The Diagram will be irretrievably deleted!



Confirm the dialog by clicking on *Delete* or pressing Enter.

The diagram versions in the publication and in the preview remain.

Note: If necessary, create a backup beforehand to avoid the loss of important data, using the *export* for example. You will receive an e-mail if one of your favorite diagrams of the public workspace is deleted. Locked diagrams cannot be deleted.

ADMINISTRATION

In the administration area, you have the option to create, search for, edit or delete users. You can also create user groups and make additional administrative settings. The administration area is only visible if you have administration rights. You can open the *Administration* by selecting it from the top menu bar. The administration area will open in a new tab of your browser.



In the respective categories of the administration area you can navigate to the corresponding section in the help via the *question mark*.

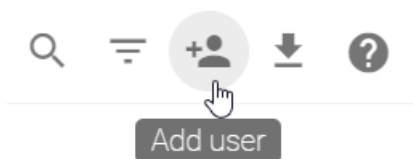
Note: In case a tab containing the administration area already exists in your browser, no new tab will be created when selecting the *Administration* button. Instead you will be redirected to the existing tab.

2.1 User administration

The user administration displays all users ordered by their user names. Depending on your user administration methodology, this can be the e-mail address or for example the UUID of user data. In addition, you can find the assigned role of the user and his e-mail address. Left to the user's name his initials are displayed in a circle icon ("chip").

2.1.1 How do I create a new user?

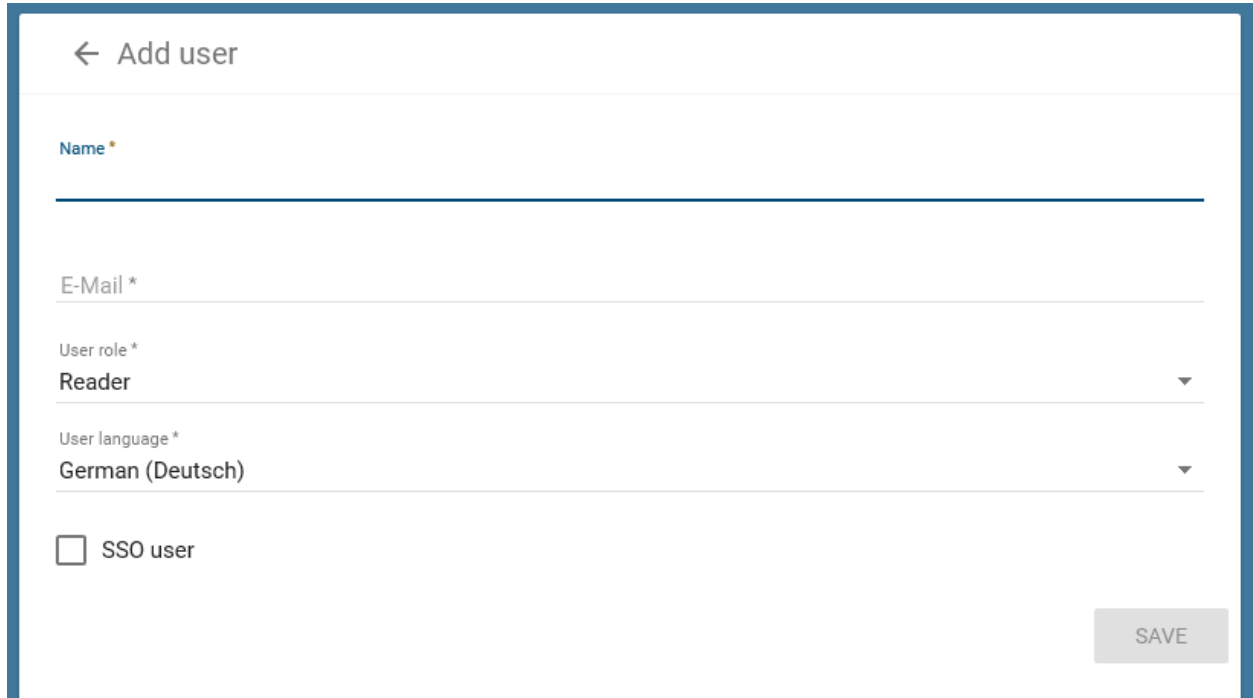
Open the [administration area](#) and select *Users*. There click on the *Add User*-button to create a new user.



Some input fields with four mandatory fields (name, e-mail, user role, language) appear. There are five user roles, with different authorizations:

- Reader

- Reviewer
- Author
- Editor
- Administrator



The screenshot shows a web form titled 'Add user' with a back arrow icon. The form contains the following fields and options:

- Name ***: A text input field.
- E-Mail ***: A text input field.
- User role ***: A dropdown menu with 'Reader' selected.
- User language ***: A dropdown menu with 'German (Deutsch)' selected.
- ☐ **SSO user**: A checkbox option.
- SAVE**: A button located at the bottom right of the form.

After you have completed or selected the required fields, click *Save*. The newly created user can now be found in the user administration. He receives an automatically generated e-mail. It contains the information about the successful registration as well as a link to set his password. This link is valid for 24 hours.

2.1.2 Which user roles are available and which permissions do they have?

In general, you have five different user roles for Process Design, with different authorizations that build on each other. Your active user role appears in the upper right corner next to your username.

Reader: Readers only have access to the publication stage. This means these users are able to see published diagrams and all attributes, symbols, catalog entries and documents which are associated with these diagrams. In the publication area readers can create comments and reports and also use the print preview function. In addition they can add diagrams to their favorites.

Reviewer: Reviewers have similar access to the publication stage as Readers and possess the same permissions. Additionally, Reviewers have access to the preview stage and can view and work on assigned governance tasks (publication, depublishing, resubmission) if they are designated as a reviewing authority for a specific diagram or catalog entry. However, Reviewers are unable to initiate a governance workflow themselves.

Author: The user role Author has basically the same rights as the user role Reviewer. The Authors have additionally the right to access the public workspace. Based on this right they have the possibility to see all catalog entries as well as all diagrams of this stage. Therefore Authors may also model diagrams and create automatically generated catalog entries within the modelling process. To use this function they must be set as *author* within the diagram or object attributes of a given diagram. This enables the use of authors for specific diagram modeling or editing individual objects.

Editor: Similar to authors, the role Editor is used to edit and create diagrams. Other than authors, editors do not have to be set within the diagram attributes so that they can model a diagram. In addition Editors are able to make cross-diagram changes. This means users with the role Editor have the right to create, edit or delete catalog entries manually and are authorized to accept or to decline catalog entries. Furthermore, editors have the ability to assume administrative tasks for governance workflows. They have the authority to see and manage all governance workflows. In the governance cockpit, editors have the same rights as administrators, which means they can delegate or cancel workflows.

Administrator: Administrators have all rights that other user roles have. In addition, they have special administration rights. These include access to the administration area, the right to create, delete and rename repositories as well as the possibility to unlock diagrams.

Accessible workspaces	Administrator	Editor	Author	Reviewer	Reader
Public workspace	entitled	entitled	entitled	not authorized(*)	not authorized(*)
Preview	entitled	entitled	entitled	entitled	not authorized(*)
Publication	entitled	entitled	entitled	entitled	entitled

(*)Read-only access can be granted to individual diagrams in the public workspace (view [share diagram from public workspace](#))

Tip: You can [connect persons](#) or [user groups](#) with diagrams and objects. With that their rights and duties can be enhanced. In addition [access restrictions](#) can be set for single diagrams or repositories so that only defined users or user groups can access them.

If you use BIC Process Execution, you have the possibility to set the user's role for this application as well.

ProcessApp Administrator: As a *ProcessApp Administrator*, you have access to the administration area and can manage all available options.

ProcessApp Analyst: As a *ProcessApp Analyst*, you have access to the monitoring dashboard and can monitor all processes.

ProcessApp Creator: As a *ProcessApp Creator*, you can model executable processes in Process Design. If you want to further edit a diagram and you have this role, you have the possibility to open the editor by right-clicking an activity in the context menu. Alternatively, you can also open the editor by selecting the activity and choosing the *Editor* section from the *Details* menu. There, you will find a button that allows you to open the editor. Only users with the *ProcessApp Creator* role have the option to use the [Test ProcessApp](#) button in the preview stage or in the public workspace within the diagram view in Process Design and work on tasks.

ProcessApp User: As a *ProcessApp User*, you can initiate processes and see how far along they are. You can use the [Create Case](#) button in the diagram view of Process Design at any stage and work on tasks if you have the *ProcessApp User* role.

ProcessApp Participant: As a *ProcessApp Participant*, you can have active tasks and work on them, but you cannot initiate tasks.

Warning: Please note that both the *ProcessApp User* role and the *ProcessApp Participant* role are currently required to edit and manage tasks.

Hint: Please note that these roles are not hierarchical. This means that if, for example, you are assigned the role of *ProcessApp Administrator*, you do not automatically have access to the rights of other roles. To obtain additional rights, you need to select multiple checkboxes of the [Process Execution roles](#).

2.1.3 How do I edit user details?

Within the user details you can define or edit user specific attributes. These are the user's name, his e-mail address, the user role and the user language.

Open the [administration](#) and select *Users*. In the list of users, navigate to the user whose details you want to change.



By clicking on an entry, the user details of the selected user are opened up. In the input fields, you can then change the name, the e-mail address and the user language. It is also possible to declare a user as an [SSO user](#). Moreover, a field displays the user role. You can change it after selecting it in a drop-down menu. If you use BIC Process Execution, you have the possibility to set the users role for this application, too. Simply mark the checkbox of the desired role.

← User details of Admin

Name *

Admin

Email *

admin@gbtec.com

Process Design Role

User role

Administrator

Process Execution Roles

☒ ProcessApp Administrator

☐ ProcessApp Analyst

☐ ProcessApp Creator

☐ ProcessApp User

☐ ProcessApp Participant

User language

English (English)

☐ SSO user

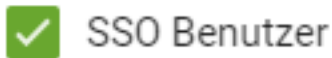
If you scroll down, assigned user groups are displayed and you can remove or add the user to existing user groups. Please find out more about user groups [here](#).

When finished, click *Save*.

Note: The user language defines the language in which you receive your e-mails from the application. A reconfigured language only becomes effective after the affected user logs off and logs in again.

2.1.4 How can I identify an SSO user?

Users that are created by SSO are marked as such in the user profile. As administrator you can see this in the corresponding *User details*.



These settings are only available in read mode and cannot be changed via this administration.

2.1.5 How do I delete an existing user?

Open the *administration area* and select *Users*. In the user administration, navigate to a user you want to delete and open the context menu *More options*.



Select *Delete* from the context menu. A confirmation dialog will open, asking if you really want to delete the user.

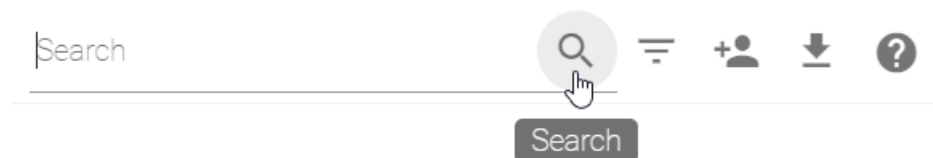


Select *Delete* if you want to delete the user. The user will be removed from the user administration.

2.1.6 How do I search for a user?

Open the *administration area* and select *Users*.

Click the *Search*-button.



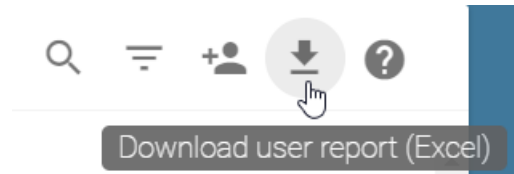
Enter the name or e-mail address of the user you are looking for.

Note: Search results are also displayed when the entered term is only part of the name. For example, the name “Doe” will be found by searching for “oe”.

2.1.7 How can I export a list containing all users of my tenant?

Open the [administration area](#) and select *Users*.

You can find the *Download user report (Excel)* button on top.

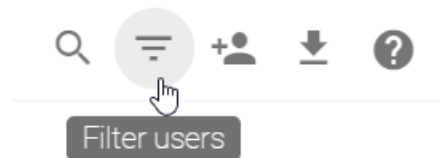


When you select the button, a user export is generated as an Excel file. A message informs about the generation in the bottom of your screen. As soon as the user export is finished, a download option appears in the message. Click this option to start the download of the Excel export.

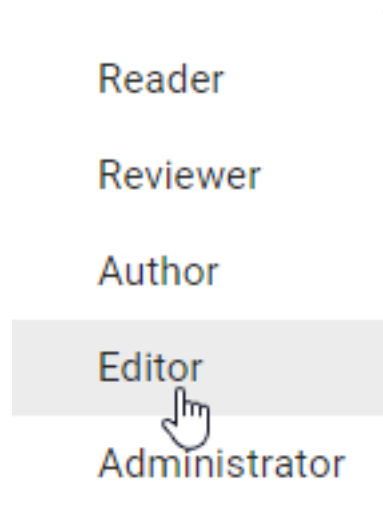
2.1.8 How can I filter by user roles?

Open the [administration area](#) and select *Users*.

When you click the *Filter users*-button, all available user roles appear.



Click on an entry to select the user role you want to filter by. Subsequently, only users of this role are listed.



Note: The search still works within the filtered list.

2.1.9 How do I change the user role of a user?

Open the *administration area* and select *Users*.

In the *user administration*, you see a list of administrated users. Navigate to the intended user and click the entry of the user to open details.



You will see the user name, his e-mail address, his current role and his interface language. Click the *Process Design Role* field; a list with the available user roles will be expanded.

User details of John Doe

Name *

John Doe

Email *

user@gbtec.com

Process Design Role

User role

Administrator

Select a user role. The Reader, Reviewer, Author, Editor and Administrator roles are available. Afterwards click on *Save* to adopt the changes. Afterwards you will be notified that your changes have been saved and the affected user will be automatically informed by e-mail about the changes.

If you have upgraded the rights of a user, he will still be in his old role at the next login. This ensures that users know their rights. If a user wants to use his new rights, he needs to *change his role* in the application himself.

Note: If you downgrade the rights of a user, the role will change immediately.

2.1.10 How do I reset the password of a user?

Open the *administration area* and select *Users*.

In the *user administration*, you see a list of administrated users. Navigate to a user. Open the context menu next to the user's name and e-mail address.



Choose the option *reset password* and confirm with *Yes* to automatically send an e-mail with a link to set a new password to the user. This link is valid for 24 hours.



2.1.11 How can I assign a user to a person?

Users need to be linked to a catalog entry of the type person, to be able to use them later on for the respecting diagram attributes. The assignment is created via the e-mail address.

Create a person in the catalog or diagram. Enter in the attribute e-mail address exactly the address that the wanted user has in BIC Process Design. Then save your changes.

Alternatively, this catalog entry with the corresponding name and e-mail address is automatically created by selecting a user in *attributes*, if it does not already exist.

2.2 User groups

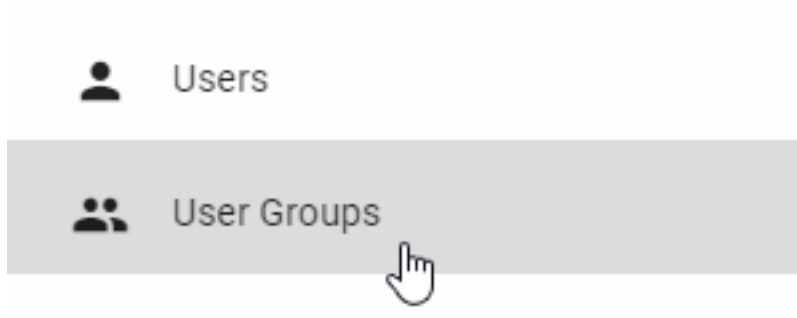
In addition to role-based authorization, a group-based authorization is also available to facilitate the administration of users in different areas of your company.

Group-based authorization can be used to enable groups of multiple users to model diagrams or objects, or to restrict the access to those diagrams. Further you can use this system to notify user groups about version changes, or to incorporate them directly into the publishing process.

This authorization is possible by *assigning user groups to specific diagram- or object attributes*. The assignment of user groups works via *organizational units*.

2.2.1 How can I administrate user groups?

As an administrator you can manage user groups. To do that open the *administration area* and select *User groups*.

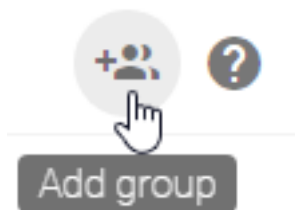


A list of all available user groups is displayed in alphabetical order. Next to the heading *User Groups* the current number of all user groups is displayed.

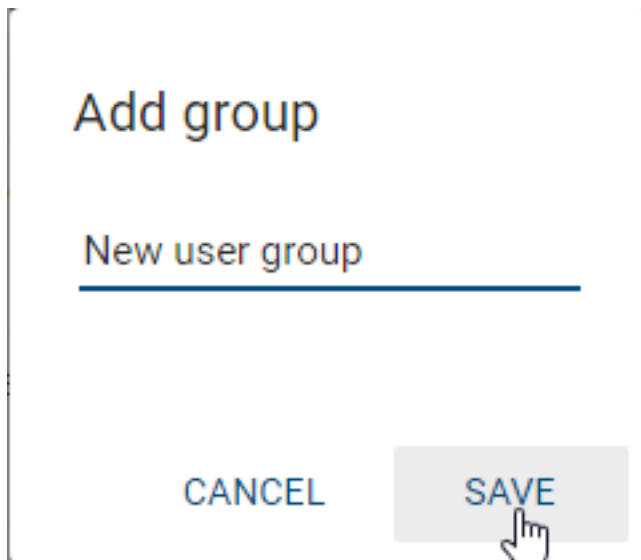
Overall, you are provided with various functions for administering user groups. This includes creating new user groups and adding users to those groups.

2.2.2 How do I create a new user group?

Navigate to the *user group administration section*. There click the *Add group* button to create a new user group.



Insert a name for the new user group and click *Save*.

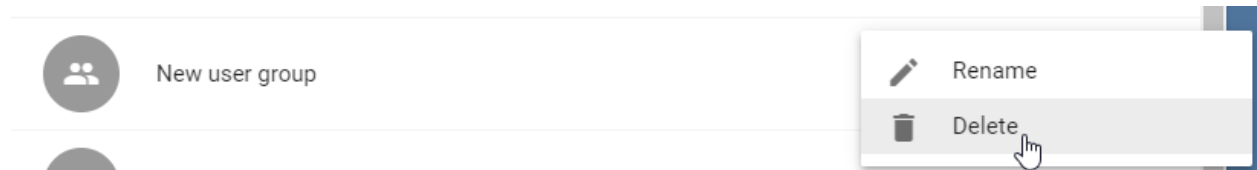


2.2.3 How do I delete a user group?

Navigate to the *user group administration section*. To the right of the user group names, you will see the context menu *More options*.



Click on the context menu and select *Delete*. With the confirmation of the appearing dialog the group will be deleted.

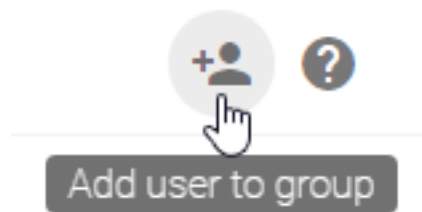


2.2.4 How do I assign users to a user group?

Navigate to the *user group administration section*. There click on the entry of the desired user group to open a list of all associated users.



By clicking on the button *Add users to the group* a pop-up window opens. Here you can add more users to the user group.



Optionally you can also assign individual users to groups via their *user details* in *users*.

Note: Users can be assigned to multiple user groups at the same time. If user group associations are changed (for example *restricted access* to diagrams), such changes will not take effect until the user *logs out* and logs back in.

2.2.5 How do I remove users from a user group?

Navigate to the *user group administration section*. There click on the entry of the desired user group to open a list of all associated users.



Move the mouse to the user you want to remove. The button *remove*, which you can select with one click, appears on the right side. Confirm the pop-up dialog with *Delete*.



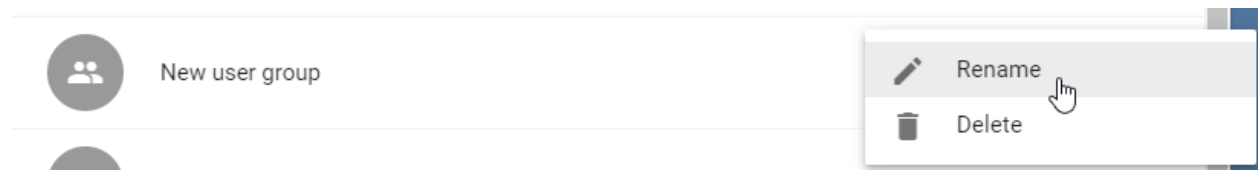
John Doe - READER
doe.user@gbtec.de



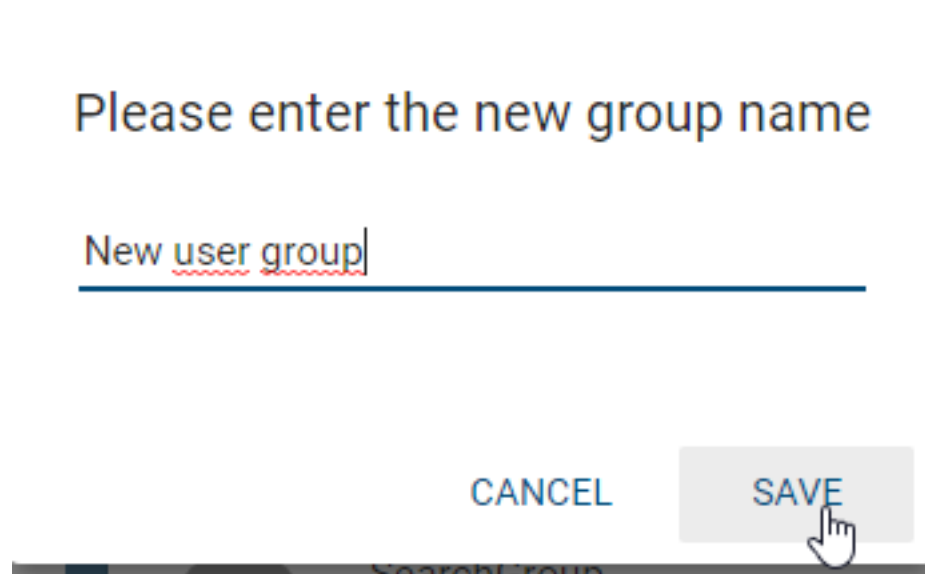
Optionally, you can also remove individual users from a user group via their *user details* in *users*.

2.2.6 How do I rename a user group?

Navigate to the *user group administration* section. There click on context menu *More option* of the respecting user group and select the entry *Rename*



You can now change the name of the group and *Save* your changes in the appearing dialog.



Warning: Please be aware that, if you want to rename a user group which is associated with a *restricted repository* it is possible to exclude yourself as well. For this case we suggest the following best practice. This way the group can be renamed without the possibility of you excluding yourself.

Best practice

1. Open the catalog entry of the associated organizational unit.
2. Edit the attribute *Identifier* to the **new group name**.
3. Rename the group and use the same **new group name** as in step 2.

2.2.7 How can I assign a user group to an organizational unit?

The assignment of a user group to different attributes of a diagram is done via organizational units. Create an organizational unit in the catalog and enter the name of the corresponding user group in the attribute *Identifier*.

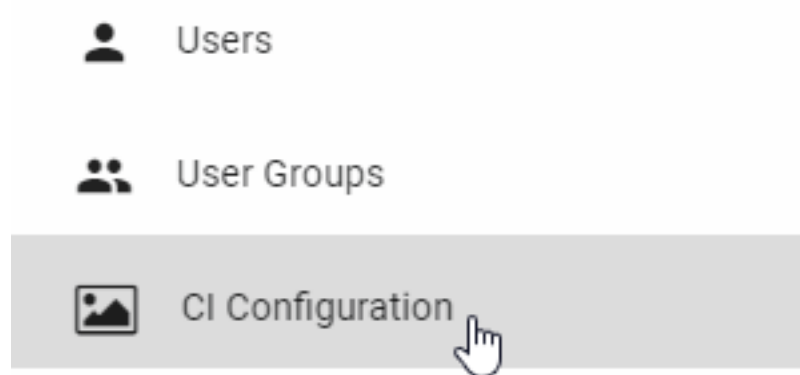
Alternatively, this catalog entry with the corresponding *Name* and *Identifier* is automatically created by selecting a user group in *attributes*, if it does not already exist.

Tip: Give the organizational unit the same name as the assigned user group to clearly recognize it.

Tip: The new user group name can simply be updated in the catalog so that you do not have to change the occurrences manually. Alternatively, it is also possible to create a new group and then replace it.

2.3 CI Configuration

Within the CI Configuration area you can adapt BIC Process Design according to your corporate design. You can reach the CI Configuration if you select the option *CI Configuration* in the explorer of the *administration area*.



2.3.1 How do I change the colors of BIC Process Design?

First navigate to the *CI Configuration*.

An area is displayed in your workspace, allowing you to set the *Primary color* and the *Accent color*. Click on the appropriate fields and select a color in the appearing window. The changes will be set for each user by reloading BIC Process Design.

Best practice

Note that if you customized your symbol colors, changing the *Primary color* and the *Accent Color* can lead to undesired behaviour of BPMN pools. Customize your CI-Configurations colors first as described above. Afterwards, you can define your *symbol colors*.

CI configuration

Colors

Primary color

#004B7A

Accent color

#66ad44

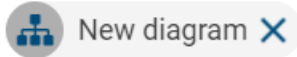
Application logo



Logo background

#ffffff

Start diagram



Symbol colors can be *formatted* independently.

Note: The CI colors also define the design of your BIC Process Execution application.

2.3.2 How to set a company-wide start diagram?

First navigate to the *CI Configuration*.

An area is displayed in your workspace, allowing you to set the *Start diagram* from your published diagrams. To do this, enter the name of the diagram in the corresponding field and select the entry from the suggestion list. The changes will be set by reloading BIC Process Design.

CI configuration

Colors

Primary color

#004B7A

Accent color

#66ad44

Application logo



Logo background

#ffffff

Start diagram



New diagram X

The start diagram, which has been set by the administrator, will then be displayed to every user with the role Reader as *welcome screen*.

2.3.3 How to set a company logo?

First navigate to the *CI Configuration*.

An area is displayed in your workspace, allowing you to set an *Application logo* from your files. Click on the corresponding field to do this. These changes will be applied to all users after reloading BIC Process Design. The selected logo then appears in the upper left corner.

CI configuration

Colors

Primary color

#004B7A

Accent color

#66ad44

Application logo



Logo background

#ffffff

Start diagram



New diagram X

Note: This logo is also shown in your BIC Process Execution application.

2.3.4 How can I set the logo background?

First navigate to the *CI Configuration*.

An area is displayed in your workspace, where you can select the *Logo background*. Click on the corresponding field. The changes will be applied to all users after reloading BIC Process Design. If a transparent logo is set, the background color will appear in the top left corner.

CI configuration

Colors

Primary color

#004B7A

Accent color

#66ad44

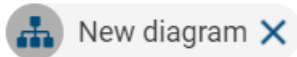
Application logo



Logo background

#ffffff

Start diagram

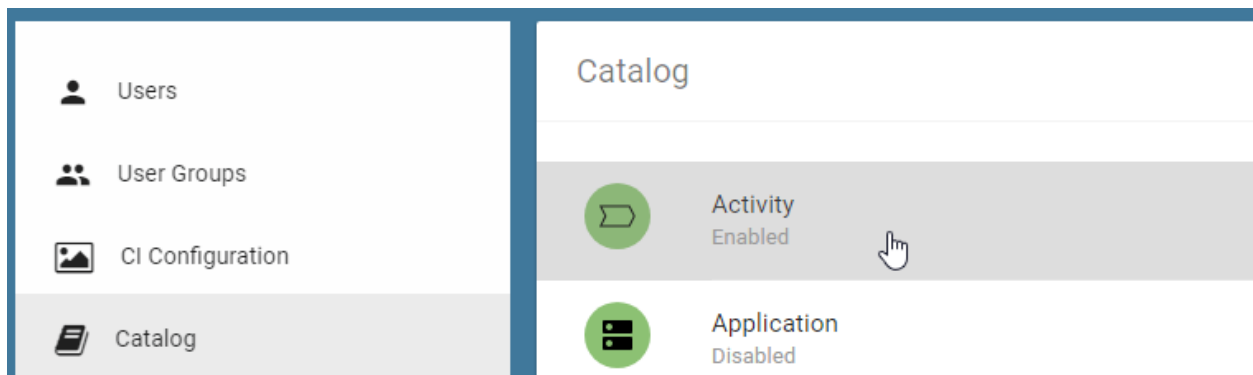


2.4 Catalog

2.4.1 How can I edit the details of catalog object types?

Open the *administration area* and select *Catalog*

A click on an item in the list opens the details page for this sort of catalog entries. You can edit the chosen typ here.

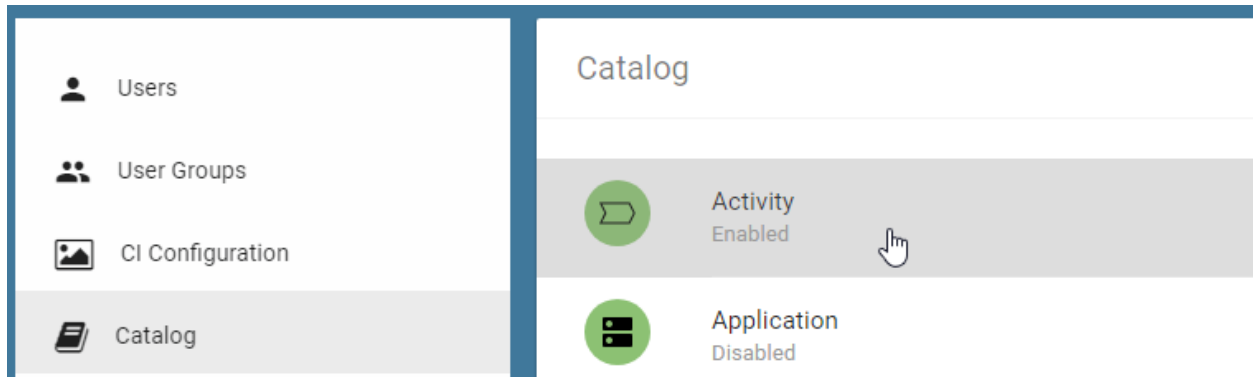


By clicking on the arrow on the top left you get back to the list of all types.

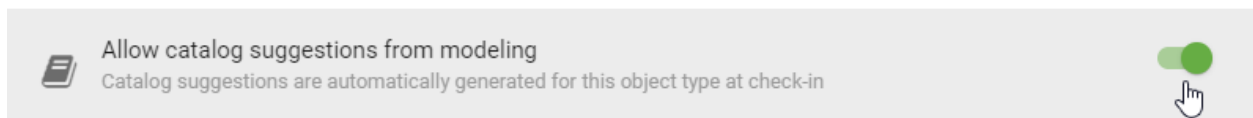
2.4.2 How can I define if catalog suggestions are automatically generated after checking in?

You have the option to decide which object types are automatically included as proposals in the catalog after checking in the modeling.

Navigate to the [administration area](#) and open the tab *Catalog*. All the object types available in your method are listed here. Click on any entry to open the details page.



You can deactivate (switch left) and activate (switch right) individual types by clicking on the wrapping switch of the entry *Allow catalog suggestions from modeling*. Activated entries are accepted as suggestions, but not deactivated. The selected behavior is displayed as the subtitle of the button.



If, for example, you have deactivated an application, they will not be displayed as a proposal in the catalog if you have created them in a diagram and checked-in. You can still create them manually in the catalog and reuse them in the diagram.

The default settings are the settings of the previous BIC Process Design version. These are used if the tenant preferences are not available.

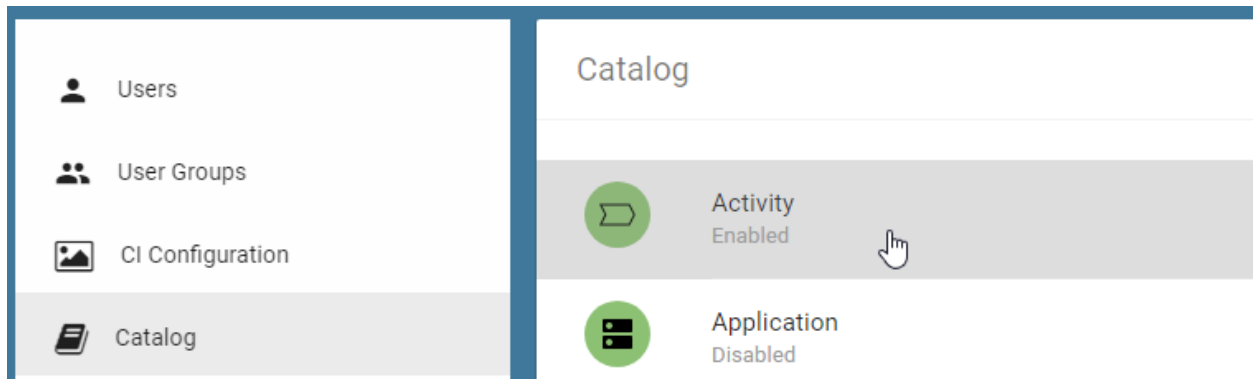
Note: This function also affects the corresponding [filter](#) visibility in the catalog.

2.4.3 How can I define that only existing catalog entries of a type can be used?

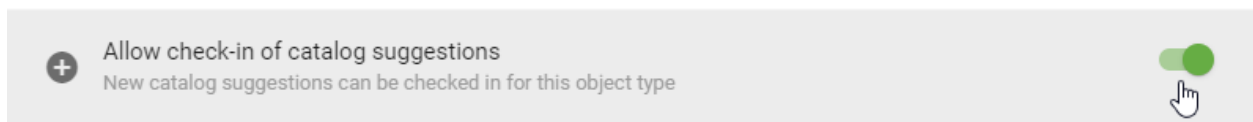
As an administrator, you can prohibit check-in of diagrams that contain objects which do not exist in the catalog yet. With this option you can assure that only already existing objects are used. This prevents the creation of redundancies for example. E.g. if a user models a symbol in the diagram without linking a catalog entry to the symbol via the [suggestion list](#), the diagram cannot be checked in.

To do that open the [administration area](#) and select *Catalog*.

The click on an item in the catalog entity type list opens the details page for this entity type.



Click on *Allow check-in of catalog suggestions* to activate (switch right) and deactivate (switch left) the permission. The set behavior is displayed as the subtitle of the button.



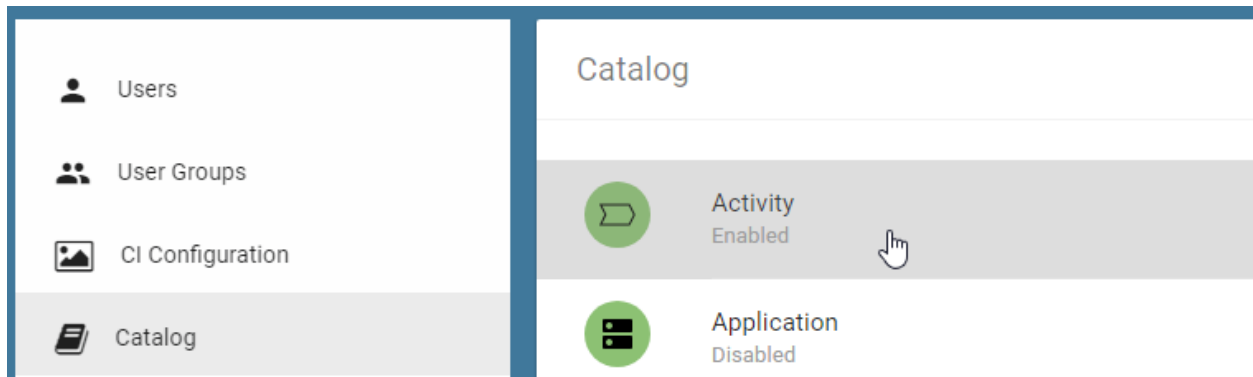
By clicking on the arrow on the top left you get back to the list of all types.

Hint: To perform validation, the “*Allow catalog suggestions from modeling*” option should be enabled.

2.4.4 How can I set facets for the catalog?

In the administration area, you can specify which attributes of an object type are available as facets in the catalog. By default, no facet is enabled. You can activate a facet as follows:

In the [administration area](#) navigate to the *Catalog* tab. Click on an element in the list of catalog object types to open the details page for this entry.



In the details, select *Sub categories*.



All selectable attributes of the object type are then displayed. Click to activate the checkboxes of the attributes that you want to see as facets.

 Catalog - Activity - Sub categories 

 Please select the attributes you want to show as sub categories for this object type.

Attributes

- ☐ Allocation model
- ☐ Applicable documents
- ☐ Attachment (URL)
- ☐ Call activity
- ☐ Compensation task
- ☒ Decomposition
- ☒ Identifier
- ☐ Idle time (minutes)
- ☐ Keywords
- ☐ Material costs (Euro)
- ☐ Multiple instance type
- ☒ Name
- ☐ Probability (%)
- ☐ Process time (minutes)
- ☐ Process type
- ☐ Setup time (minutes)
- ☐ Task type
- ☐ Transport time (minutes)
- ☐ Variants

This attribute type is then displayed as a selectable facet of the respective object filter in the catalog as soon as the attribute has been maintained for an object of this type. More information about the catalog filter [can be found here](#).

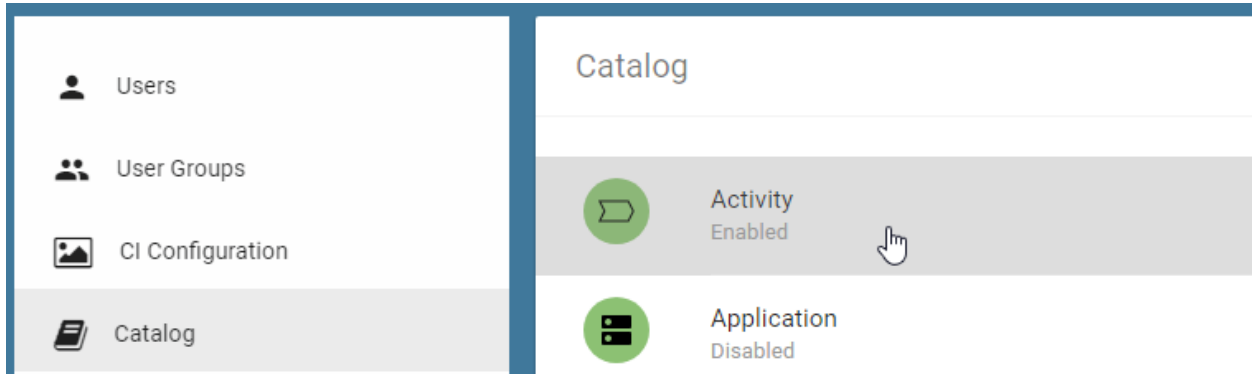
By clicking on the arrow on the top left you get back to the details.

2.4.5 How can I set the visibility of a catalog entity type for publication?

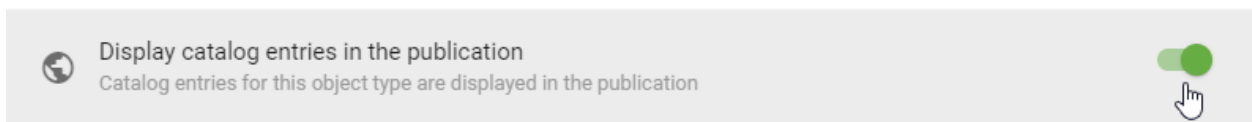
You can configure which entity types appear in the publication catalog. By default, visibility is set for applications, risks, controls, roles, documents and business objects. If the type is disabled for publication, it is not shown in the publication stage as catalog type. Neither in the expanded catalog nor the filter option.

To do that open the *administration area* and select *Catalog*.

The click on an item in the catalog entity type list opens the details page for this entity type.



Click on *Display catalog entries in the publication* to activate (switch right) and deactivate (switch left) the visibility. The set behavior is displayed as the subtitle of the button.

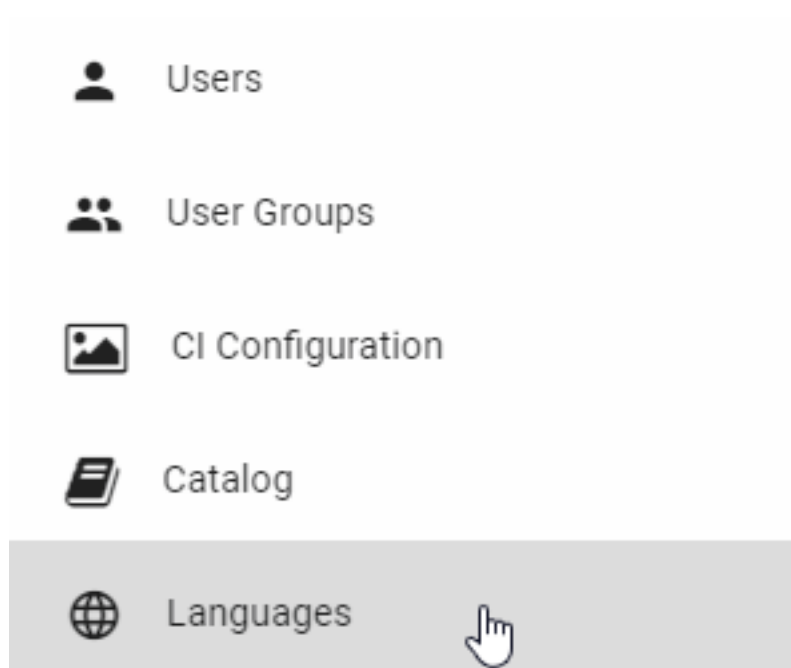


By clicking on the arrow on the top left you get back to the list of all types.

2.5 Languages

2.5.1 How can I set relevant languages?

Go to the *administration area* and select *Languages* in the explorer. All available languages will be listed there.



In the language configuration, you have the option to select the languages that are available for users and relevant for your company. These are then selectable as *content and alternative language*. The default language is shown in bold, which is displayed automatically after login. This can also be changed by clicking on *Set as default*.

Languages [3]

- ☐ Chinese (中文) - ZH
- ☐ Croatian (Hrvatski) - HR
- ☐ Czech (čeština) - CS
- ☐ Danish (dansk) - DA
- ☐ Dutch (Nederlands) - NL
- ☒ English (English) - EN mark as default
- ☐ Finnish (suomi) - FI
- ☐ Flemish (Vlaams) - BE
- ☐ French (français) - FR
- ☐ Galician (Galego) - GL
- ☒ German (Deutsch) - DE

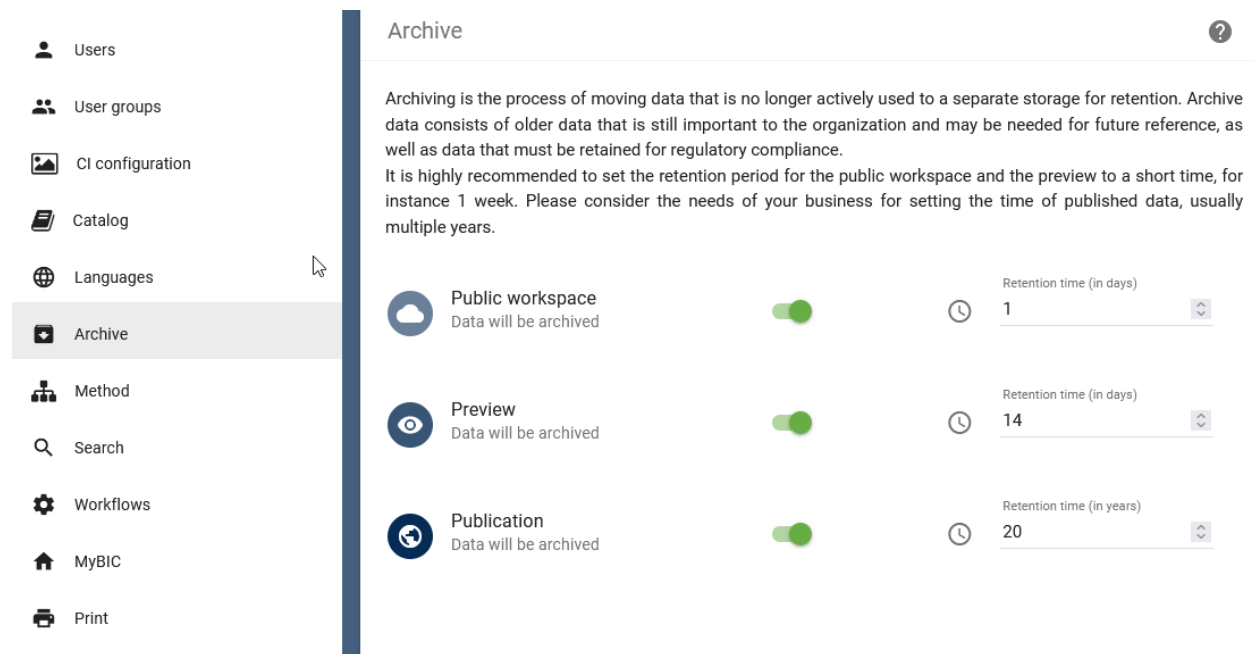
Hint: Please note that when switching to the alternative language, process names, descriptions and forms are displayed in this language if a translation is available. Otherwise, the content remains in the original content language. The user interface and system messages remain unchanged and continue to be displayed in your browser language.

2.6 Archive

2.6.1 How can I change archive settings?

Administrators can set the respective *archive* of the areas *Public workspace*, *Preview* and *Publication* across diagrams. In addition to activating and deactivating the archive, the retention period can also be configured.

To do this, navigate to the *administration area* and select the entry *Archive*. Here you will see the current settings for the individual workspaces.



The changeover switch can be used to activate and deactivate archiving. The activation status is always displayed below the workspaces in the administration. Disabling does not remove existing archive entries. In addition, the existing entry retains the old retention period when reactivated.

If archiving is activated, you can change the retention period by using the number box. For the public workspace and the preview there is a minimum of one day and a maximum of 365 days. For the publication stage there is a minimum retention period of one year and a maximum of 30 years. If you change the retention period the changes will automatically be saved. The retention period starts as soon as the old version of a diagram gets visible in form of an entry within the archive of the corresponding stage. This means if a diagram is deleted, depublished or replaced by a new version within the stage, this version becomes visible as an entry in the archive of the corresponding stage and the retention period begins. The same goes for diagrams which have exceeded their *validity*. When the end of the retention period is reached, the archive entry is finally deleted.

Tip: Note the possibility to set a *special retention period* for diagrams and catalog entries in the governance attributes. You can maintain this attribute in a diagram or catalog entry if the retention period in *publication* stage should deviate from the settings made as described above. By default, the attribute is deactivated which can be changed in the method.

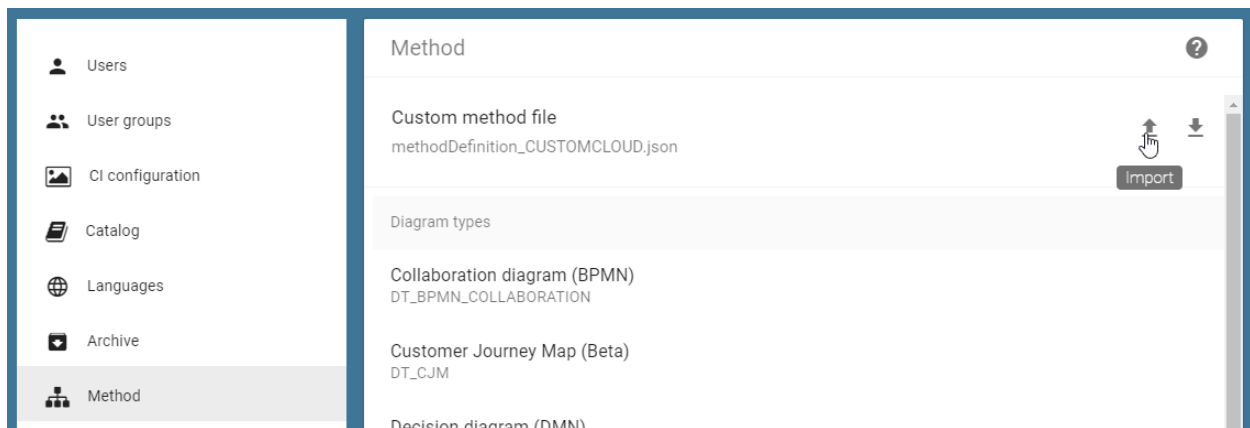
2.7 Method

The Method defines the modeling language of your BIC Process Design application. This means it specifies how structures and processes of your enterprise can be described and displayed within BIC Process Design. It is used to define which diagram types can be used within the modeling process. Also, the available elements of individual diagram types such as symbol or attribute types can be defined via the method.

2.7.1 How can I set up a new method?

You have the option of setting a user-defined method for all users that overwrites the previous method.

Navigate to the [administration area](#) and select *Method*. Now you can use drag & drop or the *Import* button and the appearing file selection dialog to upload a new method, which applies the changes to the modeling language of your BIC Process Design application.

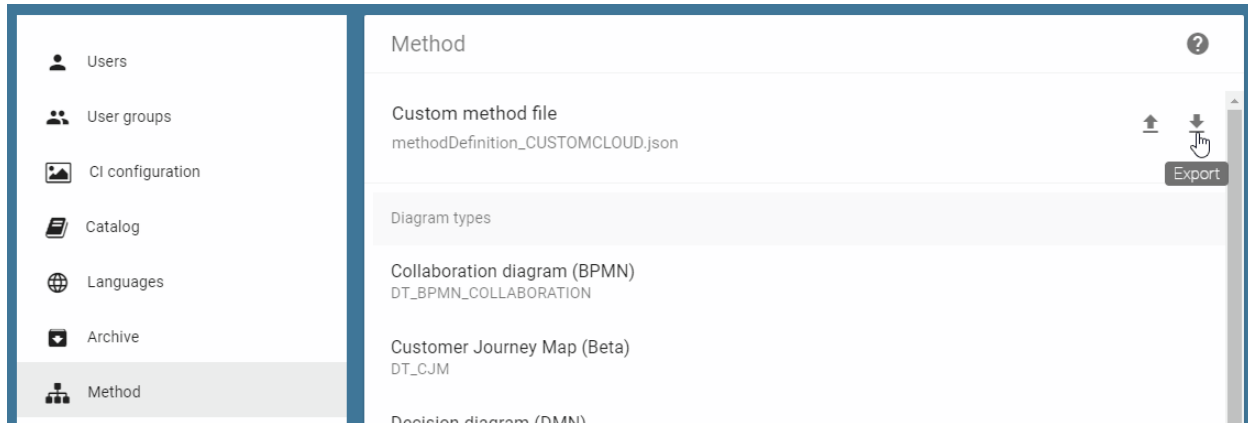


At the moment it is possible to upload a method file (.json). While the method is being uploaded, you cannot perform any actions and the application is grayed out. After the import has been successfully completed, you will receive a corresponding message at the bottom right of the screen. The name of the uploaded method file is also displayed under *Custom method file*. For the new method to be available for the user, the application must be reloaded. Users who log in again use the method directly.

2.7.2 How can I export the current method?

It is possible to download the custom method that is currently set in the application, for example, to save it or edit it in the method editor.

Navigate to the administration area and select *Method*. By clicking on the *Export* button, the current method is downloaded as a JSON file and saved under the displayed name.

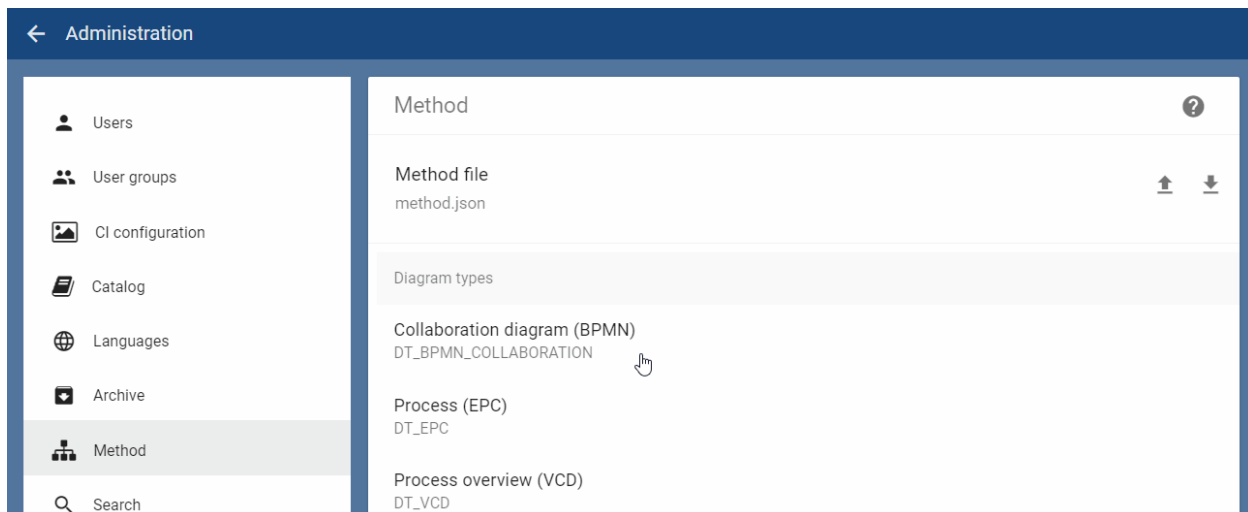


If you have not set a custom method, the base method will be exported under the name “ImportProperties.methodFile”.

2.7.3 How can I set the layout of a diagram type?

The layout assistant helps you to layout the process flow. This means that the sequence flow and activities are in the foreground. In the administration you can configure and customize the settings of the layout assistant for individual diagram types. According to the layout assistant availability you can configure the diagram types BPMN, EPC and VCD by default.

Navigate to the *Administration* area and open the *Method* tab. All diagram types and corresponding diagram IDs are listed here. Click on an entry for editing.



The setting options of the selected diagram type will open and are explained in the following.

Modeling orientation: Here you can choose between *Horizontal* and *Vertical* via the drop-down field, which influences the selection of the starting point of the layout assistant. The orientation refers to the process flow, which is

represented by, for example, sequence and message edges between activities.

Horizontal/Vertical distance: The distance in the process flow is defined by the input of numbers. This corresponds to the horizontal and vertical distance between two symbols related by a sequence or message edge.

Horizontal/Vertical satellite distance: These numbers represent the horizontal and vertical distance between the satellites.

Quadrant port: You can set the ports of the satellites on an activity. Click in a quadrant. Two selectable ports will then appear at the activity - the currently selected port is filled in green. Clicking on a port *Choose quadrant port* will save the changes and you will receive a notification at the bottom right of the application.

Satellite positioning: Furthermore, the position of the satellites can be determined. In the input field of the corresponding quadrants you can specify, which object type with which relation to the activity should be moved here automatically during layouting. The maximum number of vertically superimposed symbols can also be specified here. If the number is exceeded during layout, a new column of the vertical arrangement is created. You can save your input by pressing the *enter* key and a corresponding message appears in the lower right corner of the application. The input is now visible as a chip in the quadrant. Via the respective *X* in the chip you can remove the input. In the following example, a maximum of three objects of the type “Role” with the relationship “C - Consulted” are arranged one above the other in the upper left quadrant.

Note: Chips can only be generated for object types that exist in the method. There is no further validation of your input. Note the existing *object types* and *association types*.

2.7. Method

0.01 mm.

2.7.4 How can I configure the standard colors of the symbols?

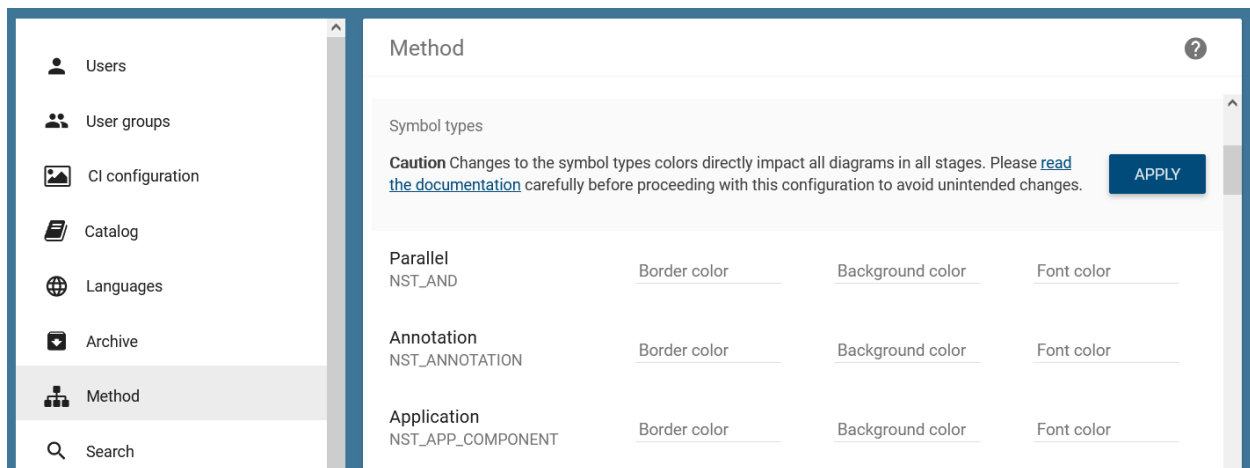
You can define the standard coloring of each symbol type for all stages of your BIC Process Design. Diagrams in the archive will always be displayed in the current color settings. You can choose the border, background and symbol color for each symbol type.

Warning: The chosen colors apply to *all* stages. Thus, you change the coloring of **diagrams in publication**. Please also note the hints about the configuration of a few symbol types *in the appendix*.

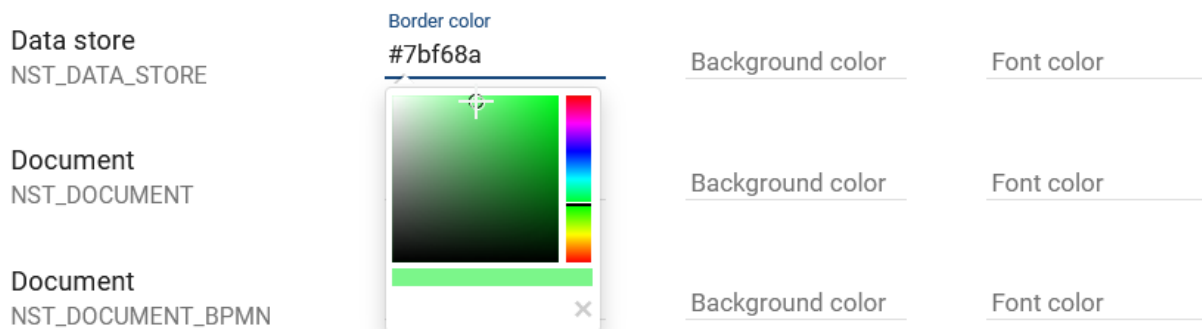
Best practice

Note that if you customized the color of a BPMN pool, you should not change the color of your CI-Configuration afterwards. This can lead to unwanted behaviour. Therefore, make sure that you set your CI-Color first and only then customize the color of your pools.

To do so, navigate to the [administration area](#) and open the *Method* tab. All configurable symbol types with 3 color fields each are listed below the diagram types.



Scroll to the desired symbol type and click on a color field. A color palette opens where you can choose the new color value. Alternatively, enter a hex code.



Note: If a color has not been set yet, the symbols are shown in the default color of BIC Process Design. If a value has been entered and you would like to return to the default color, you can delete the value and confirm by clicking *apply* as follows.

If you have configured the desired symbols, click the *Apply* button and confirm the following dialog via *Apply changes* to save the values.

Apply changes to all diagrams

You made changes to the symbol type colors. The changes are applied directly to all diagrams (in all stages). Do you want to apply the changes now?



If you do not like to save the values, select *Close*. Refresh the browser tab of your BIC Process Design via the key combination *Ctrl + F5*. Then, the diagrams containing symbols of the adapted type(s) are displayed in the new color configuration.



Note: If you refresh your BIC Process Design tab via the button of the browser menu or F5, you have to do this twice to view the new color configuration.

Note: It is also possible to *format a symbol using the symbol palette*. If you set the coloring this way, it is also valid for all stages and will not be overwritten by later changes of the general configuration as explained here.

2.7.5 How can I download or upload my own symbol color settings for symbols?

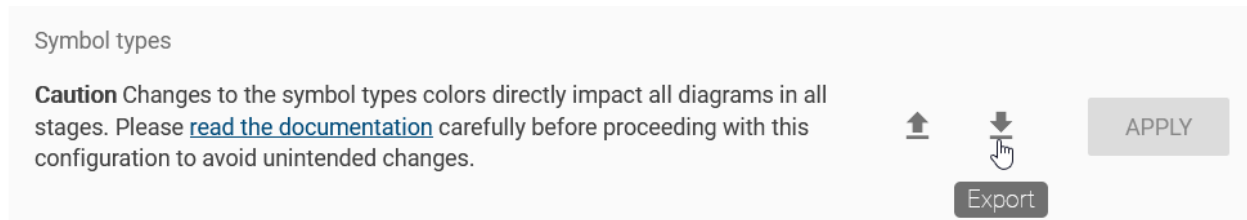
You have the possibility to *configure your symbol colors*. Furthermore, you can download or upload your own symbol color settings. This allows you to switch between different symbol colors.

Hint: Please be aware that a change in the symbol color affects **all** diagrams in all stages.

To up- or download your symbol color settings you need to navigate to the *Method* tab in the administration area. There you have the possibility to import or export your current settings.

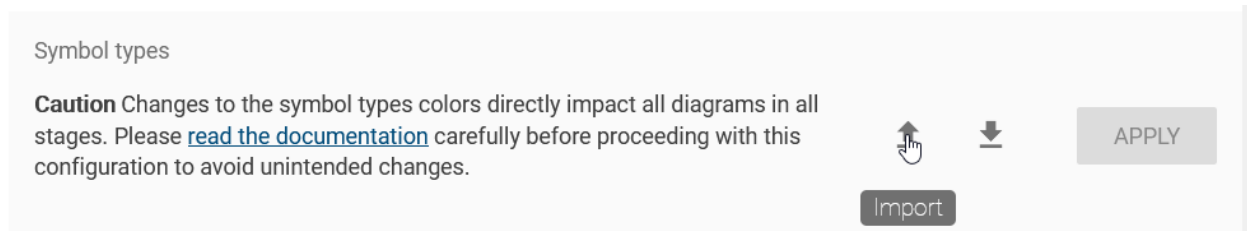
Export

Choose *Export* to export your current symbol settings as a JSON file.



Import

If you have changed your symbol color settings externally or want to upload an older version of your settings, you can upload them here. Choose the button *Import* to import your JSON file.



Afterwards you need to select the Button *Apply* to apply your changes.

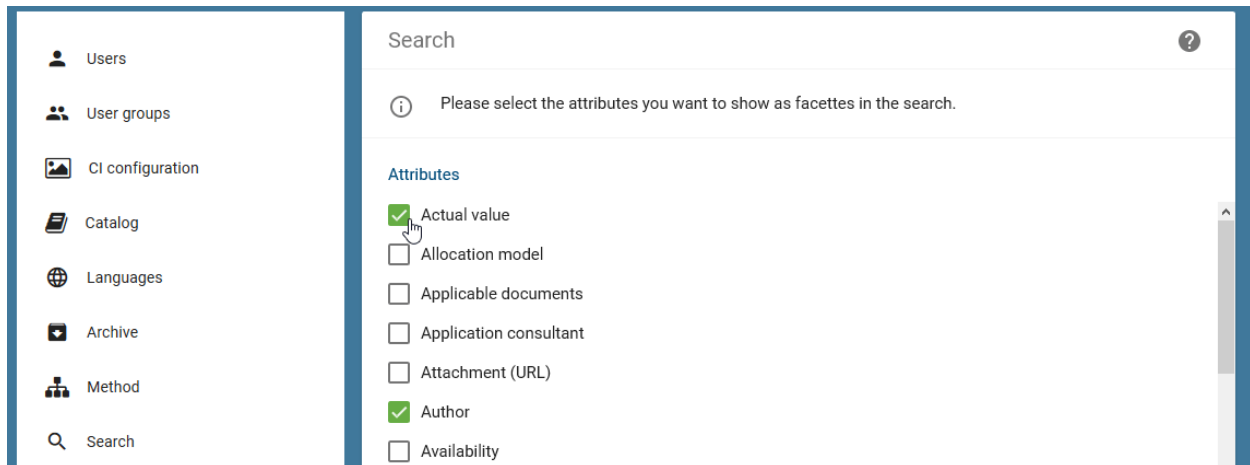
Warning: If you want to upload your own JSON file you need to make sure that the symbol IDs are correct and available in your method. If you use IDs which are not available in your current method, this can lead to undesired behavior.

2.8 Search

2.8.1 How can I set attributes as search filters?

You have the option of setting additional individual attributes as search facets.

Navigate to the *administration area* and select *Search*. There you will find all attributes listed, which are available in your method.

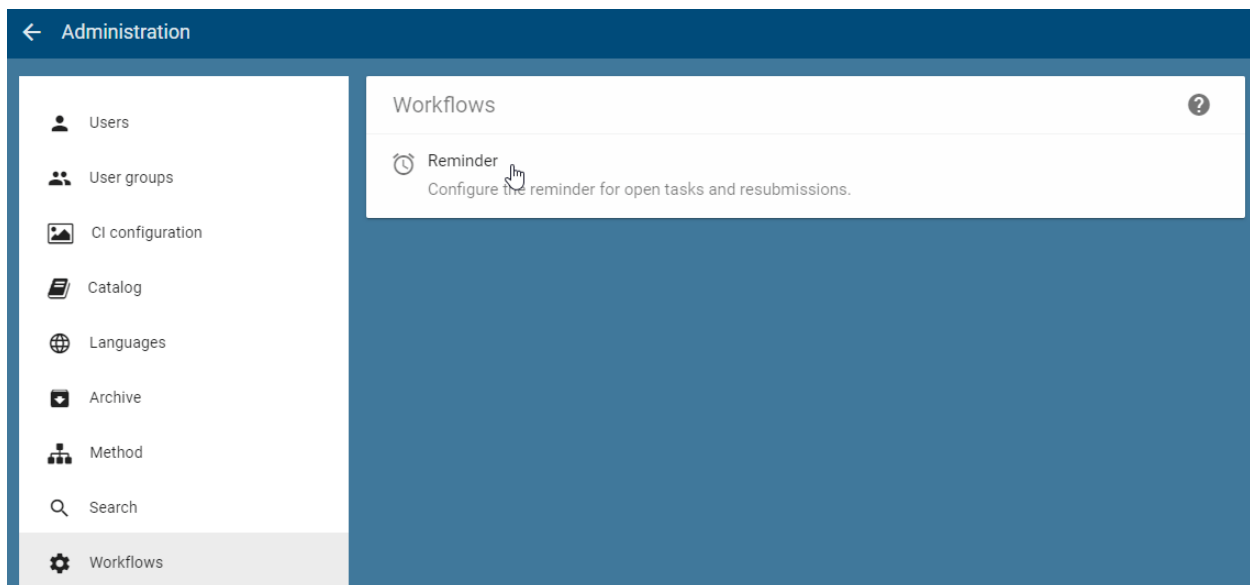


In the search configuration, you have the option to select the user-offered and relevant attribute filters by activating the checkmarks. These are then available as *facets in the search* as soon as a search result contains this attribute filled out.

2.9 Workflows

2.9.1 How can I set reminders for open tasks?

Navigate to the *administration area* and select *Workflows*.



Then click on *Reminder* to display the setting options for reminders for *Tasks*.

Tasks

Set the reminder interval for open workflow tasks. Users with open tasks will be reminded once per interval cycle until the task is completed. The change will be applied for new tasks (already open tasks are reminded based on the former interval).

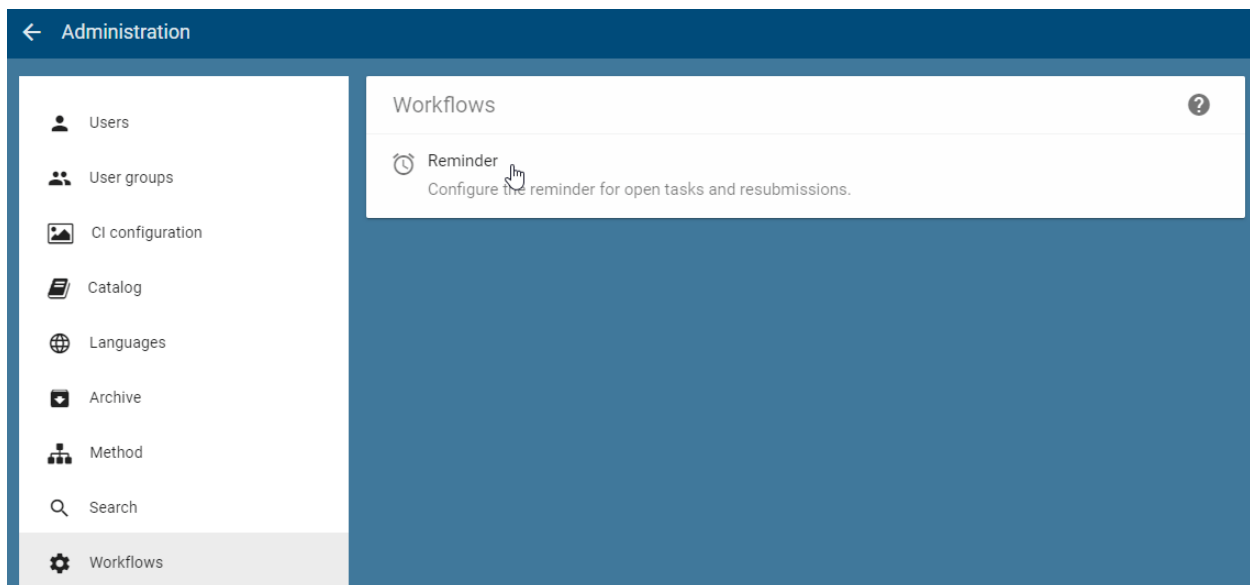
Enter task reminder interval:

7 days

The reminder interval (in days) for open workflow tasks is defined here. By default, this is 7 days: the affected users are reminded of the open task once within 7 days. The interval can be adjusted as desired. Type the desired reminder interval in days into the corresponding field and confirm it with the *enter* key or a click outside the input field. You will receive a notification at the bottom right of the screen about the successful changes, which will be applied to all new tasks.

2.9.2 How can I set the reminder for resubmissions?

Navigate to the administration area and select *Workflows*.



Then click on *Reminder* to display the setting options for reminders for *Resubmissions*.

Resubmission

Set the reminder for resubmissions. Responsible persons will be notified a single time that the validity of a diagram or catalog entry in the publication stage will expire (prior to “valid-to”).

Enter the resubmission reminder:

4 weeks

The time (in weeks) for reminding resubmissions is specified here. The default is 4 weeks. This applies to all published diagrams and catalog entries whose “Valid to” date is maintained. The *responsible person or organizational unit* receives a reminder mail and additionally a *resubmission task* for diagrams about the expiring publication 4 weeks before reaching the “Valid to” date. In addition, the resubmission workflow will be displayed within the *list of all workflows*. In case you want to change the *Reminder* setting, type the desired week number into the corresponding field and confirm it with the *enter* key or a click outside the input field. You will receive a notification at the bottom right of the screen about the successful changes, which will be applied to all published diagrams and objects.

Hint: Please note that the upcoming resubmissions, as well as the finished publications of diagrams and catalog items, contain the validity date. Unlike in the workflow list, the dates refer to the *valid to/valid from date* and not to the *start and end dates*.

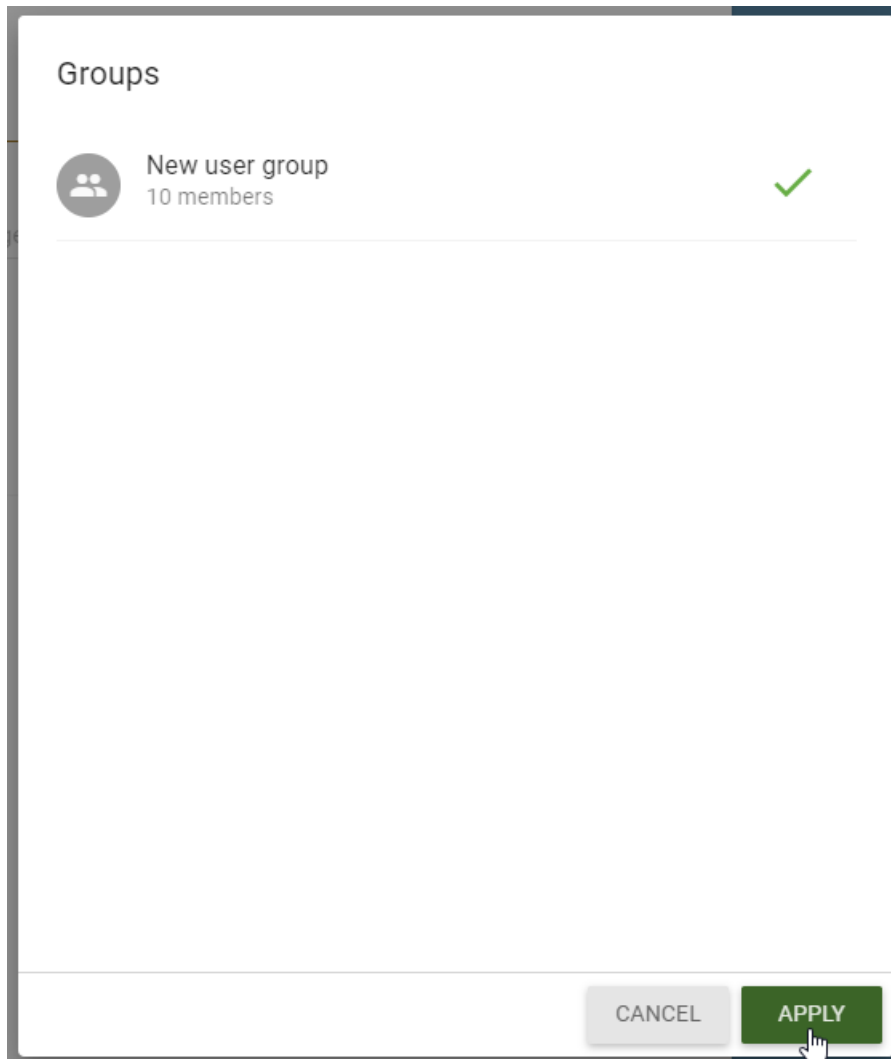
2.10 MyBIC

2.10.1 How can I set default favorites of MyBIC?

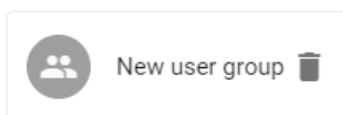
To set a favorite for MyBIC, navigate to the *administration area* and open the *MyBIC* tab. There, enter a new favorite under *Configure default favorites*. First enter the URL of a favorite, for example a search result or a diagram. You must then give a title to the favorite and assign it to a language available in the application using the drop-down field. Click on *Add this title* to confirm your title entry. To maintain a title in all languages, repeat this procedure. You can also remove individual titles in the same way.

The screenshot shows the 'MyBIC' administration page. On the left is a sidebar with navigation links: Users, User groups, CI configuration, Catalog, Languages, Archive, Method, Search, Workflows, and MyBIC (selected). The main content area is titled 'MyBIC' and contains a 'New favorite' section. This section has a text input for 'Enter URL of your search result or diagram *'. Below this are two rows of form fields. The first row has 'Title of your favorite' (with 'New favorite' entered), a 'Language' dropdown (set to 'EN'), and a red 'REMOVE' button. The second row has 'Title of your favorite' and a 'Language' dropdown, followed by a '+ ADD THIS TITLE' button. Below these are two buttons: '+ ADD USER GROUPS' (with a hand cursor over it) and '★ CREATE FAVORITE'. At the bottom, there is a section titled 'List of existing favorites'.

Optionally, you can assign user groups to a favorite, whose members will see that favorite as a tile on their MyBIC page. A click on *Add user groups* opens a window in which all groups are listed. Select one or more user groups, which are marked with a tick. With a click on *Apply* your selection is applied and also displayed above *Add user groups*. Click on *Cancel* to discard your group selection.



Before you create the favorite, you can also remove individual groups by holding your mouse on the chip of the group and selecting *Delete*.



[+ ADD USER GROUPS](#)

As soon as all mandatory fields are filled in, you can save the new favorites via *Create favorite*.



This will be displayed in the *List of existing favorites* under the title of the current user interface language including the creation date and the number of groups. Move the mouse over the number of groups to see the groups as tooltip.

List of existing favorites

New favorite	configured for <u>1 Group</u>	created at 10/8/19	⋮

The favorite then appears on *MyBIC* as a tile between the start diagram and the personal favorites. If no user group has been entered, the favorite is visible for every user.

2.10.2 How can I delete a default favorite for MyBIC?

Existing favorites can be deleted again. Go to the administration area and open *MyBIC*. Navigate to the corresponding entry in the *List of existing favorites* and open the context menu *More options*. A click on *Delete* immediately removes the affected favorite.

List of existing favorites

New favorite	configured for <u>1 Group</u>	created at 10/8/19	⋮ More options

2.11 Print

2.11.1 How can I set header and footer centrally for printing?

Administrators can make diagram-wide settings for PDF print of diagrams. Navigate to the *administration area* and select *Print*.

The header and footer can be configured here. For each of the three different areas *left*, *center* and *right*, you can choose between the following outputs via the suggestion list or the individual input:

- **free text:** input of an individual text, which is output unchanged
- **logo:** *company-wide logo*
- **date:** creation date of the print

- **page count**
- **diagram attributes:** the selected attribute is output if it is a filled diagram attribute of the diagram
- **placeholder:** by typing “{{attributeTypeId}}” you can combine the output of free text and chart attributes. The attribute type ID forms the core of the placeholder. Overall, only the first placeholder is evaluated. For example, you can use “Author: {{AT_AUTHOR}}” to display the free text “Author:” followed by persons and organizational units entered in the diagram attribute *Author*.

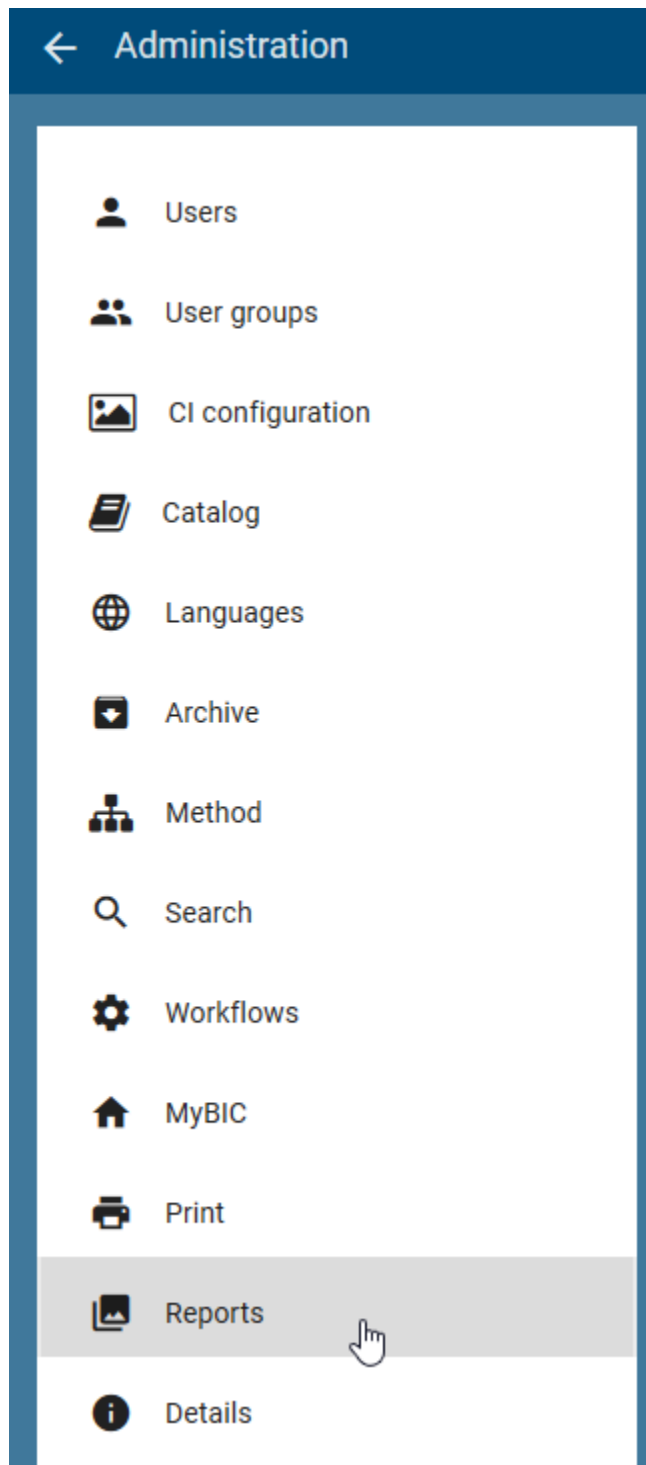
By clicking on *Save* these settings will be applied to all users. The user does not see the header and footer in the *print preview*, but only in the created PDF file. In the print preview, however, the user can choose whether the PDF file contains the lines.

2.12 Reports

2.12.1 Where can I find all available reports?

With BIC Process Design you can export *diagram or category reports* or additionally a *report of a catalog entry*. As an administrator you have the possibility to administrate them by using the report descriptors.

To do so navigate into the *administration area* and select the tab *Reports*.



A list of all available report descriptors will be displayed. If it is specified in a descriptor that only individual diagram or object types are allowed for this report, the IDs of these are displayed under the name of the respective report.



Process costs/Simulation
DT_BPMN_COLLABORATION,DT_EPC,DT_VCD

As soon as you have selected an entry, the descriptor editor will be displayed. You can navigate back to the descriptor list by using the arrow above the editor.

← Reports - Process costs/Simulation

Back

```
{
  "domainObjectType": "ReportExecutionDescriptor",
  "id": "084a1ff3-22e3-f81b-b2dc-970589de090d",
  "tid": -1,
  "version": 0,
  "executionContext": {
    "type": "diagram",
    "stereotypes": {
      "include": [
        "DT_BPMN_COLLABORATION",
        "DT_EPC",
        "DT_VCD"
      ]
    }
  },
  "roles": [
    "AUTHOR",
    "ADMINISTRATOR"
  ],
  "descriptions": [
    {
      "locale": "de",
      "value": "Prozesskosten/Simulation"
    },
    {
      "locale": "en",
      "value": "Process costs/Simulation"
    }
  ]
}
```

SAVE

2.12.2 How can I configure an available report?

Navigate to the [administration area](#) and select the tab *Reports*. Then select the report which you would like to change to open the report descriptor.

In the descriptor editor you can change the following settings:

1. *Context*: Here you can specify whether the report is available in the context of a diagram or a category. You can do so by setting the value of the variable *type* to “diagram” or “category”. Within one descriptor there can only be one value for the context variable. Because of that there are two different descriptors for reports which should be available in both contexts. Those can be edited separately.

Hint: Please note that the entire report template for “category” must be adjusted. Otherwise the report template will always fail.

```

{
  "domainObjectType": "ReportExecutionDescriptor",
  "id": "084a1ff3-22e3-f81b-b2dc-970589de090d",
  "tid": -1,
  "version": 0,
  "executionContext": {
    "type": "diagram",
    "stereotypes": {
      "include": [
        "DT_BPMN_COLLABORATION",
        "DT_EPC",
        "DT_VCD"
      ]
    }
  },
  "roles": [
    "AUTHOR",
    "ADMINISTRATOR"
  ],
  "descriptions": [
    {
      "locale": "de",
      "value": "Prozesskosten/Simulation"
    },
    {
      "locale": "en",
      "value": "Process costs/Simulation"
    }
  ]
}

```

2. *Stereotypes*: For reports that are available in the diagram or catalog entry context, you can define which diagram or object types are allowed to use this report. This is possible by writing the IDs of the respecting diagram/object types into the *include* variable. The report is available for all types if no value has been set for this variable or if the variable contains the value “all”.

```
{
  "domainObjectType": "ReportExecutionDescriptor",
  "id": "084a1ff3-22e3-f81b-b2dc-970589de090d",
  "tid": -1,
  "version": 0,
  "executionContext": {
    "type": "diagram",
    "stereotypes": {
      "include": [
        "DT_BPMN_COLLABORATION",
        "DT_EPC",
        "DT_VCD"
      ]
    }
  },
  "roles": [
    "AUTHOR",
    "ADMINISTRATOR"
  ],
  "descriptions": [
    {
      "locale": "de",
      "value": "Prozesskosten/Simulation"
    },
    {
      "locale": "en",
      "value": "Process costs/Simulation"
    }
  ]
}
```

3. *User roles*: With the *roles* variable you can define the user roles which are authorized to export the respective reports.

```
{
  "domainObjectType": "ReportExecutionDescriptor",
  "id": "084a1ff3-22e3-f81b-b2dc-970589de090d",
  "tid": -1,
  "version": 0,
  "executionContext": {
    "type": "diagram",
    "stereotypes": {
      "include": [
        "DT_BPMN_COLLABORATION",
        "DT_EPC",
        "DT_VCD"
      ]
    }
  },
  "roles": [
    "AUTHOR",
    "ADMINISTRATOR"
  ],
  "descriptions": [
    {
      "locale": "de",
      "value": "Prozesskosten/Simulation"
    },
    {
      "locale": "en",
      "value": "Process costs/Simulation"
    }
  ]
}
```

4. *Names*: The variable *names* specifies the displayed name of the report within the user interface of BIC Process Design. For each language that is supported by BIC Process Design you can set a different value. This difference can be seen as soon as the browser language has been changed.

```

"ADMINISTRATOR"
],
"descriptions": [
  {
    "locale": "de",
    "value": "Prozesskosten/Simulation"
  },
  {
    "locale": "en",
    "value": "Process costs/Simulation"
  }
],
"names": [
  {
    "locale": "de",
    "value": "Prozesskosten/Simulation"
  },
  {
    "locale": "en",
    "value": "Process costs/Simulation"
  }
],
"enabled": true,
"outputFormat": "xlsx",
"reportId": "processCostAnalysis",
"origin": "biccloud-report-service"
}

```

5. *Availability*: You can activate or deactivate a report for diagrams or categories for BIC Process Design by using the variable *enabled*. The report is activated if the value is set to “true”. To deactivate the report you have to change the value to “false”.

```
"ADMINISTRATOR"
],
"descriptions": [
  {
    "locale": "de",
    "value": "Prozesskosten/Simulation"
  },
  {
    "locale": "en",
    "value": "Process costs/Simulation"
  }
],
"names": [
  {
    "locale": "de",
    "value": "Prozesskosten/Simulation"
  },
  {
    "locale": "en",
    "value": "Process costs/Simulation"
  }
],
"enabled": true,
"outputFormat": "xlsx",
"reportId": "processCostAnalysis",
"origin": "biccloud-report-service"
}
```

6. *Format*: You can use the *outputFormat* variable to specify the format of the output of the report. The following formats are supported for the respective reports:

- Profile (diagram): *docx*, *pdf*, *pdfa*, *pdfa2b*
- Profile (catalog entry): *docx*, *pdf*, *pdfa*, *pdfa2b*
- Manual: *docx*, *pdf*, *pdfa*, *pdfa2b*, *html*, *mhtml*, *txt*, *odt*, *rtf*
- Manual with assignments: *docx*, *pdf*, *pdfa*, *pdfa2b*
- Matrix Report: *xlsx*, *pdf*, *pdfa*, *pdfa2b*
- Process costs/Simulation: *xlsx*, *pdf*, *pdfa*, *pdfa2b*

Here *pdfa* corresponds to the “PDF/A-1b” format and *pdfa2b* to the “PDF/A-2b” format.

Note: The format *pdfa* does not support images with transparency. Therefore it is recommended to use *pdf2b* if images and icons should be present in the report.


```

"ADMINISTRATOR"
],
"descriptions": [
  {
    "locale": "de",
    "value": "Prozesskosten/Simulation"
  },
  {
    "locale": "en",
    "value": "Process costs/Simulation"
  }
],
"names": [
  {
    "locale": "de",
    "value": "Prozesskosten/Simulation"
  },
  {
    "locale": "en",
    "value": "Process costs/Simulation"
  }
],
"enabled": true,
"outputFormat": "xlsx",
"reportId": "processCostAnalysis",
"origin": "biccloud-report-service"
}

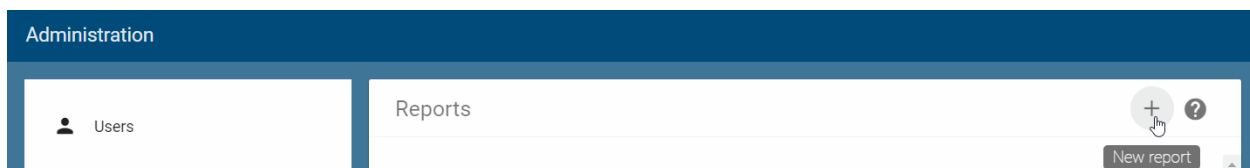
```

The changes that have been made will be accepted as soon as the *Save* button has been clicked.

Note: The report descriptors follow the syntax “JavaScript Object Notation” (JSON). If the syntax no longer corresponds to the JSON format at any given time, the *Save* button is greyed out and can no longer be selected. In addition, the processing of the values is sensitive to upper and lower case. Therefore always make sure to choose the correct spelling.

2.12.3 How can I add a new report?

Navigate to the [administration area](#) and select the tab *Reports*. The list shows all available reports. You can create a new one by selecting the *plus* button in the header.



A new report is created and you are navigated to the descriptor of this report. Here you can define your custom report using JSON syntax. Please find help for the possible content [here](#). *Save* your definition via the equivalent button. If you navigate back to the report list via the arrow button, your new report will be part of the list now. Opening it again, you can upload all templates for your report. To do so, select the *Upload a report template* button.

← Reports - Custom report

Report descriptor You can configure the context of the report type.

```
{
  "domainObjectType": "ReportExecutionDescriptor",
  "id": "d9bd5e86-bec8-45cc-a7fe-f252c1ece483",
  "tid": -1,
  "version": 0,
  "templateHandlings": [
    "SINGLE"
  ],
  "executionContext": {
    "type": "diagram",
    "stereotypes": {

```

Report templates You can change existing report templates.

Filename	Type	Language	
 diagramManual.DT_BPMN_COLLABORATION.de (...)	Custom template		SAVE  Upload a report template  

Then you can select the desired file (.doc or .docx) in a file selection window and *open* it. In the next dialog, you can set the corresponding diagram type and content language to which this template is dedicated. If this combination does not exist yet, you can add the template by selecting the *Save* button.

Select a context of report template

Select the language and diagram type of the uploaded report template for which the template should be used.

Type

DT_BPMN_COLLABORATION

Language

No language

CANCEL **SAVE**

The new report template will be displayed at the end of the list as *Custom template* showing the name and possibly the diagram type and the abbreviation of the language.

If you defined your customized report with the *reportId* “diagramManual” or “diagramManualWithAssignments”, you can use the download/upload functions afterwards to exchange each template. More information about these functionality is given [here](#).

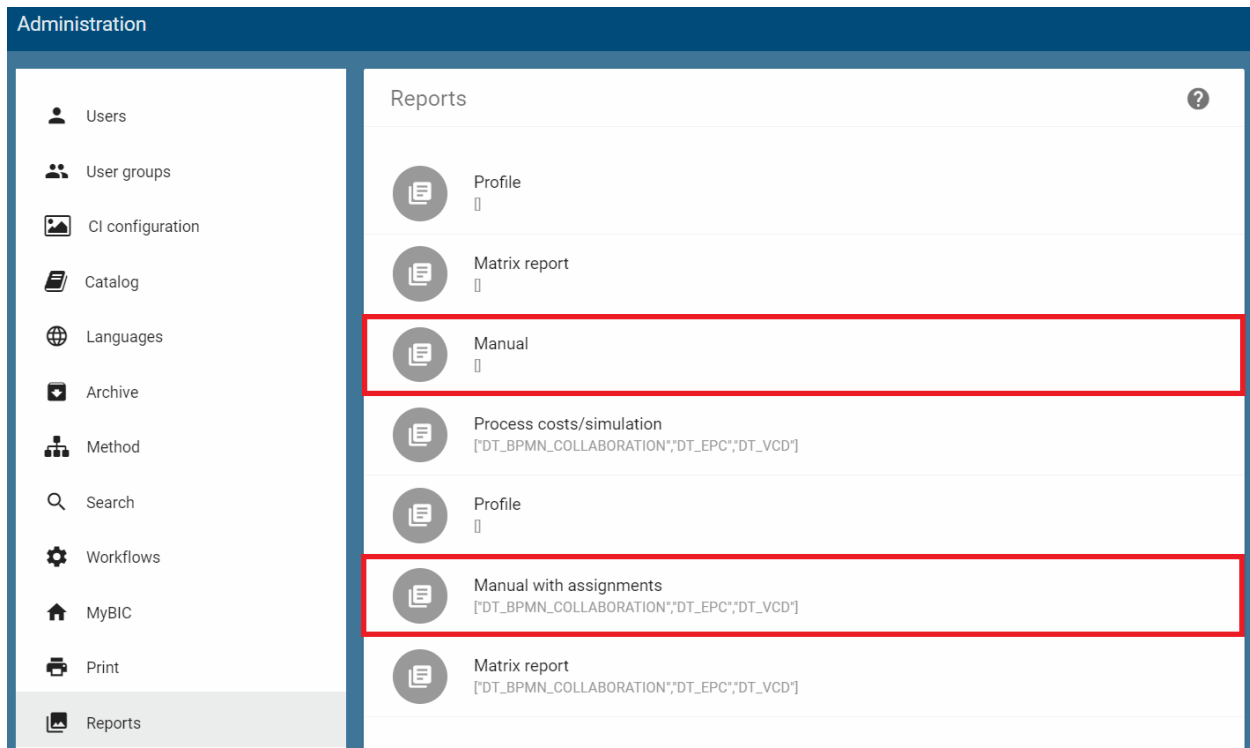
Note: BIC Process Design provides a default templates for reports with the *reportId* “diagramManual”. If you did not upload a customized template for a diagram type but want to generate a report of a diagram of this type, the report will be based on the default template. If you change the *reportId* in the descriptor of your report, no fallback will be available. You need to upload corresponding customized templates to be able to generate reports of the different diagram types.

2.12.4 How can I upload and download report templates for the manual (with assignments)?

For the manual report (with assignments) you can download, customize and upload report templates in the administration. These modified report templates are used when executing and downloading the manual reports.

Note that you can use these function also for *customized reports* if their *reportId* is defined as “diagramManual” resp. “diagramManualWithAssignments”.

First go to the administration, navigate to the menu item *Reports* and click on the entry *Manual* resp. *Manual with assignments* or your customized report.



Underneath the *Report descriptor* you will find the *Report templates* for the chosen process manual. Depending on the manual, the following information is shown at each template entry:

- **Manual:** You can provide a manual report template for each diagram type and content language. For each template, the file name, the diagram type (ID), for which the report is available, and the language are displayed.

Report templates

You can change existing report templates.



	Filename	Type	Language	
	diagramManual.DT_BPMN_COLLABORATION.de(1) (...) Custom template	DT_BPMN_COLLABORATION	DE	⋮
	diagramManual.DT_EPC.de.doc Standard template	DT_EPC	DE	⋮
	diagramManual.DT_BPMN_COLLABORATION.es (1).... Custom template	DT_RISK	DE	⋮
	diagramManual.DT_VCD.de.doc Standard template	DT_VCD	DE	⋮

- **Manual with assignments:** You can provide templates for the manual report with assignments by uploading a zip folder of templates for several diagram types and/ or languages. This is indicated by the Type *Collection* at a template entry. Moreover, the folder name and possibly the language is shown to you. More information about the zip folder is given below.

Report templates

You can change existing report templates.

	Filename	Type	Language	
	diagramManualWithAssignments Custom template	COLLECTION		⋮

The default templates of BIC Process Design are shown with a grey icon and the corresponding hint below the file/folder name. If a template has been modified, the icon is colored in the CI color of you application and the hint states *Custom template*.

Structure of the folders in the zip folder - diagramManualWithAssignments:

If you download the templates of the *manual with assignments* or the templates of your custom report with the reportId “diagramManualWithAssignments”, they will be exported in a zip folder having the following file path:

```
report-templates-<timestamp>/biccloud-report-service/<report-execution-descriptor-Id>/
→ <reportId>.<variant>.<lokale>.<fileending>
```

This means you download a zip folder with a unique numeric code (the download time) in its name. In the zip folder you will find the folder “biccloud-report-service” which contains a folder named by the report-execution-descriptor id of the report. The report-execution-descriptor id is the unique id of the report which is written in the second line in the report descriptor.

Report descriptor

You can configure the context of the report type.

```
{
  "domainObjectType": "ReportExecutionDescriptor",
  "id": "cdc5bec1-ba96-2cbd-5ebb-aeb2e8af2146",
  "tid": -1,
  "version": 0,
  "templateHandlings": [
    "SINGLE"
  ]
}
```

Note that you keep the last two **folder names exactly the same** if you want to upload the adapted templates that are included.

File names of the templates - diagramManualWithAssignments:

The folder “<report-execution-descriptor-Id>” contains all templates of the current report. These files are named as follows: diagramManualWithAssignments.<variant>.<lokale>.<fileending>

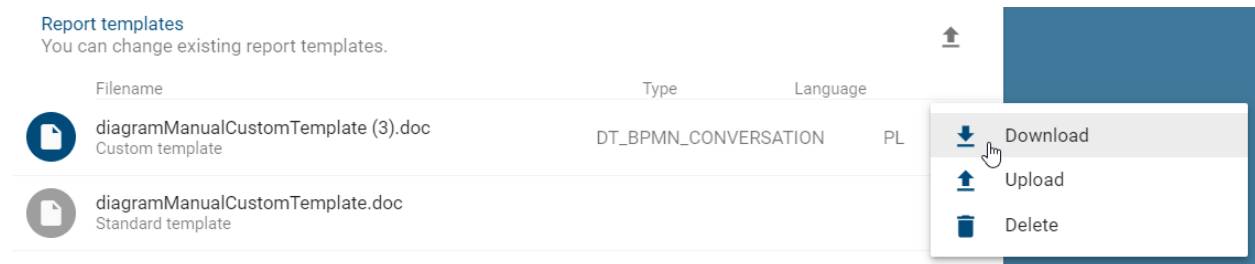
- <variant>: The variant is the id of the diagram type for which the respective template is defined. The templates with a % sign are the default templates that are used if there is no own template for the respective diagram type.
- <lokale>: This is the abbreviation of the language, for which the respective template is defined. If there is no template for the active content language. If no template for the current content language exists when the report is generated, the corresponding template in English is used.
- <fileending>: The file ending which is .doc or .docx

The *diagramManualSubDiagram* templates are used for subordinated diagrams (allocation diagrams). Analogous to the main templates above, these templates have the partial name <variant>.<local>.<fileending>.

Hint: Please note that it is mandatory to keep the file naming and folder structure if you want to upload customized templates for your report (with assignments).

Download: receive current report templates:

Open the context menu via the three dots at the desired entry and select the *Download* option. This allows you to download the report template(s) and customize it as desired.

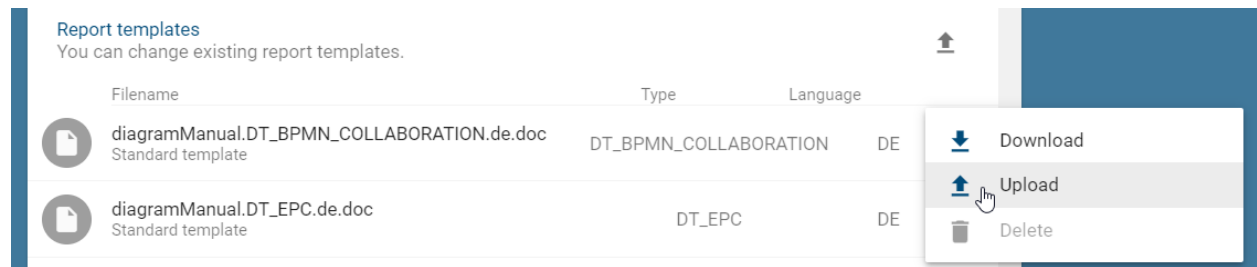


As soon as you click this option, the export is generated for you. A message at the bottom right corner informs you about this process. When the export is available, you will find a link to start the download of the template(s) by a click.

Upload: exchange current report templates:

You can use the *Upload* function at each entry to exchange the current report template(s). For the manual report and your custom reports with the reportId “diagramManual”, you can upload single templates for each diagram type and language. If there is no specific template for a diagram type (in a specific language) yet, you can add a new report template for this case via the *Upload a report template* button (see further below).

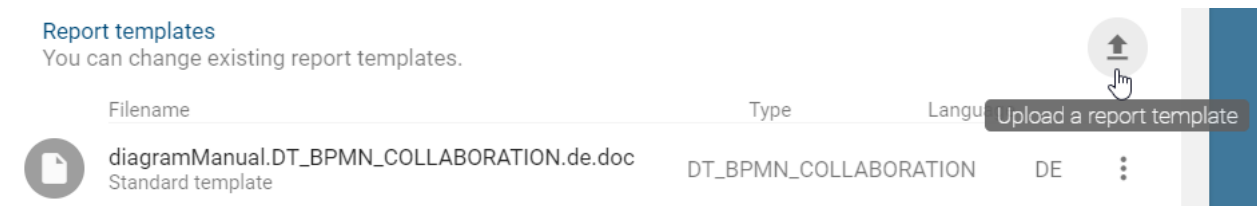
The manual with assignments report and your custom reports with the reportId “diagramManualWithAssignments” require a zip folder “biccloud-report-service” which contains templates for all diagram types in all languages you want to customize. This ensures that you also provide customized templates for other diagram types that can be assigned to the diagram for which the report is generated. If the template for a diagram type is not available in your zip folder, the default template (i. e. the variant with the % sign) is used for this type. Possible adjustments are presented in the [chapter on report templates](#).



Select the *Upload* option in the context menu. In the appearing file selection window, navigate to your template file (resp. the zipped folder “biccloud-report-service”) and click on *Open*. If the selected file is in the correct format (.doc and .docx), the previous template is replaced by the new file. This also applies to the manual with assignments templates. The upload of single files in the folder might be skipped if they do not fulfill the format. Moreover, note that you have to zip the “biccloud-report-service” to upload it. This folder has to contain a folder with all templates and the folder must be named by the report-execution-descriptor id of the report. In addition to the correct format, these templates must also have the correct file name (which is described above at “File names of the templates”).

Upload: add a new report template:

For the manual report and your custom reports with the reportId “diagramManual”, you can add a new report template for a specific diagram type (and language) provided that this template does not exist yet. Then, the report of a diagram of this type will be based on this adapted template instead of the default template. To do so, select the *Upload a report template* button and navigate to the template file in the appearing file selection window. Select the file and confirm via *open*. In the the drop-down menus of the appearing dialog window, select the diagram type and the language for which the template is specified. If the combination does not exist yet, you can upload the template via the *save* button.



Hint: Be aware that you cannot upload a template which file size does exceed 64 MB.

Warning: Please keep the standard template of the manual with assignments locally in its original state because you cannot automatically restore the standard template in the system at the moment. Furthermore, the uploaded files must be based on the standard templates.

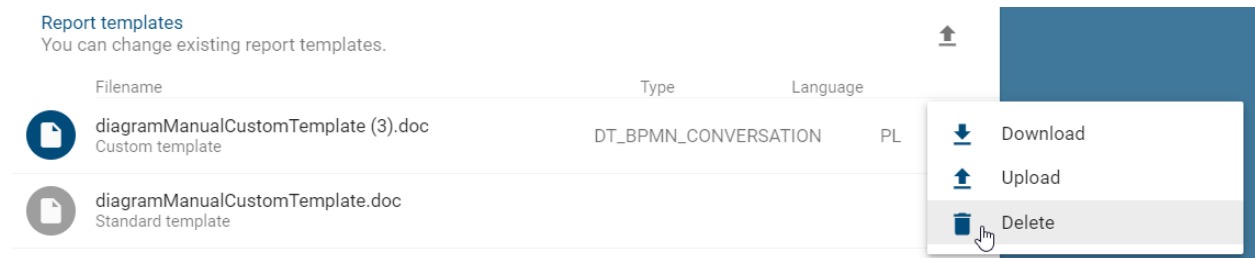
Note: Be aware that in the process of generating a .pdf file only certain fonts are supported by the report engine. The usage of not supported fonts can lead to formatting losses and a change in the total number of pages in your .pdf file. [Here](#) you will find a detailed list of the fonts, which are supported by the report engine.

2.12.5 How can I delete a custom report template?

You can upload customized report templates for the manual report and for your *customized reports* with the reportId “diagramManual”. If you do not want to generate these reports based on the customized template, you can delete the template. If a user generates a report for a diagram and the customized template of the diagram type was deleted, the report will be based on the default template of the manual report.

Navigate to the *Reports* in the administration and open the *Manual* or your customized report.

Underneath the *Report descriptor* you will find the *Report templates*. Open the context menu via the three dots at the customized entry you want to remove. Select the option *Delete*.



A dialog window appears where you have to confirm the deletion. This action cannot be undone. Alternatively, you can cancel the deletion in the dialog.

2.12.6 Which fonts are supported by the report engine?

Be aware that in the process of generating a .pdf file only certain fonts are supported by the report engine. If a font is used that is not supported, it will be replaced by a fallback font in the .pdf file. This can lead to formatting losses and a change in the total number of pages in your .pdf file. As an example this can be relevant for *the configuration of report templates* or *the provision of attachments in the publication as .pdf files*.

The supported fonts are listed below:

- Arial Black
- Arial (Bold, Italic, Bold Italic)
- Comic Sans MS (Bold)
- Courier New (Bold, Italic, Bold Italic)
- Georgia (Bold, italic, Bold Italic)
- Impact
- Times New Roman (Bold, Italic, Bold Italic)
- Trebuchet (Bold, Italic, Bold Italic)
- Verdana (Bold, Italic, Bold Italic)
- Webdings

Hint: If you like to use fonts that are not listed here, note the possibility to *embed the used fonts in your document*.

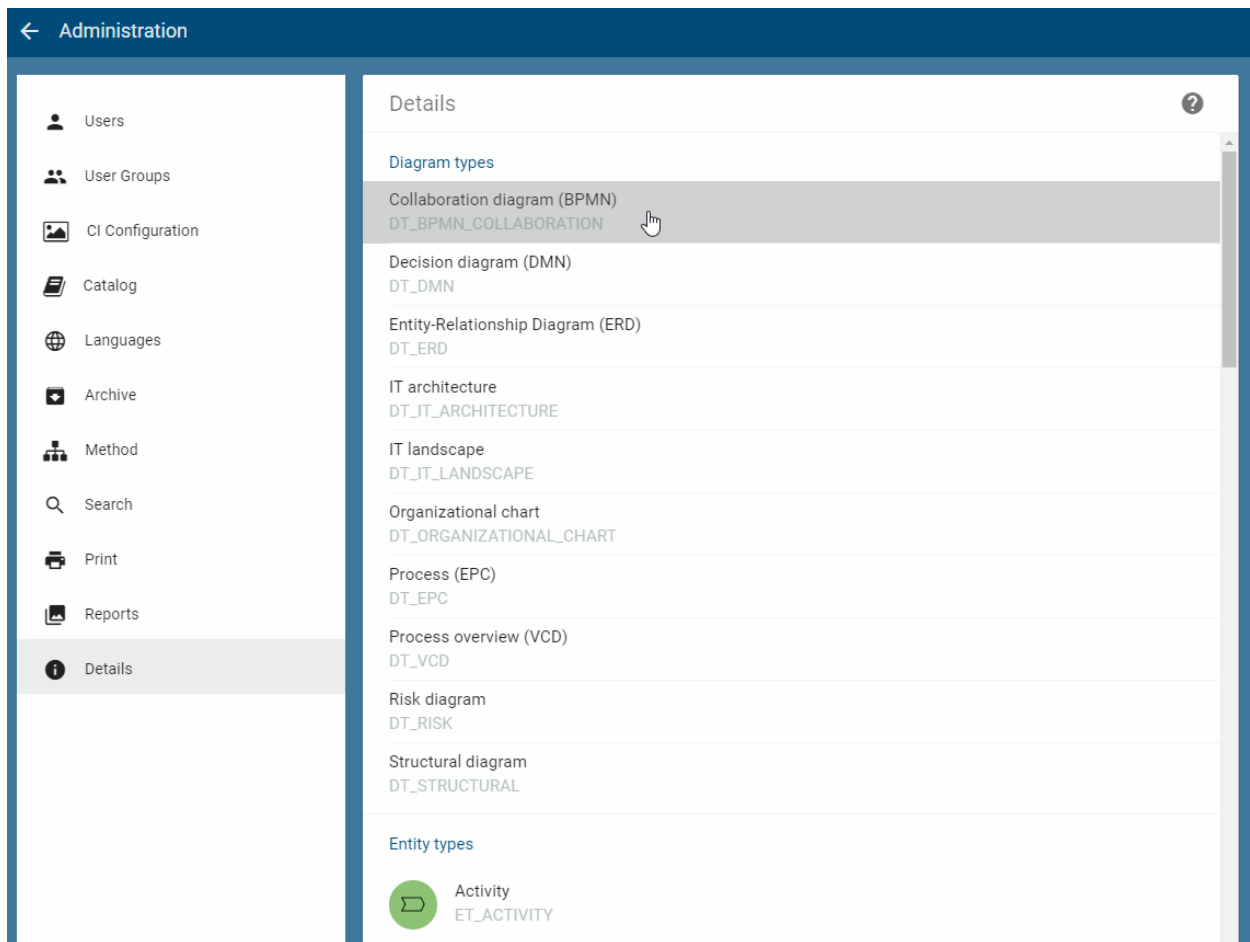
2.13 Details

In the administration for details, you can make adjustments to the details bar. In addition to the visibility settings of the attribute bar and the profile, this also includes the configuration of the structure of the profile. The individual functions are described in the following sections.

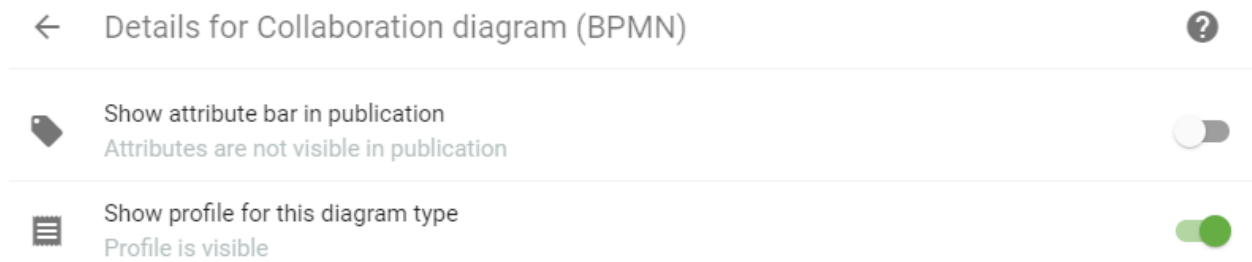
2.13.1 How can I display the attribute bar in the publication?

For each type of object and diagram type, administrators can set whether the corresponding attribute bar is displayed in the details bar of the *Publication* workspace.

Navigate to the [administration area](#) and select *Details*. There you will see all available diagram types and object types. Clicking on a list entry will take you to its detail settings.



Click the toggle switch of the *Show attribute bar in publication* field to set the visibility of the attributes in the publication. Your changes will be taken over directly. The current status of the visibility is also displayed in this field.

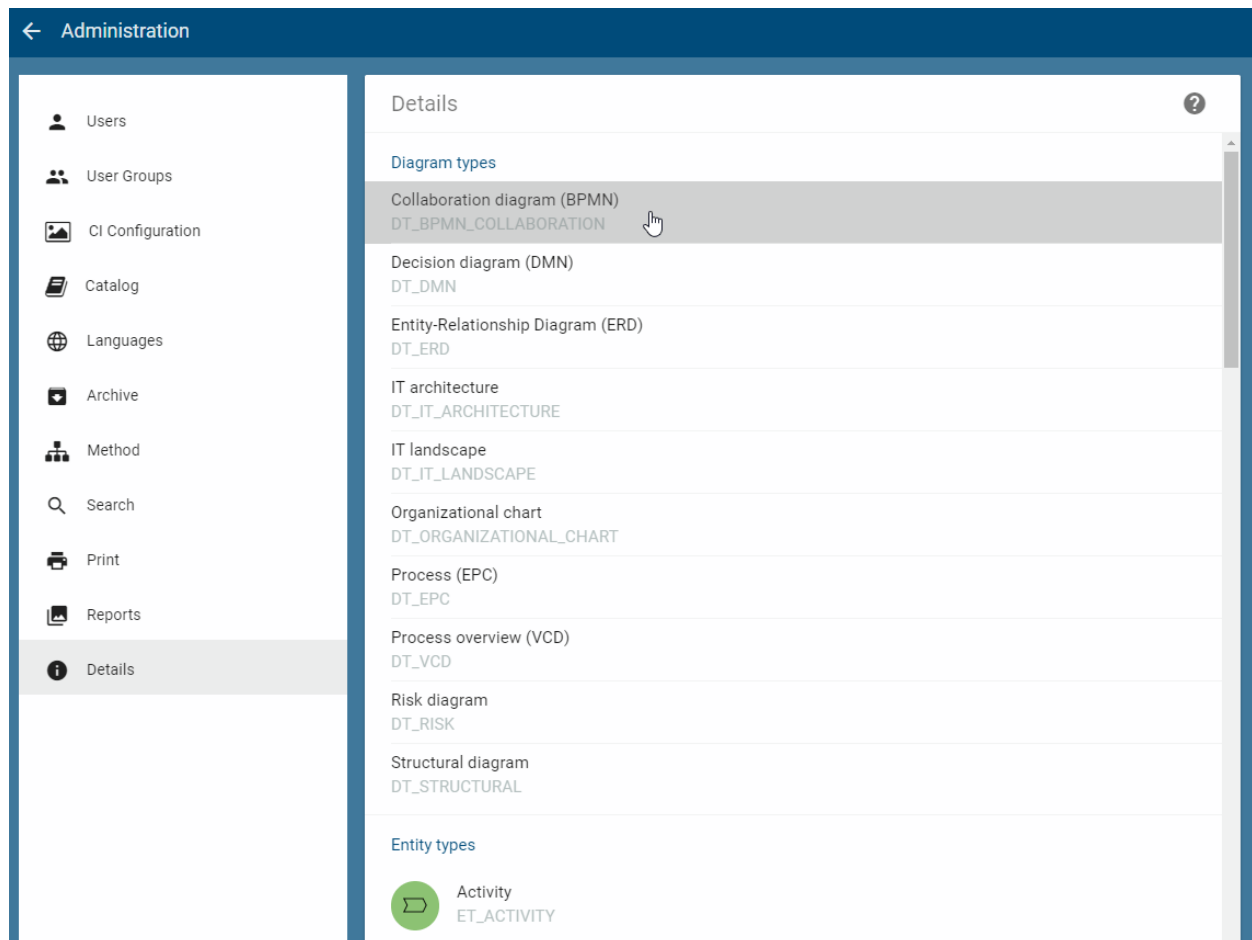


Use the *Back* arrow to return to the overview of object types and diagram types.

2.13.2 How can I change the visibility of the profile?

For object and diagram types, administrators can set whether the corresponding profile is also displayed in the details bar.

Navigate to the administration area and select *Details*. There you will see all available diagram types and object types. Clicking on a list entry will take you to its detail settings.



The current status of the visibility is displayed in *Show profile for this type*, where type is replaced by either *object type* or *diagram type*. Click the appropriate toggle switch to change the active setting. Your changes will then be taken over directly.

← Details for Collaboration diagram (BPMN)
?


Show attribute bar in publication
Attributes are not visible in publication
☐


Show profile for this diagram type
Profile is visible
☒

Use the *Back* arrow to return to the overview of object types and diagram types.

2.13.3 How can I configure the profile?

Administrators can decide on the appearance of the profile for object and diagram types. First, the default settings are displayed, which can then be changed. These include attributes, such as the description, and relationships to other object types, such as responsible and contributing roles, input and output.

Navigate to the administration area and select *Details*. There you will see all available diagram types and object types. Clicking on a list entry will take you to its detail settings.

← Administration

 Users
 User Groups
 CI Configuration
 Catalog
 Languages
 Archive
 Method
 Search
 Print
 Reports
 Details

Details
?

Diagram types

Collaboration diagram (BPMN)
DT_BPMN_COLLABORATION

Decision diagram (DMN)
DT_DMN

Entity-Relationship Diagram (ERD)
DT_ERD

IT architecture
DT_IT_ARCHITECTURE

IT landscape
DT_IT_LANDSCAPE

Organizational chart
DT_ORGANIZATIONAL_CHART

Process (EPC)
DT_EPC

Process overview (VCD)
DT_VCD

Risk diagram
DT_RISK

Structural diagram
DT_STRUCTURAL

Entity types

 Activity
ET_ACTIVITY

If the profile for this type is not yet visible, you should set the *visibility*. At least now you can see the configuration in the edit field and make adjustments.

← Details for Collaboration diagram (BPMN)



Show attribute bar in publication
Attributes are not visible in publication



Show profile for this diagram type
Profile is visible



```
{
  "attributes": [
    "AT_DESCRIPTION"
  ],
  "sections": [
    {
      "titles": [
        {
          "locale": "en",
          "value": "Responsibles for Implementation"
        },
        {
          "locale": "de",
          "value": "Durchführungsverantwortung"
        }
      ],
      "entityType": "ET_ROLE",
      "associationType": "AST_RESPONSIBLE"
    },
    {
      "titles": [
        {
          "locale": "en",
          "value": "Cooperation"
        },
        {
          "locale": "de",
          "value": "Mitwirkung"
        }
      ],
      "entityType": "ET_ROLE",
      "associationType": "AST_CONSULTED"
    }
  ],
  "titles": [

```

SAVE PROFILE

- **Attributes:** You can add or remove diagram or object attributes using the attribute type ID. In the following example, the diagram attribute “Name” is displayed next to the “Description”. To do this, the attribute type ID must be added to the "attributes" section:

```
"attributes": [
  "AT_DESCRIPTION",
  "AT_NAME"
],
```

- **Associations and entities:** In "sections", specific relationships to object types, selected association types

or specific object types can be output individually. Its representation takes place in various subsections named "titles", in which the issues and designations in the profile are defined. The following subsection example looks for "roles" contained in the diagram with "C - Consulted" the relationship to another entity. For this, the ID of the "entityType", in this case "ET_ROLE", and the "associationType", here "AST_CONSULTED", must be specified. These roles are then listed in the profile section named "Cooperation" in English browser language and "Mitwirkung" in German browser language.

```
{
    "titles": [
        {
            "locale": "en",
            "value": "Cooperation"
        },
        {
            "locale": "de",
            "value": "Mitwirkung"
        }
    ],
    "entityType": "ET_ROLE",
    "associationType": "AST_CONSULTED"
},
```

If only one relationship type or entity type is requested, the other type should remain undefined by "".

By clicking on *Save Profile* the changes are validated, that means the syntax of the JSON structure is checked and stored after successful verification.

Use the *Back* arrow to return to the overview of object types and diagram types.

Tip: For a list of existing stereotypes and related IDs, see [this section](#).

2.14 Access restrictions and scope definitions

2.14.1 How can I set access restrictions for diagrams?

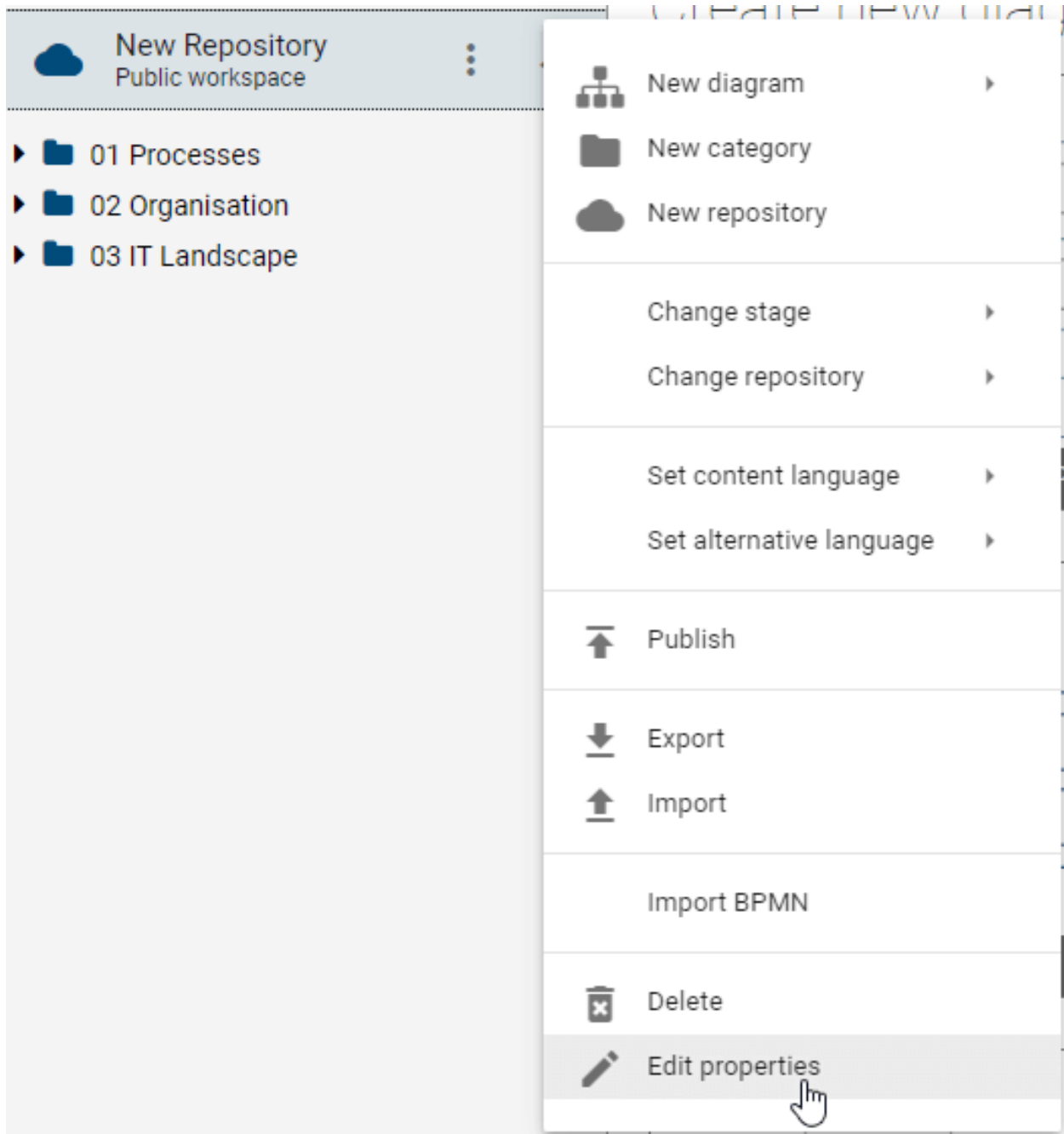
You have the option to restrict a diagram to specific users by using the *Restricted access* diagram attribute. Only members of the selected *user group*, selected users and governance involved users have access. The restrictions are independent of the user role, so administrators can be excluded as well. Access restricted diagrams are not visible in the explorer for these users and they cannot longer be opened. If the attribute is empty, there is no access restriction.

Note: If you have defined a restriction, which does not include yourself, you cannot access this diagram anymore as soon as the diagram has been checked in. Therefore you will get a warning message, which reminds you of this case, as soon as you want to check in your diagram.

2.14.2 How can I restrict access to a repository?

As an administrator, you have the option to set the access restriction for a repository. Proceed as follows.

Open the context menu of the repository and click on *Edit properties*.



Subsequently, a dialog opens. There you can select different users and user groups via the suggestion list in the *Restricted access* field. The corresponding catalog entry *person* or *organizational unit* will then be set for the access restriction.

Edit properties

Please enter name of repository

New Repository

Restricted access



CANCEL

SAVE



By clicking on *Save*, only the selected persons and organizational units that reflect users and user groups will have access to this repository. The restrictions are independent of the user role, so administrators can be excluded as well.

If the *Restricted access* field is empty, all users have access to the repository, depending on their respective *user role*.

Hint: Please note that the access restrictions set for a repository can prevent navigation to the contents of a repository within the user interfaces. In order to reliably control access to the individual contents of a repository, it is advisable to apply the access restrictions specifically to the content elements such as *diagrams* and *catalog entries*.

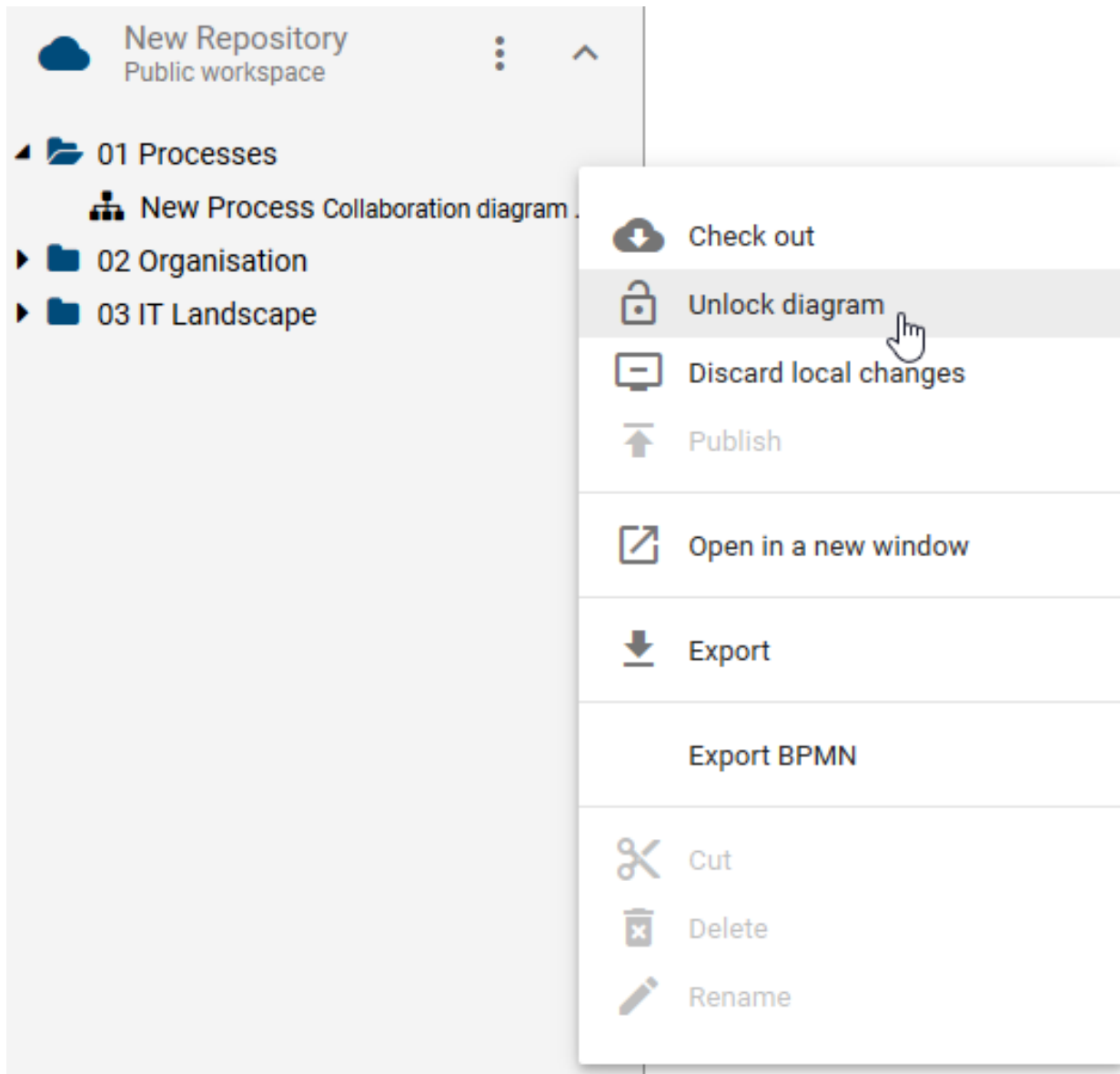
Note: If you have defined a restriction, which does not include yourself, you cannot access this repository any more as soon as your setting has been saved. Therefore you will get a warning message, which reminds you of this case, as soon as you want to close the dialog. Please be aware that such a case can also occur when renaming a user group. To prevent that, you can find a short best practice [here](#).

Tip: You can also search for the user's e-mail address. If a user is selected from the list and is not linked to a catalog object of the type "person", a new catalog entry will be generated with the name and the e-mail of the given user.

2.14.3 How do I unlock a diagram?

You can manually unlock diagrams using the Administrator user role, for example, if a user has not checked in diagrams and is absent for an extended period of time. This procedure may be associated with data loss, because uninstalled and / or check-in changes to the blocking user are not stored on the server. They are stored in the local storage of the browser. Therefore, first try to *contact the blocking employee*.

Click the *context menu*-button next to the diagram name. Select the *Unlock diagram* entry to manually unlock the diagram and make it available to other users for editing.



Warning: The previously blocking user can no longer check in the diagram. The user must *discard his local changes* first before he can check out and edit the diagram again.

2.14.4 How can I define the scope?

With the attribute *Scope* you can allocate users and user groups of your enterprise to diagrams and catalog entries. These units will then be informed as soon as the diagram or the catalog entry has been published, a new version is available or if it has been depublished.

The scope also has an impact on modeling in the diagram. The suggestion list of catalog entries and their attributes only contains entries, that have the same scope as this diagram or that have no scope at all. For a detailed description please refer to the *associated chapter*.

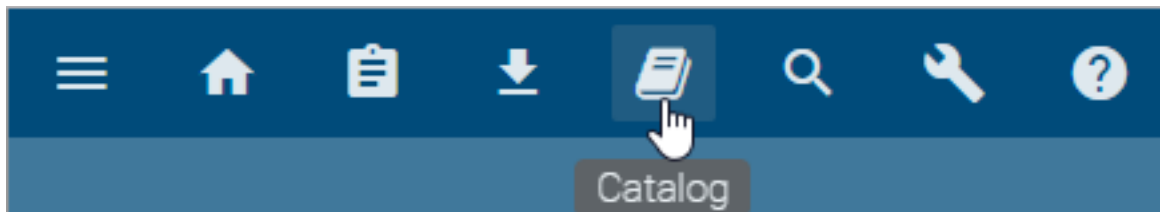
To use these functions you must first *connect* an user or a user group with the *diagram attribute* or *catalog entry attribute Scope*.

Tip: You can find the attribute in the section *Governance*. Depending on the method settings, this attribute exists for objects and therefore catalog entries. In general, a scope can be associated with multiple users and user groups.

3.1 What is the catalog?

The catalog contains all master data from your diagrams that may be reused; such as roles and IT-Systems. The processing and quality assurance of catalog entries is available to *users with administrator or editor rights* to support a central administration of master data. A distinction is made between accepted catalog entries (displayed in black) and master data which has not been accepted yet (displayed in red and italics). The editing of accepted catalog entries in the catalog can also be enabled for users with the *Author* role by entering them in the *governance attribute Author* of the catalog entry. In general, users with the user role *Author* (not the *Author* attribute) can create entries in the catalog and also edit entries they have created themselves. While modeling, suggested catalog entries appear as usual in red and italics in the modelers' suggestion list, but can be changed in the diagram. As soon as an administrator or editor has accepted catalog entries, they appear in black text (not italics) in the suggestion list and cannot be changed by modelers anymore. This reduces the risk of objects being accidentally changed in individual diagrams, which are reused elsewhere and thereby result in unintended side effects.

You can find the *Catalog* in the menu bar and open it with one click.



The catalog opens and a list of all catalog entries, that *you can access*, is displayed. This includes the symbol of the type, the name and the description of each catalog entry. In addition, the associated attributes and occurrences can be displayed. If more than 100 catalog entries exist, you can use the pager on the right to navigate through the catalog. You can see the number of currently listed catalog entries in the menu bar next to the “Catalog”. With the *dashboard* some of the data from your catalog can be represented graphically.

3.2 Search, filter and sort catalog entries

3.2.1 How do I search for catalog entries in the catalog?

You can search for specific catalog entries. Click on *Search* represented by a magnifier in the menu bar of the catalog and type in the name of the catalog entry you want to search for. To start the search, click on the magnifier or outside the input field or press enter.

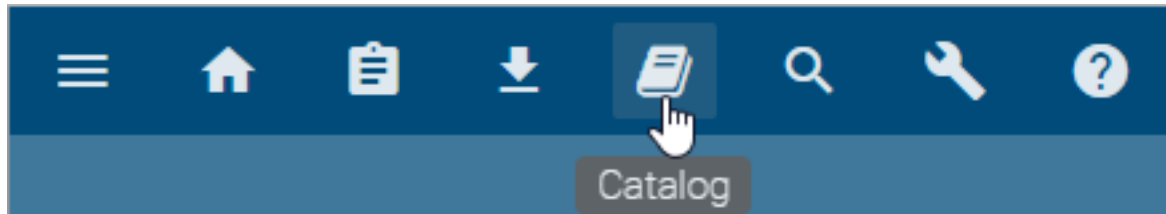


You will see all the search results that contain a specific term.

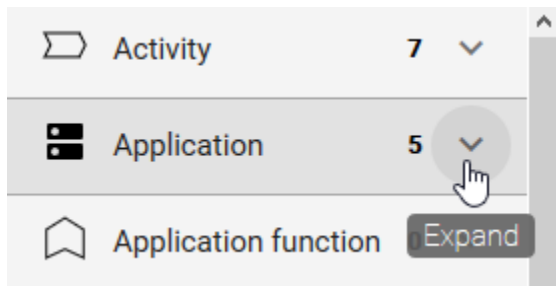
Note: The search results are sorted by relevance. Therefore, it is not possible to sort them by name.

3.2.2 How can I filter catalog entries?

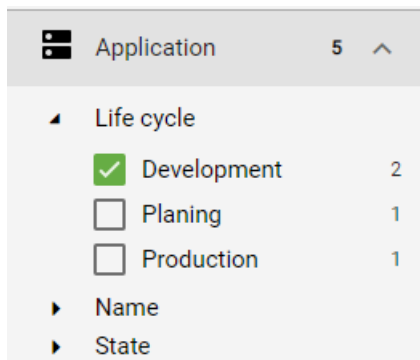
Navigate to the *Catalog*.



Filters for object types in the catalog are listed in the left sidebar. Next to the name of the object type, the current number of objects of this type in the entire catalog is also displayed. The number is updated when creating and deleting catalog entries. If you click on the desired filter, it will automatically be expanded and applied to the catalog.



The catalog only displays entries of the selected type, as you can see in the header of the catalog. After expanding the filter, individual facets are displayed for the selected entity type. A facet corresponds to an attribute type of the object type and is listed here as soon as it has been maintained on an object and *activated in the administration area*. The order is alphabetical. Attribute types that include checkboxes or assignments to persons are not taken into account here. The facets can also be expanded. The attribute values of the object type appear and are always listed independently of a search term. Each attribute value has a checkbox and can be selected and deselected to limit the search to that value. The current number of objects in the catalog with the respective attribute value is displayed to the right of the corresponding name.

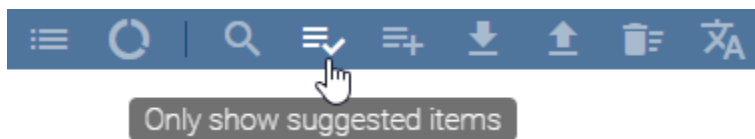


You can now select more facets, search within the filter, or remove the filter. By collapsing the filter or facet, all filter and facet settings are reset. Note, that you cannot select two filters at the same time.

Filters, which have no corresponding catalog entries can be hidden. To do so use *the option to automatically generate catalog entries, when checking in*. In case this option is deactivated the affected filter will be hidden. This filter will then only be displayed in the left sidebar if catalog entries for this object type already exist or in case a new catalog entry has been manually created in the catalog.

3.2.3 How can I filter the catalog for suggestions?

You can have all proposed (red and italic font) catalog entries displayed to *ensure the quality of the catalog*. To do this, select *Only show suggested items* from the catalog menu. The corresponding symbol is then displayed in red and only red and italic entries are listed.



Similarly, you can display all catalog entries again.

3.2.4 How do I sort catalog entries?

You can sort catalog entries alphabetically for a better overview.

Click on the arrow icon *Sort descending* in the catalog menu. The entries are sorted alphabetically.

All elements

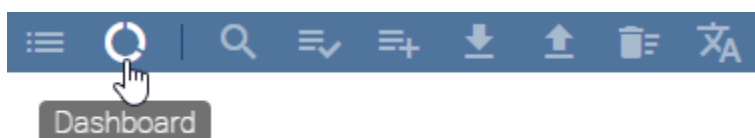
Type	Name	Description
<i>Document</i>	<i>Check</i>	<i>Sort descending</i>
<i>Person</i>	<i>John Doe</i>	

If you click the icon again, which is now called *Sort ascending*, the entries are sorted alphabetically in reverse order.

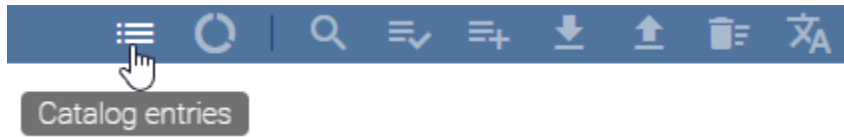
3.3 Dashboard

3.3.1 What is the dashboard used for and where can I find it?

Using the dashboard all catalog entries can be displayed in the form of charts. To access the dashboard click on the *Dashboard* icon in the catalog menu.



The dashboard opens with a donut diagram in which all catalog entries are sorted according to the object types. To return to the usual list-based view of the catalog entries, select the *Catalog entries* icon next to the dashboard icon.

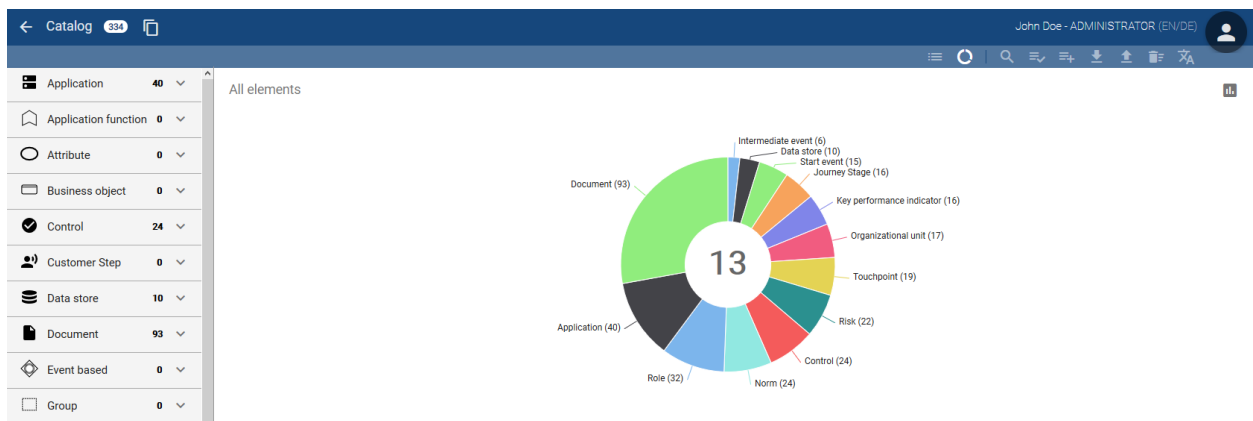


Note: Please note that as long as you are in the dashboard mode not all functions of the catalog are available. For example you cannot use the *reorganize* function.

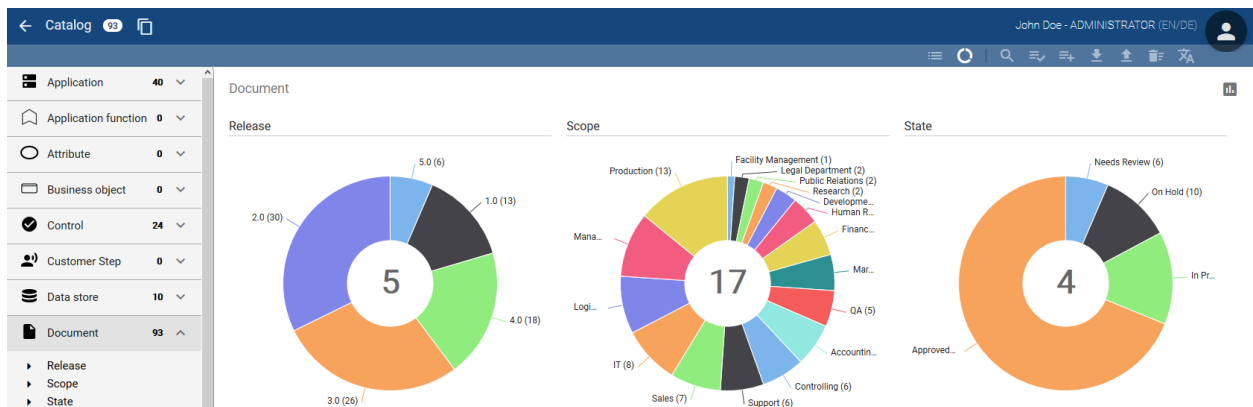
3.3.2 Which data is offered by the dashboard?

In the dashboard you can decide whether you want to display an overview of all catalog entries of all object types or all facet values of all catalog entries that belong to a specific object type.

If you have not selected a filter in the catalog, all catalog entries will be displayed, sorted by object type. In parentheses after the name of the object type, the number of catalog entries that exist for this type are shown.



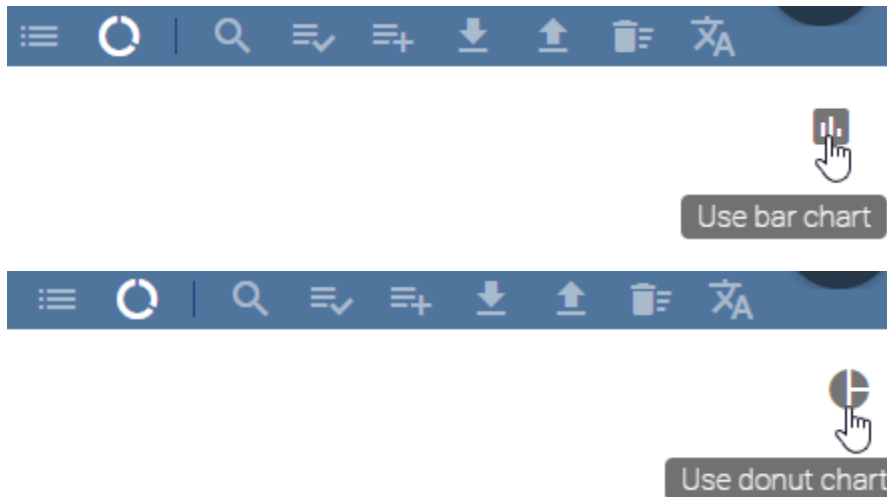
In case you have selected a filter, the facets and their values are displayed for the specific object type. A separate diagram is displayed for each facet. Each of these diagrams shows the different values that exist for the respective facet. Behind each of the values in parentheses you can see the number how often this value was given for the facet.



Note: In the administration area you can *set facets* which are displayed for an object type in the catalog.

3.3.3 What options does the dashboard offer to display the data?

You can display all information in form of an donut- or bar chart. To switch between the two views, use the *Use bar chart* or *Use donut chart* button in the upper right corner of the dashboard.



You can have individual elements highlighted by moving the courser over an element in the bar- or donut diagram.

Tip: The number displayed in the center of the donut diagram shows the the number of different entity types within the catalog. Or if a filter has been selected it shows the number of different values which exist for one facet.

3.4 Quality assurance in the catalog

3.4.1 How do I accept suggested entries in the catalog?

Catalog entries can only be accepted by certain user roles. The user roles *Administrator* and *Editor* are authorized to manage catalog entries.

Create a new catalog entry or search for an existing catalog entry in the catalog that has not yet been accepted. You can recognize not yet accepted entries by a highlighted red and italic font.

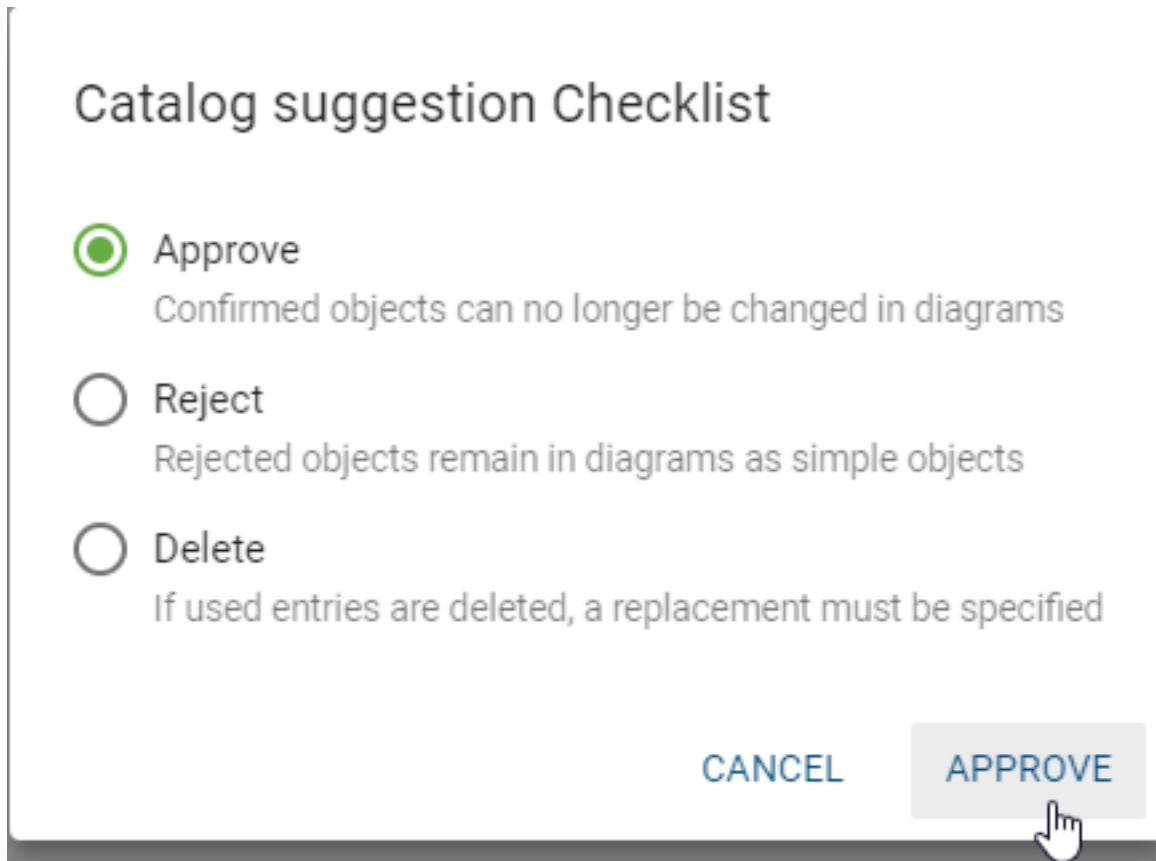
All elements

Type	Name ↑	Description
	<i>Checklist</i>	

Click the *Accept or reject an entry*-button.



A dialog with the options *Approve*, *Reject* and *Delete* will be displayed. Select the option *Approve* and confirm your selection.



If an object of the approved catalog entry is changed in a diagram, the entry in the catalog is not changed but a new catalog entry is created instead. Changes for reuse of the accepted entry can thus only be made via the catalog itself.

Tip: You can filter suggested catalog entries by selecting the menu item *“Show only suggested items”*.

Note: For ease of use in modeling, suggested catalog entries can also be *accepted directly within the validation*.

3.4.2 How do I reject suggested entries in the catalog?

Items that have been rejected in the catalog are removed and no longer available for reuse in any diagrams (via the suggestion list). You can reject proposed entries from the catalog as follows.

Navigate to the catalog and search for the entry you want to reject. Click the *Accept or reject an entry* button.



A dialog with the options *Approve*, *Reject* and *Delete* will be displayed. Select the option *Reject* and confirm your selection. The entry is then removed from the catalog.

Catalog suggestion Checklist

- ☐ Approve
Confirmed objects can no longer be changed in diagrams
- ☒ Reject
Rejected objects remain in diagrams as simple objects
- ☐ Delete
If used entries are deleted, a replacement must be specified

CANCEL

REJECT

Note: Objects of the rejected entry that were previously modeled in diagrams will not be deleted. They will remain within the diagram as modeling objects and can not be administrated any more through the catalog. In addition they can not be reused in other diagrams.

3.4.3 How do I delete suggested catalog entries?

A proposed catalog entry can be *deleted via the context menu* or by executing the following steps:

Navigate to the catalog and search for the entry you want to delete. Click th *Accept or reject an entry*-button.



A dialog with the options *Approve*, *Reject* and *Delete* will be displayed. Select the option *Delete* and confirm your selection.

Catalog suggestion Checklist

- ☐ Approve
Confirmed objects can no longer be changed in diagrams
- ☐ Reject
Rejected objects remain in diagrams as simple objects
- ☒ Delete
If used entries are deleted, a replacement must be specified



If the catalog entries are not used in a diagram or in attributes, the deletion can be done without further side effects and the entry will be directly removed from the catalog. If this catalog entry is used in a diagram, you must select a substitute in the catalog before the entry can be deleted. This works the same for entries, that are only used in the attributes. Additionally, it is possible to delete those entries without selecting a replacement, which automatically remove the attribute chips as well.

Remove "Checklist"

Because the object Checklist is used you have to select a replacement of the same type in order to remove the object.

Replace with

CANCEL

SAVE

Note: If the catalog entries are used, the deletion corresponds to the merge of two catalog entries. In the procedure, the object in the diagram adopts the attributes of the catalog entry that is selected as a substitute.

3.4.4 How do I change the state of an accepted catalog entry?

Catalog entries, that are accepted (black), can be set to the state “catalog suggestion” (red and italic font).

In the catalog, navigate to the desired accepted entry and open the corresponding context menu.

Type	Name ↑	Description	
	Checklist		   
			

Select the option *Change to suggestion*.

Type	Name ↑	Description
	Checklist	

-  Notify user
-  Change to suggestion
-  Delete

This causes the catalog entry to be displayed in red and italic and interpreted as *catalog suggestion*.

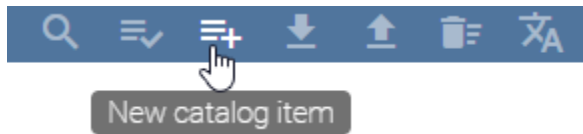
3.5 Edit catalog entries

3.5.1 How do I create new catalog entries?

You can generate new catalog entries in three different ways, which are described below.

Create entries directly in the catalog:

You can create new catalog entries directly in the catalog. To do so click the *New catalog item*-icon.



A dialog appears. There, enter the name and select the type (for example, a role) for the new catalog entry. If the checkbox below the catalog type selection field is activated, the details view of the new catalog entry will open as soon as you confirm your entries. You can then edit the details of the new catalog entry. In case you deactivate the checkbox, you will remain in the catalog's overview after the confirmation.

New catalog item

Specify the name of your catalog entry. The desired type can be reached quickly by typing the initial letter. You can maintain further attributes in the catalog after the entry has been created.

Name

Type



Open details of new catalog item after creation

CANCEL

SAVE

Adding entries by modeling:

New catalog entries can also be generated when creating new symbols in the diagram. The activation of the object type as *catalog suggestion in the administration area* is required to use this function.

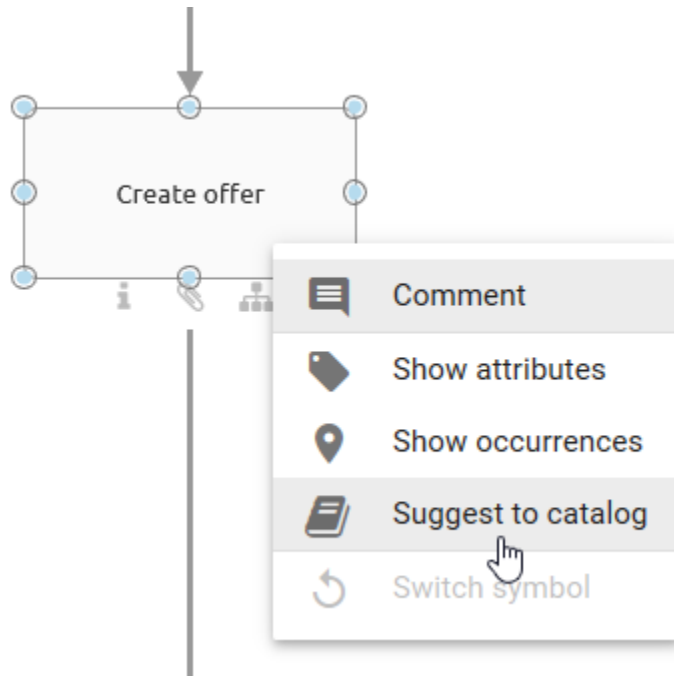
Create a new symbol in a diagram, which can be used in the catalog. (These are reusable symbols, such as roles, risks, etc. Symbols that are not displayed in the catalog by default are symbols which are normally unique, like for example activities and events.) You then have to check in your diagram to make the items available in the catalog. As soon as

you have checked in your diagram, a new catalog entry for each of the symbols is available. Furthermore, they are available in the suggestion list when creating new symbols of the same type in the editor.

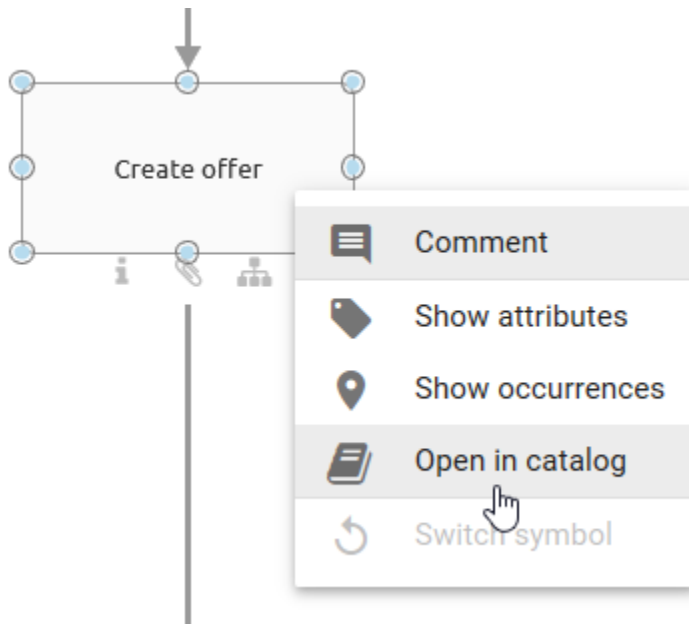
Suggest existing symbols as catalog entries

Your diagram may contain symbols for which no catalog entry exists. In this case, you will not see a corresponding label “catalog suggestion” or approved “catalog item” in the attribute bar. You can now create a new catalog suggestion for this symbol from the diagram. The diagram has to be *checked-in*. In addition, catalog suggestions for the respected type *must be allowed*.

Navigate to the diagram in which the object is located. Afterwards open the context menu of the object with a right click and select the option *Suggest to catalog*.



You will receive a notification confirming the creation of the new catalog entry. After updating the attribute bar, you can now see the addition “catalog suggestion” there. If a catalog entry already exists for the symbol in question, the option *Open in catalog* instead of *Suggest to catalog* will be displayed in the context menu.

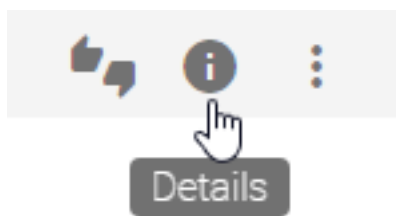


If you select this, you will automatically be taken to the details view of the corresponding catalog entry.

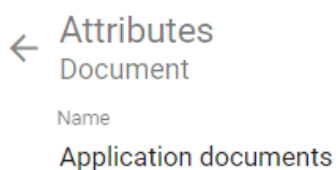
Note: Newly created catalog entries are not initially *confirmed*. This becomes visually clear through their red and italic font.

3.5.2 How do I edit attributes of catalog entries?

Go to the catalog and search for a catalog entry that you want to change. There click on an entry or on the *Details* button for that catalog entry and the attributes will be opened.



Then select the function *Edit* to enter the edit mode to be able to set values for the individual properties.



Edit the attributes according to your wishes by changing, inserting or deleting values. Read-only and system attributes cannot be edited. You can add links and files in the attribute field *Attachment (URL)*. The attachments can be provided language dependent. An explanation for the functionality can be found in the chapter about the *attribute attachment*. Moreover, note the different *functionality to edit the attribute* **Description** whereas tables are also supported.

← Attributes
Document


Save

Name
Application documents

Identifier
application-data

Description

B I U       

The **application documents** contain personal data of the applicants from the following categories:

- *Personal identification data,*
- *personal characteristics,*
- *area of life of the person concerned,*
- *education and training.*

The retention period of the application documents is no maximum of 4 weeks or until the vacant position is occupied.

Keywords

Country Germany X +Keywords

Confirm your changes by selecting *Save*. You can return to the original catalog view via *Back* in the upper left corner. The corresponding catalog entry is then selected. If there are unsaved changes, you will get a hint when clicking the *Back* arrow. It then gives you the possibility to save your changes or discard them.

Note: In the edit mode you can only see values of properties that have been maintained for the selected *content language*. Outside of the edit mode you will also see values that have been maintained in the alternative language but not in the content language. This behavior enables you to be sure that when being in edit mode you will always set up values for the currently selected content language.

3.5.3 How do I create entities during attribute editing in the catalog?

Organizational units, documents and norms can be created while editing the attributes of certain entities in the catalog. To do this, the attribute field must be selected. Suggestions of existing catalog entries are shown after the the first letter is entered.

Attributes Activity

Name
Example 2

Identifier

Description

Keywords

Decomposition

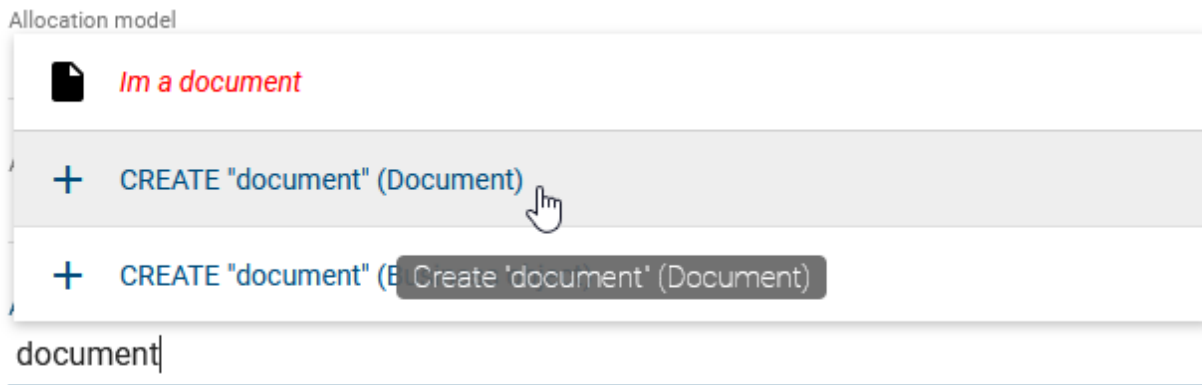
Variants

Allocation model

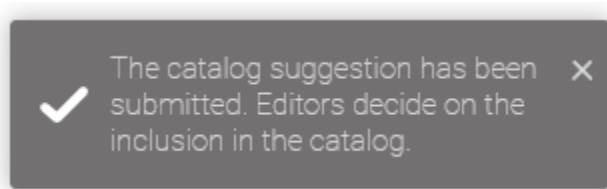
- Im a document
- + CREATE "d" (Document)
- + CREATE "d" (Business object)

d|

In addition, a new entity can be created and assigned directly. This is done by entering the desired name in the selected field and clicking “create” for the correct option.



A notification will inform you that the chosen entity has been created and added to the publishing workflow for new catalog entries.



3.5.4 What happens if I change catalog entries in the catalog?

When you save changes that were made to catalog entries in the catalog, they will be automatically applied to all entities of these catalog entries in all checked-in diagrams. For a better understanding you can execute the following steps:

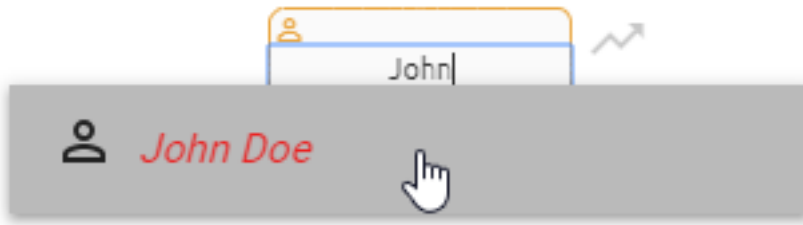
Edit an attribute of a catalog entry. Then open a model that contains an entity of the changed catalog object. You can see that the properties of the attribute in the public workspace are updated according to the changes.

Note: If you have checked out a diagram for editing before you changed the properties in the catalog, the change only becomes visible after *check-in*. If you edit this symbol before you check it in, a new entry is created in the catalog, separately from the previously modified one. The changed catalog entry remains unchanged from this local modification.

3.5.5 What happens if I change symbol attributes in a diagram that are in the catalog?

If you change symbol attributes in a diagram when they have already been accepted in the catalog, a new catalog entry is created for this symbol. This serves to prevent unwanted or accidental changes in the attributes of the same symbol. The creation of new entries allows you to manage changes centrally in the catalog, for example, to decide whether the changes should also apply to other symbols.

Create a new symbol (for example, a role) and select a catalog entry from the suggestion list. The symbol has the same properties as the selected catalog entry. If you change the attributes of this symbol, for example, by renaming it, the following happens.

**Accepted (black) catalog entry**

A new catalog entry containing the changed attributes is created by checking-in the diagram. Other symbols in the same diagram that previously referred to the same catalog entry are also changed and then refer to the new creation mentioned before. However, the symbols of the catalog entry that are used in other diagrams do not change and the reference remains. If you want to replace the selected catalog entry with the newly created entry for these symbols as well, you have to do it *in the catalog*.

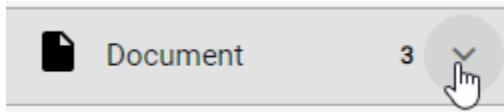
Proposed (red and italic) catalog entry

Check in the diagram and the changes will be accepted for the existing catalog entry without creating a new one. These changes also affect all other diagrams in which the proposed catalog entry is used.

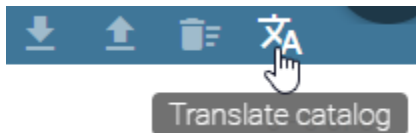
Note: Be aware that the *suggestion list of the server* will be updated after you check in your diagram. In other words, if a suggested catalog entry is renamed, this entry will still have the old name in the suggestion list of the server until you have checked in the diagram once.

3.5.6 How do I translate catalog entries?

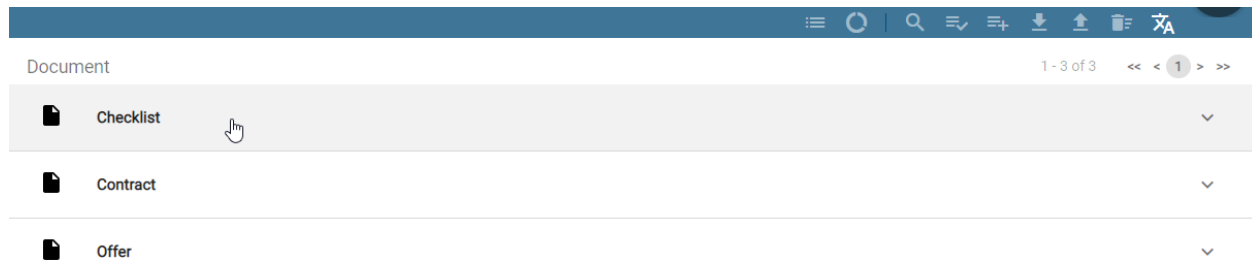
Users with editor rights can maintain translations of catalog entries directly in the catalog for the content languages selected in the administration. Navigate to the catalog and select a filter for an object type. This is necessary for the diagram translation, as the option *Translate catalog* on the right in the menu bar is now clickable. More filter options, such as the search or facets, can be used additionally.



Click on *Translate catalog* to switch to the translation mode of the catalog.



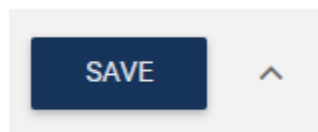
The elements of the filtered object type are still listed and sorted by their names in the current content language. If the catalog list contains more than 100 elements, it will be split to several pages, which you can reach using the upper right pager.



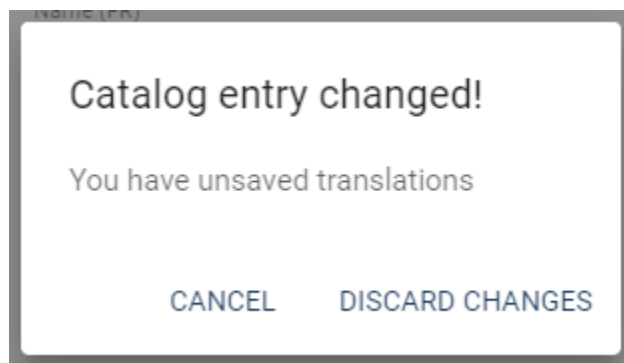
Click on a list entry to expand it and to see all text attributes of this entry in all available content languages. The names of the attribute types, such as “Name” or “Description”, are displayed in your UI languages. You can now maintain or change translations in the text input fields.

 A screenshot of the expanded 'Checklist' entry. The entry is titled 'Checklist' and has a 'SAVE' button and an upward arrow icon in the top right corner. Below the title, there are four columns representing different languages: English (English), French (français), German (Deutsch), and Spanish (español). Each column has three input fields: 'Name', 'Description', and 'Keywords'. The English column has the following values: 'Checklist' for Name, 'This is a description' for Description, and an empty field for Keywords. The French column has empty fields for all three. The German column has 'Checkliste' for Name, 'Dies ist eine Beschreibung' for Description, and an empty field for Keywords. The Spanish column has empty fields for all three.

The *Save* button in the header of the expanded list entry will be clickable as soon as you edit the entry. Click on this button to save your changes. Saving is done separately for each expanded and modified list entry. If you do not want to save your changes for the respective entry, click on *Collapse* and select *Discard changes* in the appearing dialog.



By clicking on *Translate catalog* in the menu bar again, the system will lead you to the usual catalog view. If you have unsaved changes, a respective dialog will appear at this point. Then you can decide, whether you want to *Discard changes* or *Cancel*. Thus, clicking on *Cancel* means you stay in the catalog translation and you can save your changes as described above.



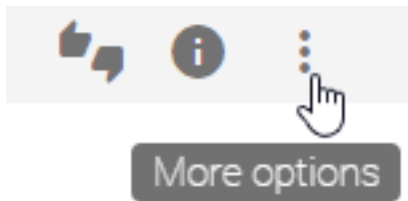
Note: Overall, the translation mode does not distinguish between suggested and accepted catalog entries. This mode is only available for editors and administrators, who are allowed to edit the visible catalog entries. During the catalog

translation, accessing the other catalog options in the menu bar is not possible.

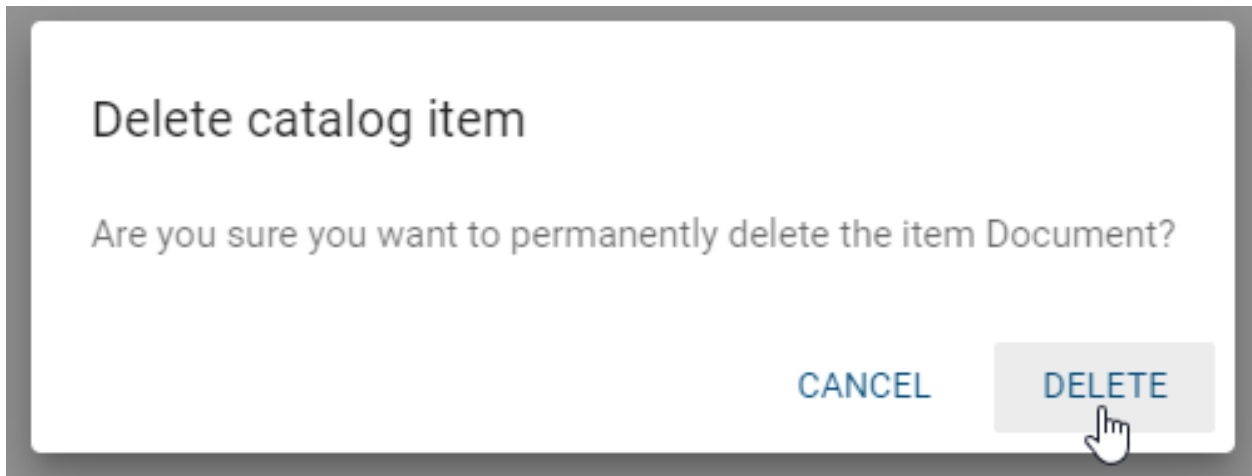
3.6 Delete catalog entries and reorganize catalog

3.6.1 How do I delete catalog entries?

Select the *More options* button of the catalog entry you want to delete.



Click on the entry *Delete* and confirm the deletion in the appearing dialog.



If the catalog entry is not used, the deletion can be done without further side effects. If this catalog entry is used, the following cases are considered:

Diagram: If the catalog is *used in a diagram*, you must select a replacement of the catalog. Therefore, a second dialog appears in which you must select a different catalog entry of the same type via the suggestion list. The entry can be deleted afterwards.

Remove catalog entry "Document"

Because the object "Document" is used you have to select a replacement of the same type in order to remove the object.

Replace with

|

Please select an entry from the suggestion list

CANCEL REPLACE

Attribute: If the catalog entry is exclusively used as subprocess in an attribute, a second dialog appears. This applies, for example, to a *person object in the governance attributes*. Here you can use the *Replace* option to select an existing catalog entry from the suggestion list. This then replaces the deleted object. Alternatively, you can irrevocably delete the catalog entry from the catalog by choosing *Remove*. The corresponding deposits in attributes are also removed.

Remove catalog entry "Person"

The catalog entry "Person" is used in attributes. You can remove the catalog entry completely or choose a replacement which will be the new attribute value.

☐

Remove

"Person" will be deleted without replacement

☒

Replace

"Person" will be replaced by existing catalog entry

Replace with

CANCEL

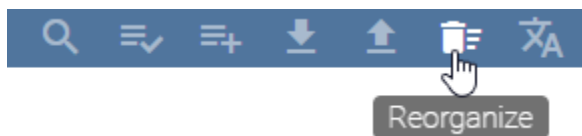
REPLACE

Note: If the catalog entries are used, the deletion and replacement corresponds to the merge of two catalog entries. The object adopts the attributes of the catalog entry selected as a replacement. Proposed catalog entries can also be removed from the catalog by using the “Accept or reject an entry” function.

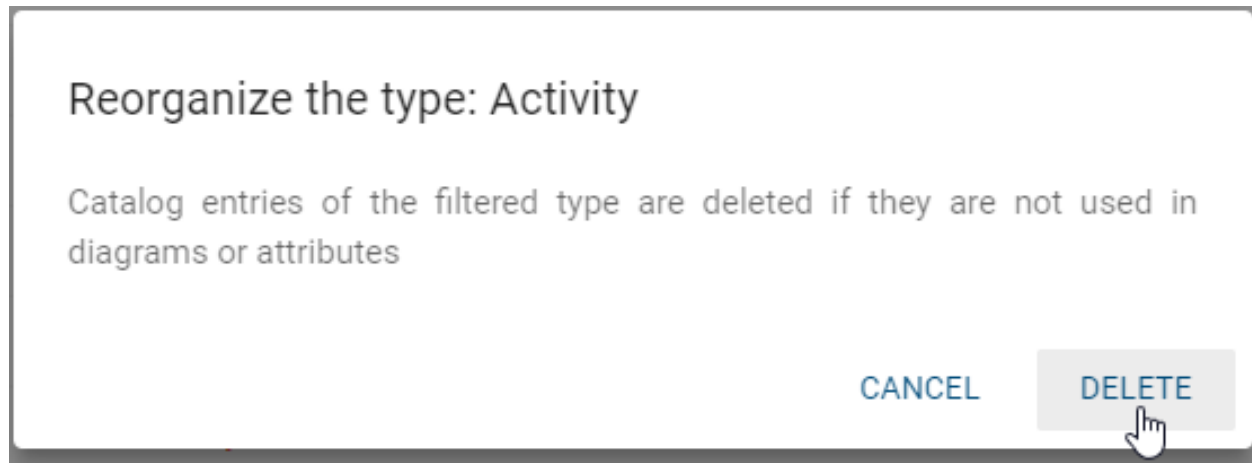
3.6.2 How can all unused catalog entries be deleted?

With the function *Reorganize* all unused catalog entries of a special object type can be deleted. This includes all catalog entries that are neither modeled nor used in attributes as subprocesses.

Open the catalog and select *the object type you want to filter by*. Afterwards click the *Reorganize* button in the menu bar of the catalog.



Select *Delete* to delete all unused catalog entries irrevocably from the catalog.



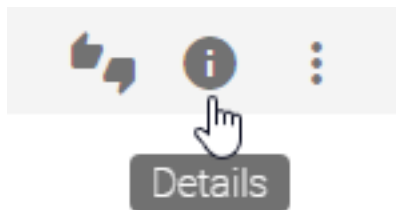
Warning: Please note that the “Reorganize” function affects all unused catalog entries of an object type, regardless of which *facets were selected in addition to the filter*.

3.7 Occurrences

3.7.1 How can I view occurrences of catalog entries in diagrams?

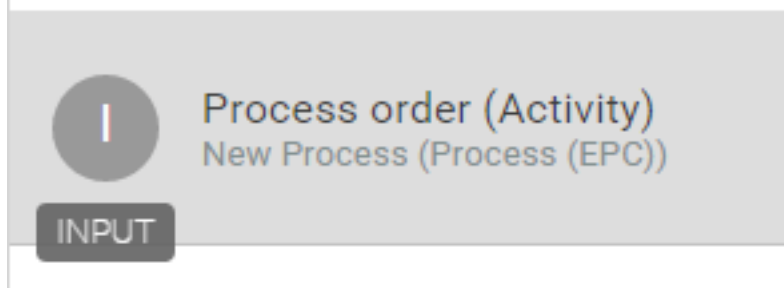
In the catalog, you have the option to view any occurrences of catalog entries. In doing so, all occurrences will be displayed, in which diagrams they are used and the relations they have to other objects.

Select the *Catalog* entry in the menu bar. There click the *Details*-button for a catalog entry.



A list of occurrences for the selected catalog entry appears on the right. For occurrences with connections to other symbols, the name of the connected symbol and the name of the diagram are displayed. For objects without connections to other objects, only the diagram name is displayed.

Occurrences - Checklist [1]



Select an occurrence from the list. The diagram or allocation diagram that contains the occurrence will be opened and the symbol will be pre-selected. Instead, you can return to the catalog by clicking the *Back* in the top left corner.

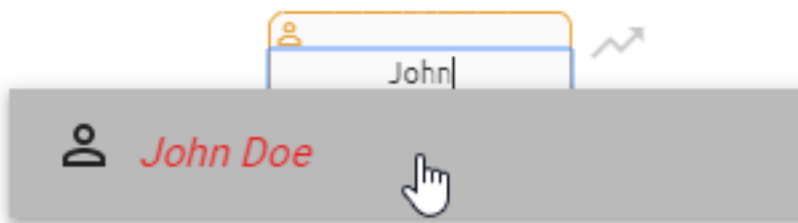
You can also *display the occurrences of an object* in diagrams.

3.7.2 How do I reuse catalog entries in multiple diagrams?

You can reuse catalog entries in multiple diagrams by using the suggestion list. It does not matter whether the entries have already been accepted in the catalog or not (“suggested”).

Create an object type that already exists in the catalog. Edit the name of the object by double-clicking or pressing F2 and type in at least one letter of the catalog entry that you want to reuse. All catalog entries, up to a maximum of five, appear in the suggestion list of the server containing the entered term. For example, the search term “manager” will also find “process manager”. In addition, the suggestion list is prefiltered by the *diagram attribute* “Scope”:

- **Scope defined:** Only catalog entries whose scope is not defined or which have the same scope as the diagram are found in the suggestion list. Scopes are considered to be the same as soon as an organizational unit exists in both scopes.
- **Scope not defined:** Only catalog entries whose scope is not defined are found in the suggestion list.



Select the catalog entry that you want to reuse from the suggestion list.

Note: The suggestion list for catalog entries in the *attributes of an object* behaves in the same way. When reusing, note the *differences of editing* suggested and accepted catalog entries.

3.8 Publish catalog entries

3.8.1 With which requirements can I publish a catalog entry?

Administrators, editors and authors have the option to publish a catalog entry independently of a diagram. This is useful for entries changed in the public workspace, so that individual changes are also available in the publication. There are a few points to bear in mind.

You can only publish *accepted catalog entries* of the public workspace. Furthermore, the catalog entries must have governance attributes that are assigned to a *responsible person or organizational unit* and optionally one or more examiners.

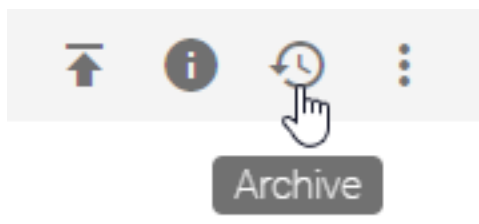
Only if these criteria are fulfilled, it is finally possible to *Publish* a catalog entry of the public workspace.



For more details about publication and *depublication workflows* of catalog entries, see the *related governance section*. Also note the *general reasons* for failed publication workflows.

3.8.2 Where can I find old versions of catalog entries?

Catalog entries, that have an own responsible person, have the *Archive* option in all stages.



Archive entries are created when catalog entries are changed. The archive lists all obsolete versions, starting with the latest version. The current version of the catalog object is not listed in the archive. Each archive entry is named by the date and time of the last change. Initially, the first entry is selected and thus highlighted in grey. The corresponding details are displayed on the right side. Likewise, the further list entries can be selected so that their attributes are shown.

← Version of Document

7/1/19 2:35:14 PM

↓

1/21/19 4:44:56 PM

Attributes of version 7/1/19 2:35:14 PM

Name

Document

^ Governance

Responsible

John Doe

^ System attributes

Created by

John Doe

Created date

1/21/19 4:31:20 PM

Last modified by

John Doe

Last modified date

7/1/19 2:35:13 PM

Additionally, it is possible to download the individual versions of the catalog entry. Hover over the desired archive entry with the mouse or select this entry, so that the *Download* button appears. Click on this button to download the entry as a ZIP file.

7/1/19 2:35:14 PM

↓

Download

Via the *Back* button you can return to the list of all catalog entries where the previously selected entry is marked.

3.9 Reference catalog entries

3.9.1 How can I copy the catalog URL?

If you are in the catalog, you can simply copy the catalog URL to the clipboard to forward it or refer to the search results afterwards. To do this, click on the *Copy* button in the menu bar. At the bottom right of the screen you will see a toast stating that the URL has been copied successfully. The filters, search and sorting you have carried out are taken over.

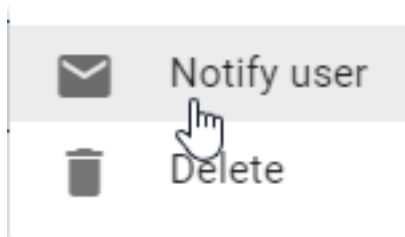
← Catalog 100

Copy

3.9.2 How to inform users about changes to catalog entries?

The Editor and Administrator users have the option to inform the creator of a catalog entry about operations such as *rejecting*, *editing*, and *deleting* the entry by e-mail.

Navigate in the catalog to the context menu *More options* of the corresponding catalog entry. The default e-mail client will open with an empty e-mail addressed to the creator of the catalog entry via *Notify user*.



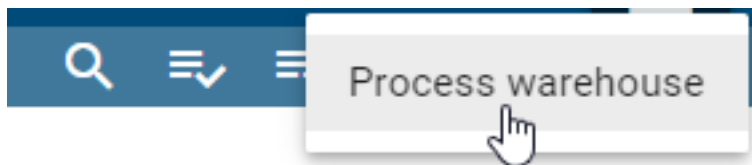
Tip: You can also automatically inform users within a user group about changes in form of de-/publication and if a new version of that catalog entry has been released. To do so use the catalog entry attribute *scope*.

3.10 Catalog Export and Import

3.10.1 How do I create a Process warehouse export in the catalog?

The Process warehouse export contains all currently displayed catalog entries in the form of an Excel table. This means that *filters*, *facets* or *search results* can limit the content of the catalog export.

In your menu bar, navigate to the *Catalog*. Then click on *Download report* in the menu bar and select *Process warehouse* in the appearing menu. The export is always created according to the current filtering.



In the export, the first visible row forms the header, that is, the heading of the following rows. In the first column, the unique identifiers of the catalog entries are listed under the heading “Entity ID”. The following columns relate to the attributes of the catalog entry. The names of the attribute types represent the headings, for example the name, identifier, description, attachment, keywords, system attributes and the object type. The following rows specify the filled attribute values associated with the catalog entries. Multi-value attributes, like keywords, are listed separated by a semicolon. In general, the attribute types are only part of the export if they have been maintained for at least one catalog entry.

Hint: In older versions, all attribute types were exported, regardless of whether they were deactivated or removed within the method. From now on, only visible attribute types are exported.

Note: Attribute values exceeding 32767 characters will be automatically shortened. A notification will be provided at the end of the shortened value indicating it has been reduced.

Note: The *attribute type IDs*, which are defined in the method, are specified in the initially hidden first row. This allows you to *re-import* the exported data and make changes to catalog entries. However, note the following restriction.

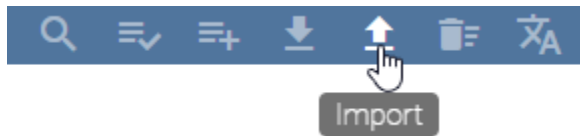
Note: Each cell of the column “Attachment (URL)” contains a comma-separated list of the links maintained in the corresponding attribute field. Maintained titles are specified at the corresponding URLs via URL encoding. If you edit (or add) the title of a URL in the process warehouse, be sure to use URL encoding in order to update the catalog entry successfully.

Note: The date information you find within your exports (e.g., “Valid from”, “Valid to”, “Created date”, and similar) undergo conversion to the time zone of the currently active user. This ensures that the display of date information always aligns with the user’s current time zone.

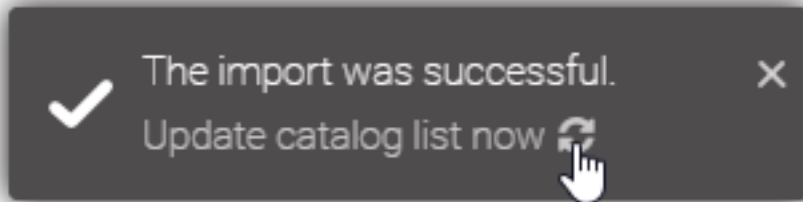
3.10.2 How can I import data into the catalog?

With the rights of the user role “Editor” you can import a (adapted) process warehouse export in csv or xlsx format into the catalog of the public workspace to add or change data. The data is always saved in the current content language.

Navigate to the *Catalog* via the menu bar and select the desired catalog filter. The catalog filter specifies the object type of the subsequently imported catalog entries and must be active for the import. Click on *Import* in the menu bar and open the desired csv or xlsx file via the appearing file selection dialog. The import is then carried out according to the current filtering, recognizable by a corresponding message at the bottom right of the screen.



You receive another message about the successful import. Update the catalog by clicking on this message to display the imported entries in the catalog list.



Note: The date information you find within your imports (e.g., “Valid from”, “Valid to”, “Created date”, and similar) undergo conversion to the time zone of the currently active user. This ensures that the display of date information always aligns with the user’s current time zone.

Note: Note that the entries of the “Attachment (URL)” column have to be URL-encoded in order to be imported successfully. Thus, if you like to attach URLs with titles to a catalog entry, the titles have to be URL-encoded.

Functionality:

The import process is explained using exported (customized) catalog entries. The import file is then structured as follows: The initially hidden first row specifies the *attribute type ID* for each column, that is defined for an object type in the application and is taken into account for your import (shown in the screenshot). The first visible row, that means the second row in the screenshot, specifies the header. The filled out rows below correspond to the catalog entries. This structure basically applies to an import file. In the following example, two catalog entries are created during import in the same order as in the file.

	A	B	C	D	E
1	ENTITY_ID	AT_NAME	AT_IDENTIFIER	AT_DESCRIPTION	AT_KEYWORDS
2	Entity ID	Name	Identifier	Description	Keywords
3	2d9c684c-55bc-4604-bbb0-8d83116ae874	Application form	HR	At veros eos et ac	Application form
4	fc13e46e-d205-4374-992c-8327ec83d351	Vacation request	HR	Lorem ipsum dolor	Application form

Note: Accordingly, when importing in both csv and xlsx format, the catalog entries are read in from the third row onwards.

Attributes listed in the import are adopted for the catalog entries if the attribute is defined for the corresponding object type in the method: the attribute type and its data type. If this is not the case, the respective attribute type is ignored by the import. The system attributes are set or adjusted automatically at the start of the import and cannot be adjusted manually.

By default, the first column of the import file contains the ENTITY_ID if it is an export. However, if you modify the import file or create it yourself to update or create catalog entries, adopt the structure described above and note the following functionality. If the first column of the **import file contains the ENTITY_ID or an attribute type ID of type Text** (as the header, see example above) and corresponding row entries,

- this column is regarded as identifying. It is used for the case-sensitive comparison with catalog entries.
- the row of the file in the import is skipped if no *Universally Unique Identifier* (UUID) is used to define the ENTITY_ID. A UUID is a globally unique identifier of numbers and letters which is defined by time and location stamps. The use of an existing UUID or the generation of a new one is necessary for the import with ID and the update functionalities based on it. You can generate a new UUID using a generator (e.g. using the [Online UUID Generator Tool](#)).
- a new catalog entry is created as a suggestion if the ID or text attribute does not already exist in the catalog.
- the existing catalog entry with the exact same ID or text attribute is updated, that means the attribute types contained in the import are reset for the selected content language. Accordingly, empty or filled cells in the import delete or change the attributes of a catalog entry. Attribute types that are not listed in the import remain unaffected in the catalog entry. To update via the ID, the corresponding catalog entry must be available in the filtered catalog.
 - If this is not the case for the **ENTITY_ID**, that means the same ID already exists for a catalog entry of another object type, the affected row is skipped in the import.
 - The adjustment using the **attribute type ID** does not take into account the existing objects of another object type. However, if the selected filter contains several objects with the exact same attribute text, the affected row is skipped in the import.
- the status (suggested/accepted) of the catalog entry is not changed.

If several line entries of the identifying attribute have the same name in the import file, the contents of the first corresponding line entry are updated with the subsequent line entries. Note that using the ENTITY_ID only makes sense in the first column. If the **import file contains neither an ENTITY_ID nor a text attribute**, it will not be imported.

The previous example looks like the following for the attribute type ID “AT_NAME”, that is, the identifying ID.

	A	B	C	D
1	AT_NAME	AT_IDENTIFIER	AT_DESCRIPTION	AT_KEYWORDS
2	Name	Identifier	Description	Keywords
3	Application form	HR	At veros eos et ac	Application form
4	Vacation request	HR	Lorem ipsum dolor	Application form

Format:

For certain attributes, you must note the format. These include date values that must be entered in the format of the current content language.

Note: When importing as an *xlsx* file or via Excel, it is recommended to format date values in Excel as “date”. Importing as a *csv* file or as an *xlsx* file, in which date values are formatted as “text”, allows the following formats per data type.

Attribute value for data type	Format
Date	yyyy-MM-dd
Datetime	yyyy-MM-dd HH:mm:ss
Time	HH:mm:ss

Also note that cell representation of numbers in scientific format, that means in exponential notation, is not supported by the import.

Note: The date information you find within your imports (e.g., “Valid from”, “Valid to”, “Created date”, and similar) undergo conversion to the time zone of the currently active user. This ensures that the display of date information always aligns with the user’s current time zone.

Note: The combination of quotation marks and a semicolon (";") in attributes with string values (e.g., the attribute *Name*, *AT_NAME*) is not supported by the import. Instead please use commas to separate these attributes.

HTML tags which are used in the attribute *Description* will be interpreted during the import. The content of the attribute will then be displayed in the desired format after the file has been imported into the catalog. For example, you can specify the description of a document as shown below.

Entity ID	Type	Name	Identifier	Description
2f17f345-0123-4823-85c6-2cf36b51faa6	Document	Application form	HR	
14ad595c-797b-4612-9386-519b2c9aa89b	Document	Vacation request form	HR	<pre> Specify the period Request approval </pre>

The content of the attribute is then displayed according to the given HTML format after the import into the catalog.

← Attributes Document

Name

Vacation request

Identifier

HR

Description

1. Specify the period
2. Request approval

Keywords

The possibility to convert HTML tags into the desired format only applies to the import. The *export* can not process HTML tags and also the formatting is not converted into HTML tags.

Multi-value text attributes, such as keywords, and links are also supported. The individual attribute values must be separated by a semicolon in the import so that they can also be recognized as multiple values. A space before or after the semicolon is not adopted in the attribute value.

	A	B	C
1	AT_NAME	AT_DESCRIPTION	AT_KEYWORDS
2	Name ▾	Beschreibung ▾	Schlüsselwörter ▾
3	Offer checklist	At veros eos et ac	Checklist; Offer

For example, the import above creates the two keywords “Checklist” and “Offer” for the offer checklist.

← Attributes Document

Name

Offer checklist

Identifier

Description

At veros eos et ac

Keywords

Checklist X

Offer X

+Keywords

Note: Since all catalog entries are created during the import as object types of the selected filter, the imported file should also contain only this object type. Furthermore, the files (xlsx, csv) should be UTF-8 encoded. When importing an xlsx file, only the first spreadsheet is taken into account.

Hint: Please note that you cannot maintain or update assignments (like an assigned diagram in the subprocess attribute or person/ organizational units in the governance attributes author/examiner/responsible) via the catalog import. If you update existing catalog entries via an import, the current assignments in BIC Process Design are not overwritten (and new ones are not added).

3.10.3 How can I export the profile of a catalog entry?

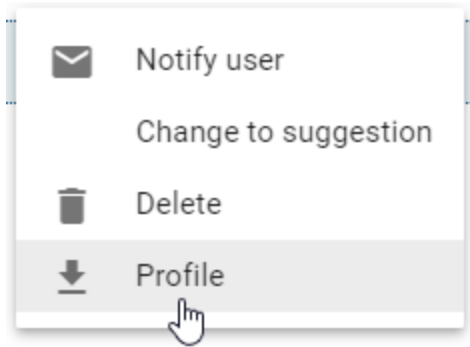
Go to the *Catalog* and navigate to the catalog entry for which you want to create a profile. Open its context menu by clicking on *More options*.

Type	Name ↑	Description
	Checklist	

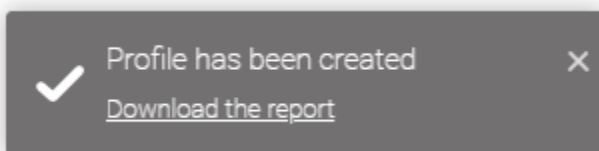


More options

Afterwards click on *Profile* to start the creation.



At the bottom right corner of the screen you will get a hint about the creation of the report and another hint as soon as the profile is ready to download. In the second message, click on *Download the report* to start downloading the docx file.



The profile is available in the catalog for the object types *defined in the administration area*. Administrators and editors can retrieve it. It lists all attributes that have an attribute value and the corresponding value in alphabetical order and is created in the current content language of the application. You do not see the values of assignment attributes as titles, but the actual assignment, such as a URL. Furthermore, the profile lists the uses of the catalog entry - grouped by diagram - in the form of tables. A table contains the names and types of the objects associated with the catalog entry and the connection types.

Note: If the report template does not exist in the selected content language, the English template is used. The maintained attribute values remain in the content language.

MODELING

The modeling is done in diagrams in the local workspace. To switch from the public to the local workspace, the modeler must *check out* the diagram. The user can now edit the diagram, while it is locked for other users, so that no simultaneous changes can be made. The user can *save* the editing of a diagram, but the changes are not yet available for other modellers. They are stored in the “Local Storage” of the used browser. By *checking in*, the current state is being transferred to the BIC Process Design server and is visible in the public workspace. This gives other modellers access to the diagram and prevents data loss.

Warning: According to your browser settings, local work state may be discarded when the browser is closed or by clearing browser data. Regular check-in is therefore highly recommended.

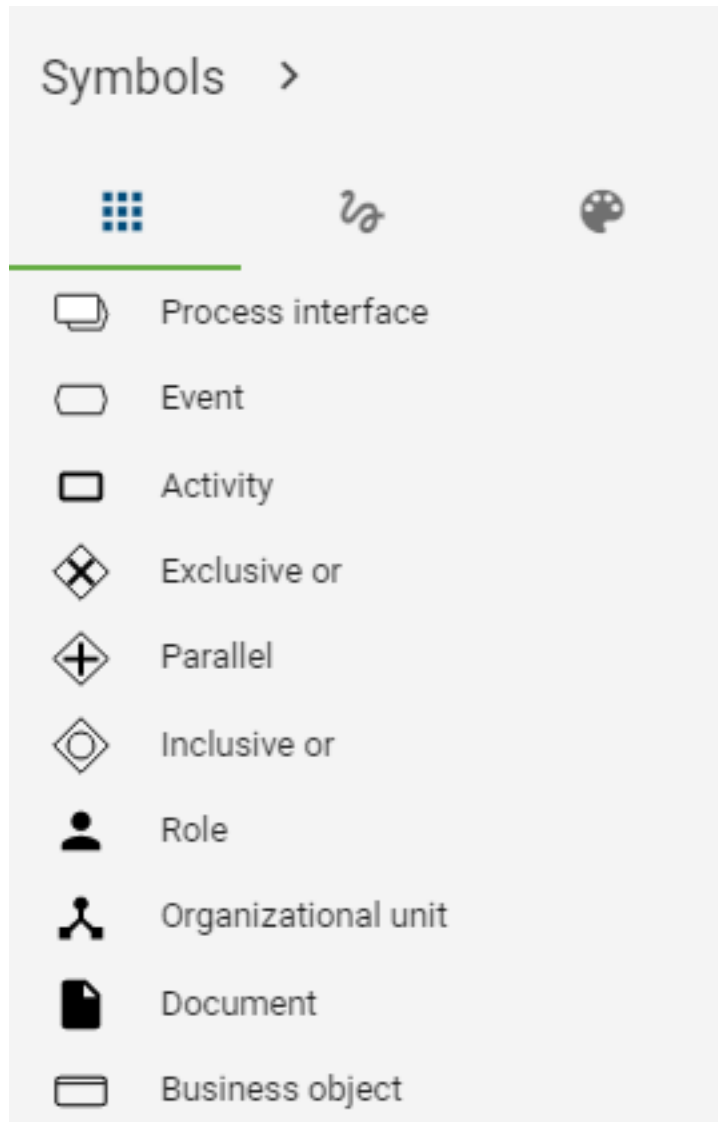
4.1 Objects

4.1.1 How do I add objects to a diagram?

Symbol palette

You have several options to place symbols from the symbol palette into the editor. The symbols available for modeling vary for each chart type.

Objects can only be modeled in checked out diagrams. There you will see the symbols which are available to the opened diagram type on the right-hand side of the editor (the symbol palette).



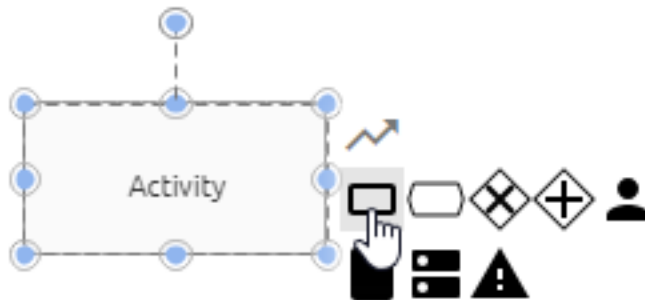
Drag & drop: Select a symbol that you want to place in your model and drag & drop it into the editor. After placement, the text field of the symbol is automatically selected so that the symbol can be named individually. Also note the *Rename* section when naming. Repeat this step for any symbols.

Stamp mode: You can use the stamp mode (the corresponding symbol is highlighted in the symbol palette), where you can create additional symbols of the same type. Select a symbol with a single click and place it by clicking into the editor. You can exit the stamp mode by pressing the ESC key or by clicking on the symbol in the symbol palette again.

Mini symbol palette

As an alternative to modeling with the symbol palette, it is recommended to use the mini symbol palette which displays all objects that can be connected to your current symbol.

Place or select a symbol in the editor. On the right side of the symbol some symbols will appear, which can be connected to the previously created symbol.

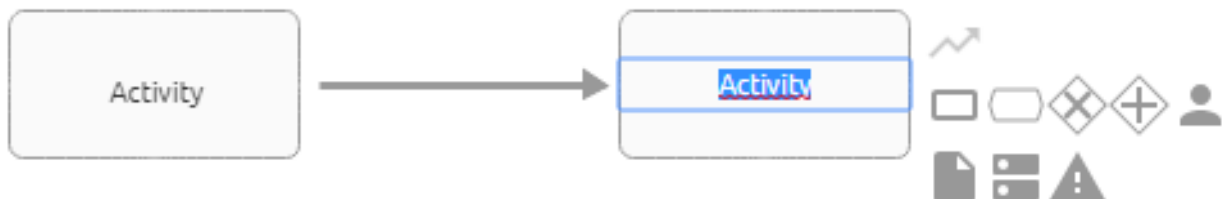


A connection between two symbols will be automatically created by placing a new symbol. The following options are now available. Also note the possible *shortcuts*.

Drag & drop: Select one of the symbols and place it in the editor while pressing the mouse button.



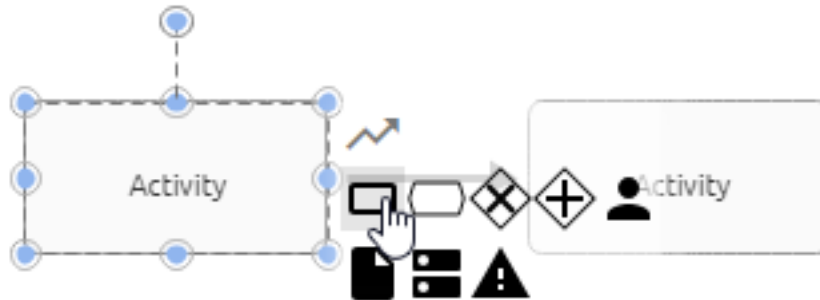
Releasing the mouse button creates the symbol including the connection.



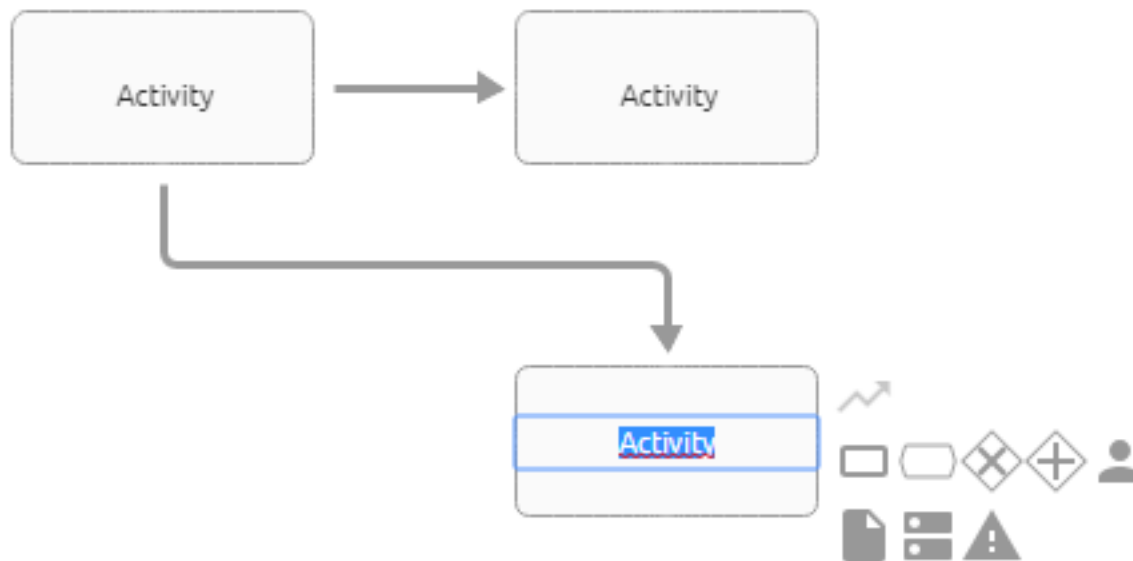
Quick Modeler: If the user simply clicks on an item in the mini symbol palette (no drag), a new object will be created immediately. The new node is placed centered at the same distance from the predecessor to the last symbol. The direction depends on the predecessor, because the new node is placed on the opposite side of the predecessor. If there is no predecessor, then to the right of the node and at a preset distance.



You can create multiple descendants for a node.



These are automatically created among each other using the Quick Modeler. Since the connection is centered, which means at the center port in the middle of the icon, it may overlap other symbols.



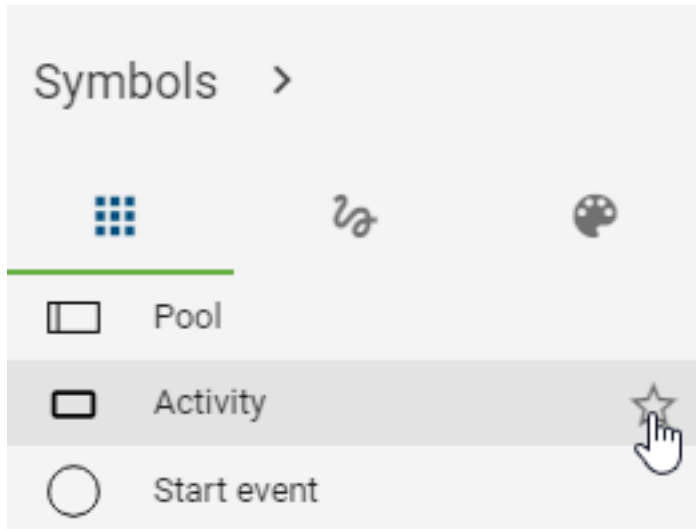
You can then *reposition connections*. Successors of successors are modeled either one below the other or one after the other, depending on the maximum distance to the predecessor in the x- and y-direction of the editor. By changing the position of the symbols you can adjust the behavior of the Quick Modeler.

The text field of the new symbol is selected so that it can be named individually. Also note the *rename* chapter.

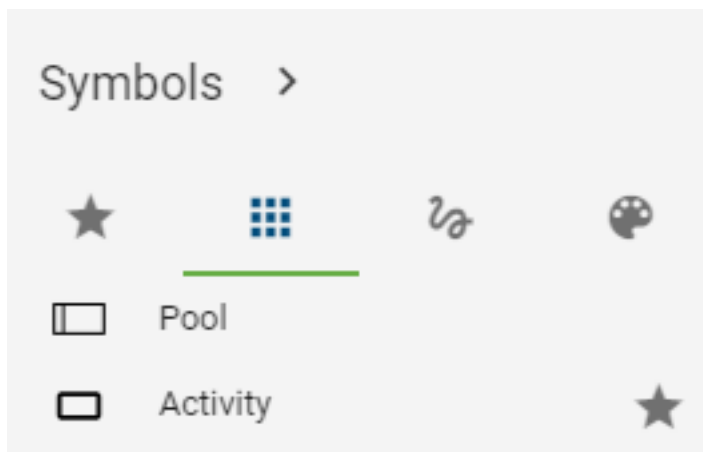
Note: Depending on the symbol and on method, a selection menu for the automatically created edge may appear after placement from the mini symbol palette. To create the symbol, a selection must be made in this menu.

4.1.2 How can I create a personalized symbol palette?

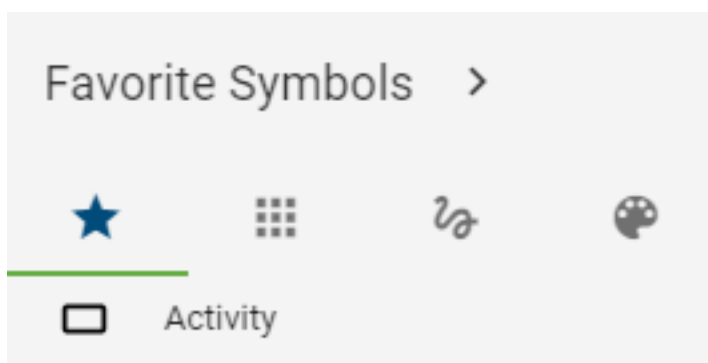
In the symbol palette, you can add objects that you frequently model to your personal favorite symbols. Hold the mouse over any entry in the symbol palette in the *Symbols* tab. A star frame appears next to the entry if it has not been marked as a favorite.



By clicking on the star you can add this object to your personal symbols. The star frame then remains filled in, marking your individually selected symbols.



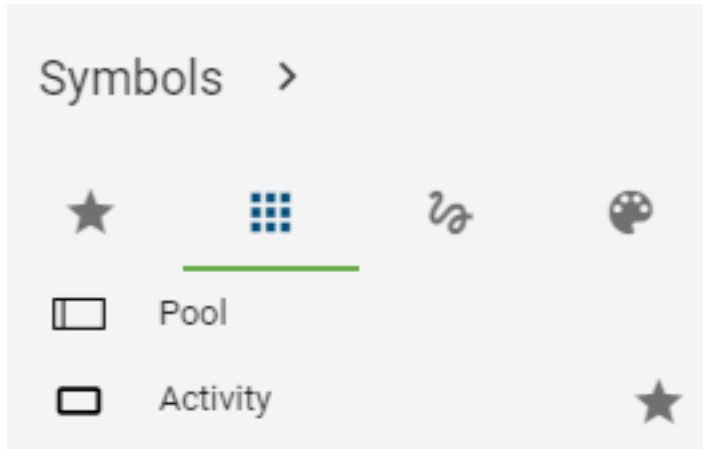
By marking an entry, the tab *Favorite Symbols* appears in the first place in the symbol palette. There, only your personal symbols are filtered and can be modeled from here. The order of entries is taken from the *Symbols* tab.



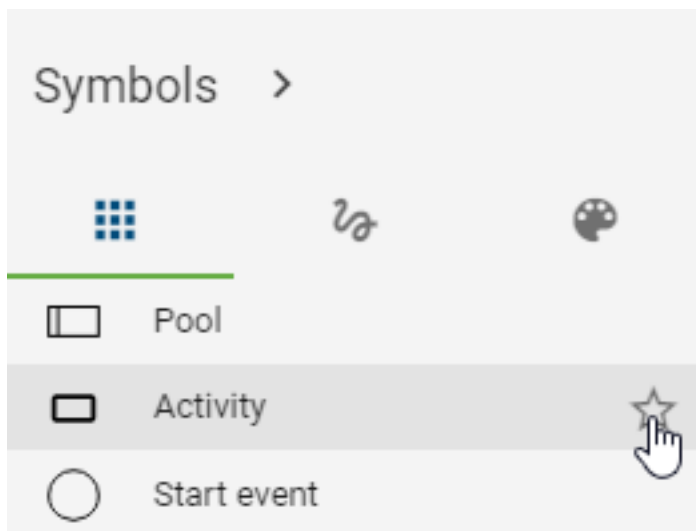
These settings are saved per user and per diagram type, so that each user can determine his or her individual symbol selection in each diagram type.

4.1.3 How can I remove favorites from my personalized symbol palette?

Got to the symbol palette to the tab *Symbols*. Navigate to the entry, which you want to remove from the favorite symbols. These are recognizable by the filled in, permanently visible star.

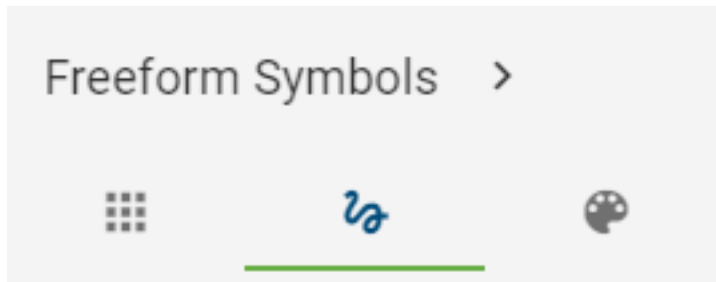


To remove, click on the star. Thus, only the frame of the star is visible, if you hold the mouse over the symbol. If no symbol is then marked as favorite, the *Favorite Symbols* tab disappears in the symbol palette. This tab is only visible if at least one entry is favored.



4.1.4 How do I create forms and graphical symbols?

Use the symbol view to navigate to the freeform symbols by selecting the second icon in the *symbol palette*.

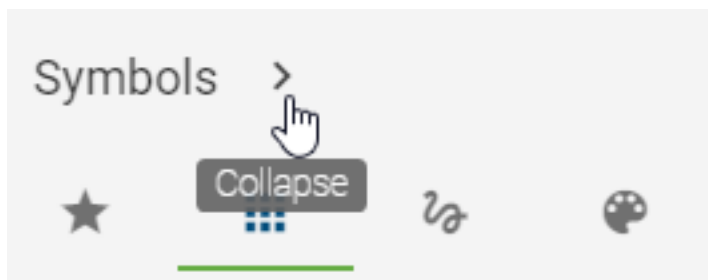


Select a freeform icon from the list and place it in the editor.

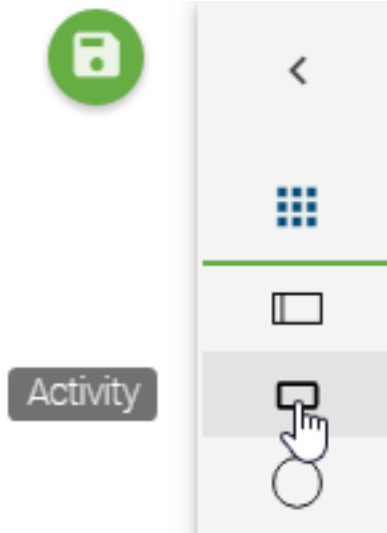
For example, the following freeform symbols are available: rectangles, ellipses, text fields, triangles, cubes, arrows, etc.. You can label freeform symbols by using the multilingual text field. By double-click or pressing the F2 key after selecting the symbol, you can also trigger the input field. In addition, freeform symbols have some attributes. You can search for these objects, allow catalog suggestions, which you can configure via the freeform object in the *administration area*. An exception is the line symbol, which does not have these properties.

4.1.5 How can I hide the symbol palette?

The *Favorite Symbols*, *Symbols* and *Freeform Symbols* can be hidden or collapsed with the symbol palette. Click on *Collapse* button next to the title.



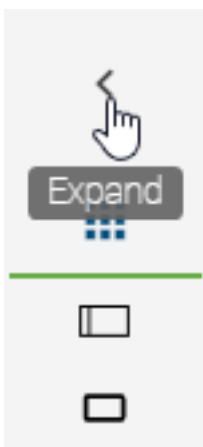
Now the symbol palette is collapsed and the associated title is hidden. Only the individual icons of the object types are displayed. If you hover over an entry, you can see the associated object type name as a tooltip.



Modeling by drag & drop and stamp mode works unchanged. By clicking the displayed title icon, the tab changes between *Favorite Symbols*, *Symbols* and *Freeform Symbols*.



Click on the *Expand* button to unfold the opened tab of the symbol palette and to show it completely.



Note: The symbol palette “Format” does not contain symbols. Collapsing this tab is not possible, otherwise the options would not be selectable.

4.1.6 How do I move an object?

You can reposition an object by drag & drop. To do this, select the object with the left mouse button and keep it pressed while you navigate the mouse to the desired position. The object moves with your mouse. If the desired position is outside the current diagram section, you can also *move the diagram view* field by pressing the right mouse button or using the scroll wheel while holding the object with your left mouse button. When you release the left mouse button, your object is placed at the mouse position.

Optionally, you can use the arrow keys on your keyboard to move the object in all directions.

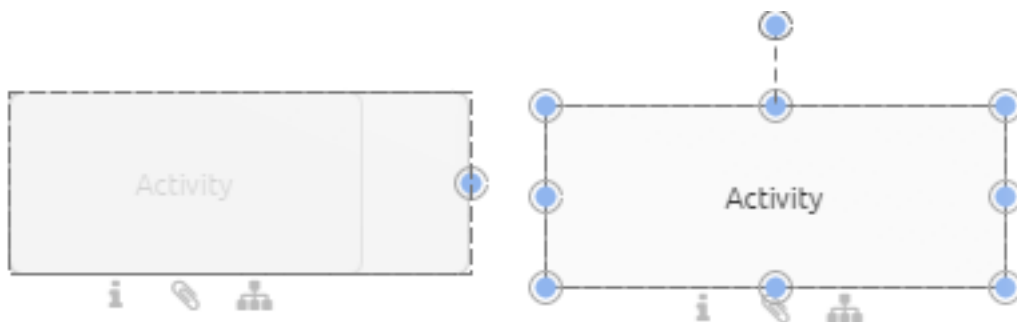
Note: You can also move a *multi-selection of objects* using this procedure.

4.1.7 How do I change the size of an object?

Select the object you want to change with a single click.



Press the left mouse button to alter the size of the object by using the blue points along the edge. Release the mouse at the desired position.

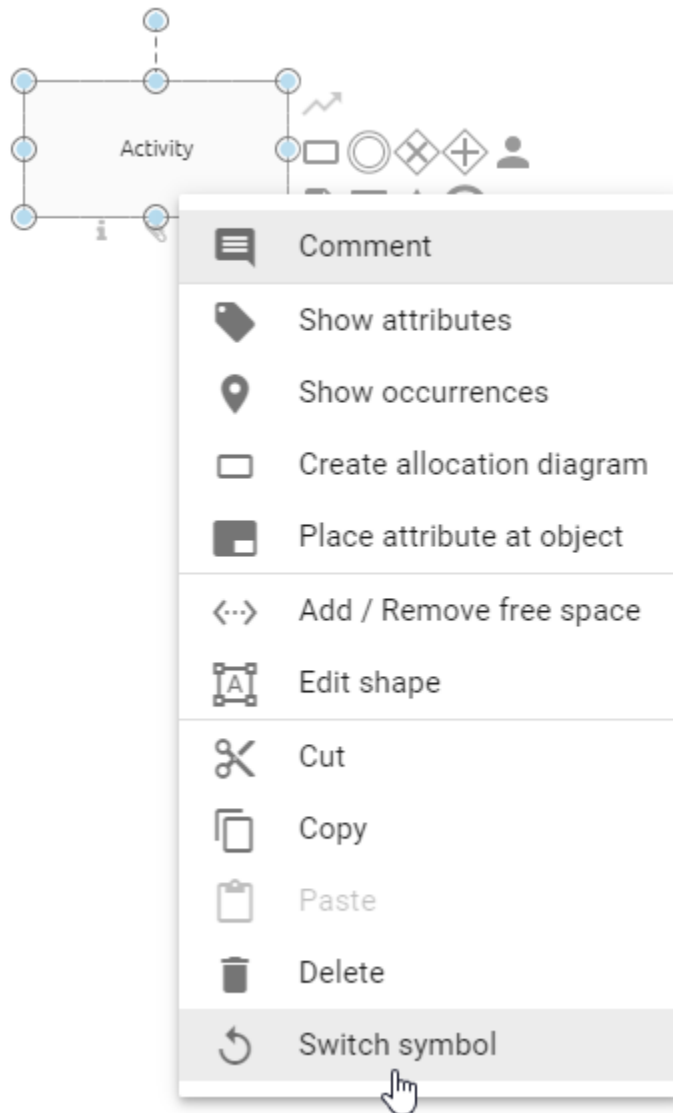


4.1.8 How can I switch the symbol of an object?

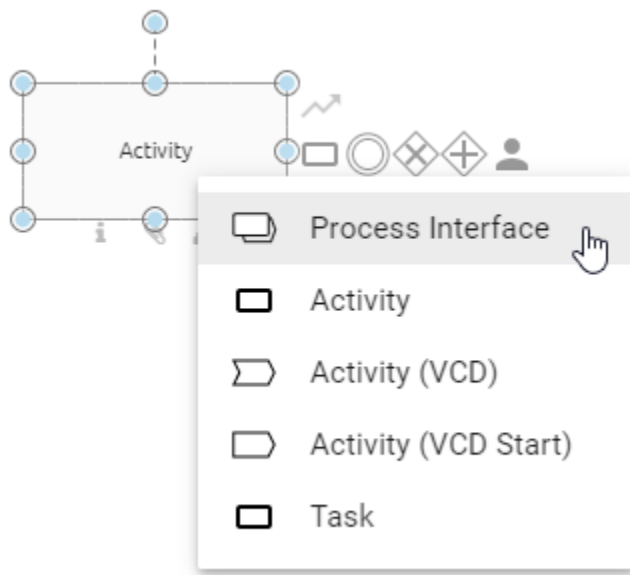
Within the modeling process of your diagram you have the possibility to change the symbol of an already modelled object. This can help you to dynamically change the view on single elements in your diagram according to your needs.

To change the symbol of an object within your diagram proceed as follows:

Right click on the symbol you want to change within the checked out diagram. The context menu for the object appears.

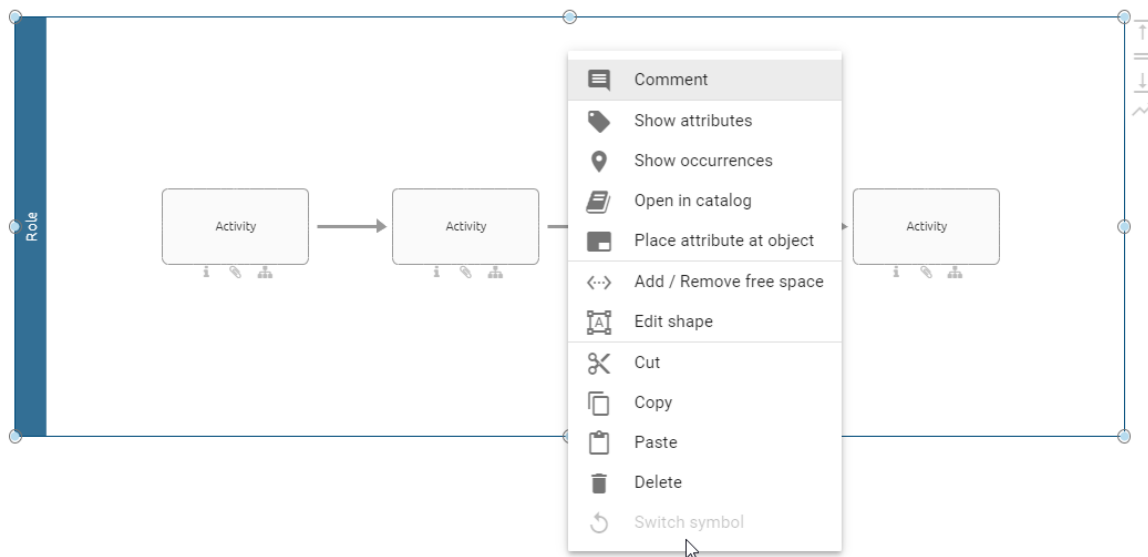


Select the entry “Switch symbol”. You will get a list of all symbol types, which are allowed for the given diagram type.



After you have selected the desired symbol type, it will be displayed in your diagram.

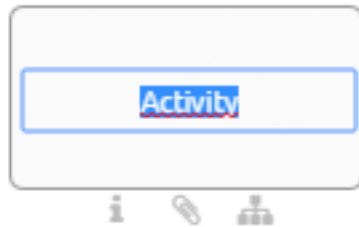
Symbols of container objects, such as pools, cannot be changed as soon as the object concerned already contains elements. In this case, the function for changing the symbol for this object is no longer available and is greyed out in the context menu.



Note: Symbols that are already part of a pool can not be switched into the symbol type pool. By switching the symbol, *placed attributes* will be reset to its default. If no attributes are placed at the symbol by default, then no attribute will be placed after changing the symbol.

4.1.9 How can I label or rename objects in the editor?

The writing area is displayed directly after *modeling an object* or by double-clicking on the object. A suggestion list for all the catalog entries used in the diagram is then displayed. You can now select a proposal with a mouse click or label the object. When labeling, you can also choose from a suggestion list with catalog entries of the server that contain the entered term. Otherwise, end the entry with a single click in the editor.



Optionally select the object by clicking on it once and press **F2** so that the writing area is displayed.

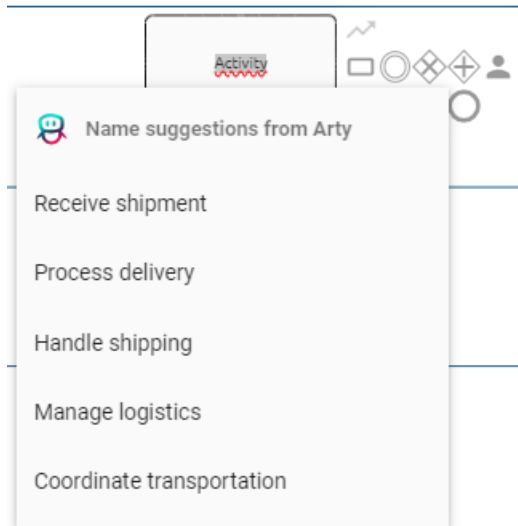


You can also rename symbols using the *attribute bar*.

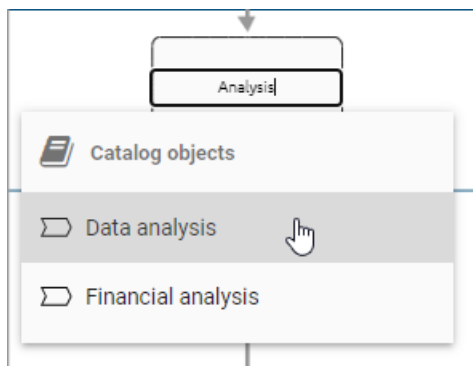
Note: Note some peculiarities when renaming and editing attributes of symbols in diagrams that are *catalog entries*.

4.1.10 How can I name activities in the editor using AI?

Once you have checked out a diagram in the editor, you can select an activity from the context palette and place it on the canvas. Our AI assistant, *Arty*, will then generate a list of various activity names, which will be displayed under *Name suggestions from Arty*. The suggestions are based on the content of the diagram and will be presented in your current content language.



You now have the option to either select a suggestion by clicking on it or manually label the activity. If you prefer to enter a name manually, simply click on the activity's name label. Alternatively, you can select catalog items from a suggestion list of *Catalog objects* that contain or are similar to the entered term. To finalize the entry, click anywhere else in the editor.



Hint: This function is performed by *Arty*, our AI modeller. It is part of the AI Modeler package, for which a separate licence is required. Please also refer to the [notes on using the AI feature](#).

4.1.11 How do I change the size, line breaks and the position of text fields (labels)?

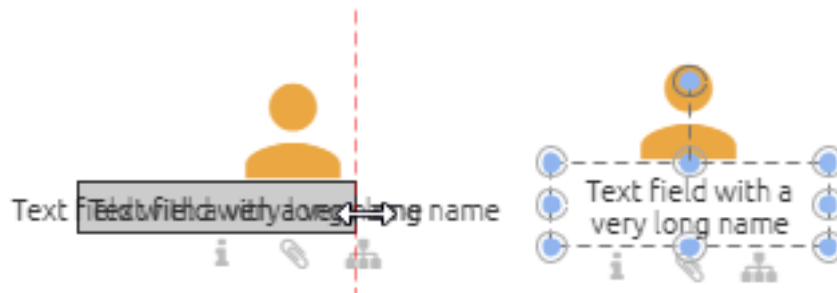
You can change the size of some text fields which contains the symbol's name (if the name, for example, is very long, you have the option to display it in two lines (by alerting the size of the label) and to shift automatic line breaks). Alternatively, you can add *manual line breaks*. The text field can be positioned as you like.

Change size

Select a text field by clicking on it.

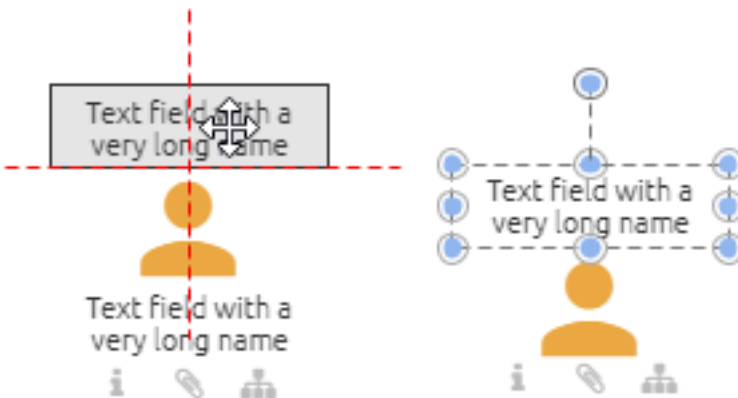


Alter the size by using the blue points along the edge of the text field. Release the mouse button at the desired position.



Position

Select a label by clicking on it. Then click again, keep the mouse button pressed, move the field and release the mouse button (drag & drop).



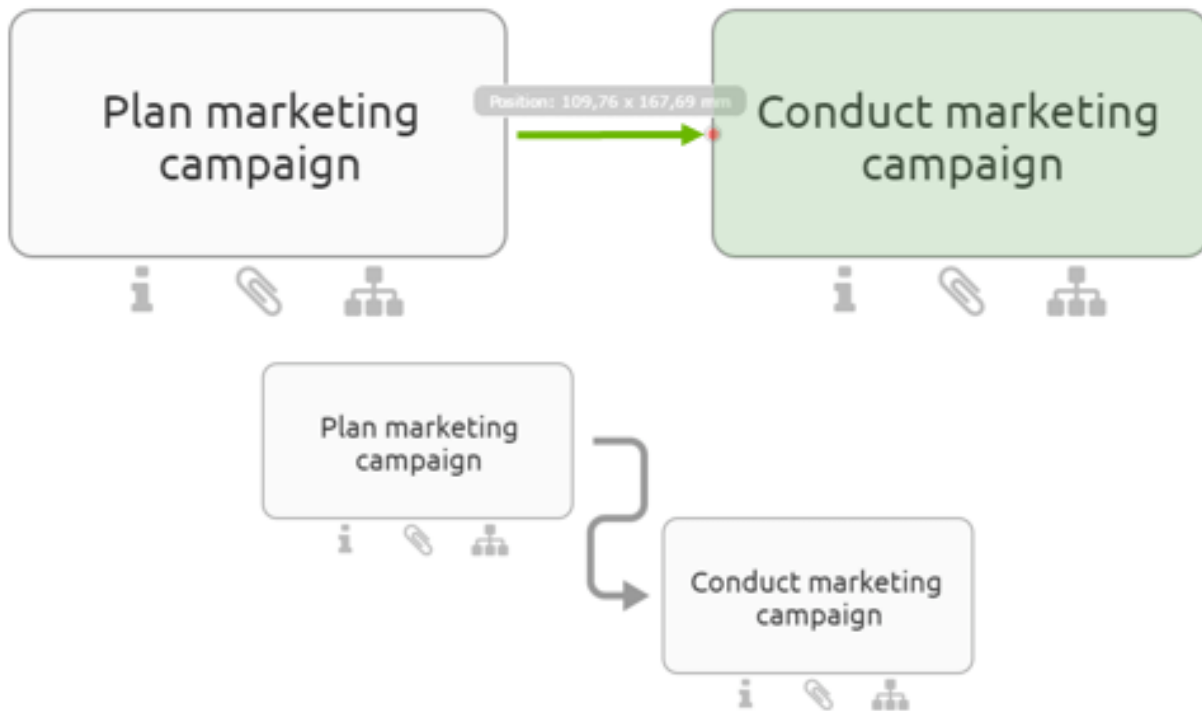
Note: Note that the size and position of the text fields of symbols with block form, such as activities, cannot be changed. For those symbols, the label is located in the respective symbol. Furthermore, manual line breaks can not be seen in the catalog, but are visible in the reports.

4.2 Connections

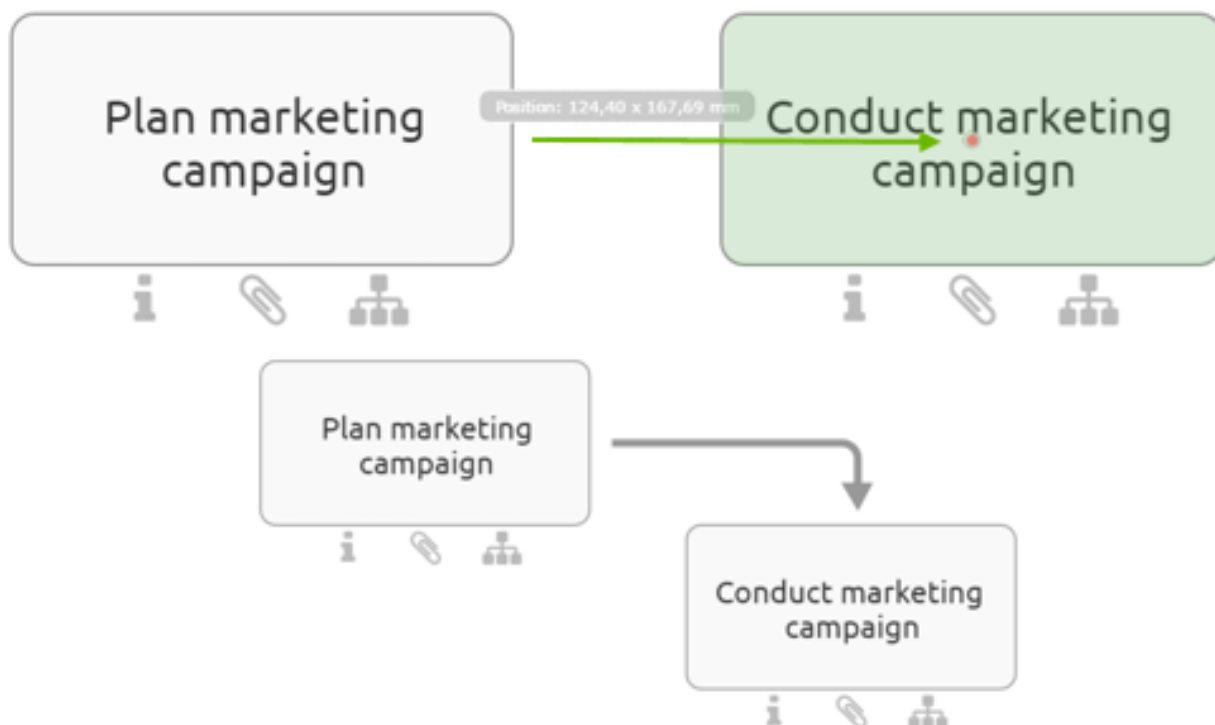
4.2.1 Where can I place a connection to an object?

All possible options for placing a connection are indicated with a red dot when you hold the connector with the mouse over different points of an object.

If you link objects using the **outer port**, the connector will stay fixed at that side of the object even when you shift it.



If you link objects using the **centerport**, the connector will move when you shift the object.



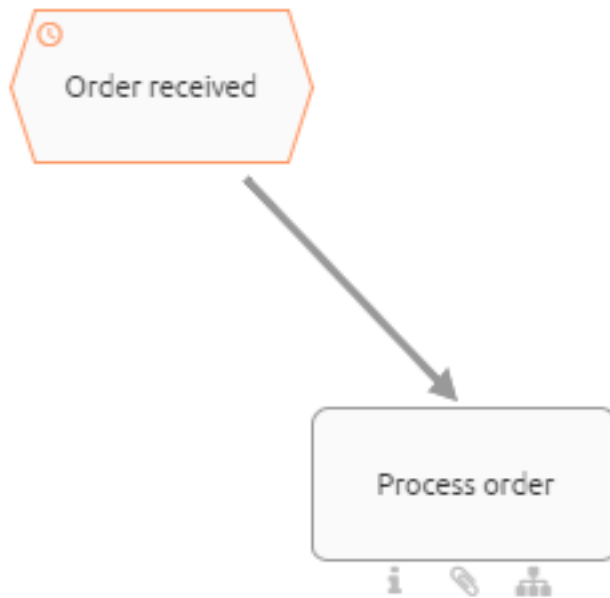
Connection can be added via drag & drop or by selecting the start and end ports (depending on the connection type). This is explained in the following.

4.2.2 How do I change the link type?

You can connect symbols using an *orthogonal* or *diagonal* connection. Orthogonal connections are horizontal or perpendicular resp. they are a combination of such lines. A connection of the type *diagonal* goes straight from the start to the end port without any bending. The active connection type is displayed in the menu bar as *Change link type* button. Select the button to change the type.



The symbol of the button changes accordingly: orthogonal - angled arrow, diagonal - straight arrow. If you draw a new connection between two symbols, the connection will be straight resp. orthogonal.



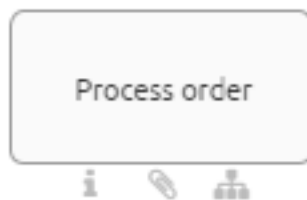
4.2.3 How can I connect symbols orthogonally?

You have the following options to add an *orthogonal* connection between two symbols. The *connection type* can be switched in the menu bar. If the connection type button shows an angled arrow, the connection will be *orthogonal*.

Insert the desired two symbols into the editor or open a diagram with at least two symbols which can be linked (e.g. an event and an activity).

Connection icon

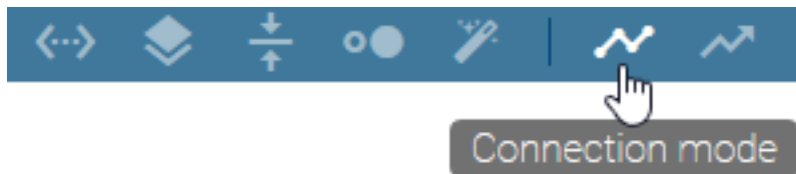
Select one of the symbols in the editor. A connection icon appears in the mini symbol palette (upper right corner next to the symbol).



Select the connection icon and afterwards a desired point at the other symbol. A sequence is added between the two symbols.

Connection Mode

If you activate the connection mode, you can add several connections. In the menu bar, click *Connection Mode*. A red dot appears on the edge of the icon when you hold the mouse pointer over it. This dot shows the possible start points. Select the point where you like to start your connection.

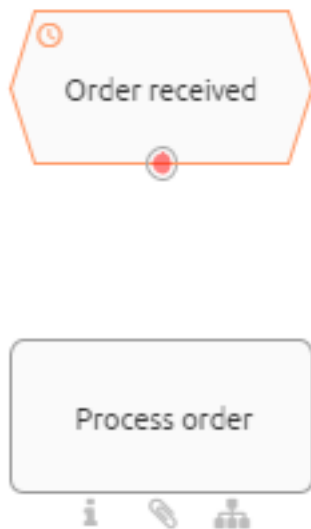


Then hold down the mouse key over the second symbol and select the location where you want to place the end of the connection. A sequence is added between the two symbols. Deselect the symbol afterwards by a click on a free space. Then you can start a new connection.

To terminate the connection mode, click on the *connection mode*-button again.

Port area

Hold the mouse over the edge of a symbol for a while without clicking it. The connection mode becomes active. Now you may add a new connection as described for the connection mode. The connection mode will be deactivated automatically after you added one connection.



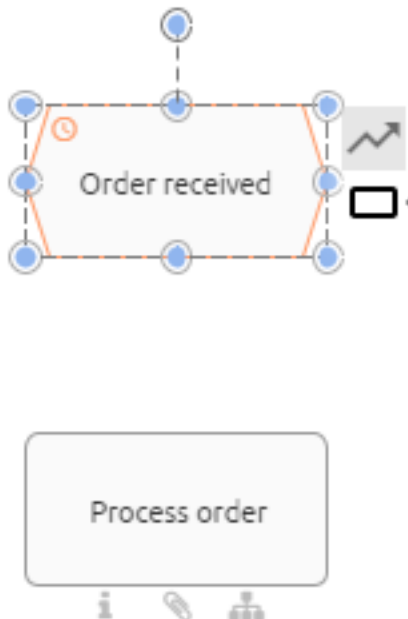
4.2.4 How can I connect symbols diagonally?

You have the following options to add an *diagonal* connection between two symbols. The *connection type* can be switched in the menu bar. If the connection type button shows a straight arrow, the connection will be *diagonal*.

Insert the desired two symbols into the editor or open a diagram with at least two symbols which can be linked (e.g. an event and an activity).

Connection icon

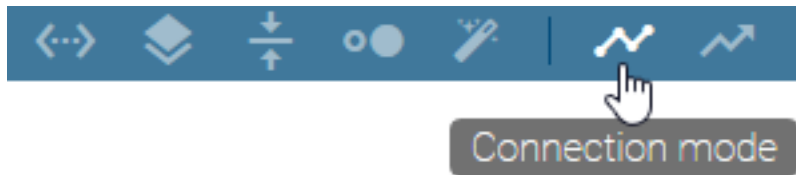
Select one of the symbols in the editor. A connection icon appears in the mini symbol palette (upper right corner next to the symbol).



Select the connection icon and draw a connection between the current symbol and another by using the drag & drop function.

Connection Mode

In the menu bar, click *Connection Mode*. A red dot appears on the edge of the icon when you hold the mouse pointer over it. Click on one of the symbols where you want to start the connection.



Press and hold down the mouse key and move to the second symbol. Release the mouse key at the location where you want to place the end of the connection. Then click on the *connection mode*-button again to terminate the connection mode.

Port area

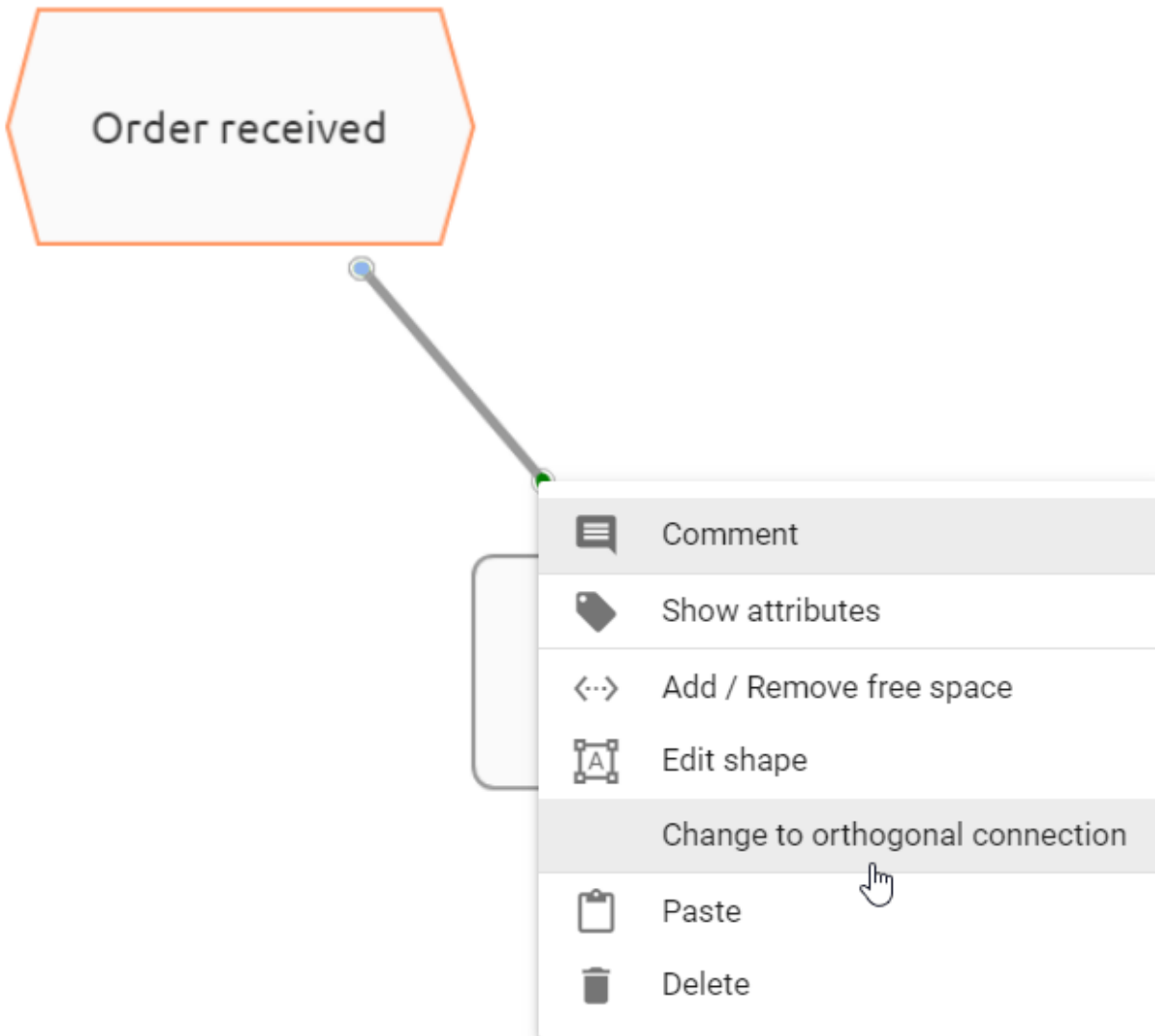
Hold the mouse over the edge of a symbol for a while without clicking it. The connection mode becomes active.



Now you may add a new connection via drag & drop as described for the connection mode. The connection mode will be deactivated automatically after you added one connection.

4.2.5 How do I change an existing link to another link type?

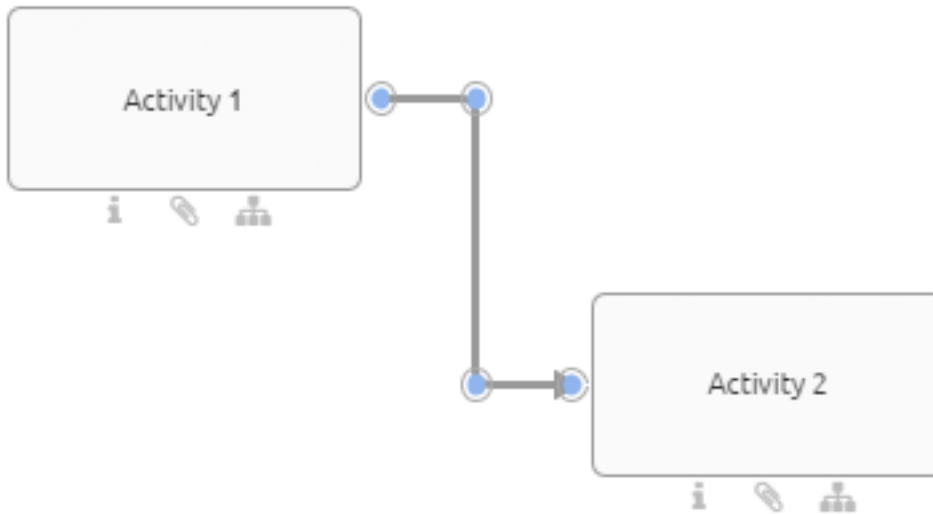
Select an existing connection between two symbols and open the context menu by right-clicking. After that select the *Change to straight connection* or *Change to orthogonal connection* entry. The connection is then changed.



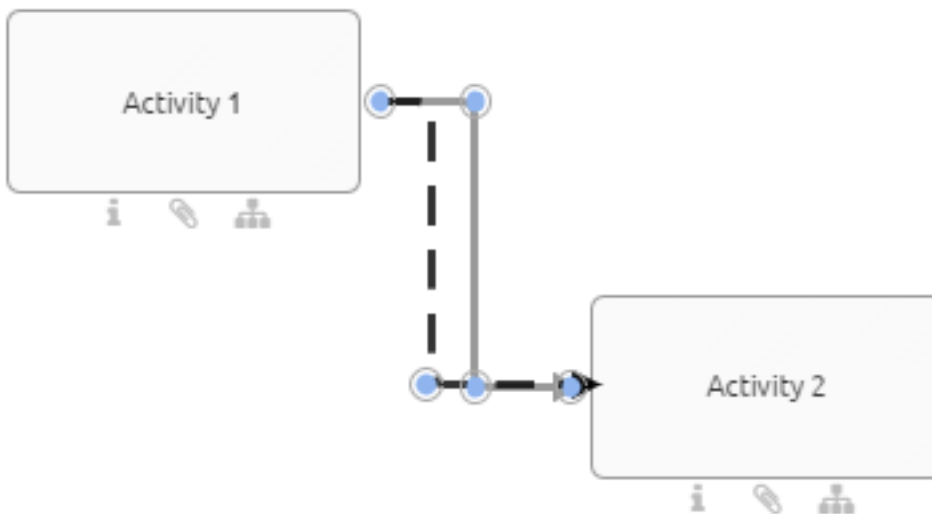
4.2.6 How can I change an existing link?

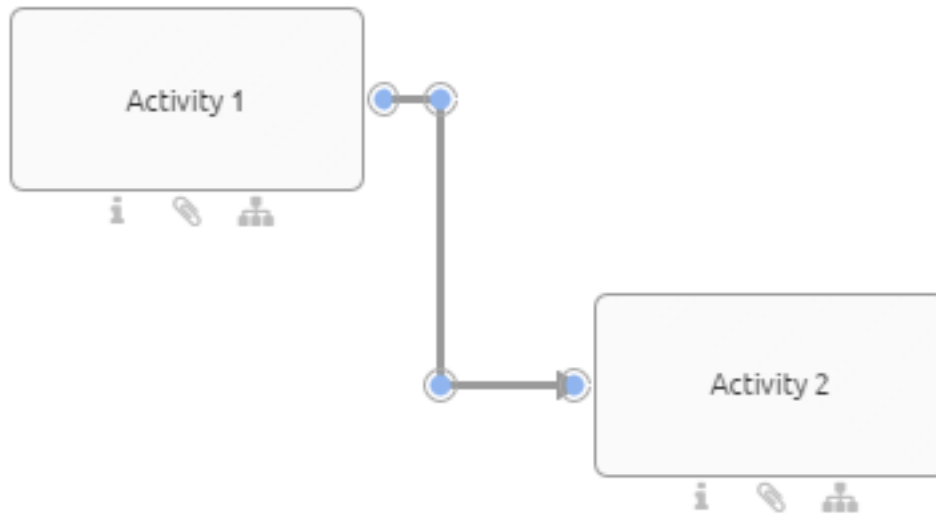
The connection sequences are created automatically when a connection is created. You can change both its path as well as the input and output.

Select the connection you want to change.

**Change path**

You can move the blue points of a connection by using the drag & drop function.

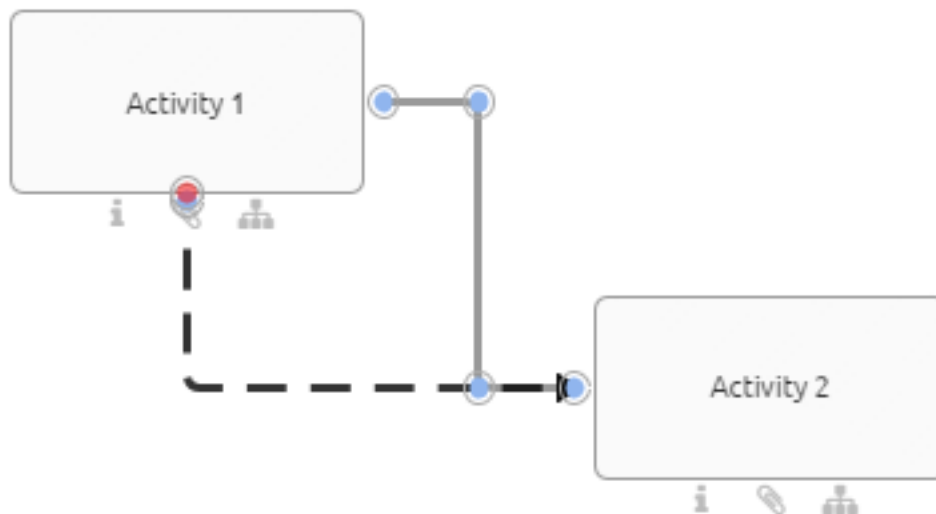


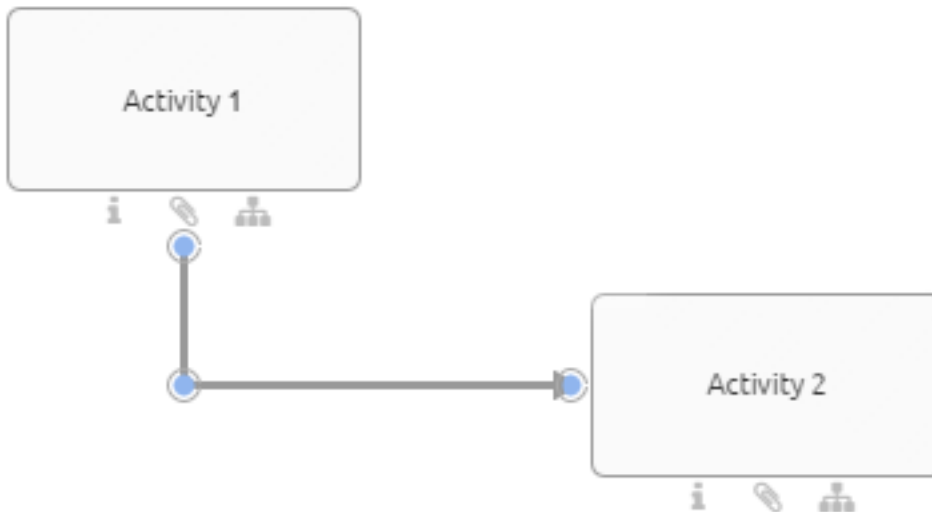


If you want to create a new nook, click on the desired location and drag a corner into the connection.

Change the port of an existing link

Use the blue points on an object to change the location of the connection on the same symbol. Simply drag & drop the existing link to another dot along the edge. Any possible inputs or outputs are indicated by red dots.



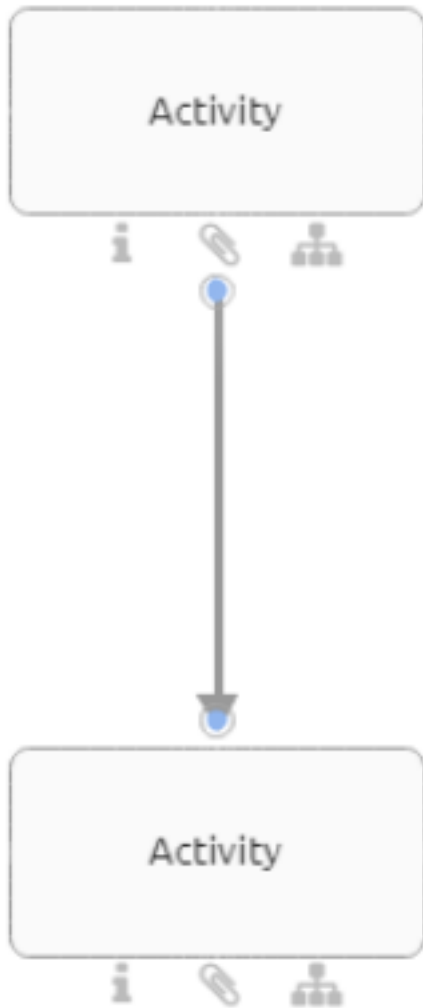


Disconnecting and reattaching connections

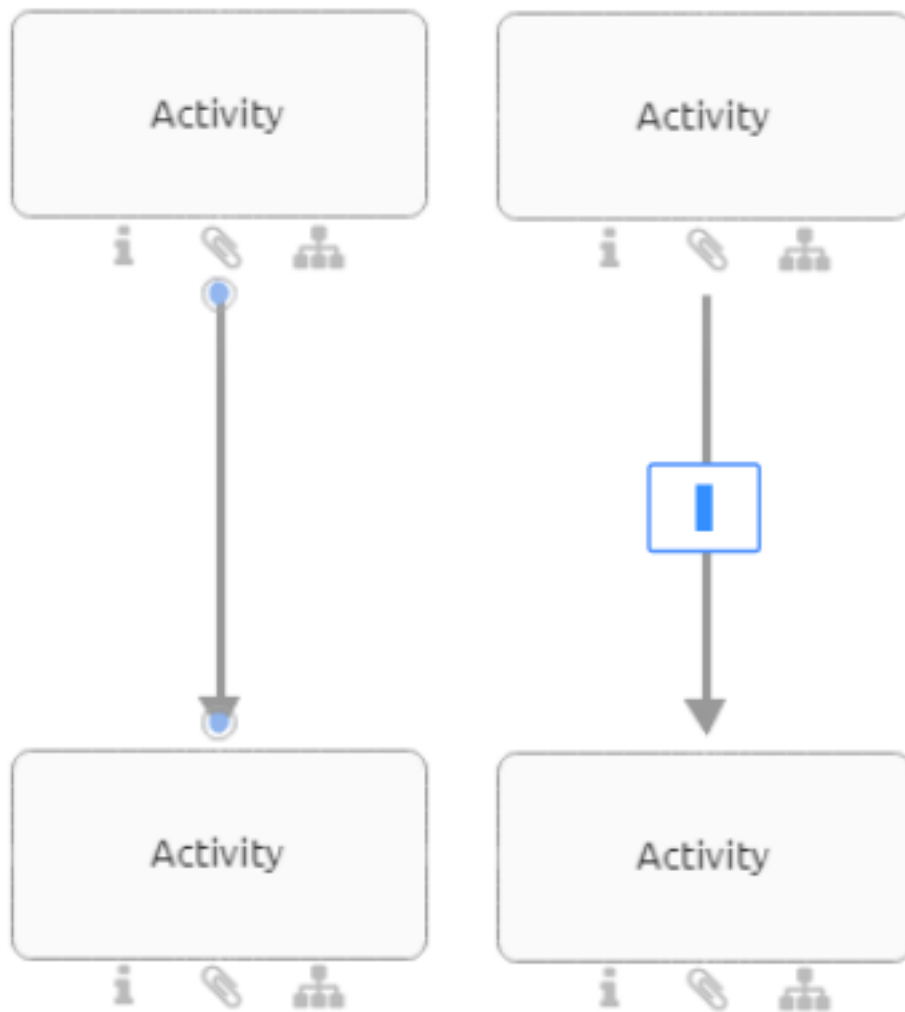
An existing connection can be disconnected from one symbol and reattached to another symbol with a drag & drop function. This is possible for both the source and target symbol.

4.2.7 How can I label or rename connections?

The label is directly displayed by double-clicking on the connection. You can now label the object. Click somewhere within the editor to finish the entry.



Optionally select the connection by clicking on it once and press F2 so that the label is displayed.



4.2.8 How do I insert an object into a path?

You can insert an object into an existing path using Drag & Drop. The connection between the corresponding objects has to be defined in the method.

Drag a new object from the symbol palette or a free object from the editor to the desired edge. This edge must be of the type sequence flow. When it appears blue and dashed, you can drop the object.



The edge is exchanged by two new edges where the new object is an intermediate node in between the two former

objects. All attributes and the optional label of the old edge are copied to the newly created edge where the placed node is the target node.

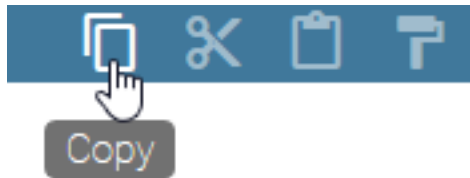


If you remove the new object, the edge returns to its previous state and connects the initial two objects. In case the object types do not allow a connection, the edge does not change its layout as described above. Dropping the new object will place it on top of the edge without any connection.

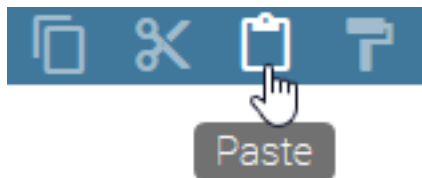
4.3 Copy, paste and more functions

4.3.1 How do I copy and paste symbols?

Select one or more symbols that you want to copy within a diagram or between diagrams. Then click the *Copy*-button in the menu bar (alternatively CTRL+C).



Click on the *Paste*-button in the menu bar (alternatively CTRL+V).



Optionally you can right-click on an object or in the editor to open the context menu and select Copy or Paste.

You can paste objects into another diagram of different type (e.g. EPC to BPMN) if the object is available in the target diagram type. When you copy several objects, each object is checked for this requirement and pasted when applicable. If you want to paste an object which is not allowed in target diagram it will not be pasted. Furthermore, Connections will only be pasted between two pasted objects, i.e. if an object could not be pasted its connections to other objects will also not be pasted. If an object is allowed in the target diagram but the symbol of the object is not, the object will be pasted with the standard symbol. If an element could not be pasted, you will be informed about the reason for that.

Note: Copying catalog entries and symbols that are not part of the catalog differs. Regardless of the object type, copies of catalog entries are always reused. This means that an expression copy is created and the object remains the same. Changes to this copy will also cause changes to the original if the catalog entry has not yet been accepted.

Objects that are not in the catalog are doubled, a *definition copy* is created. Changes to the copy are thus independent of the original.

There are also differences in copying connections. A copied connection is newly created if one of the connected and also copied objects is a definition copy; this is the case if one of the objects is not a catalog entry. A connection is reused if the connected objects were occurrence copies; this is the case if they are both catalog entries.

Note: Please note that when copying elements, relationship attributes are not automatically taken over. This means that if you copy an activity, for example, the associated role is not automatically copied as well. Make sure that you transfer relationship attributes separately if this is necessary.

4.3.2 How can I cut symbols from a diagram?

Click on a symbol that you want to cut. Now use the *Cut*-button in the menu bar to select the desired symbol (alternatively *CTRL+X*).



Optionally you can right-click on an object to open the context menu and select *Cut*.

4.3.3 How can I delete symbols from a diagram?

Right-click on the symbol you want to delete to open the context menu and select *Delete*.

Optionally, you can delete selected symbols via the “*Del*” button on your keyboard.



If the object is connected with other objects via exactly one incoming and one outgoing edge of type Sequence Flow, a new edge of the same type is created. This connects the neighboring objects with each other in the same direction. The attributes of the previously incoming edge are adopted for the new connection.



Deleting symbols in the diagram does not automatically delete associated catalog entries in the catalog. This creates unused catalog entries, which can be *reorganized*.

Note: You can also use the *multi-selection* of symbols to delete several symbols at the same time. The new edge is also created here for the neighboring symbols, but without the transfer of attributes.

4.3.4 How can I undo or redo modeling steps?

To undo individual modeling steps, select the *Undo*-button in the menu bar or alternatively *CTRL+Z*.



Use the *Redo*-button to restore steps. Alternatively, press *CTRL+Y*.



The *Redo*-button and *Undo*-button can be used until the diagram has been changed.

4.3.5 How do I add images to a diagram?

You have the option to add images which have the file formats jpg, jpeg, bmp, png and gif (without animation) to a diagram. To do the execution of the following steps is necessary:

Check out the diagram into which you want to insert an image. Now you can navigate to the memory location of the image and drag it into the editor.





Tip: The functions *Edit shape*, *Format* and *Change size* can be used for editing an image. For example, you can crop your picture or set a frame.

Note: Copying images between different browser tabs is not supported.

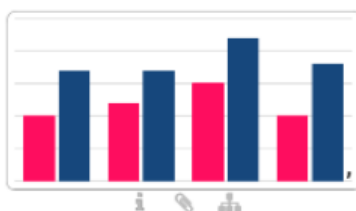
Note: Files stored in interlace mode, such as available for PNG files, are not fully supported. This includes the *print preview*. In this case, saving the affected file without interlacing and inserting it into the modeling is recommended.

4.3.6 How can I add an image to an activity?

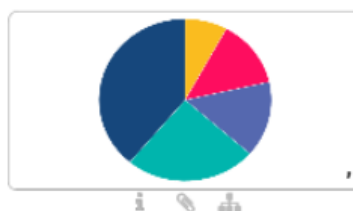
You can add an image to an activity (or any other object). This can be helpful, if you want to create navigation objects and want to highlight them.

To do that, you need to do the following:

Check out the diagram in which you want to add the image. Copy the image which you want to add. Select the activity (or other object) that the image should have as background. Paste the image (*Ctrl+V*).



Create financial analysis



Create market analysis



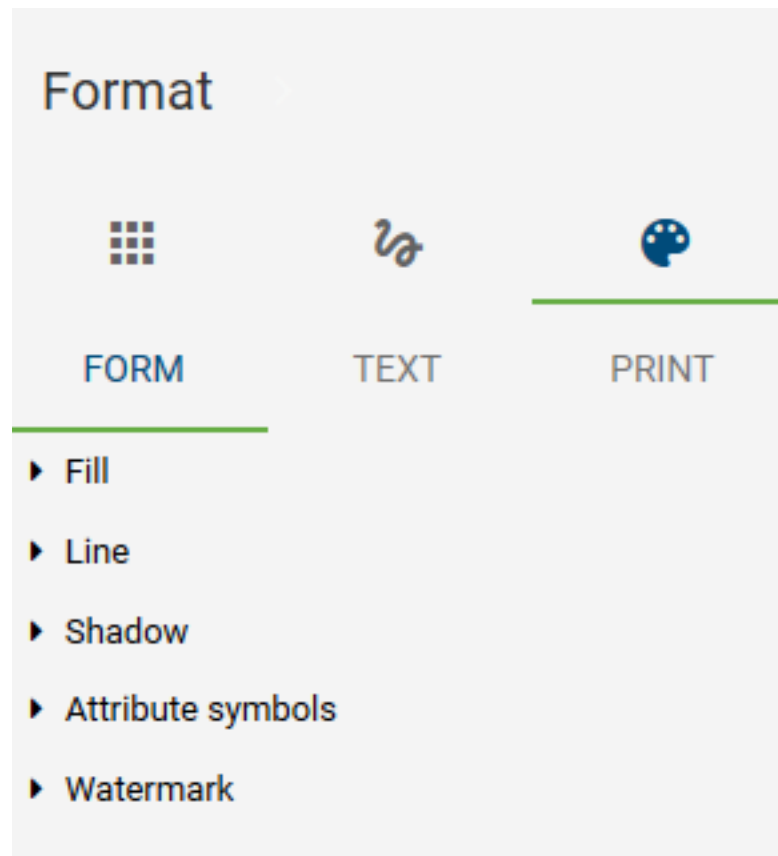
Write invoice

4.4 Formatting

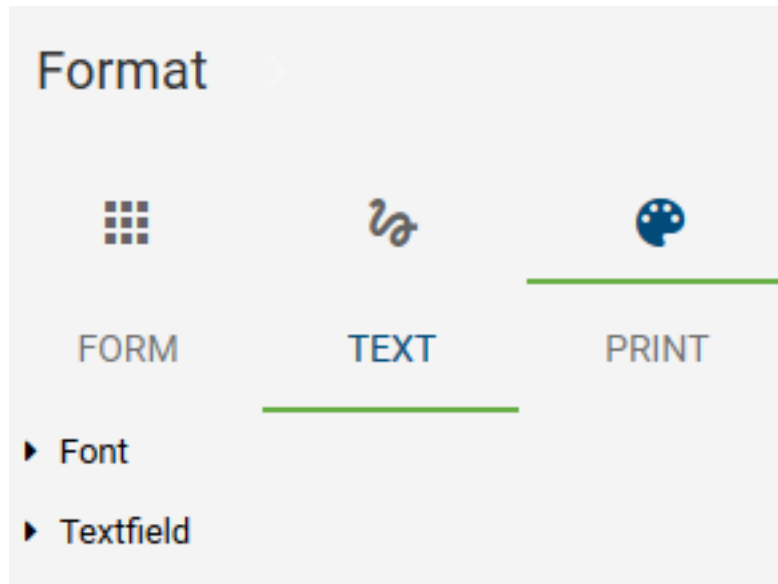
The different formatting options affect not only free-stream symbols but also symbols, such as activities and connections.

4.4.1 How do I change the format of symbol and diagram?

Navigate to the format settings in the *symbol palette* by selecting the third icon on the symbols menu.



Select an existing symbol (or several symbols at a time) in the editor. You can now choose between *Form*, *Text* and *Print*.



If you select the *Form* menu item, you can format fill, line, shadow, attribute symbols and watermarks for the selected symbol.

4.4.2 What options do I have to format objects?

Available settings for the form of symbols:

- *Fill*: You can choose between the following options for the filling of a symbol: None, Solid or Gradient. You can also adjust the color and transparency of the filling.
- *Line*: For the line of a symbol, you can select whether there is no line or a solid line. Furthermore, the transparency and the color can also be set. In addition, you can set the style of a line (for example: dotted line, etc.) and the line width. With open symbols, such as *connection* or the freeform symbol *line*, you can change the edge shape as well as the arrow type. To adapt these characteristics the following options are available: *Line End*, *Line Join*, *Start Arrow Type* and *End Arrow Type*.
- *Shadow*: You can choose different shadow types for a symbol. The color can also be set here.
- *Attribute symbols*: You can enable or disable the display of attribute symbols for an object. *Attribute symbols* are the icons that appear below an object, for example when a description has been maintained.
- *Watermark*: You can enable or disable the display of watermarks and create them for symbols. In this case, there is a wide range of adjustment options, such as, for example, the adaptation of the size and color of the watermark.
- *Background*: You can use an image as a background for an object.

Note: In the administration, you can configure the *coloring of the symbols in the local workspace* for all diagrams in your BIC Process Design.

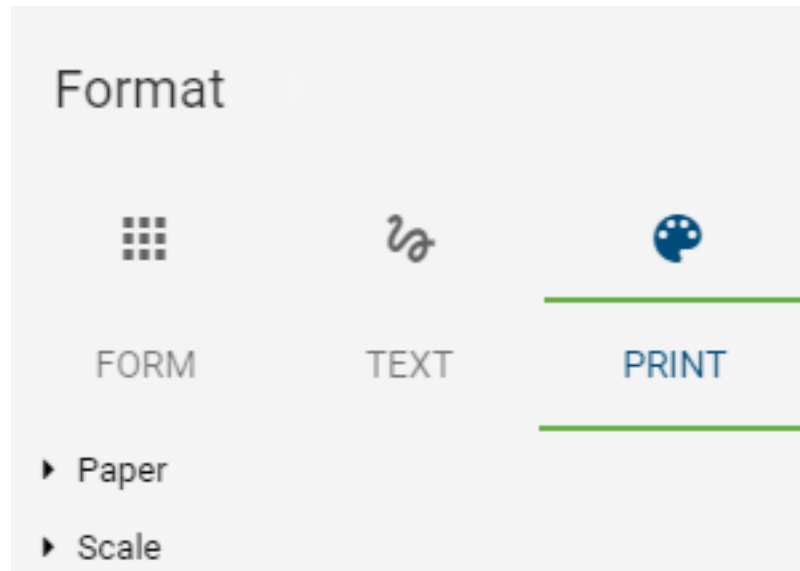
4.4.3 What are the options to format text?

Available settings for the text in symbols:

- *Font*: The font, size, color and style of texts can be changed.
- *Textfield*: Defines the behaviour of the text field, e.g.: do not resize form, etc. Furthermore, you can define the position of the text field. Your options are: at the left, right, upper and lower text margins.

4.4.4 How can I save print settings in the diagram?

Use the symbol palette to navigate to *Format* and select the menu item *Print*. The editor then changes to the print preview (including sheets and page margin). There you can make some print settings for your diagram.



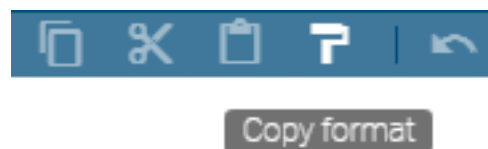
- *Paper*: Different format and orientation settings can be selected here.
- *Scale*: Page limits and the factor of scale can be set here.

When saving and checking in, these settings are taken over for the diagram, just like other formatting. Thus, users with the rights of an author can set user-independent presets for printing. These are then automatically displayed in the *print preview*. They can also be individually changed there, but not saved across the board.

4.4.5 How can I transfer a formatting?

The copying of a specific formatting is available to modelers as a functionality in the menu bar. This allows you to transfer *formatting* from one object to the next.

Select your formatted object by clicking on it once. Then, in the menu bar, select *Copy format*. Once you click on the button, you can transfer the format to another object. If you double-click, you can edit several objects.

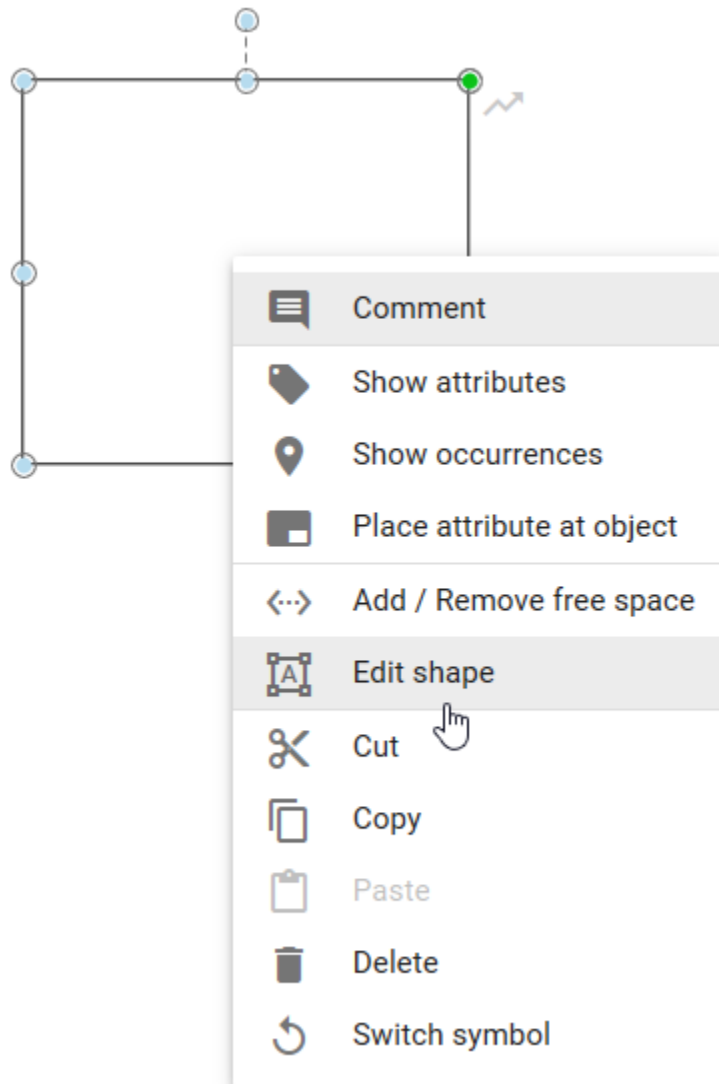


Click on the object to which you want to transfer the formatting. With a click somewhere in the empty editor or pressing ESC you can cancel/exit the *Copy format* mode.

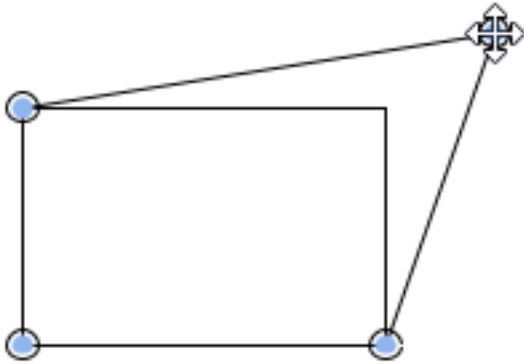
4.4.6 How do I change the shape of symbols?

You can change the shape of existing symbols.

Select a symbol in the editor that you want to modify and select *Editing* by right-clicking in the context menu. It is now possible to edit individual points of the symbol, which allows you to change the shape of the predefined icons.



Change the symbol by moving an editing point to a different position while holding down the mouse key. You can repeat this for further processing points. The editing mode is active until you click somewhere in the editor. The same processing also applies to *connections*.

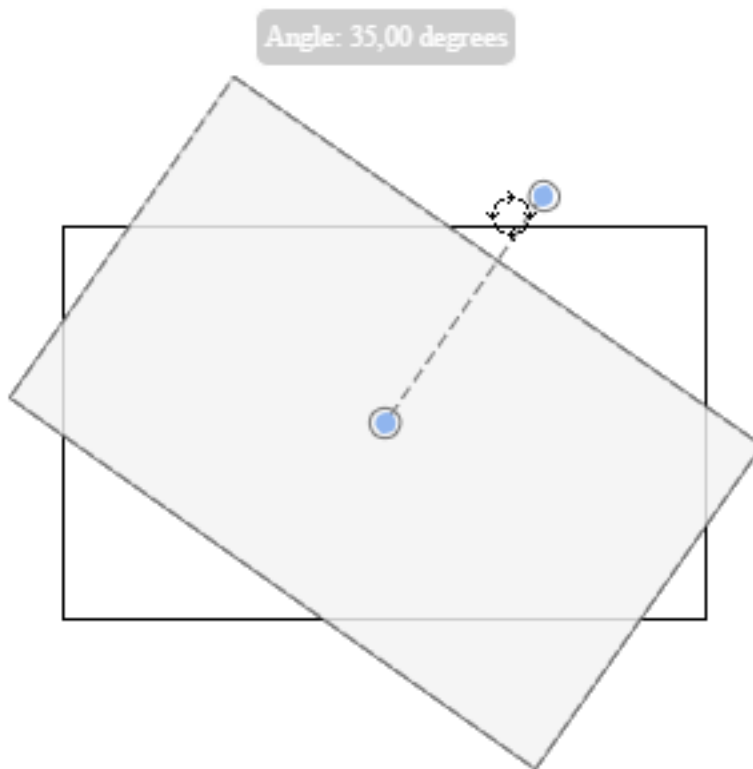


4.5 Support for visual adjustments

4.5.1 How do I rotate symbols?

You can change the orientation of symbols in the editor. That means it is possible to rotate symbols to any position you like. Analogous to the *position and size*, it is also possible to change the orientation of symbol names independently of the orientation of their symbols.

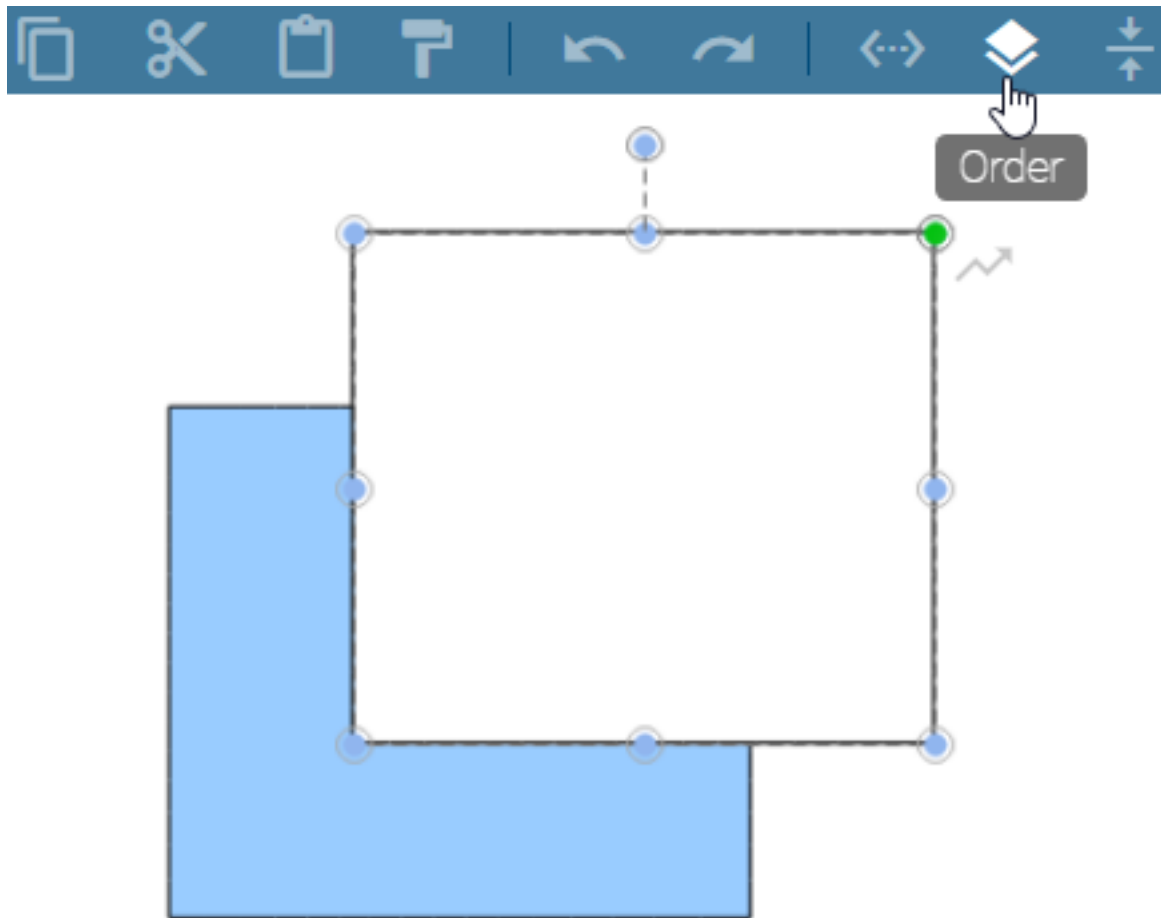
Click on a symbol in the editor. If you only want to change the orientation of the name, click on the symbol twice. A circle appears above the symbol. Select the circle above the symbol by mouse click and drag it to the left or right to change the orientation of the symbol. This allows you to rotate the symbol for example by 90 degrees.



4.5.2 How do I change the order of symbols?

You can define the order of overlapping objects in the editor. This applies to all objects you can use in the editor, including free forms and connections.

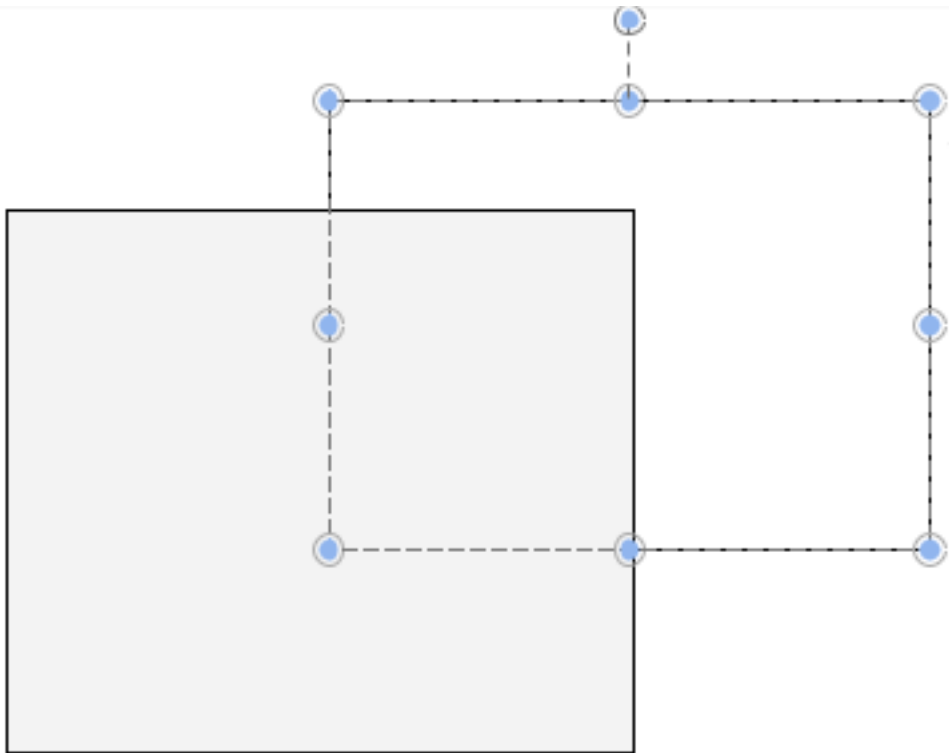
Select the object. Then navigate to the *Order*-button in the menu bar.



Four options are available:

- *Foreground:* The selected object becomes the top level of the overlapping objects.
- *Background:* The selected object becomes the lowest level of the overlapping objects.
- *Move up:* The selected object is set one level higher.
- *Move down:* The selected object is placed one level lower.

Once one of the options is selected, the arrangement of the symbol changes accordingly.

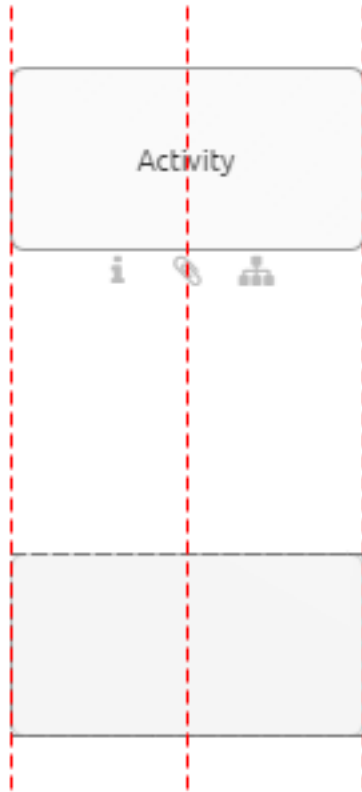


Note: Recently created objects always lie within the topmost plane of arrangement. This layer can still be changed later. Pools always lie within the lowermost plane of arrangement due to their technical meaning.

4.5.3 How do I use the alignment tool?

To simplify the positioning of symbols, you can use the alignment tool, both for existing symbols as well as for the creation of new symbols in the editor.

Open an existing diagram that contains symbols and drag a symbol from the symbols view into the editor. Afterwards, align the symbol with other symbols by placing it beneath another one. You will see that alignment lines are displayed. They can appear at the outer edges of symbols as well as through the center of a symbol, depending on the position to other symbols.



You can turn off the alignment tool by pressing the *Alt GR* key while positioning the symbol.

Warning: In the Google Chrome browser you can turn off the alignment tool with *Alt* and *Alt GR*. When using Internet Explorer, keep in mind that the *Alt* key opens the menu bar of the browser. So please only press *Alt GR* for turning off.

4.5.4 How do I align symbols to each other?

You can use an *Alignment* function to align symbols to each other.

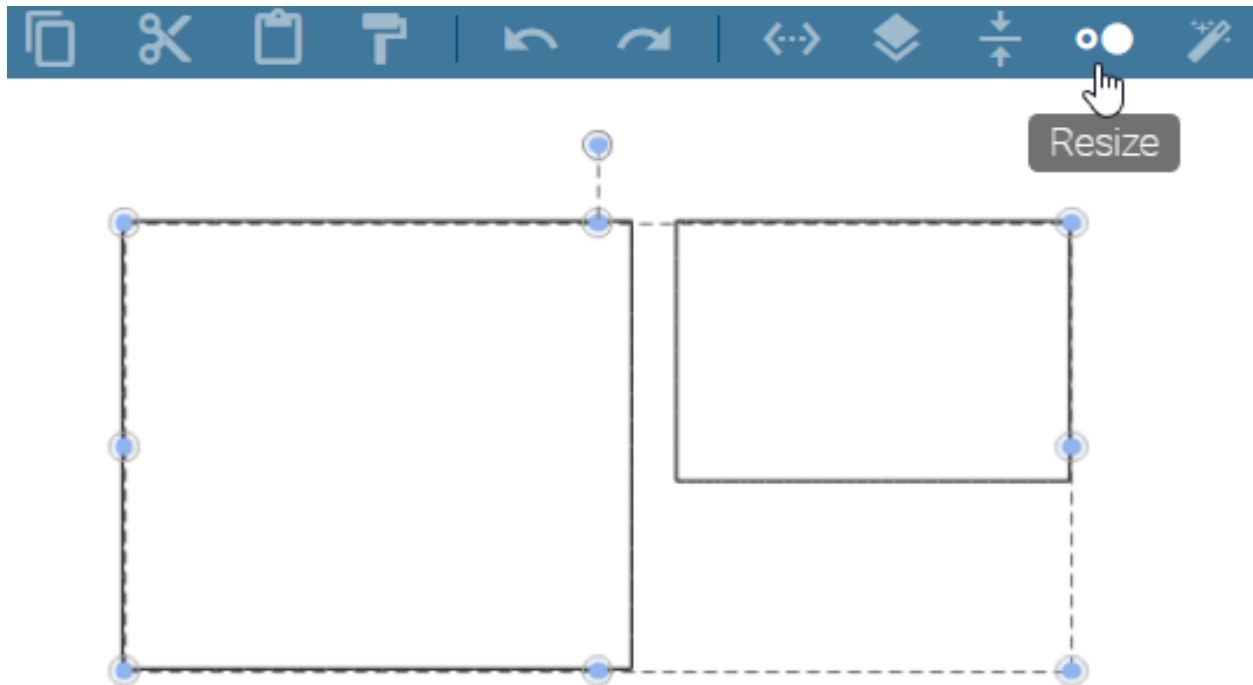
To do so open a checked out diagram that contains elements that you want to align to each other. Select several elements at the same time, either by dragging the mouse with pressed key over the area in which these elements are located, or by using the Shift key and clicking on the symbols. To finish, select *Align* from the menu bar and select an entry (for example, *Top align*). The elements are aligned to each other according to the first selected entry.



4.5.5 How do I match the size of symbols to each other?

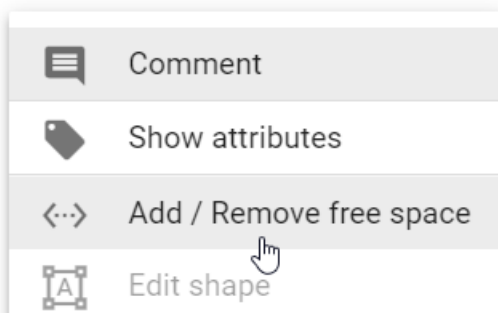
Open a checked-out chart that contains items whose size you want to match. Then, select several elements at the same time, either by dragging with pressed mouse key over an area in which these elements are located or by using the Shift key and clicking on the corresponding symbols.

Select *Resize* from the menu bar and select an entry (for example, *Fit to largest Shape*). The size of the elements is adjusted accordingly.



4.5.6 How do I add or remove space?

With the function *Add/ Remove Free space*, you have the option to insert or remove space between symbols when being in the editing mode.



Open the context menu by right-clicking in the editor and select the entry *Add/ Remove Free space* there or in the menu bar. Alternatively, you can access the function by a click on the option *Add/ Remove Free space* in the menu bar. Two blue dashed lines appear, one running horizontally and the other vertically through the diagram.

Click on a point in the diagram to set the start point where you want to start removing or adding free space.

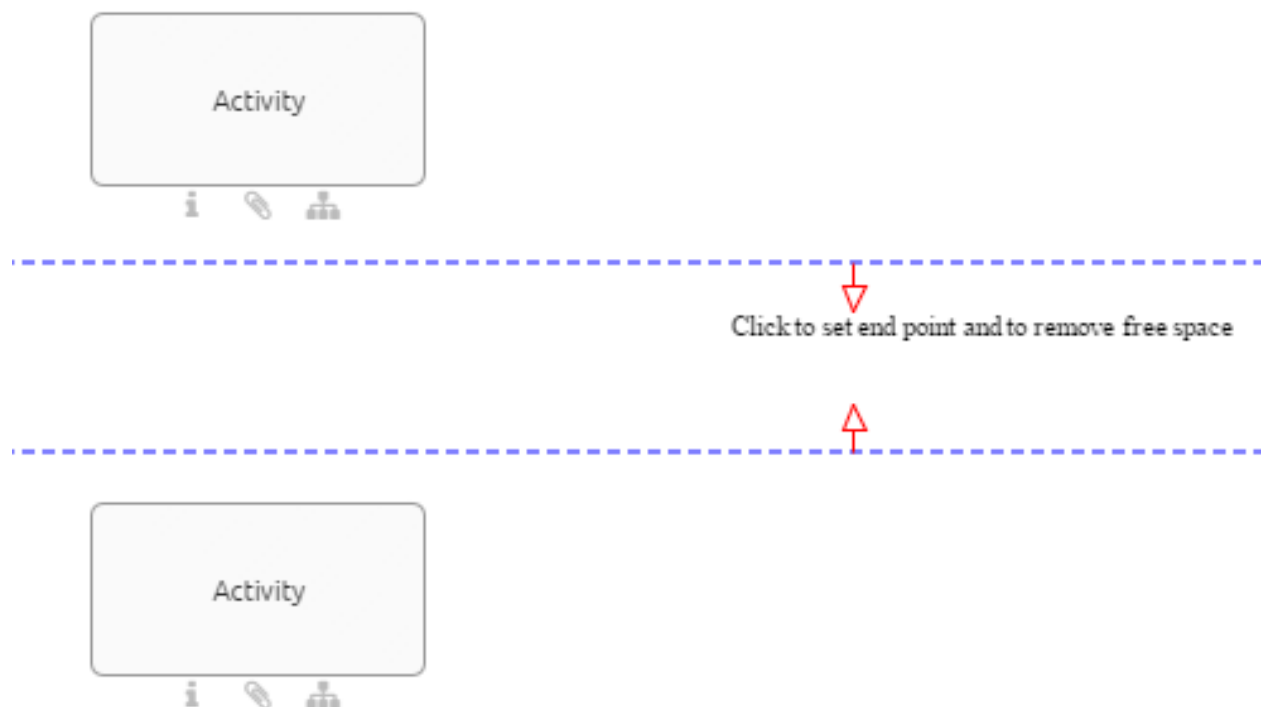


Add space

Click on a point in the diagram that is located on the right side or underneath the start point to add free space.

**Remove space**

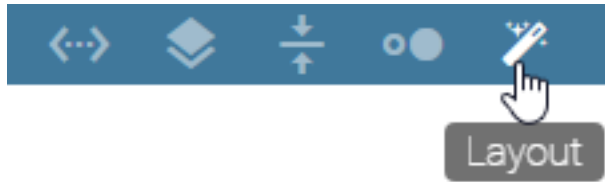
Click on a point in the diagram that is located on the left side or above the start point to remove free space.



4.5.7 How do I use the layout assistant?

The layout assistant helps you to layout the process flow. This means that the sequence flow and activities are in the foreground. The layout assistant is by default only available for the diagram types BPMN, EPC and VCD. In edit mode, of these diagrams you can layout the selection of a container object, multi-selections as well as the entire modeling. After layouting, the diagram is positioned at the 0/0 corner. In order to layout the whole modeling, you should not select anything in the diagram or select a symbol, which is not a container symbol. Your selection persists after layouting.

Navigate to the menu bar and click *Layout* in edit mode. This will automatically layout the objects involved in the process. In the meantime, the editor is overlaid by the corresponding message. It is distinguished between satellites and sequence flow.



Satellites: The various satellites associated with an activity, such as roles and documents, are divided into quadrants according to their modeled position. Within this quadrant, the satellite is automatically positioned uniformly depending on the modeling. Furthermore, the edge ports are reassigned here. The arrangement of the edges in EPK diagrams takes place on the right and left side of activities. In BPMN diagrams, the ports are created at the top and bottom of activities.

Sequence flow: Mainly underlying activities are assigned to a column. In the same way, adjacent activities are assigned to rows. Within these rows and columns, the activities are arranged in a straight line using the layout assistant. An activity including satellites is considered as one related object. This affects the height and width of columns and rows. Sequence and message edges between activities reassigned if necessary.

Note when layouting containers in the diagram:

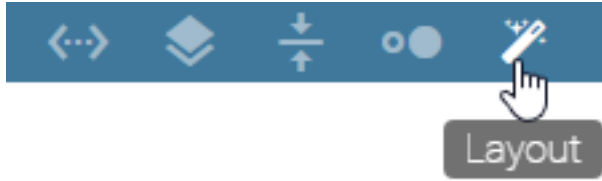
- If you want to layout the whole diagram with a container in it, the size of the containers is adjusted in addition to the changes described. The containers thus keep a configured distance from the internal elements. When resizing, however, the header side of pools is excluded, so that no configured distance is kept there.
- If a container, such as a horizontal or vertical pool or lane, is selected, the layout assistant takes the symbols within this container into account. The layout of the elements in any container always follows the same rules, while the container size remains unchanged.

This chapter describes the default settings. The layout may behave differently, if the settings for the corresponding diagram type have been *adjusted in the administration area*.

Note: The layout assistant does not support the simultaneous use of horizontal and vertical pools within a diagram.

4.5.8 How can new symbols be automatically layouted?

The *layout assistant* is permanently activated by pressing *CTRL* -key and simultaneously clicking on *Layout*. The associated icon remains highlighted in the menu bar. When creating new symbols with one click via the mini symbol palette, the symbols are directly routed and placed in the corresponding position.



With *CTRL* and left mouse button, the permanent setting can be deselected again. A single click on *Layout* still corresponds to the *Layout described above*.

Note: The “Undo” and “Redo” modeling features exclude these layout assistant changes.

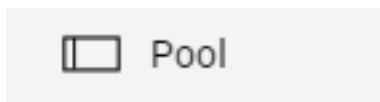
4.6 BPMN Collaboration

4.6.1 How do I work with pools and lanes?

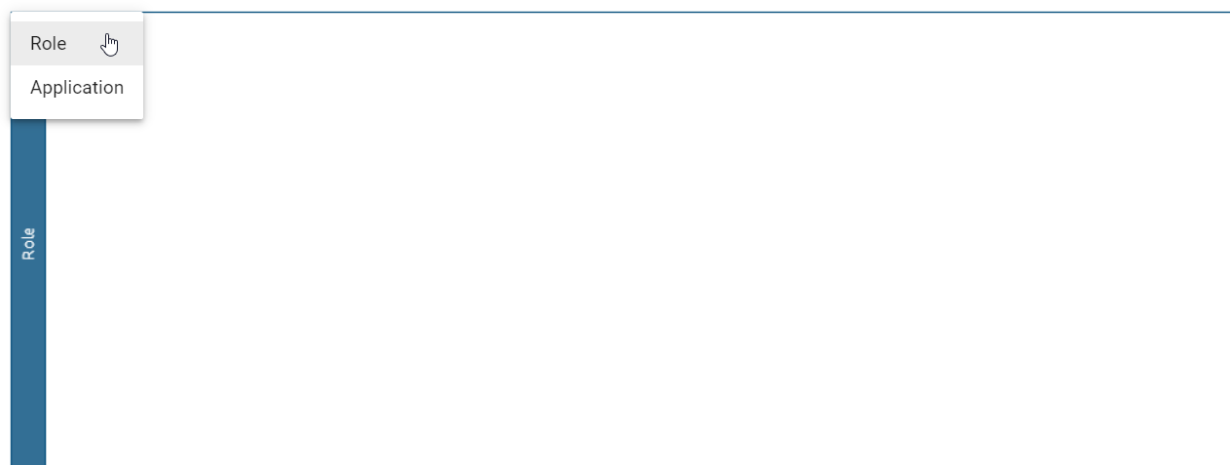
This chapter explains the modeling of a BPMN collaboration diagram. In contrast to other objects, lanes are not dragged from the symbol palette into the editor, but can be generated via a pool. This prevents lanes from being loosely modeled (i.e., outside of pools), which is not allowed according to the BPMN standard of OMG.

Create a pool:

Open your BPMN diagram and check it out or create a new BPMN diagram. Afterwards, use drag & drop or stamp mode to model a pool from the symbol palette.



A selection menu for the pool opens. In this case, you may decide whether the pool will represent a *Role* or an *Application*. Please note that this decision can not be changed afterwards.



Create a lane:

Select the pool located in the editor (a further subdivision of lanes can be made accordingly). There are some icons at the top right-hand side of the object.

If you click on the two horizontal strokes, two lanes are generated in the object.



Select a lane with a left-click. If you click on the arrow pointing upwards or downwards on a horizontal line, you can insert additional lanes above or below.



To change the position of the selected lane, click on the up or down arrow. The lane is moved up or down.

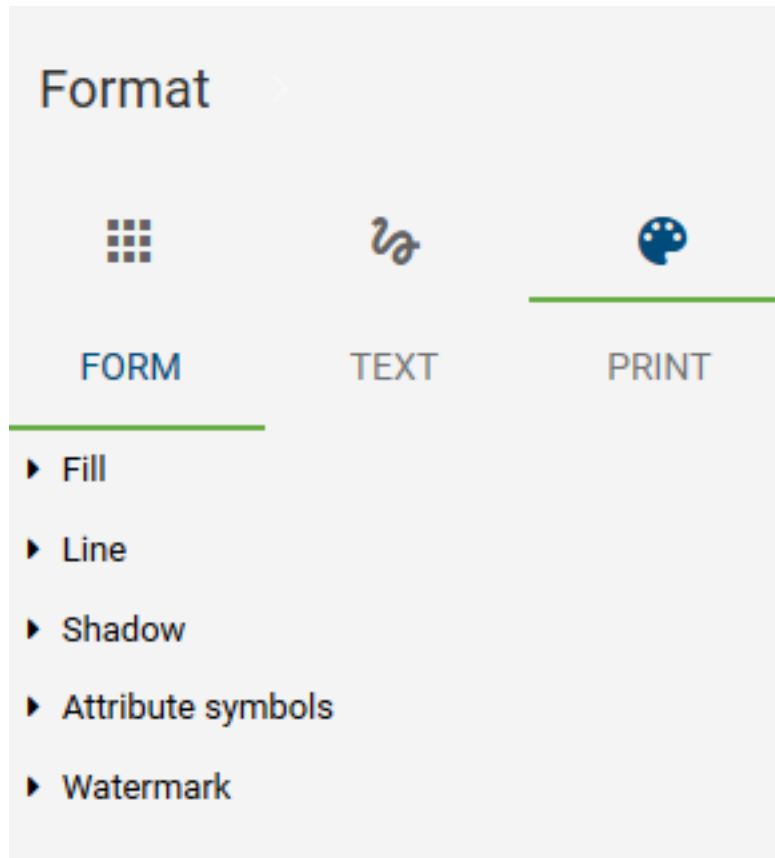


Note: A pool which is containing lanes can be selected by clicking on the blue header.

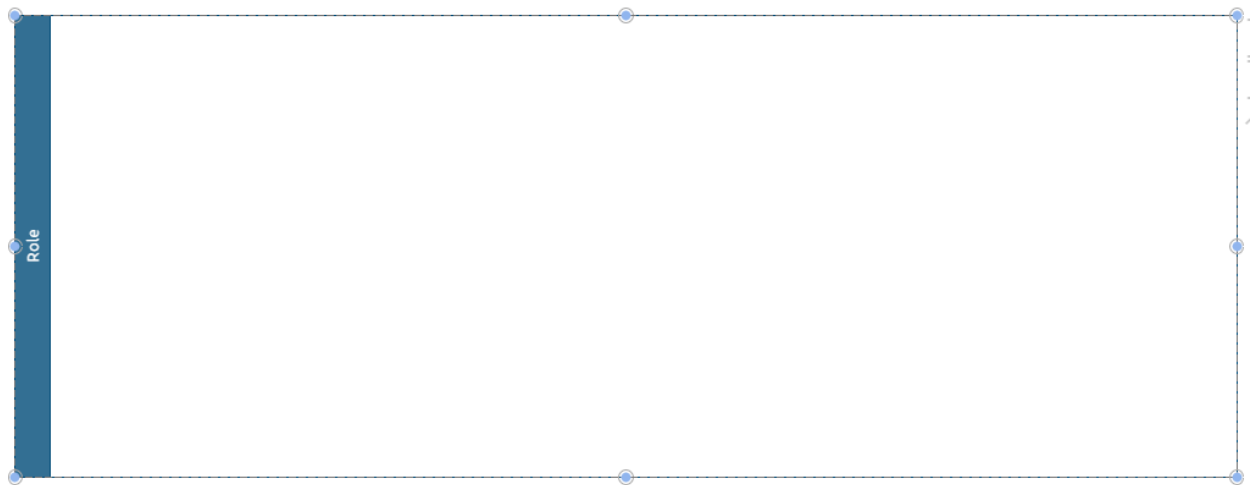
4.6.2 How do I change watermarks of pools and lanes?

Watermarks are visible by default in the background of pools and lanes. These watermarks are repeatedly shown from a certain width of the symbol and automatically display the name of the pool or lane in the selected content language. You can adjust the watermark yourself as follows.

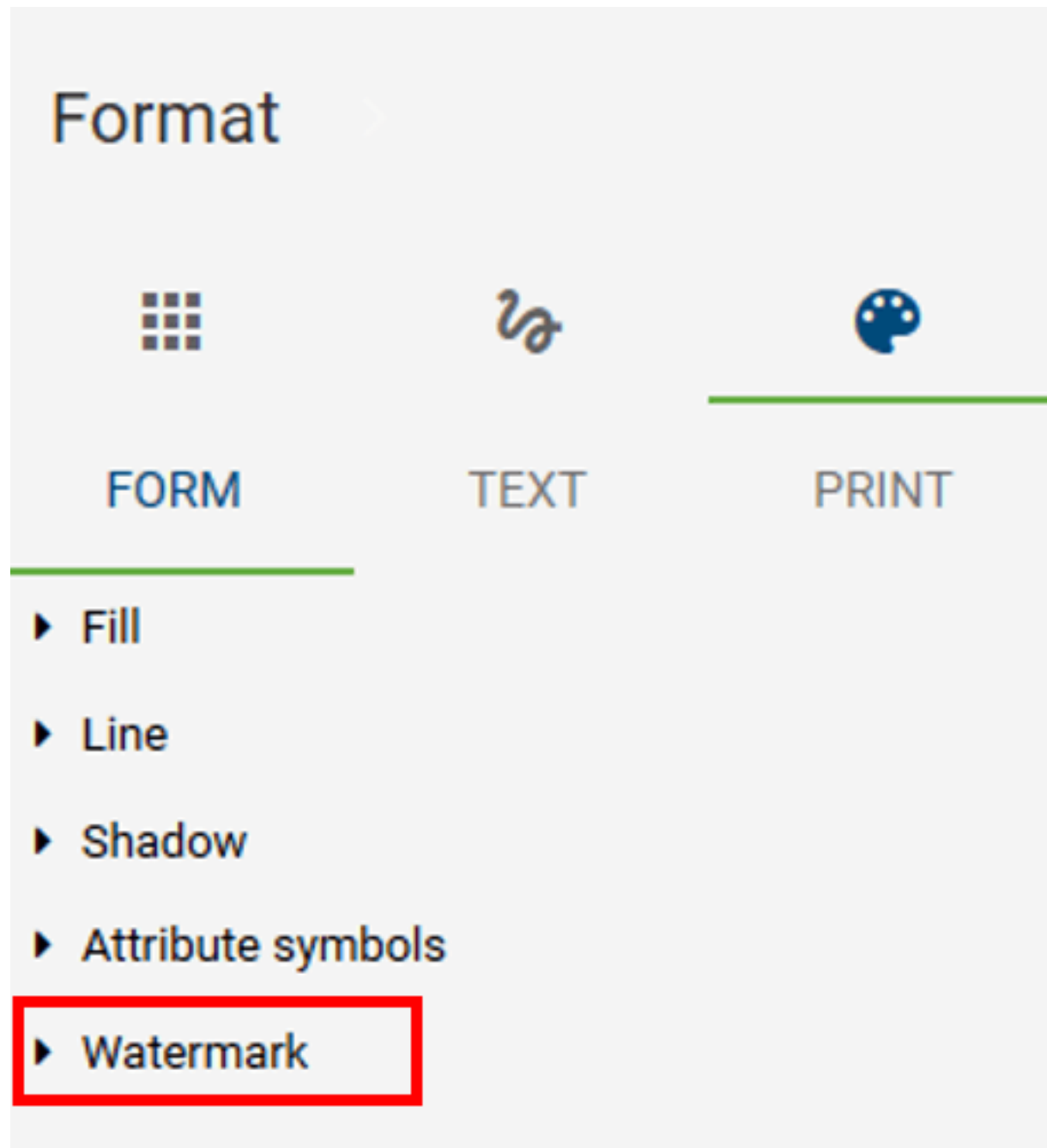
Navigate to the format settings via the *symbol palette* by selecting the third icon on the symbols menu.



Select the pool or lane including the watermark you want to edit.



Select the menu button *Form* and open the entry *Watermark*. There you can remove the watermark by deselecting the checkbox *Visible* or you can rename the watermark and adjust it to your needs. Customization options include font size and color, as well as the location of the watermark within the pool or lane.



Note: If you rename the watermark itself in the symbol palette in the *Text* field, it will no longer initially display the name of the object. To have the name of the object automatically adopted again, you only have to remove your input in the symbol palette under *Text* or leave the input field empty.

4.6.3 How can I model inside and between pools?

As soon as you want to connect two pools, the connection type *Message Flow* is selected automatically. This applies also for connections between activities and connections between activities and events, which lie in different pools.



If those objects are connected within a pool the connection type *Sequence* will be selected automatically.

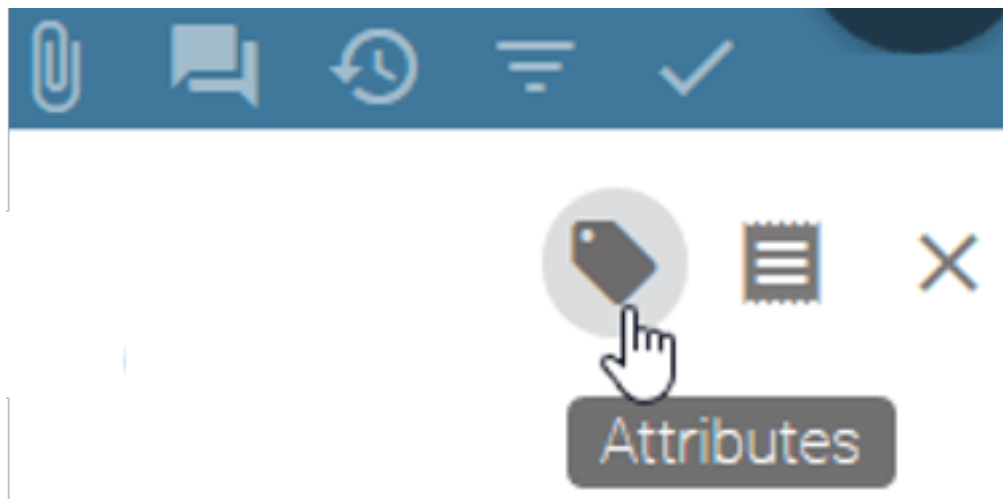
In addition, connections can be modeled using the *mini symbol palette*. When creating a new object from the mini symbol palette of an existing object that is in the pool, the following is considered: If the new object is placed outside the pool and not in another pool, the pool is automatically enlarged. Thus, the pool contains the new object, which is connected to the other object via the type *Sequence*. If the new object is stored within another pool, no connection is initially created. This can subsequently be modeled again as a *Message Flow* via the *connection symbol*.

Please note that the connection type does not change by moving an object from another pool into the pool of the connected entity. This may cause *validation errors*.

4.6.4 What kind of task types exist in a BPMN diagram?

You have the possibility to change the activity type of an activity in your BPMN diagram. This provides two advantages. Firstly, the selected activity type will be displayed with an icon, which makes your diagram more readable. Secondly, BIC Process Execution allows you to provide templates for the specific types that can reduce the workload of your users.

If you want to change the task type of an activity you need to select the corresponding activity first. After that go to its *attributes*.



In the group *Typing* you can change the attribute *Task type*. To do that change the type as desired using a selection menu. It opens by a click on the marked arrow. The changes are also noticeable at the object itself through different icons that show up.

Task Type

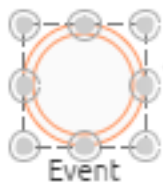
You can choose from the following options. But be aware that some template editors only work in combination with BIC Process Execution. Therefore your process must be marked as *executable* as well.

- **None:** This is the default type for an activity. It does not allow the creation of any additional templates.
- **Send:** This task type defines that an user has to send a message. BIC Process Execution allows the creation of an *e-mail template* and the automatic sending of emails. It is symbolized by a filled envelope.
- **Receive:** This task type expects that your user will receive a message. It is symbolized by an envelope.
- **User:** A user task is a task which will be executed by one of your users (if necessary with software support). BIC Process Execution allows the possibility to define own *user forms*, where a user can input or calculate values and get output values.
- **Manual:** The task type manual is characterized by the fact that it must be performed manually by a user. Therefore, it has no form of integration with BIC Process Execution. It is symbolized by a hand.
- **Business Rule:** A business rule allows you to define certain rules and conditions to calculate an output value or to set a variable to a certain value. *This chapter* gives you more details about how to use the DMN editor. This type is symbolized by a table.
- **Service:** You can use a service task to use *REST Calls* in your process. This means you can integrate other software components or web services with BIC Process Execution. The symbol of this type is a gear.
- **Script:** With the help of a *script task* you can include your own scripts so this process step can run automatically. It is symbolized by a computer chip.

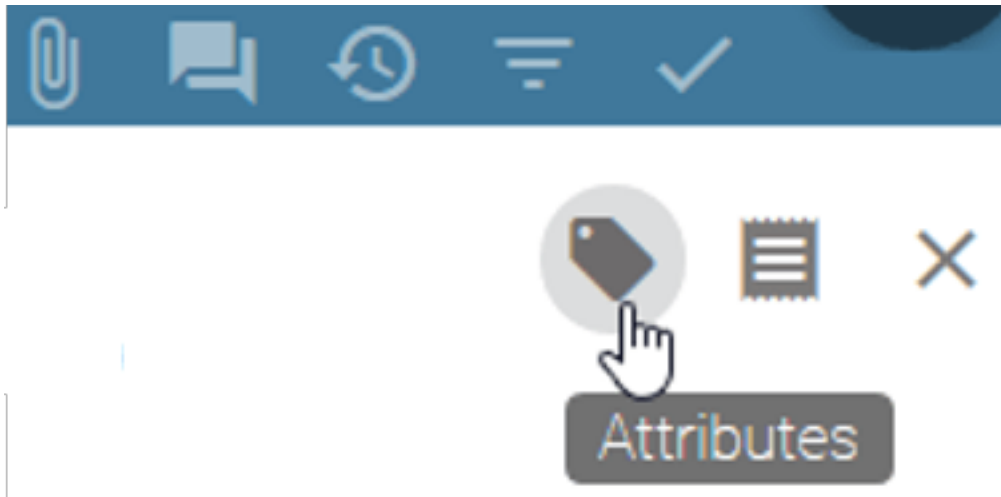
Note: In addition to the *Task type*, you also have the option of further typing your activities using the attribute selection fields *Process type* and *Multiple Instance Type*. With the *Process type* for example you can define a *call activity*. Through the function of *Multiple Instances Type*, you can, for example, mark activities as *parallel multiple instances*.

4.6.5 How do I change the event type in a BPMN diagram?

Select the event whose event type you want to change.



Display the attributes.



In the *Event type* attribute field, you can change the type as desired using a selection menu. To do this, click on the marked arrow. The changes are also noticeable at the object itself through different icons that show up. There are different event types available for the start, intermediate and end event, according to the OMG standard.

Event Type



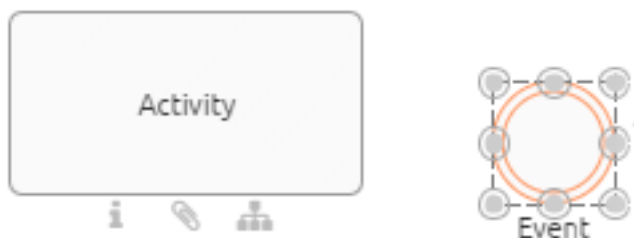
4.6.6 How do I attach an Intermediate Event to an Activity?

In BPMN diagrams you have the possibility to attach an intermediate event to an activity:

First, you need an activity. Then, drag & drop the intermediate event that you want to attach over the edge of the activity. The appearing orange edge means that you can attach the event to the activity. One half of the intermediate event is always placed inside the activity.



If you want to remove the intermediate event from the activity, simply drag & drop it back into the editor.



Note: When you move or change the size of the activity, the intermediate events remains attached to it.

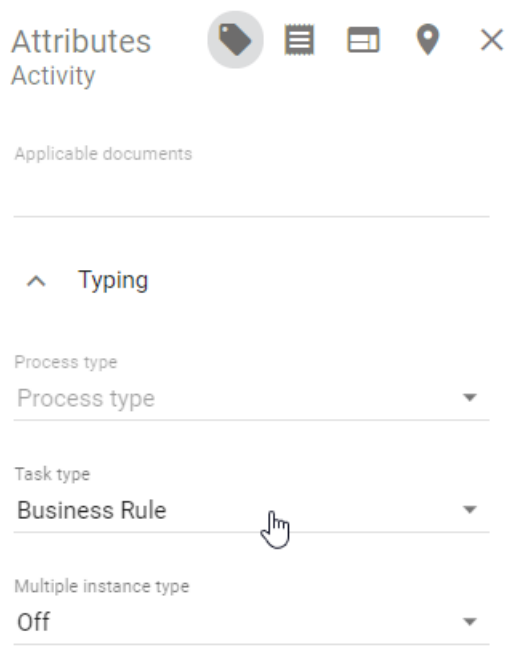
4.7 DMN Editor

The DMN Editor gives you the option to add business rules to your diagram. Based on these rules, business processes can determine what action should be taken in different decision making situations.

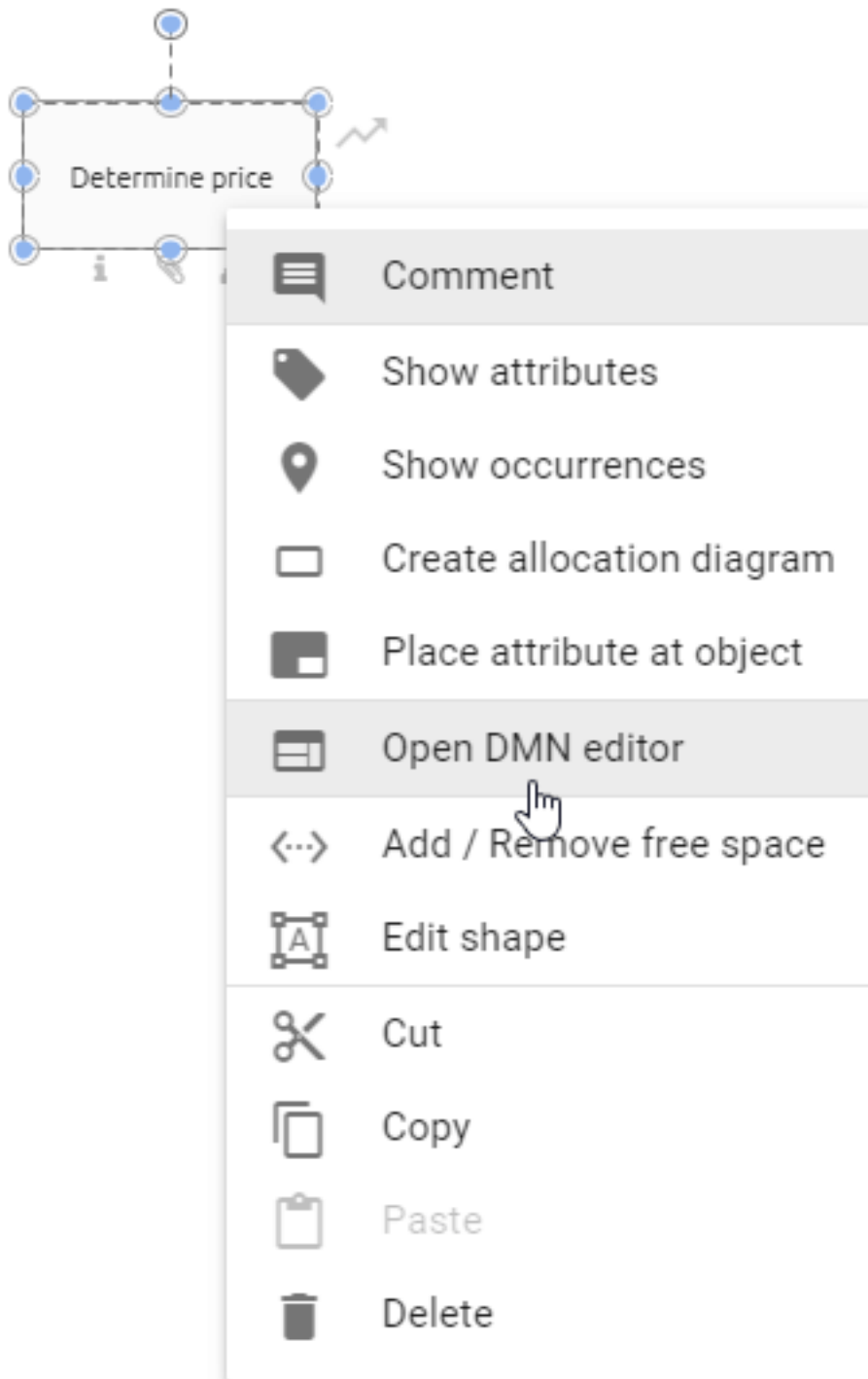
Note: Decision tables can be created for objects of the type decision or for activities.

4.7.1 Where do I find the DMN Editor?

In the relevant diagram, navigate to the decision or activity for which you want to set rules. The object must have the *task type Business Rule*. You can find the *Task type* in the attribute group *Typing* within the *attributes* of the corresponding object.



To run the DMN editor open the context menu of the corresponding object with a right click on its symbol. Select the entry “Open DMN editor”.



Alternatively, you can open the editor by selecting the activity and choosing *Editor* in the *Details* menu. There you will find the button *Open Editor*. Select it and the DMN editor will be opened.

The DMN editor opens in the form of a table. Here you can set and edit rules, input and output values. Alternatively, you can *import* whole decision tables. To get back to your diagram choose the option *Save* in the top right corner if you want to save your changes. If you do not want to save your changes select *Cancel*.

defaultDecision - defaultDecision			
	Input	+	Output
U	Dispatch type (input) string	Weight (lb) (input) double	Shipment costs (€) (output) double
1	"National"	<= 2	3.50
2	"National"	[2.01..5]	5.99
3	"National"	>5	9.65
4	"International"	<= 2	7.40
5	"International"	[2.01..5]	13.25
6	"International"	> 5	-
+			

4.7.2 How is the DMN editor structured?

The available functions of the DMN editor are arranged within a table. The table can be divided into the following sections:

1. *Hit Policy*: Here you can see the selected *hit policy*.
2. *Input/Output*: The column *Input* includes all possible input values, which should be considered by the user. Analogously, the *Output* column returns the respective output values of the defined rules.
3. *Rules*: In this section you will find all *decision rules*, after which the respective decisions are later evaluated.

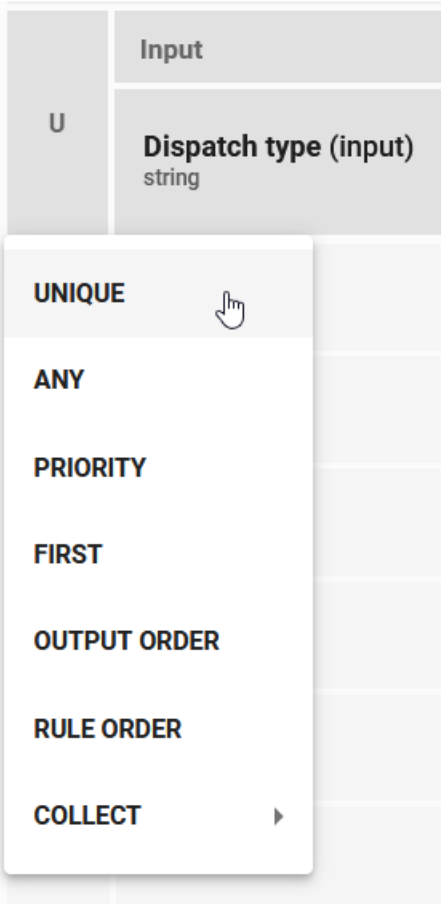
determine shipment costs - Shipment costs			
	Input	+	Output
U	Dispatch type (input) string	Weight (lb) (input) double	Shipment costs (€) (output) double
1	"National"	<= 2	3.50
2	"National"	[2.01..5]	5.99
3	"National"	>5	9.65
4	"International"	<= 2	7.40
5	"International"	[2.01..5]	13.25
6	"International"	> 5	-
+			

4.7.3 How can I change the selected hit policy?

With the help of the hit policy you can determine how your decision rules will be executed. You can change the policy with the following steps:

Navigate to the respecting business rule and *open the DMN editor*. Then, click on the field which displays *the actual hit policy*.

A list opens, that contains all available policies. Here you can select the desired hit policy.



4.7.4 Which hit policies exist and how can I use them?

With the DMN-Editor you can create rules that may overlap. Below you can see an example of that. Hit Policies are used to determine which output shall be returned.

DMN - Editor 🔍 ⬇️ CANCEL SAVE

defaultDecision - defaultDecision

	Input +	Output +
U	Input (input) string	Output (output) string
1	>5	0
2	>10	2
3	<5	1
+		

A distinction is made between hit policies that return only one value and those which can return multiple values.

If you want only one output out of your decision table, you can use the following hit policies.

- **UNIQUE**: The rules are not allowed to overlap. Only a single rule can be matched and return its output.
- **ANY**: Rules may overlap, but if they do they have the same output. Any match can be returned. If the outputs are not the same there will be an error while using the decision table.
- **PRIORITY**: This hit policy is currently not supported.
- **FIRST**: Rules may overlap. If they do, the first rule who matches returns its output. That means that the order of the rules in the DMN-Editor is important.

If you want to get more than one output, you can use the following hit policies.

- **OUTPUT ORDER**: This hit policy is currently not supported.
- **RULE ORDER**: All outputs of matched rules will be returned, in order of the rules in the DMN-Editor. That means that the order in the DMN-Editor is important.
- **COLLECT**: All outputs of matched rules will be returned in an arbitrary order. Optionally, you can add an operator to manipulate your result:
- **no aggregation**: All values will be returned.
- **sum**: The sum of all numeric outputs will be returned.
- **min**: The smallest value of all numeric outputs will be returned.
- **max**: The biggest value of all numeric outputs will be returned.
- **count**: The number of rules matched will be returned.

4.7.5 How do I add input and output values to my decision table?

If you want to use additional input or output values for your decision rules you can add them to your decision table by executing the following steps:

Open the DMN editor of the respecting activity.

Click on the plus button next to *Input* or *Output*, within the *section “Input/Output”* to add a new input or output value to your table. The new input/output value then appears in the corresponding column.

	Input		Output
U	Dispatch type (input) string	Weight (lb) (input) double	Shipment costs (€) (output) double
1	"National"	<= 2	3.50
2	"National"	[2.01..5]	5.99
3	"National"	>5	9.65
4	"International"	<= 2	7.40
5	"International"	[2.01..5]	13.25
6	"International"	> 5	-
+			

4.7.6 How can I edit the input values?

Within the decision table, the properties of your input values can be edited comprehensively for all decision rules. To change these properties *open the DMN editor* of the desired object and then click on the input value in the *“Input/Output” section*. A dialog box opens in which you can adjust the selected input value.

You can edit the following properties:

- **Label:** Here you can specify the name under which the respective input value is displayed in the *attributes of the object*. If you do not specify a label, it gets automatically generated (e.g. Input1).
- **Input variable:** As soon as you evaluate input values they are stored in variables. These should have a unique identification for further processing by the DMN engine. The identification is defined within the property *Input variable*. Be aware that for the value of the *Input variable* only a combination of the following characters is allowed: lower- and uppercase letters, underscores and numbers. Numbers are only allowed as subsequent characters. If no value has been set it is automatically generated by the DMN editor. This generated value is based on the given value set in the property *Input label*. You also can use pre defined process variables here.
- **Expression:** This property allows you to define expressions for each input value. As a result, the input values of the decision rules can be additionally specified and changed.
- **Data type:** With the drop-down menu you can specify the data type for the respective input value. You can choose from the following data types: *string*, *boolean*, *integer*, *long*, *double* and *date*.
- **Predefined values:** You have the following options for input values of type String: Enter strings in the *Define new value* field and add them to the list of predefined values using the *plus icon*. Existing list entries can be deleted via the corresponding *trashcan icon*. Finally, this list serves as a suggestion list for possible input values for the *evaluation of the decision*. The predefined values can therefore reflect the cells entered in the *section*

“*Rules*” for the respective input. Be aware that this list is only a suggestion list. Users can still enter different input.

Edit input

Label
Dispatch type

Input variable
dispatch_type

Expression

Data type
String

Predefined values

Define new value +

National

International

CLOSE

After you have completed your changes, you can save them by clicking the *CLOSE* button.

Note: You can use the variables defined here in other activities, e.g. as a process variables in BIC Process Execution.

4.7.7 How can I edit the output values?

Within the decision table, the properties of your output values can be edited comprehensively for all decision rules. To change these properties *open the DMN editor* of the desired object and then click on the output value in the “*Input/Output*” section. A dialog box opens in which you can adjust the selected output value.

You can edit the following properties:

- *Label*: Here you can specify the name under which the respective output value is displayed in the *attributes of the object* after the evaluation of the input values.

- *Output variable*: As soon as you evaluate the decision rules, the output values are stored in variables. These should have a unique identification for further processing by the DMN engine.
- *Data type*: With the drop-down menu you can specify the data type for the respective output value. You have the option to choose between the following data types: *String*, *Boolean*, *Integer*, *Long*, *Double* und *Date*.

Edit output

Label
Shipment costs (€)

Output variable
versandkosten

Output values

Data type
Double

CLOSE

After you have completed your changes, you can save them by clicking the *SAVE* button. Click the button *CANCEL* to discard your changes.

Note: Possible functions of the property *Output Values* are currently not supported.

4.7.8 How do I delete input and output values from my decision table?

To remove an input or output value, execute the following steps:

Open the DMN editor of the respective activity. Choose the Option *Delete column* in the column you want to delete. This option is displayed with a *trashcan-icon*.

DMN - Editor			
determine shipment costs - Shipment costs			
	Input	Output	
U	Dispatch type (input) string	Weight (lb) (input) double	Shipment costs (€) (output) double
1	"National"	<= 2	3.50
2	"National"	[2.01..5]	5.99
3	"National"	>5	9.65
4	"International"	<= 2	7.40
5	"International"	[2.01..5]	13.25
6	"International"	> 5	-
+			

Note: Note that there must always be at least one input or output value for each decision table. If, for example, there is only one input value, it cannot be removed from the table.

4.7.9 How do I administrate my decision rules?

Within *the section "Rules"* of the DMN editor you will find all decision rules for this decision. Every row represents a rule. It is defined by the specified input and output values. You can change these values with a click on the cell, that contains the value you want to change.

You can use the following functions to administrate the the decision rules:

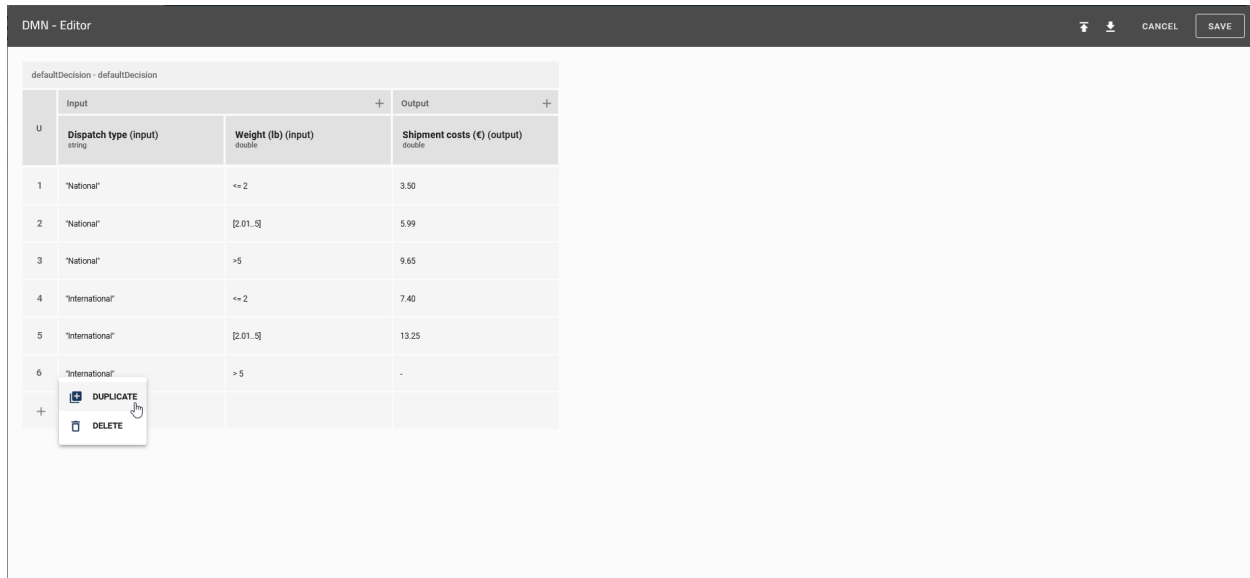
Add row

Through a click on the plus symbol under the last row you can add a new rule to your table.

DMN - Editor			
determine shipment costs - Shipment costs			
	Input	Output	
U	Dispatch type (input) string	Weight (lb) (input) double	Shipment costs (€) (output) double
1	"National"	<= 2	3.50
2	"National"	[2.01..5]	5.99
3	"National"	>5	9.65
4	"International"	<= 2	7.40
5	"International"	[2.01..5]	13.25
6	"International"	> 5	-
+			

Duplicate row

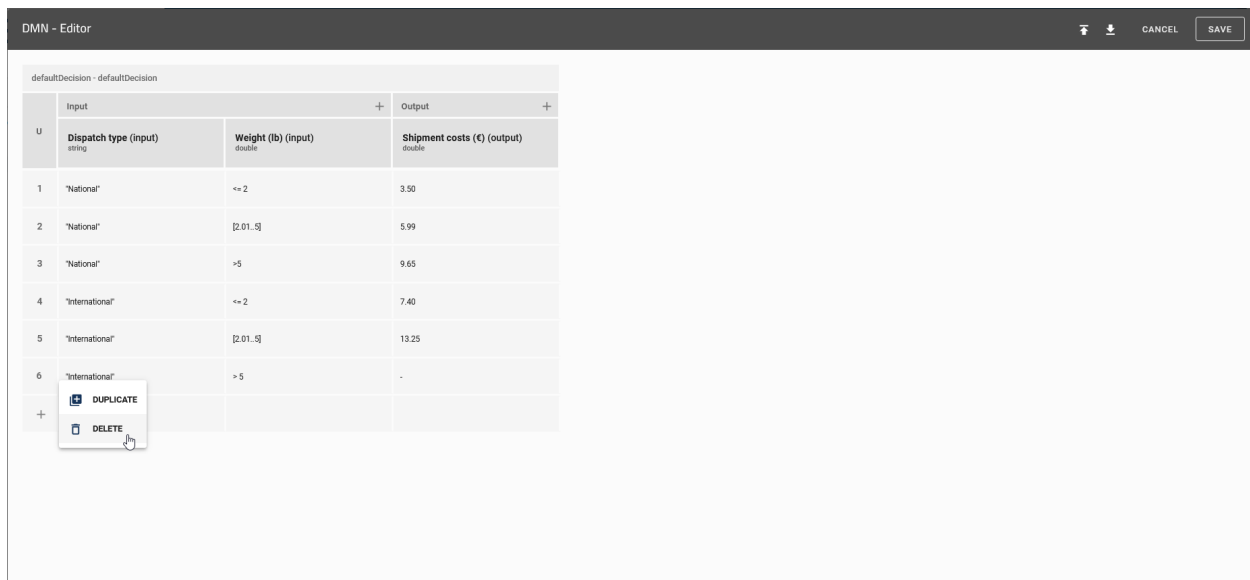
For easier handling, you can also duplicate entire rows. To do so, click on the number of the rule you want to duplicate, then select the option *Duplicate* from the context menu.



After that, a new rule will be created under the selected row. The new rule has the same values as the selected one.

Delete row

To delete a rule, click on the number of the respecting row and select the option *Delete* in the context menu. The line then disappears from the table.



Note: The semantics of the defined values are based on the DMN standard FEEL (“Friendly Enough Expression Language”).

4.7.10 Where can I use the decision tables?

To use a decision table, navigate to the details of the respecting object and click on the *Decision* icon.

Decision Aktivität

Dispatch type

Weight (lb)

EVALUATE

Here you can specify the specific input values. If *predefined values* have been maintained previously, a suggestion list appears when clicking on the respective input field. Click on *Evaluate* to start the evaluation. The results will then be displayed below the input values.

Decision Determine ship...

Dispatch type
National

Weight (kg)
2.5

EVALUATE

Results

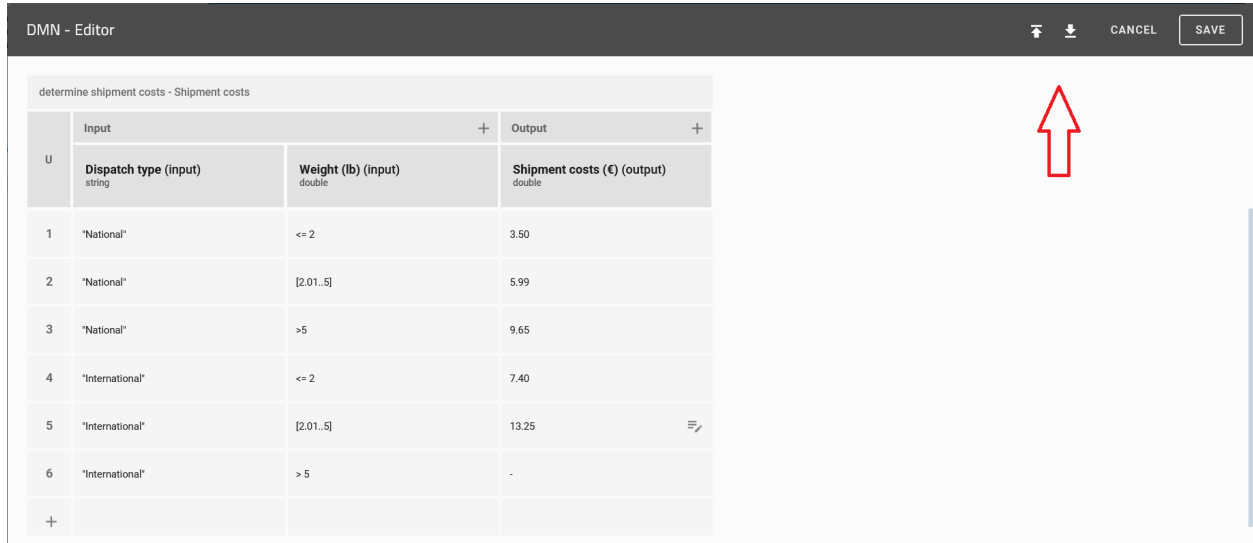
Shipment costs (€)
5.99

Note: When entering the values within a text field, pay attention to the capitalization!

4.7.11 How can I import/export decision tables?

Using the DMN editor, you can import existing DMN tables or export DMN tables from BIC Process Design. Both options are explained below. *Open the DMN editor* of the activity

Choose the option *Import* or *Export*.



determine shipment costs - Shipment costs			
	Input		Output
U	Dispatch type (input) string	Weight (lb) (input) double	Shipment costs (€) (output) double
1	"National"	<= 2	3.50
2	"National"	[2.01..5]	5.99
3	"National"	>5	9.65
4	"International"	<= 2	7.40
5	"International"	[2.01..5]	13.25
6	"International"	> 5	-
+			

Import

If you select the *Import* option, a dialog box opens in which you can select the desired file. By clicking on *Open* the file will be imported afterwards.

Note: Note that the file, which should be imported, must be a .dmn file.

Export

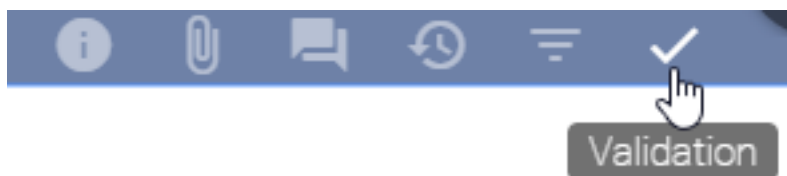
Select the option *Export*. Your table will be exported as a .dmn file and automatically downloaded.

4.8 Validation

4.8.1 How can I validate my modeling?

You can determine whether your modeling is valid for the settings selected by the administrator. To do this, open the *Validation* tab from the menu bar.

During modeling, you can display messages about validation errors in the diagram in the validation tab. When you *Save* the modeling or reopen the validation bar, it is updated.

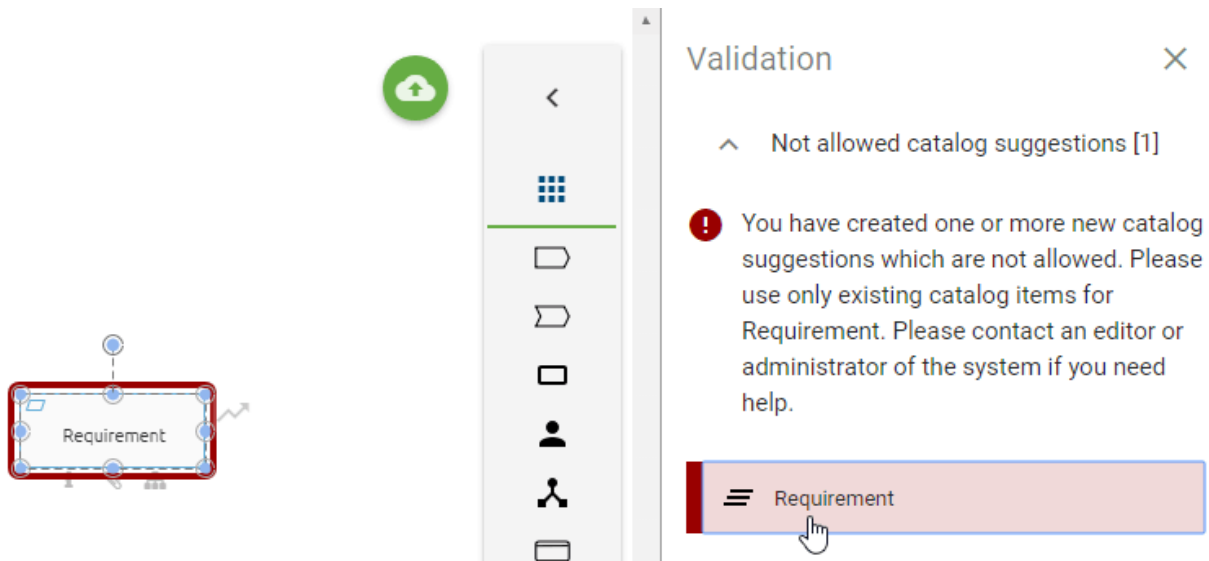


At **check-in**, the consistency check is automatically activated. A note informs you about OCL rule violations that prevent check-in (severity *blocker*) and existing catalog suggestions in the modeling that are not allowed. With a click on *Ok* you can display these in the validation bar. Further validation errors are not automatically reported during check-in.

In both cases, you can see a list of *unapproved* or *not published* catalog entries regarding this diagram or *entities for which check-in is prohibited* in the right sidebar. If *OCL rule violations* or *invalid sequence flows* are existing in the diagram, the corresponding list is displayed here, too. In addition, catalog entries will be displayed if their *Valid to date* is reached. In the diagram, when clicking on a list entry, the associated symbols are highlighted in color. Furthermore, you can collapse the lists by clicking on the list header, which also shows the number of entries. At the top right you can *Close* the validation bar.

4.8.2 How do I handle not allowed catalog suggestions?

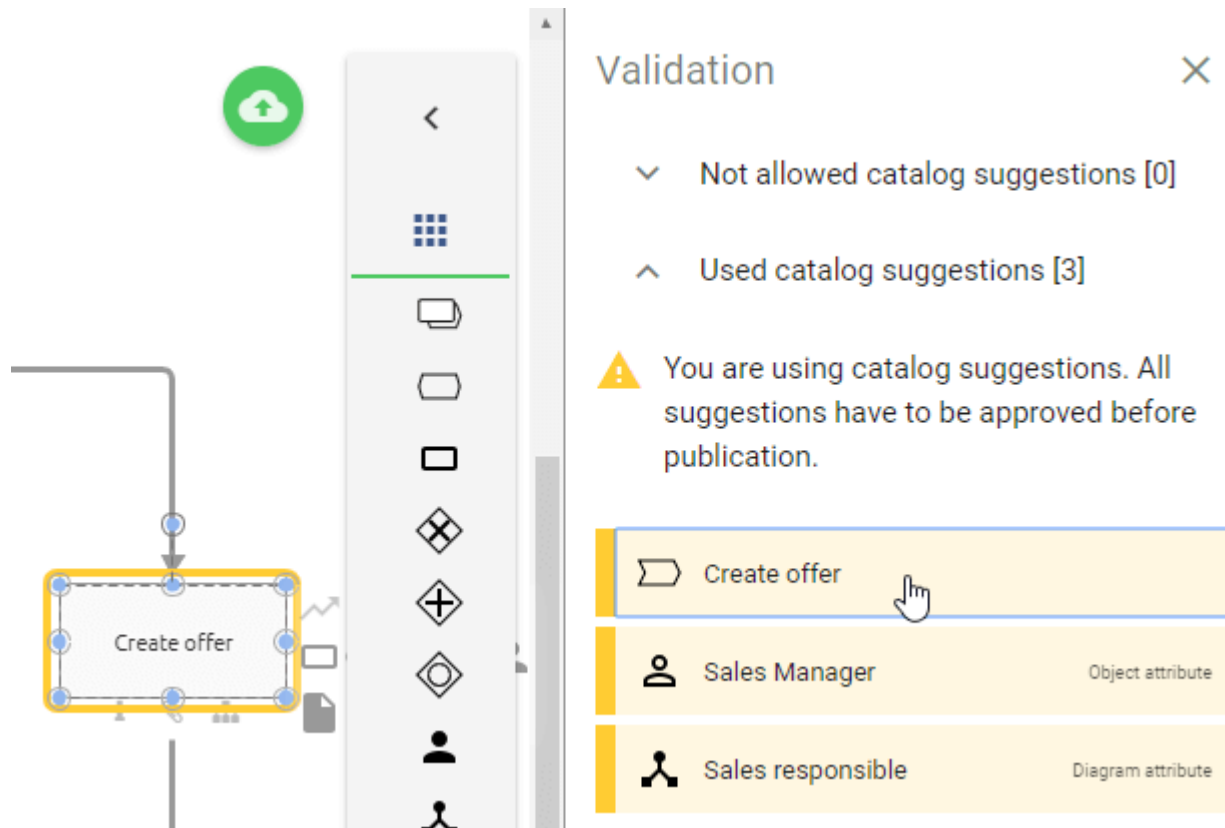
As long as some inadmissibility is displayed in the validation list *Not allowed catalog suggestions*, you will be not able to check in the diagram. The affected symbols that are additionally marked red in the validation should therefore be linked to an existing catalog entry via the *suggestion list*. If no suitable catalog entry exists, you can remove the symbol from the diagram. On the other hand, users can create a suitable new catalog entry with the rights of an editor. As soon as no more inadmissibility exists after saving, check-in is possible.



Note: Users who have the appropriate permissions can still *create objects in the catalog* for reuse in diagrams.

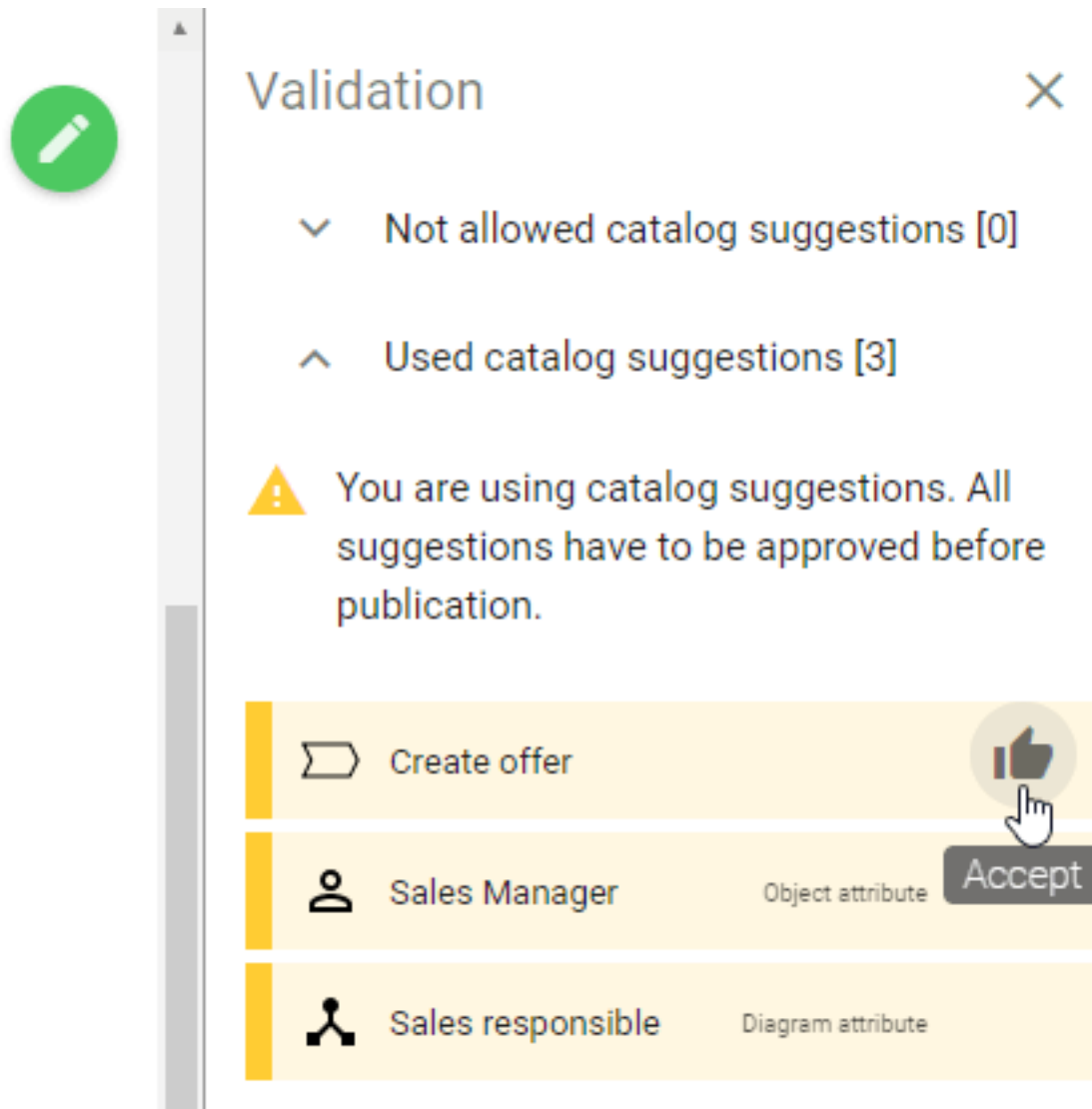
4.8.3 How do I deal with unapproved catalog suggestions?

In the validation you can see the list *Used catalog suggestions*. Entities in the opened diagram are listed here if they are not yet accepted in the catalog. This applies to newly created, existing symbols or symbols that are linked to catalog entries via attributes. When the validation bar is open, modeled entities are listed in yellow and marked in the editor by clicking on the entry. Entities, that are accepted in the catalog but are linked to unaccepted entities in the attributes, are also marked. It is indicated by the addition *Object attribute* in the list entry. If this behavior also occurs in the diagram attributes, the listed entity is labeled with *Diagram attribute*.



Check-in is not restricted by this feature. However, before publishing the diagram, the catalog suggestions listed here should be approved in the catalog of the public workspace. Otherwise publication is not possible and by starting the workflow, the initiator receives a corresponding message in the application. Users which have editor rights are able to approve those entries *within the catalog* or directly in the validation.

The diagram has to be checked in to approve these entries in the validation. If you then move the cursor over the respective entry, the *Accept* button appears to the right of the entry's name. By clicking that button, the proposed catalog entry will be automatically accepted.



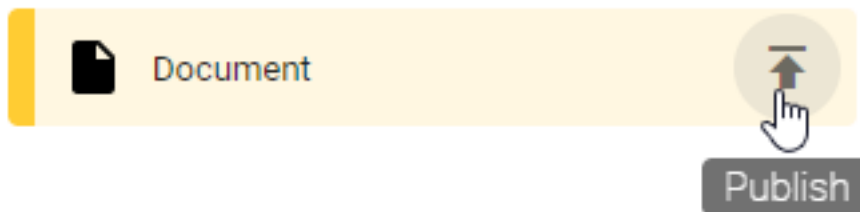
Note: Entries referring to objects or attributes within an *allocation diagram* will not automatically open this diagram after being clicked on. Open the allocation diagram to see the corresponding selection.

4.8.4 How do I deal with unpublished catalog suggestions?

In the validation, you can see the list of *Not published catalog items*. Entities of the selected diagram are listed here if they have their own responsible person (lifecycle) but have not yet been published.

^ Not published catalog items [1]

 You are using not published catalog items. All catalog items with governance lifecycle have to be published individually before diagram publication.



This applies to newly created, existing symbols or symbols that are linked to catalog entries via attributes. When the validation bar is open, modeled entities are listed in yellow and marked in the editor by clicking on the entry. Entities, that are linked to not published entities in the attributes, are also marked.

The user receives a corresponding message concerning unpublished catalog entries when initializing the publication of the diagram. The diagram can therefore only be published once all contained catalog entries with their own life cycle have already been published or the publishing process has been initiated. If a catalog entry is already in the preview stage but has not been published yet, a draft version of this entity is created in the published diagram. This draft version only contains the name and access restrictions of the entity. Once the catalog entry is published, the draft version is replaced by the correct version.

Users with author rights can publish the *catalog entries in the catalog* or directly in the validation tab. To start the publication directly, the diagram must be checked in. Use the mouse to navigate to the list entry so that the *Publish* button appears next to its name. You can initiate the workflow as usual by clicking this button.

4.8.5 How are OCL rule violations displayed?

The OCL (Object Constraint Language) is supported on the method side and is also used for validating the model. This allows you to set various modeling restrictions that help users to design valid diagrams. Rules defined with OCL for modeling are checked during modeling and/ or afterwards (during check-in). Rule violations are displayed in the validation mode and can be defined in the method with appropriate notes for the modeler. Both connected and unconnected modeling objects can be validated. By clicking on the list entry in the validation, the corresponding object is marked in the diagram.

This is for example used in BPMN Collaboration diagrams to prevent invalid message flows. In this case, a message flow was modeled between two objects that are placed in the same pool. This is not permitted here by the method and is displayed as follows in the validation.

^ Different Parent [1]



Source and target needs to be in different parent objects

Message Flow

Edge

Moreover, OCL rules concerning diagram attributes, so called *semantic checks*, can be defined in the method. Depending on the setting, the check is done when the diagram is modeled or when it is checked-in. For example, semantic checks can be useful to ensure that modellers always maintain a specific diagram attribute or set a meaningful validity period. If you model a diagram and a semantic check fails for a diagram attribute, you will be informed about it in the validation hub. The hint is - depending on the concerning method setting - either a *warning* (yellow), an *error* (red) or a *blocker*. If a modeled diagram violates a blocker, the check-in is not possible. You need to correct the modeling to be able to transfer the diagram from your local storage to the public workspace via the check-in.

Hint: Please be aware that users who utilize customized OCL rules do not receive the diagram attribute checks automatically. They need to integrate these manually into their customized method.

In the method of the following example, a rule has been defined which states that the attribute scope (AT_SCOPE) of a BPMN diagram has to be maintained. In case of a violation, a customized message will be shown. A violation of this rule is estimated as an error. Thus, the following error hint is displayed to the modeller of the diagram “Onboarding” because the scope attribute is empty.



A diagram needs a scope to see where it belongs!



Onboarding

OCL rules can be adjusted in customizing.

4.8.6 How is an invalid sequence flow displayed?

In the validation of BPMN diagrams, objects with invalid sequence flows are listed under the heading *Sequence flow*, if these exist in your modeling. In the following cases you will receive a corresponding note in the validation bar:

- Intermediate events have no incoming and/or outgoing sequence flow
- Activities have no incoming and/or outgoing sequence flow
- Start events have no or more outgoing sequences
- End events have no or several incoming sequences

- Gateways have several incoming and outgoing sequence flows simultaneously
- Gateways have exactly one incoming and one outgoing sequence flow

As an example, the message for an end event without an incoming sequence is displayed here.

^ Sequence flow [1]

! End events should have exactly one incoming sequence flow



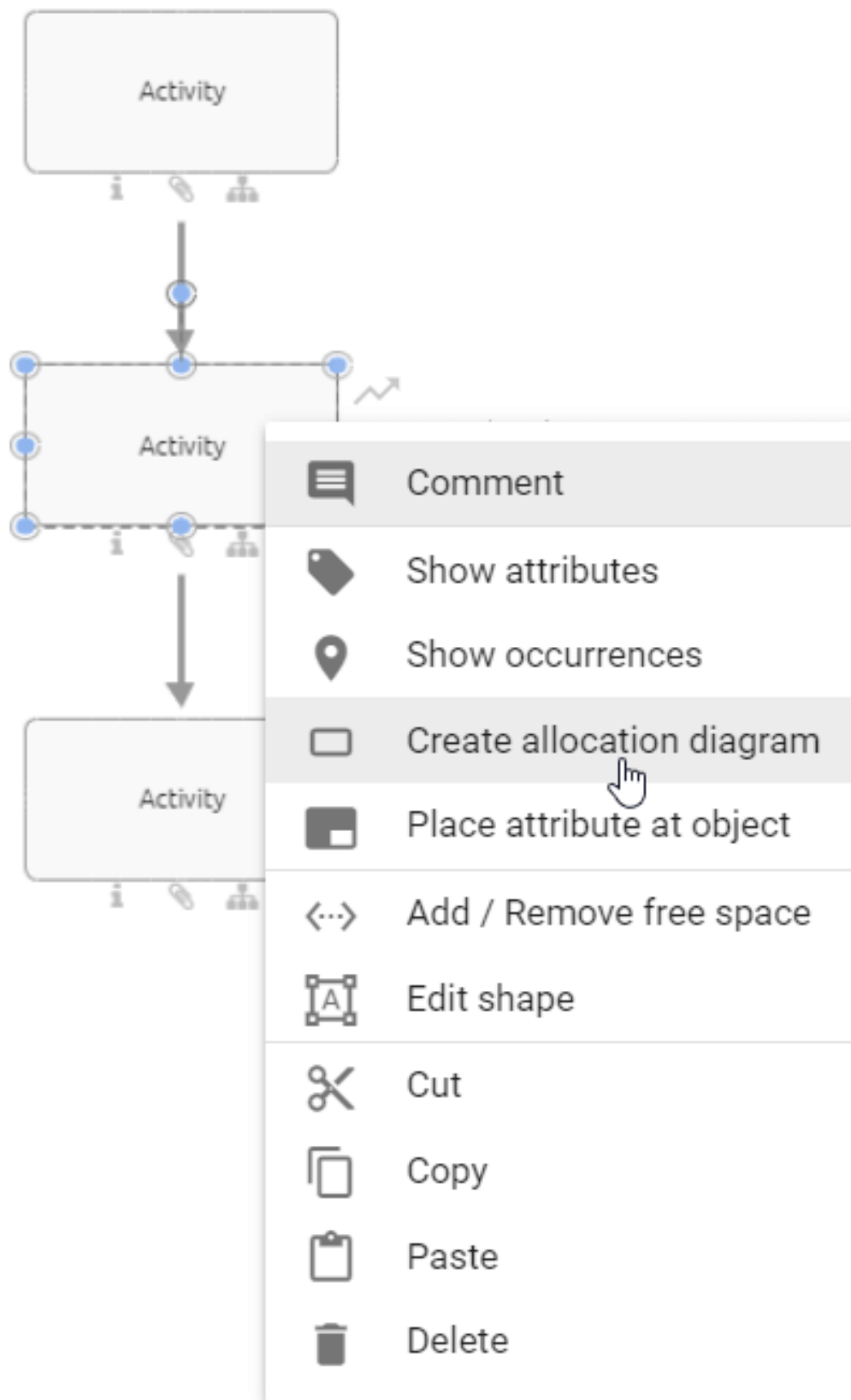
4.9 Allocation diagrams

Allocation diagrams allow you to add subgraphs to the main graph of your diagram. By using these allocation diagrams you can model subdiagrams in a manner, so that your main diagram is not overloaded with details.

Note: Allocation diagrams can only be created for activities because the resources used in this activity are represented in this diagram type. A diagram can contain multiple allocation diagrams, depending on the number of existing activities. To create or edit an allocation diagram, the diagram in which the activity is located must be checked out.

4.9.1 How can I create a new allocation diagram?

Open the context menu of the corresponding activity by right-clicking on the symbol. Select the option *Create allocation diagram*.



You will get to the editor of the allocation diagram where you will find the symbol of the respecting activity. Within this editor you can now model as usual.

If you want to return to your main diagram click on the *Close* button on the upper right corner of your editor. When changes have been made you must save first before you can use the *Close* function. You will then see the main diagram at the same position with the same zoom settings as before and the corresponding activity is selected.

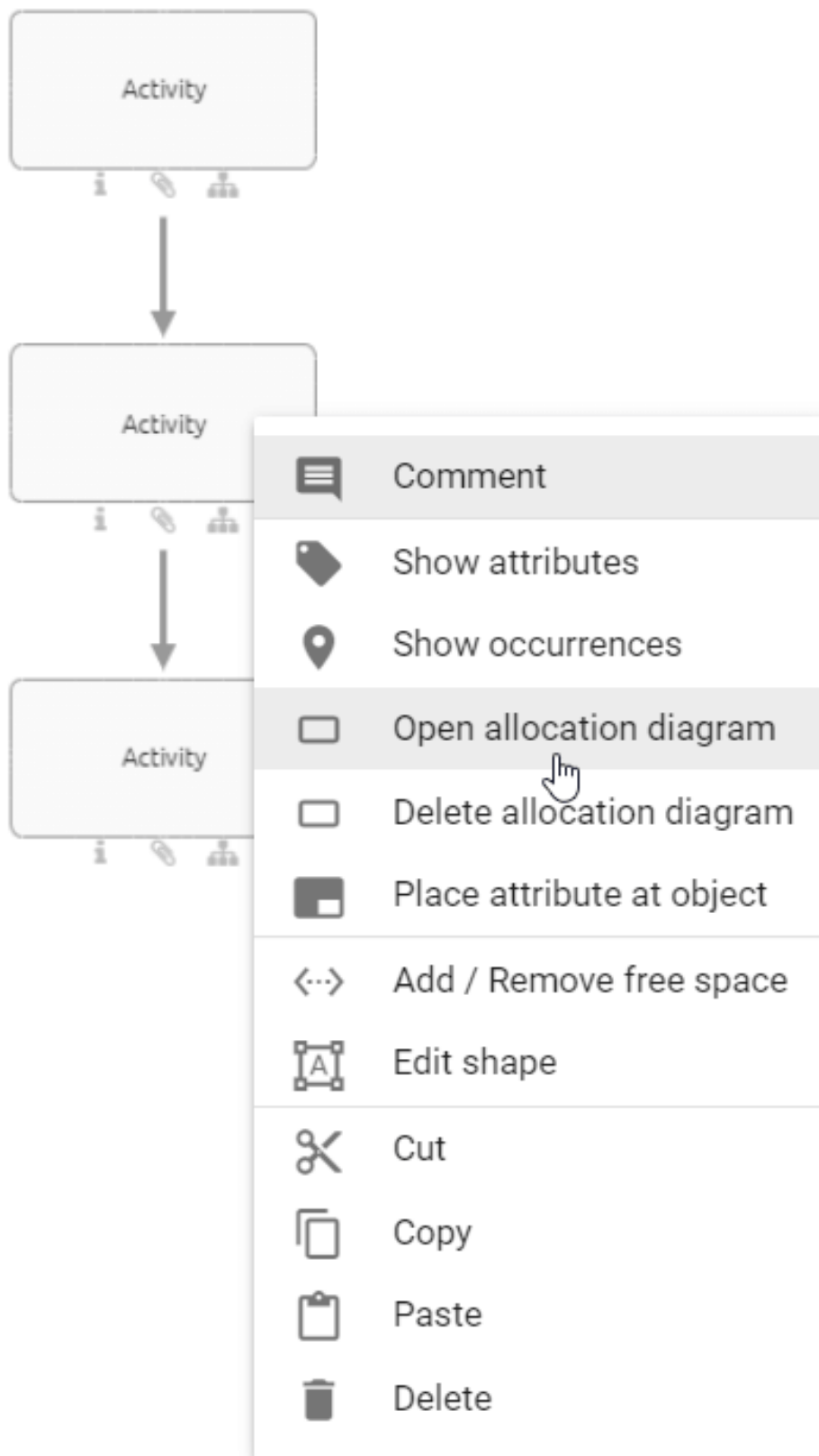


Note: Only one allocation diagram can be created per activity, as this ensures a clear assignment.

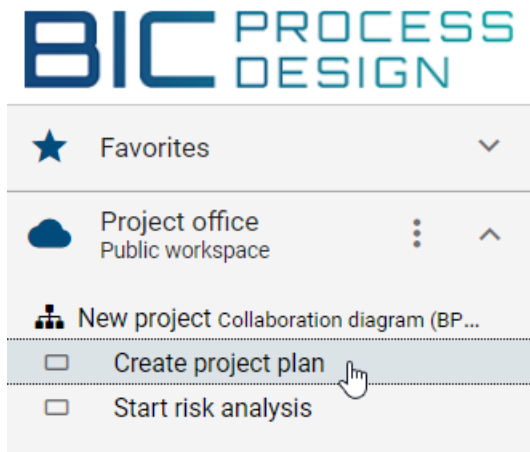
4.9.2 How can I edit an allocation diagram?

To open an allocation diagram for editing you have two possibilities:

1. Navigate to the diagram in which the associated allocation diagram is located. Open the context menu of the corresponding activity by right-clicking on the symbol. Select the option *Open allocation diagram*.



2. Navigate to the diagram in which the associated allocation diagram is located. In the explorer you can find all associated allocation diagrams subordinated to the respecting diagram.



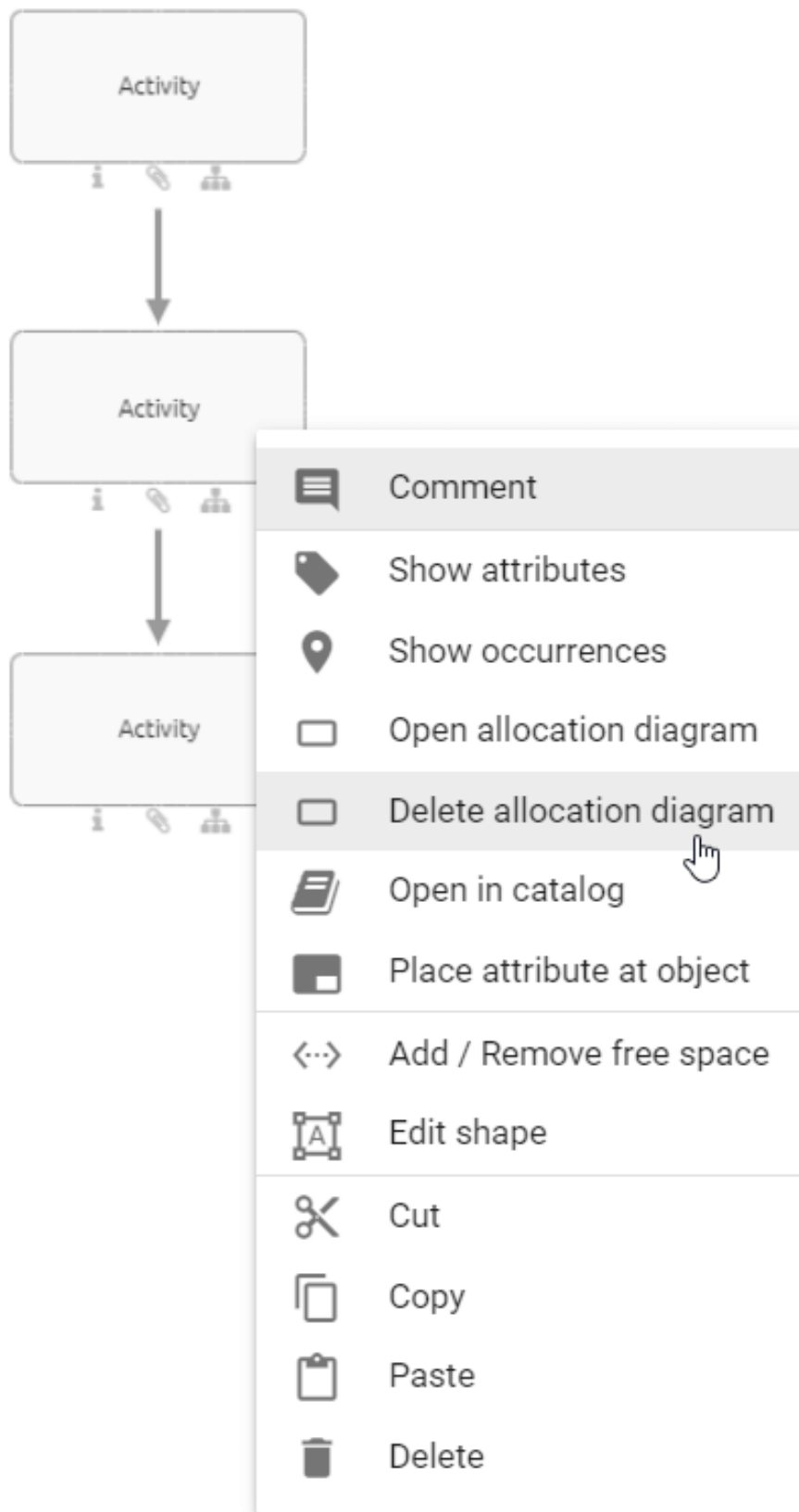
To apply the changes, click on the *Save* button on the upper right corner of your editor after editing your allocation diagram.

Note: Symbols created in the allocation diagram are only displayed there. Changes you make to the activity for which the allocation diagram was created are visible in the main diagram and also in the corresponding allocation diagram. It does not matter if the changes have been made in the main graph or the allocation diagram itself, or if there is a catalog entry for this activity. Note that it is not possible to edit an activity with an allocation diagram using the suggestion list.

4.9.3 How can an allocation diagram be deleted?

To delete an allocation diagram execute the following steps:

Navigate to the diagram in which the the associated allocation diagram is located. Then, open the context menu of the corresponding activity by right-clicking on the symbol. Select the option *Delete allocation diagram*.



The allocation diagram has been removed and is no longer displayed in the explorer under the corresponding diagram.

4.9.4 Where do I see the allocation diagram's information?

Allocation diagrams belong always to the diagrams, where they were created in. This means that all information of the allocation diagrams, which are important for the context of the main diagram, are also displayed at the respecting places. Such information are mainly objects and their associations and attributes. So places where they will be included are for example the *available exports*, the *different diagram views* and the *profile*.

Note: In some reports illustrations of diagrams are displayed, here only the main graph is shown.

4.9.5 What are external function allocation diagrams (FAD) and how can I use them?

External function allocation diagrams (FAD) are analogous to *allocation diagrams* diagrams, which you can allocate to activities in order to describe a subordinated part of your diagram more precisely. Unlike the allocation diagrams, external FADs are not created via the context menu of an activity. An external FAD is an already existing diagram which is assigned to another activity in another diagram using the *Allocation model* attribute.

Attributes

Activity



Name

Activity

Identifier

Description

B **I** U      

Keywords

Subprocess

Variants

Allocation model

Attachment (URL)



Analogous to the subprocess, simply *link a diagram* to an activity within its attribute *Allocation model* in order to assign the diagram to the activity as an external FAD.

Attributes Activity



Name

Activity

Identifier

Description

B **I** U

Keywords

Subprocess

Variants

Allocation model



External FAD

The external FAD continues to exist as an independent diagram, which can also be seen from the arrangement in the repository.

BIC PROCESS
DESIGN



Favorites



New repository
Public workspace



External FAD Collaboration diagram (BP...



Main diagram Collaboration diagram (B...

However, analogous to the allocation diagram, all relevant objects of the external FAD are also listed in the reports of the diagram that contains the relevant activity with the assigned FAD. In addition, by simply clicking on the external FAD in the activity's attributes, you are automatically directed to the relevant diagram.

Note: Only one FAD can be created per activity, as this ensures a clear assignment.

Note: Please note that in the old UI unlike allocation diagrams, objects from the external FADs, are not listed in the *different diagram views*, e.g. the *Matrix*. In the *new UI* however, these are also listed in the diagram views.

Hint: Please note that diagrams accessed through a shared link can also be viewed by users who do not have read permission for that stage. In addition, limited navigation to other linked diagrams (e.g., subprocess, variants) is possible.

ENTERPRISE ARCHITECTURE MANAGEMENT

BIC Enterprise Architecture Management is a separate module and license.

5.1 What is Enterprise Architecture Management?

Enterprise Architecture Management (EAM) is a strategic approach to the sustainable design, control, and development of a company's or authority's IT landscape. A good enterprise architecture considers more than "just" information technology. It provides a holistic view of the strategic, operational, and (information) technological relationships within an organization. Essentially, the following architectural areas are distinguished, which together enable a structured and comprehensive view of an organization:

1. Business Architecture

- **Business Strategy:** Definition of business goals and strategies.
- **Business Processes:** Documentation and optimization of core processes.
- **Organization:** Capture of structure and hierarchy of the organization.

2. Data Architecture

- **Information Structure:** Definition of information structures and their relationships.
- **Data Management:** Capture, storage, management, and use of information / data.
- **Data Quality and Security:** Ensuring the integrity, confidentiality, and availability of information / data.

3. Application Architecture

- **Application Portfolio:** Management and optimization of corporate applications.
- **Integration:** Capture and management of the integration of various applications.
- **Lifecycle Management:** Development, maintenance, and decommissioning of applications.

4. Technology Architecture

- **Infrastructure:** Hardware, networks, and base software supporting the IT environment.
- **Technology Standards:** Guidelines and standards for the deployed technologies.
- **Platforms:** Operating systems, middleware, and databases required for application operation.

EAM aims to represent the corporate structure and its strategic, professional, and (information) technological perspectives as comprehensively and transparently as possible.

The operational implementation requires these perspectives to be combined into a holistic picture. For this purpose, an enterprise architecture model is designed. An EAM model encompasses the systematic and structured representation

of the strategic, professional, and technological relationships within a company or public sector organization. It serves as a comprehensive basis for the planning, analysis, development, and management of the organization in question.

Goals and Benefits of an Enterprise Architecture Model

1. **Transparency:** Creating a clear overview of strategic, professional, and technological relationships.
2. **Efficiency:** Identifying redundancies and optimization points across various resources.
3. **Flexibility and Agility:** Supporting the ability to respond quickly to changes in the market or business requirements.
4. **Strategic Alignment:** Ensuring that the IT strategy is aligned with business strategies and goals.
5. **Risk Management:** Identifying and managing risks in the IT infrastructure and business processes.
6. **Innovation:** Promoting and supporting the implementation of new technologies and innovative solutions.

To create an enterprise architecture model, modeling objects are used to capture different areas of an organization and document their relationships. The resulting network enables analysis and optimization of the entire enterprise architecture, not just IT-related issues. Cross-cutting relationships enable the identification of interrelationships and potential for improvement across the enterprise, as well as the early recognition of impacts on all affected business areas (e.g., for upcoming IT transformations, digitization projects, or AI implementations).

The division into the above-mentioned architecture areas makes it easy to capture content, while at the same time understanding, interpreting and quickly reacting to cross-cutting relationships. Through sophisticated analysis and reporting, an integrated EAM model enables the optimal answer to the tasks and questions of different stakeholders.

5.2 Structure (Method)

5.2.1 Layers

The EAM modeling in BIC Process Design follows the general architectural views:

- **Business Architecture:**

The focus of business architecture is the systematic analysis, design, and optimization of a company's business processes and organizational structures. It aims to translate business strategy and goals into efficient and effective processes to improve corporate or governmental performance. This includes the modeling of processes, the definition of roles and responsibilities, and ensuring that business processes are optimally supported by the IT infrastructure.

- **Data Architecture:**

The focus of data architecture is the structured capture, organization, storage, and management of information within a company or public sector organization. It aims to ensure the integrity, consistency, and availability of data. With the help of data architecture, it is easy to ensure efficient data flow between systems and applications. Strategies for data quality, data integration, and data security are defined to optimize the use of information as a valuable resource.

- **Application Architecture:**

The focus of application architecture is the planning, design, and management of an organization's software applications. It aims to develop a coherent and efficient application portfolio that optimally supports business processes. This includes the definition of application components, their interactions and integrations, as well as the establishment of standards and guidelines for the development, maintenance, and further development of applications.

- **Technology Architecture:**

The focus of technology architecture is the design and management of a company's or public sector organization's technical infrastructure. It includes the hardware, networks, middleware, and fundamental software platforms that form the basis for applications and data management. The goal is to create a stable, scalable, and secure technical environment that efficiently supports business requirements and enables the use of new technologies.

To model the content, various object types are offered. Each object type is clearly assigned to an architectural level. By connecting objects - even across multiple architectural levels - a transparent, cohesive, and complete view of a company's or public sector organization's architecture is created.

5.2.2 Special Objects in EAM Modeling

To build the previously described architectural views, BIC EAM provides various catalog object types. The following table gives an overview of these objects along with their corresponding layer and a brief description:

Object Type	Architectural Layer	Description
Business Capability	Business Architecture	A Business Capability is the ability of a company or public sector organization to execute specific business processes or functions to achieve its strategic goals.
Business Context	Business Architecture	A Business Context describes the professional framework in which an operational business activity is performed. A Business Context object can be linked to existing process diagrams to create more detailed documentation.
Organizational Unit	Business Architecture	An Organizational Unit is a specific, structured group within a company or public sector organization that fulfills certain tasks, functions, or responsibilities. It is usually structured hierarchically.
IT Risk	Business Architecture	An IT Risk refers to the possibility that an application or IT component may have negative impacts on information processing, security, or availability due to threats or vulnerabilities. IT risks can include both internal and external factors and encompass potential damages or losses resulting from security incidents, system failures, data loss, or other IT-related issues.
Application	Application Architecture	An Application is a software application that supports and optimizes business processes and functions within a company.
Interface	Application Architecture	An Interface is a defined point of interaction between different software systems, hardware components, or combinations thereof. It enables data exchange and communication between different systems.
Data Object	Data Architecture	A Data Object is a specific, uniquely identifiable unit of data that represents information in a structured form and is stored, processed, or transmitted in an IT system. Data objects are the building blocks of data management and can include different data types and structures.
IT Component	Technology Architecture	An IT Component is a single, self-contained element of a company's or public sector organization's IT infrastructure that provides specific functions or services and can interact with other components. IT components can be hardware, software, network elements, or a combination thereof.
Provider	Technology Architecture	A Provider is a company or organization that provides services or resources to other companies, organizations, or individuals. In the context of IT and business, a provider often refers to suppliers of IT services, cloud services, internet access, software solutions, or other technology-based services.

A detailed description of the objects can be found [here](#).

5.2.3 Diagrams

The above-listed EAM object types describe individual “building blocks” for modeling an enterprise architecture. To map the relationships between these building blocks, BIC EAM provides various diagram types that contain different content from the respective architectural layers. By linking the object types, a network of - sometimes cross-architectural-layer - content is created. The result is a comprehensive and transparent documentation of the enterprise architecture. The following diagram types are provided by BIC EAM:

Diagram	Description
<i>Per- spec- tive:</i>	<i>Business Architecture</i>
Business Capability Map	A Business Capability Map is a graphical representation of the various capabilities that a company or public sector organization needs to achieve its business goals. It provides a structured overview of the organization’s key capabilities and shows how they relate to each other. This map is a central tool in Enterprise Architecture Management to support strategic alignment and operational excellence.
<i>Per- spec- tive:</i>	<i>Business and Application Architecture</i>
Business Capability Context Diagram	A Business Capability Context Diagram is a graphical representation that shows the interactions and relationships between a Business Capability, the affected stakeholders, and the key professional contexts (e.g., core processes). It also allows for the documentation of the business software applications required to realize a Business Capability.
<i>Per- spec- tive:</i>	<i>Business, Application, Data and Technology Architecture</i>
Application Context Diagram	An Application Context Diagram is a graphical representation that visualizes the interactions and relationships of a specific business software application with other applications, the interfaces, exchanged data objects, and required IT components. It also provides the opportunity to include additional relationships with business contexts, capabilities, risks, and organizational units. This diagram type enables a comprehensive depiction of the relationships within an enterprise architecture.
Data Object Diagram	In a Data Object Diagram , the hierarchical relationships between data objects are modeled through graphical nesting or tree-like connections. This makes it possible to create complex data structures (e.g., for modeling data products) in addition to the Entity Relationship Diagram.
IT Component Diagram	An IT Component Diagram is a graphical representation that shows the structure and relationships of IT components within a system or IT infrastructure. It visualizes how different software and hardware components are connected and what roles they play in the overall system. This diagram serves to understand, document, and plan the architecture and interaction of IT components.

A detailed description of the diagrams can be found [here](#).

5.3 Objects

5.3.1 Business Capability

A *Business Capability* describes an ability that a company must possess to fulfill its business mission. It defines “what” a company does without specifying “how” it is done. The latter is usually described by modeling processes, which are referenced in the EAM modeling via business contexts. Detailed process modeling is typically performed within BIC Process Design.

Business Capabilities are the central element in the business architecture layer, as they represent the business area. Since they generally change infrequently, they describe fundamental areas of responsibility. By linking Business Capabilities with applications, it can be effectively shown which business applications are essential for which business capabilities.

5.3.2 Business Context

A *Business Context* defines, in abstract terms, “how” a company achieves its various tasks and goals. This description can be done in various ways, such as through a customer journey or traditional process modeling. By linking business contexts with Business Capabilities and applications, the specific relationship between fundamental capabilities, the professional activities required to realize them, and the necessary IT support can be depicted. For example, which application supports which business context, and which business context describes the specific implementation of which Business Capability.

Since BIC Process Design offers the modeling of various process details, it is possible to link existing diagrams with a Business Context object.

5.3.3 Organizational Unit

An *Organizational Unit* represents different organizational units, geographic regions, or user groups/teams within a company or public sector organization. In EAM modeling, they are linked with applications and Business Capabilities to show which Organizational Unit is involved in realizing a Business Capability or which applications it uses.

For clearer structuring, it is also possible to graphically depict hierarchies of Organizational Units in organizational charts.

5.3.4 Application

Applications are the central link between the architectural views. Through their use in various business contexts, they support the implementation of Business Capabilities. In the operation of (business) applications, data — often in conjunction with other applications — are processed and exchanged via interfaces. Furthermore, the use of applications often requires the availability of additional IT components (e.g., servers, cloud services) and corresponding providers.

In a company, there are various applications with different purposes: standard application software, SaaS, or microservices. Generally, it is advisable to focus on specific applications or use cases within the organization’s EAM modeling.

5.3.5 Interface

The data exchange between applications can be represented through *Interfaces*. Here, an interface can be provided or used by an application. This allows for the modeling of both providing and consuming interfaces.

In addition to the pure connection between applications, a connection to data objects can also be depicted. This allows for very detailed modeling of individual application information flows, including the basic data operations (CRUD).

5.3.6 Data Object

A *Data Object* describes data processed by applications or exchanged via interfaces. They represent a data entity such as a customer, offer, or contract. For the corresponding exchange relationship (e.g., in connection with an interface), the data operations (CRUD) can be specified.

Consistent modeling of data objects allows for comprehensive and transparent tracking of individual data objects across various applications and provides targeted decision support for IT transformations or consolidation measures.

5.3.7 IT Component

IT Components are a central element of an IT architecture. They model structures that are necessary for the operation of applications. They are an essential component of IT transformation or IT cloud strategy projects.

Each IT Component can be assigned to a provider, which specifies in more detail who operates or provides an IT component. Generally, a provider does not model the manufacturer (except in the case of cloud services).

5.3.8 Provider

Providers typically model companies that provide or operate an IT component, rarely the actual manufacturer of an IT component. Especially when evaluating business relationships, valuable information can be gained by linking providers with IT components.

5.4 Diagrams

5.4.1 Business Capability Map

Business Capabilities are usually modeled within a Business Capability Map. In BIC EAM, the representation is done as a graphical hierarchy: In columns (ideally no more than 10) that each depict the core Business Capabilities such as “HR,” “Order Management,” or “Customer Management” and bundle subordinate Business Capabilities such as “Recruiting,” “Order Negotiation,” or “Contract Management.”

Through the nested modeling of Business Capabilities, an aggregation relationship is implicitly modeled, enabling a hierarchy of Business Capabilities.

The diagram’s symbol palette provides two Business Capability symbols: **Business Capability** and **Business Capability (Lifecycle)**. While the first symbol represents the standard symbol of a Business Capability, the second symbol contains conditional formatting based on the value of the Business Capability’s “Lifecycle” attribute: Depending on the selected lifecycle phase, the symbol is colored accordingly. This makes the individual lifecycle phases directly visible.

5.4.2 Business Capability Context Diagram

In this diagram, Business Capabilities are linked to applications, business contexts, and Organizational Units. The focus of this diagram is on depicting the relationship between applications and the professional modeling, specifically the relationships with Business Capabilities and business contexts. The modeling of interfaces or IT components is not intended in this diagram type (see Application Context Diagram).

It is generally recommended to use EAM objects with the highest hierarchy level possible to represent the most specific context.

5.4.3 Application Context Diagram

In an Application Context Diagram, the relationships between applications and other EAM objects are modeled for a context or use case defined by the modeler. A context can be, for example, the dedicated use of an application for a selected Business Capability and Organizational Units or the use of an interface for a specific business context. In principle, all EAM objects that are specifically related to each other should be modeled in their own context diagram. This makes it easy to see, for example, which business context supports which Business Capability with which application.

Specifically, applications can be linked with Business Capabilities, business contexts, Organizational Units, interfaces, data, IT components, and risks.

In addition, interfaces can also model other involved applications, as well as the data objects and associated risks used. It is important to note that in an Application Context Diagram, only one application is defined as the central object. Further developed applications are modeled on the respective diagram only to depict the relationship structures of the central application to these secondary applications.

Through appropriate extension attributes on the individual objects, context-specific properties can be set for the modeled context.

It is generally recommended to use EAM objects with the highest hierarchy level possible to represent the most specific context (e.g., SAP S4/HANA instead of ERP system).

5.4.4 IT Component Diagram

This diagram is used to represent relationships between various IT components. Essentially, aggregation relationships are captured, which can be modeled either through graphical nesting or through a corresponding edge relationship. In addition to aggregation, the relationship types composition, serviced, and realization can also be modeled through visual edges.

5.4.5 Data Object Diagram

This diagram is used to represent relationships between various IT components. Essentially, aggregation relationships are captured, which can be modeled either through graphical nesting or through a corresponding edge relationship. In addition to aggregation, the relationship types composition, serviced, and realization can also be modeled through visual edges.

5.5 Modeling Guide

5.5.1 What is the general modeling concept in BIC EAM?

BIC EAM combines intuitive modeling in diagrams with traditional EAM objects such as Business Capabilities, applications, or IT components, along with capturing comprehensive detail information through form-like input screens. As is customary with BIC Process Design, EAM objects are created as catalog objects and centrally managed. These elements can be related to each other through various diagrams in different modeling situations.

Essentially, EAM diagrams can be divided into two types:

- **Context Diagrams:**

Business Capability Context Diagram and *Application Context Diagram* are used to model relationships between various EAM objects in freely definable scenarios (contexts).

- **Hierarchy Diagrams:**

Business Capability Map, *IT Component Diagram*, *Data Object Diagram*, and *IT Architecture Diagram* are used to model hierarchical aggregation relationships for Business Capabilities, IT components, data objects, and applications.

The basic concept in modeling EAM objects and their relationships is context-based modeling. This means that for a specific context or use case, an EAM element is represented in a corresponding context diagram and linked with other artifacts relevant to the respective use case. For example, in a context diagram (e.g., “BIC Usage EMEA Australia”), it can be modeled intuitively that BIC Process Design is already used in the public cloud in the EMEA and Australia Organizational Units, while another system is still used in Canada for supporting Business Capability modeling in a different context diagram (e.g., “Modeling Tool Canada”). In each of these context diagrams, context-sensitive attributes like functional suitability can be set and evaluated.

Context-based modeling allows properties of individual EAM objects (especially for applications, Business Capabilities, IT components, and interfaces) to be specifically defined for each context. Many EAM attributes (e.g., functional or technical suitability, a TIME or 6R classification, or a criticality assessment) are extension attributes. These apply only to the specific extension of an object in a specific context diagram.

5.5.2 How do I start EAM modeling?

At the beginning, it is recommended to add the EAM elements to be modeled to the catalog. Depending on the focus and architectural view, different focal points emerge:

Business Architecture

The central component of business architecture modeling is the Business Capability. It describes the ability a company or public sector organization must have to achieve its goals. It is often helpful to group Business Capabilities by functional areas or departments. With the *Business Capability Map* diagram, Business Capabilities can be clearly displayed, providing a central view of the company’s capabilities.

In an EAM model with a business focus, Business Capabilities can be linked with business contexts, organizational units, and applications. This creates a *Business Capability Context Diagram* that shows which business context (usually a process) supports which Business Capability, which Organizational Units are affected, and which applications are required. Depending on the desired level of detail, these relationships can be modeled generally or specifically for individual contexts, e.g., if different Organizational Units use different applications for a Business Capability. It is recommended to draft possible contexts before starting the modeling process.

Application Architecture

The application is at the center of application architecture. Similar to the Business Capability Context Diagram, the *Application Context Diagram* allows for the modeling of relationships between applications and other EAM objects. Here, an application serves as the link between business architecture and technology architecture. Specifically, this means that an application can be linked with Business Capabilities, business contexts, and Organizational Units, as well as IT components, interfaces, and data objects. Simplified, the Business Capability Context Diagram combines the “upward” view towards professional requirements with the “downward” view towards information technology. As with the Business Capability Context Diagram, the level of detail in the modeling is very flexible.

Data Architecture

Data architecture allows for the structured description of information / data processed within a company or public sector organization or data products that are created or processed within the organization. With the help of data architecture, it is easy to ensure efficient data flow between systems and applications. Strategies for data quality, data integration, and data security are defined to optimize the use of information as a valuable resource. It is recommended to initially capture and detail the essential data objects of the organization in the catalog. A consistent nomenclature is particularly helpful in ensuring the redundancy-free and contradiction-free use of data objects in the EAM model.

Technology Architecture

The *IT Component Diagram* and *IT Architecture Diagram* are used for the detailed modeling of existing IT resources. In these diagrams, hierarchies of IT components, data objects, and applications are primarily modeled. Additionally, relationships between IT components can be modeled using composition or association relationships in the IT Component Diagram.

As in many areas of BIC EAM modeling, the object types of technology architecture also have both entity attributes and extension attributes. While the entity attributes always apply to the object in every context, the extension attributes apply only to the specific instance of an object expressed in a diagram. This allows for context-specific attributes, such as the functional suitability of an object, to be defined with different values in different contexts when modeling in a context diagram.

5.5.3 How do I model the lifecycle of an EAM object?

Each EAM object has a lifecycle attribute as an extension attribute. This allows you to define the lifecycle of the respective object individually within the respective context, especially in the two context diagrams. Additionally, for applications, IT components, and providers, it is possible to define specific dates for the individual phases of the lifecycle as entity attributes.

5.5.4 Which hierarchy level should I use in context diagrams?

It is generally recommended to use EAM objects with the highest hierarchy level possible to represent the most specific context.

5.5.5 How do I set the validity of individual context diagrams?

The validity period of a context diagram can be defined through the governance attributes “Valid From” and “Valid To.” These attributes represent the chronological sequence of various context diagrams. Additionally, for Business Capability Context Diagrams and Application Context Diagrams, the “Predecessor” attribute is available, which also allows for the explicit documentation of the sequence of different diagrams.

5.5.6 How do I best manage variants of a context diagram?

There are several ways to manage different variants of a context diagram. Depending on the variety of contexts, different categories like “AS-IS” and “TO-BE” or diagram name prefixes can be used. Additionally, it is also possible to link the respective context diagrams through the “Predecessor” attribute or the variant management.

Hint: Each EAM model is individual, based on the company or public sector organization that created it. For this reason, it is recommended to conduct a best-practice alignment with GBTEC experts before beginning EAM modeling.

DETAILS

This section explains various display settings of diagrams and symbols used in diagrams. These options are each part of the *Details* bar on the right or are directly related to attributes of objects and diagrams. Depending on the *administration settings* the bar can contain the attributes, occurrences and the profile. In the publication stage, the *details* bar is displayed by default when you open a chart. If you close (re-open) the bar, this setting is stored in your account and the bar will always remain closed (opened) until you change it manually. This applies to any view changes, such as diagram switching or switching to *Matrix* or *Process execution*. For more information on the *Details* bar, see the following chapters.

6.1 Attributes

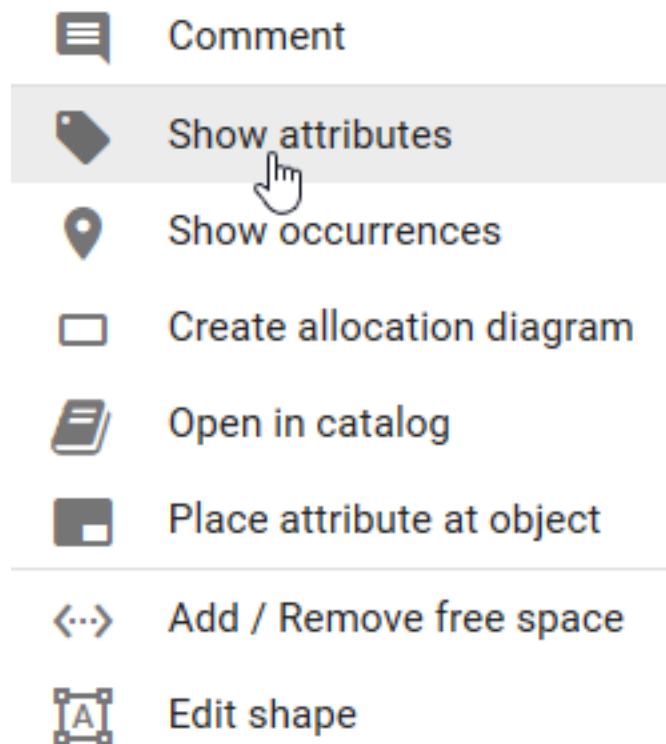
6.1.1 How do I display attributes in diagrams?

In the open diagram, you can view diagram or symbol attributes in the sidebar on the right. Note the *administration for the attribute bar* in the different stages.

Click on a symbol or diagram and click the *Attributes*-button in the menu bar.



Optionally, you can right-click on a symbol and select the entry *Show attributes* of the appearing context menu to display the attributes of the currently selected symbol.



The *Details* sidebar appears on the right-hand side, displaying the diagram or object type above and below the attributes of the currently selected diagram or symbol. Objects that are “catalog suggestions” or an approved “catalog item”, have this additional information in the attribute bar next to the object type. If you look at a checked in diagram, you can see all attributes, that are maintained in the selected *content or alternative language*.

As soon as you check out the diagram, all attributes of the diagram or of the selected object are displayed. This is independent of whether an attribute is maintained or not. However, you are only shown values of those attributes that have been maintained for the selected content language. By default, further attribute groups, such as *Governance*, are hidden in the attribute bar. By clicking on the respective heading, you can display those attributes.



In the attributes of an object other objects, such as persons, can be used. You can navigate to the attributes of the used object by clicking on the corresponding entry. Clicking on the arrow in the attribute bar brings you back to the original view.

Furthermore, you can *display the occurrences* of a symbol in the opened attribute bar.

Tip: If no subprocess and no attachment has been maintained for a symbol, the attribute tab opens by double-clicking on the symbol.

Note: If you want to edit the attributes, you have to *check out* the diagram first.

6.1.2 How do I create a link to another diagram?

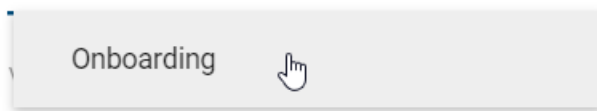
You can place links to other diagrams to create subprocesses of diagrams. These subprocesses allow you to map diagram hierarchies.

Create an activity in a diagram and open the attributes of this activity. Then, in the attributes, click the *Subprocess* attribute. Afterwards insert the name of the diagram you want to save. You will receive a suggestion list of diagrams containing the entered term in the name.

Keywords

Subprocess

Onboar



Select the diagram from the suggestion list. The subprocess is saved and is made visible in the diagram by the attribute symbol showing up below the activity.

Note: *Variants* and *allocation models* can be linked in the same way. Only existing diagrams can be linked as they are added via the suggestion list.

Tip: If you also maintain the process type of the activity as *Call activity*, a *subcase in BIC Process Execution* will be started for the subprocess.

Hint: Please note that diagrams accessed through a shared link can also be viewed by users who do not have read permission for that stage. In addition, limited navigation to other linked diagrams (e.g., subprocess, variants) is possible.

6.1.3 How can I connect users to diagrams and objects?

The attributes of diagrams and objects can be used to connect to users and user groups. This is possible using the attributes author, reviewer, responsible, *scope*, and *restricted access* for various functions.

Navigate to the appropriate attribute in the attribute bar in the catalog or diagram. Then enter a term and you will get a suggestion list of all users or user groups that contain this term in their name. You can select a suggested user or user group by clicking on it. The corresponding *person* or *organizational unit* from the catalog will then be entered in the respecting attribute. Finally, save your changes.

Tip: You can also search for the user's e-mail address. If a user is selected from the list and is not linked to a catalog object of the type "person", a new catalog entry will be generated with the name and the e-mail of the given user. If more than one person exists with the e-mail address you are looking for, the catalog entry found first will be taken by selection of the user.

6.1.4 How can I maintain governance attributes?

You can maintain governance attributes for diagrams and some catalog entries. To do this, check out the affected diagram or navigate to the corresponding catalog entry and open the attributes. In the *Governance* attribute group, you can use a suggestion list to select users and user groups. The corresponding catalog object *person* or *organizational unit* will be set for the attribute, when the user or user group has been selected from the suggestion list. When you save the catalog entry or additionally check in the diagram, your changes are taken over. The different governance attributes and their functions are presented below.

Author: Users of the role *Author* only have the permission to edit diagrams if they are entered as author in the diagram attributes. This is possible for both users and user groups. In addition, you can enter authors in governance attributes of catalog entries. Then not only creating and editing suggested catalog entries is allowed, but registered authors can also edit accepted master data. An author of a published diagram or catalog entry is (by default) *informed via e-mail* about a resubmission.

Author



Examiner: Users who are registered in the diagram (or catalog object) attribute *Examiner* execute the release step of a publication and will be notified of the pending release step. The examiner role can be assigned to individual users as well as user groups per diagram and per catalog entry. Per entry, that means per person and per organizational unit, one approval is required in the examine step to initiate the next workflow step. The first three examiners of a published diagram or catalog entry are (by default) *informed via e-mail* about a resubmission.

Examiner



Responsible: A maximum of one user or user group can be entered in the *Responsible* attribute. This entry is required if a catalog entry is to be published individually or the diagram is to be published. The responsible user or user group is finally notified at the release step of the publication and can confirm it. Moreover, they receive a notification and a *resubmission task* before the validity period of a diagram or catalog object is reached. The attribute *responsible (resubmission)* can be used instead. In this case, the responsible will receive the *information mail* about the scheduled

resubmission.

Responsible

Joh



Responsible (resubmission): The *Responsible (resubmission)* attribute is available for diagrams and catalog entries. Either an individual user or a user group can be entered here. The responsible persons then receive the notification and a *resubmission task* before the validity period of a diagram or catalog entry is reached. If this attribute is empty, the *Responsible* receives the corresponding notification (and task in case of diagrams).

Responsible (resubmission)

Joh



Tip: You can also search for the user's e-mail address. If a user or user group is selected from the list and is not linked to a catalog object of the type "Person" or "Organizational unit", a new catalog entry will be generated. This will have the name and e-mail of the corresponding user or the name of the user group as name and identifier.

Special retention period (in years): This attribute enables you to define an individual retention period for the archive entries of the concerning diagram or catalog entry. The retention period determines for how long an entry is saved in the archive. A general setting can be made *in the administration*. In case the period of archive entries in *publication* stage should differ for your diagram or catalog entry, you can set the desired value here. Maintaining an integer greater than zero leads to an archiving of new entries for the corresponding number of years whereas negative values will be ignored (i.e. the time set in the administration is applied). If no archive entries should be created for this object (in publication stage), simply enter the number zero.

Hint: Please note that the attribute *Special retention period* is deactivated by default. If it should appear in the governance attributes, it can be activated in the method. However, the special retention period is only applied to a diagram or catalog entry if the general archiving has been activated for the corresponding type *in the administration*.

6.1.5 How do I attach files to objects?

Modelers have the option to upload their own files (up to max. 64 MB) and link them to an object in a diagram. The file can optionally depend on the users' language settings.

Navigate to the attributes of the object to which you want to attach a file. In the *Attachment (URL)* attribute, you can select a file from your folders by clicking on *Upload file*. BIC Process Design supports the following file formats:

- .ods, .xls, .xlsb, .xlsx, .xltm
- .pdf

- .potm, .potx, .pps, .ppsm, .ppsx, .ppt, .pptx
- .doc, .docm, .docx, .dot, .potm, .dotx, .odt

Attachment (URL)



After you selected, a dialog window opens where you can rename your file. Via the checkbox *Upload for all languages* you have to decide if the attachment is intended for all languages (select checkbox) or only for your current content language (unselect checkbox).

Please enter a name for the file

Attachment01.txt

☒ Upload for all languages

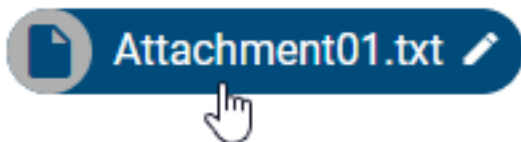
CANCEL UPLOAD FILE

Click on *Upload file* to confirm your input and to attach the file to the object as a chip with the name of your input.

In case you uploaded an attachment only for your current language, you can *change your content language* and add an attachment for other languages as explained before. A clear administration of language dependent attachments is also recommended *in translation mode*.

The uploaded file can be downloaded by other users by clicking on the attribute entry whereas the linked file is depending on the users' content language. Further options for downloading these files are also provided in the *Profile* and in the Matrix view, for example for inputs and outputs.

Attachment (URL)



Optionally you can also insert your file into the attribute field *Attachment (URL)* of an object by using the drag & drop

function and name it.

If you want to remove the attachment, click in the input field of the attribute, use the arrow keys to navigate to the chip (until it is highlighted) and press the backspace key on your keyboard to delete it.

Tip: URLs like *links to documents on network drives* can also be added as attachments.

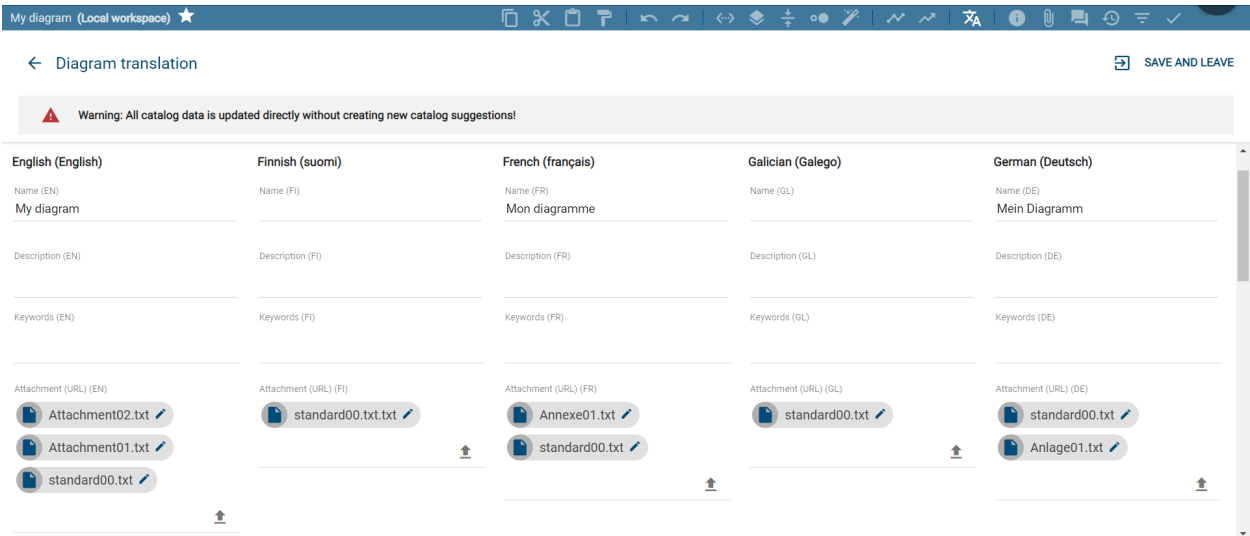
Tip: Note the *document stamping* applied to files during publication of the associated catalog object. In addition, it is possible to convert files to a *.pdf format* within the publication.

Note: “/” characters cannot be included in the file name and are automatically removed when uploading. Moreover, the same URL cannot be added twice.

Hint: Please note that the PDF document will open in a new tab if you use the key combination Ctrl + click on a link. However, if you click directly on the link, the download dialogue will open. Additionally, you can access attachments through the paperclip symbol in the associated activity. Alternatively, you can use the Details bar on the right to view the attachments of the specific attributes. If a file is not supported in the application, automatic downloading will take place.

6.1.6 How can I maintain language dependent attachments?

If you *upload a file*, you have the choice to link this file for your current content language or for all content languages which are selected in the administration. The translation mode offers a clear overview of the attribute *Attachment* compared in all content languages. You can enter the translation mode by clicking the option *Diagram translation* in the menu bar.



By a click on *Upload file* in the column of an arbitrary language, you can select and open a file as usual.

English (English)

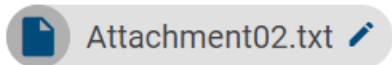
Name (EN)

My diagram

Description (EN)

Keywords (EN)

Attachment (URL) (EN)



Upload file

Via the checkbox *Upload for all languages* you can decide whether you want to link the file for all or only the selected language.

Please enter a name for the file

Attachment01.txt

☒ Upload for all languages

CANCEL

UPLOAD FILE

The function *Edit* enables you to change or rename the attachment also in translation mode.

English (English)

Name (EN)

My diagram

Description (EN)

Keywords (EN)

Attachment (URL) (EN)



Note: If you import a diagram containing an attachment that is not linked to languages, the attachment is maintained in every content language. Therefore no data will be lost. In case you would like to link the attachment to only one content language, you can adapt this attribute afterwards, for example *using the translation mode*.

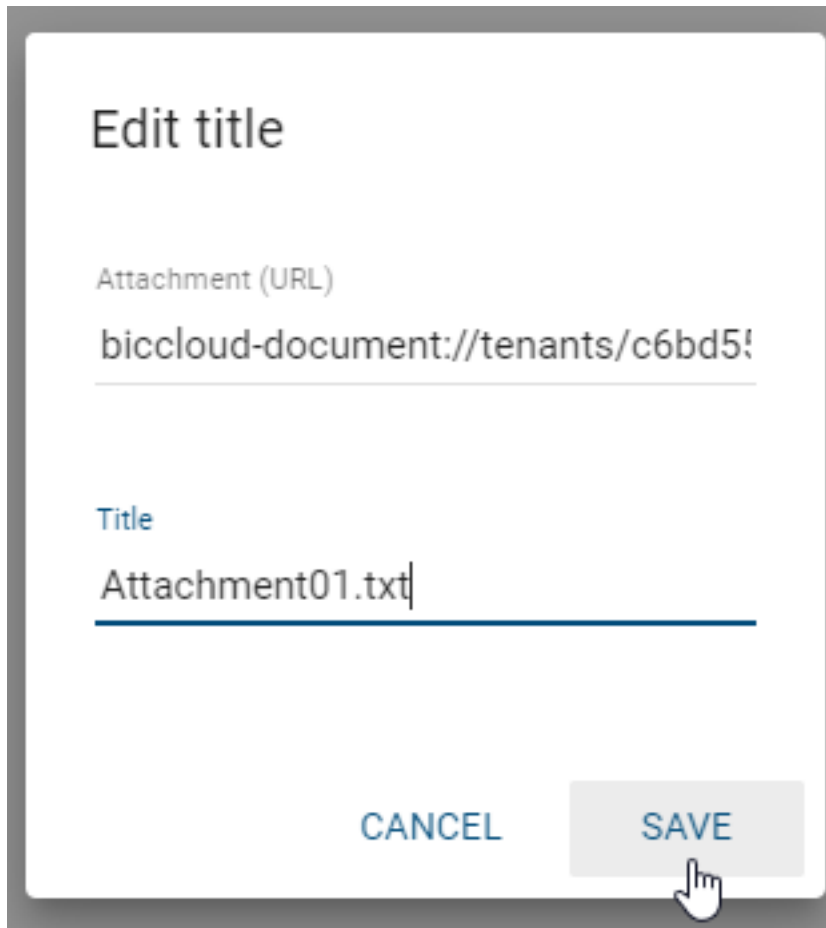
6.1.7 How can I rename attachments (URLs)?

If the attribute “*Attachment (URL)*” is maintained, you can rename the corresponding attached file or URL language-independently. Navigate to the attachment, represented by a chip, in the attributes of the desired object. At the right edge of the chip you can select the option *Edit*, represented by a pen symbol.

Attachment (URL)



This will open the dialog *Edit title*. In the field *Attachment (URL)* the URL, or the BIC Process Design-internal file path, is displayed but cannot be edited. In the *Title* input field, you can rename the attachment. Click on *Save* to take over the new title and display it in the chip.



Edit title

Attachment (URL)

biccloud-document://tenants/c6bd5!

Title

Attachment01.txt

CANCEL SAVE

If you do not want to save your changes, click *Cancel*.

6.1.8 Which functions are available for the attribute description?

Each symbol and diagram has a description attribute. When you edit the description attribute for an object, some object types show a description icon by default.

Click on the description attribute of a symbol (e.g. an activity). Various formatting options are available for the description attribute. These are:

- Bold
- Italic
- Underline
- Strikethrough
- Table
- Numbered list
- Bulleted list
- Add links
- Remove format

Description

The **text of the description field** can be formatted.

It is also possible to include a [link](#) here.

Column 1	Column 2
The rows and columns change dynamically according to the context.	You can <u>format</u> this text aswell.

Set the formatting according to your requirements and finish the editing by clicking in the diagram.

Add a link:

You have the possibility to link documents or URLs within the description field. To create a link, click on the link symbol.

Description



A dialog opens where you can enter the link and optionally a title, i.e. a text which is displayed.

Insert Link

Text to display

Homepage

To what URL should this link go?

www.gbtec.com

☒ Open in new window

☒ Use default protocol

Insert Link

You can also mark a piece of text in the description field and click on the link symbol to fill the title automatically and attach the link to the existing text. In the dialog, you have two further options. First, you can choose whether the link is opened in a new tab (activate checkbox) or in the current tab when it is selected. If you select the second option, the default protocol `http://` is used for your URL. Deselect the checkbox in case you use another protocol, like

mailto://. Both options are initially activated. When the configuration is implemented according to your wishes, select the button *Insert Link*. Your configuration will be saved and the dialog closes. To discard the data instead, close the dialog via the cross button in the upper right corner.

Description

B *I* U      

Homepage

<http://www.gbtec.com>  

The title of the link is displayed in blue color afterwards. If you select it once, a pop-up will show the link and two buttons. Selecting the right one removes the link (the displayed text remains). The left button can be used to re-open the configuration dialog for further editing.

Table:

In order to insert a table, click the table icon to open a selection field. You can define the size of the table by hovering over the grid and confirming the desired columns x rows numbers by a click. The table is pasted into the description field. If you mark the table, you can move it to a desired place using drag & drop. To adapt the formatting of text inside the table, simply use the functions mentioned above. If you place the cursor in a cell, further functions are displayed to insert new rows and columns. You can also delete the current row/column. The bin icon enables you to remove the whole table. The table is removed instantly after selecting this function and there is no further confirmation necessary. Therefore, be sure about the deletion before selecting the function!

Note: Please note that if you use a description attribute that contains an HTML table and place it on the modeling canvas, the table borders may not be visible. In addition, when copying a table from PowerPoint, it may appear twice, once without formatting and once with formatting.

The maintained description attribute is indicated by an **i** under the symbol. Descriptions of your process steps and other symbols are displayed in a tooltip as soon as you move your mouse over the highlighted information icon of the object.

If you view descriptions of checked-in diagrams that contain more than 3 lines, they are displayed collapsed by default. You can see the entire description by clicking on *Show more* and minimize it by choosing *Show less*.

Description

Lorem ipsum dolor sit amet, consetetur sadipscing
elitr, sed diam nonumy eirmod tempor invidunt ut
labore et dolore magna aliquyam erat, sed diam

Show more



Note: For some object types the icon for maintained description attributes is not visible by default. It is possible to change this in the formatting options for a selected symbol.

Hint: The table formatting is not fully supported in exports. If you use a table in a description attribute, the content is still copied to the document as a table and appears in the defined formatting. But the table is displayed without a frame and border lines of the rows and columns.

6.1.9 What is a mandatory attribute and how can I detect it?

In the attribute tab, an asterisk marks a mandatory attribute. This applies both to the attribute tab in the diagram view and to the object details in the catalog. Entering such an attribute is mandatory to publish the diagram resp. catalog object. If these are not maintained, you will get a corresponding message in the application when initiating the release workflow. If you create or edit an entity, you do not have to maintain the mandatory attributes yet. Attributes can be defined as mandatory in the method.

For example, the attribute “Responsible” always is a mandatory attribute.

Responsible *



Note: The following exceptions will be applied to mandatory attributes that are multi-valued or language localized when the release workflow is initiated. The workflow engine checks if at least one value has been maintained for all mandatory multi-value attributes. There is no further check about the amount of values. The check for language localized attributes is successful if a value has been maintained for at least the *default language* of the tenant. If this attribute value has not been set, the initiator of the release workflow receives a notification about the missing translation in the diagram resp. catalog object.

6.1.10 What are occurrence attributes?

If you have multiple copies of an object, typically, the value of an attribute (for example, the name of the object) is the same for each of these copies. In contrast, the values of occurrence attributes can be set independently for each copy. If an object is copied, initially each attribute value is identical to the original value. These can, however, be subsequently modified without the other copies / the original being altered.

BIC Process Design uses a small symbol to indicate whether it is an occurrence attribute (see figure below).

Risk owner 

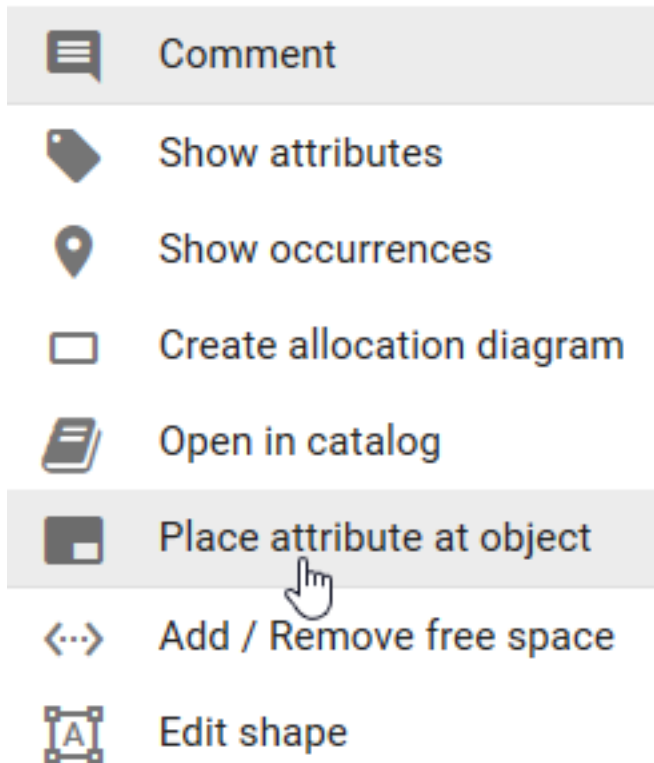
Root cause 

- Occurrence attributes are defined in the *method* and cannot be defined in the application itself.
- If the occurrence attribute has to be of identical type in all variants of the object, then it must be maintained individually for each object.
- The contents and the identifiers of the occurrence attributes are not included in the catalog.

6.1.11 How can I place attributes at objects?

Some attributes of objects can be placed in the diagram. This includes all text attributes of the object that were maintained in the attribute bar.

Right-click on the symbol in the diagram to open the context menu and select *Place attribute at object*.



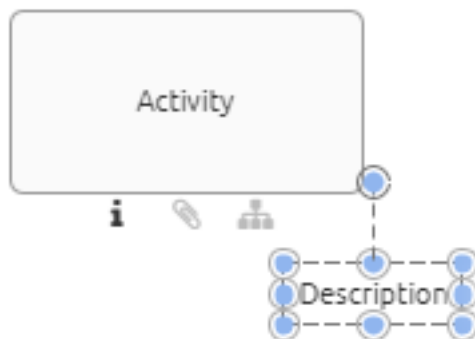
A window *Attribute placement* opens, in which you can select the desired attribute. All text and assignment attributes that are already maintained at the object are displayed here. If you want to select a text attribute that is not listed, you must first complete it in the attribute bar and repeat the first step.

Attribute placement

Please select the attribute that you want to display in the diagram. Only maintained text attributes are offered. If necessary, first enter a value so that the attribute is available for selection. The attribute is displayed at the bottom right of your symbol after your selection and can be positioned with the mouse afterwards.



The selected attribute then appears at the bottom right of the icon. You can *change the position* and edit the text field by double-clicking it, if it is not an assignment. The changes are applied to the attributes of the object. The placement also gets updated, if the attributes are changed in the attribute tab. Assigned persons, organizational units and diagrams are displayed as text, with several assignments in an attribute separated by a comma.



Note: Please note that tables you have used in the description attribute cannot be displayed in the diagram. In addition, the table border of a description is not rendered on mouseover pop-up when you move the mouse pointer over the *i-symbol* on the activity in the diagram.

6.1.12 How can I set the access restriction for objects?

You can use the attribute *Restricted access* to restrict access to an object for certain users. To do this, you must edit the attributes of the object either in the diagram or *in the catalog*. This restriction applies if the object exists in the catalog. Only members of the selected user group, registered users and *governance participants* can see the object in the catalog or reuse it via the suggestion list. The access restrictions apply regardless of the user role, so even administrators can be excluded. If the access restriction attribute is empty, there are no restrictions.

Warning: Reuses of the catalog items with access restriction are still visible in diagrams despite access restrictions. This applies to the entire object, including all its attributes, such as attachments and files. Additionally, this data is included in the archived versions of the diagram.

6.1.13 How can I create entities while editing Attributes?

Organizational units, documents and norms can be created while editing the attributes during diagram creation. To do this, the attribute field has to be selected accordingly. After the first symbol is entered, suggestions for existing entities are shown.

Attributes Activity

Name
Example Activity 1

Identifier

Description
B I U

Keywords

Decomposition

Variants

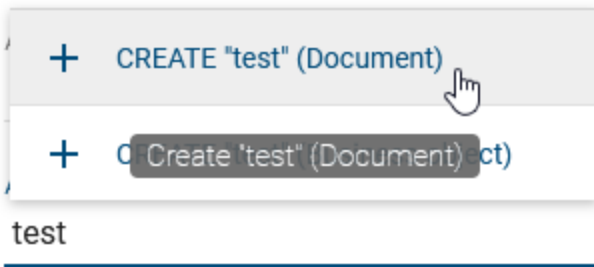
Allocation model

Im a document

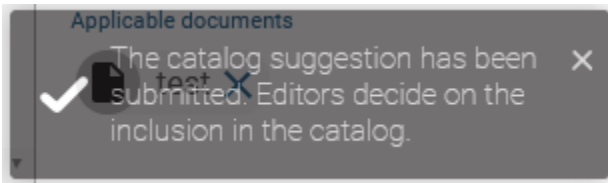
CREATE "d" (Document)

d

If a new entity needs to be created, the desired name can be entered into the attribute field and the correct “create”-option can be chosen.



After entity creation, a notification will inform you about the addition of a new catalog entry.



6.1.14 What are System attributes?

System attributes give the user in the Public Workspace information about the creator, the person who last edited the diagram and the associated timestamps of the diagram. These attributes are generated by the system and users can only read them.

You have selected a diagram. Now open the *Details* by clicking on the button in the menu bar.



If you scroll down the tab, you can see the associated information by clicking on the heading *System Attributes*.

▼ System Attributes

Created by

Administrator

Created date

5/31/17 3:58 PM

Last modified by

Max Mustermann

Last modified date

5/31/17 4:30 PM

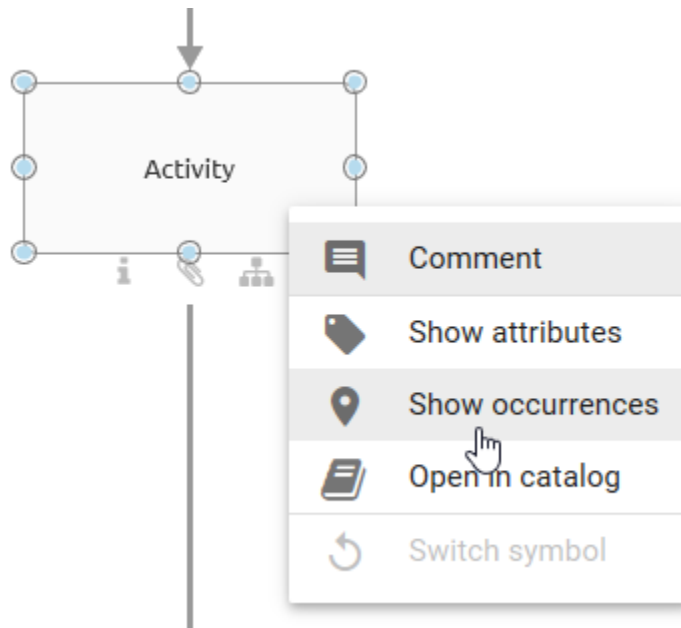
Note: When a diagram is published by the workflow engine, the system attribute “Last Modified By” of the diagram is set to “Workflow” in all stages.

6.2 Occurrences

6.2.1 How can I view the occurrences of symbols in diagrams?

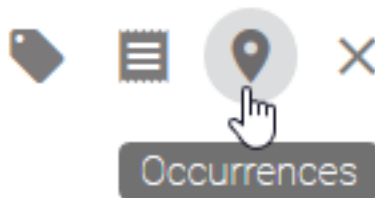
If you have opened a diagram and want to display the occurrences of a symbol, proceed as follows.

Right-click the desired symbol. A context menu opens. Select *View occurrences*. This opens a bar on the right-hand side, listing all uses of this object.



By clicking on a list entry, you can then navigate to another diagram in which the object is reused, or display the occurrences in the current diagram.

Optionally you can also navigate from the *attribute bar* to the *occurrences* of an object by clicking on the button represented by a pin. The selected button is visually highlighted.



Note: Depending on the stage in which you are looking at the diagram, the context menu varies.

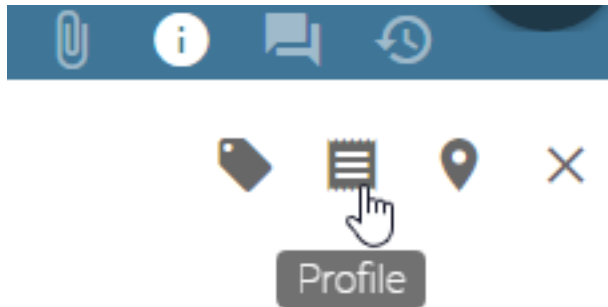
6.3 Profile

6.3.1 How can I display the profile?

The *Profile* is available in all stages for all diagrams and for objects contained in diagrams. To view the Profile, follow these steps:

Select a diagram in the repository for which you want to view the profile. To display the profile of a symbol, select it in the opened diagram.

Open the *Details* in the menu bar, indicated by an “i”. Then, the details bar is opened, in which you can click on *Profile* to display the profile of the diagram or the selected symbol.

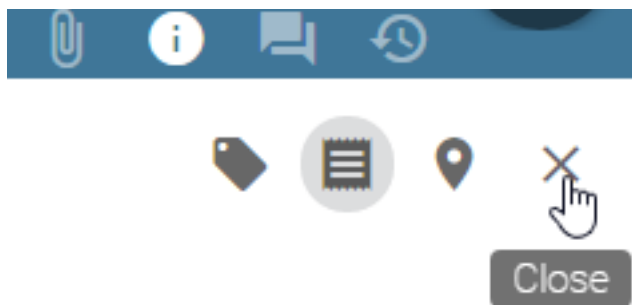


Default diagram profile: The profile view shows in default the name and the description of the diagram, responsible and contributing roles, used IT systems, documents and business objects, as well as the risks and controls in a diagram. In addition, information about the responsible person as well as release and expiry dates are visible.

Default activity profile: The profile view of an activity contains the following information in default, if these are directly related to the selected activity in the diagram or are maintained in the attribute bar: name and description of the symbol, responsible and contribution roles, IT systems, inputs, outputs, risks and key performance indicators.

Objects, such as roles, may be shown as chips in the profile. Click on this chip to navigate to the profile of the corresponding object. If the profile is not available for this object, you are navigated to its attributes or otherwise to occurrences. Click on the arrow in the details bar to return to the original view.

Click on the *Close*-button to exit the profile view.

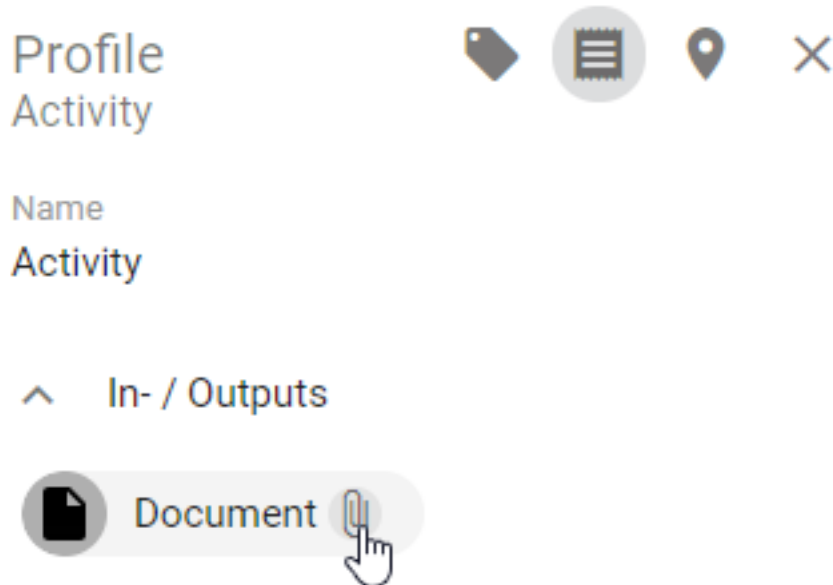


Note: Please note that the button *Profile* in the details bar can only be selected if this was *specified in administration*. Furthermore, *the content of the profile* may vary depending on the configuration, object type and diagram type.

6.3.2 How can I access attachments of entries in the profile?

If a profile lists objects that have maintained a file or URL in the *attribute* “*Attachment (URL)*”, they can be accessed directly.

Navigate to the *Profile* of a diagram or object. If the chip of an entry contains a paperclip, an attachment is maintained. Clicking on the paperclip opens the attachment directly or instead a selection menu if several attachments are available.



MULTILINGUALISM

The following language settings are distinguished for the multilingualism of the application.

User interface language (UI language): This is the language of the user interface, which depends on your browser settings. The user interface includes all displayed dialogs, the administration interface, buttons, context menus and the displayed names of diagram, object and attribute types. The UI language depends on the first language in the list of preferred languages in the respective browser settings. Depending on the browser these lists can be found at different places:

- *Internet Explorer*: Section “Preferred Language” in the Windows language settings
- *Mozilla Firefox*: Section “Choose your preferred language for displaying pages” in the browser language settings
- *Google Chrome*: Section “Order languages based on your preference” in the browser language settings

Content language: The content language refers to the representation of the contents of diagrams and attribute values. The content in the content language is displayed in the diagram itself, in the attribute bar, in reports and in the catalog in the form of catalog entries. The content language is set *in the application* and can therefore differ from the UI language.

Alternative language: The *alternative language* can be set to display another language if an attribute has not been maintained in the content language. In this case, the attribute in alternative language and its abbreviation are displayed in brackets.

User language: The user language defines the language in which you receive your e-mails from the application. This language is set per user in the *administration*.

The following sections describe the content language and the maintenance of translations in more detail.

7.1 What languages are displayed for the content language and the alternative language when logging in for the first time?

When you first log in to BIC Process Design, the default language set by the administrator at that time is displayed as the content language by default. The alternative language will correspond to the language of your browser (UI language).

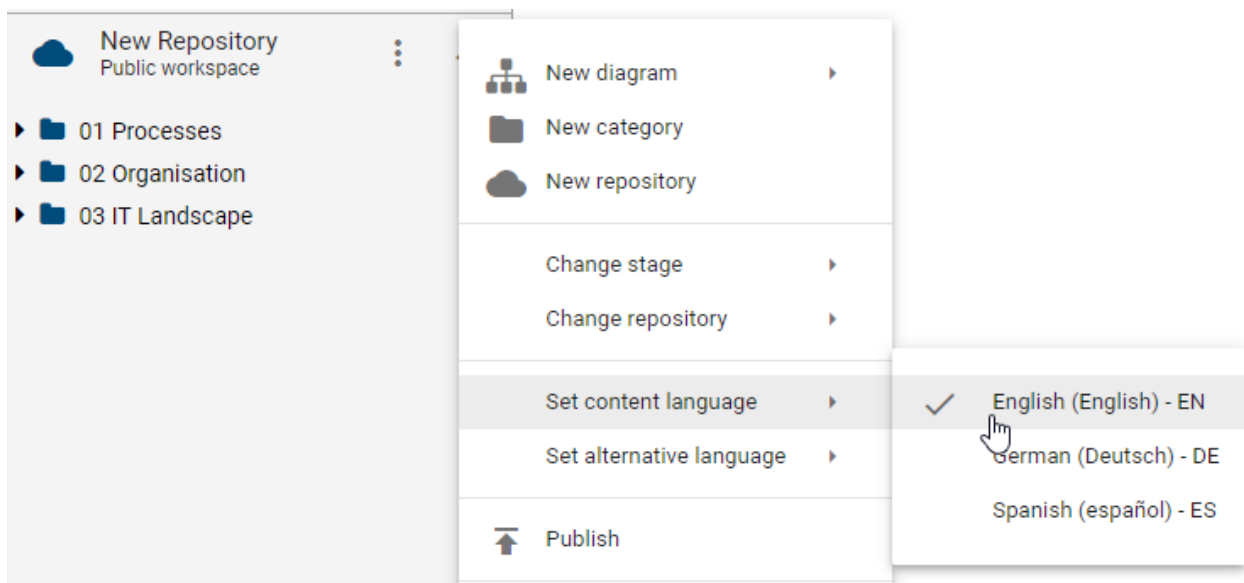
You have the option to *adjust* your content language and alternative language at any time.

Hint: If your browser language is not activated as a language in the administration, the alternative language corresponds to the default language.

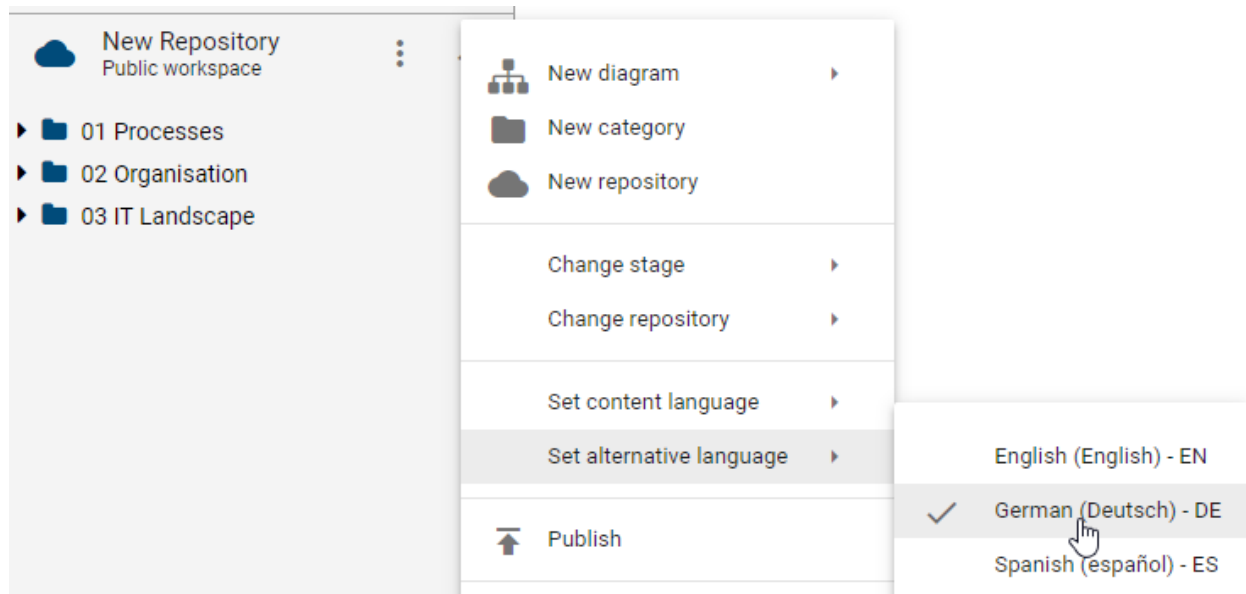
7.2 How do I change the content language and the alternative language?

You have the possibility to select a content language as well as an alternative language to display your diagrams, which have been set in the *administration*. Attributes of the diagrams and symbols are displayed according to the content language. The alternative language can be set to display a different language in the public workspace, the preview or the publication stage, if an attribute or label is not maintained in the content language. In this case the attribute and the abbreviation are displayed in the alternative language and in brackets. The labels of symbols remain empty if they were not maintained in the selected content language or the selected alternative language. In the editing mode of a diagram only values that have been maintained for the selected content language are displayed within the details of an object or the diagram.

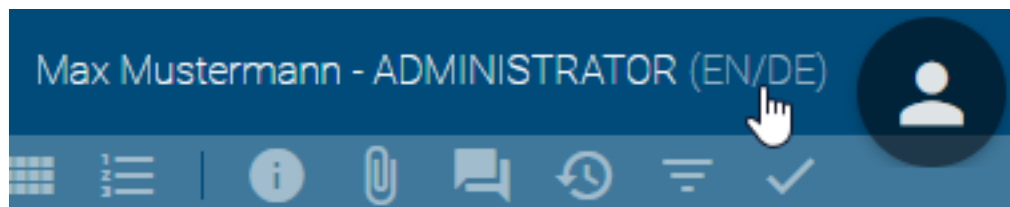
In order to select a content language open the context menu in the explorer. Select *Set content language* in the context menu. A list of available content languages appears. Select a language, such as English.



In the context menu you can as well select *Set alternative language*. A list of available alternative languages appears. Select a language, such as *German*.



Now you have set your content and alternative language. Your changes will also be visible in the upper right corner next to your user name. Here you will find the abbreviations for the content and the alternative language in brackets (e.g. (EN/DE)).



Optionally, with a click on (EN/DE) you can easily change the content and alternative language, so that the application is displayed in (DE/EN).

Note: If you change an attribute which has only been maintained in the alternative language, this change only applies to the content language. If you only use one language, the content language equals the alternative language. Note, that some attributes are independent of the content and alternative language such as the e-mail address.

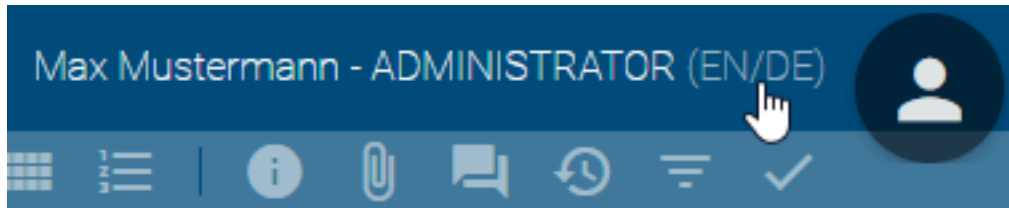
Tip: For a clear view, which gives you a conclusion about which values have been maintained for which language, use the translation mode in the *diagram* or *catalog*.

7.3 How do I maintain translations of contents?

You have several options to translate the content of your diagram: within the catalog itself, the catalog translation mode, the diagram view or the diagram translation mode. In general, translations of existing symbols that have already been *accepted in the catalog* should be edited in the catalog. If you maintain those changes directly in the diagram, new catalog entries are created. The alternative way is to use the “Diagram translation mode” or the “Catalog translation mode”.

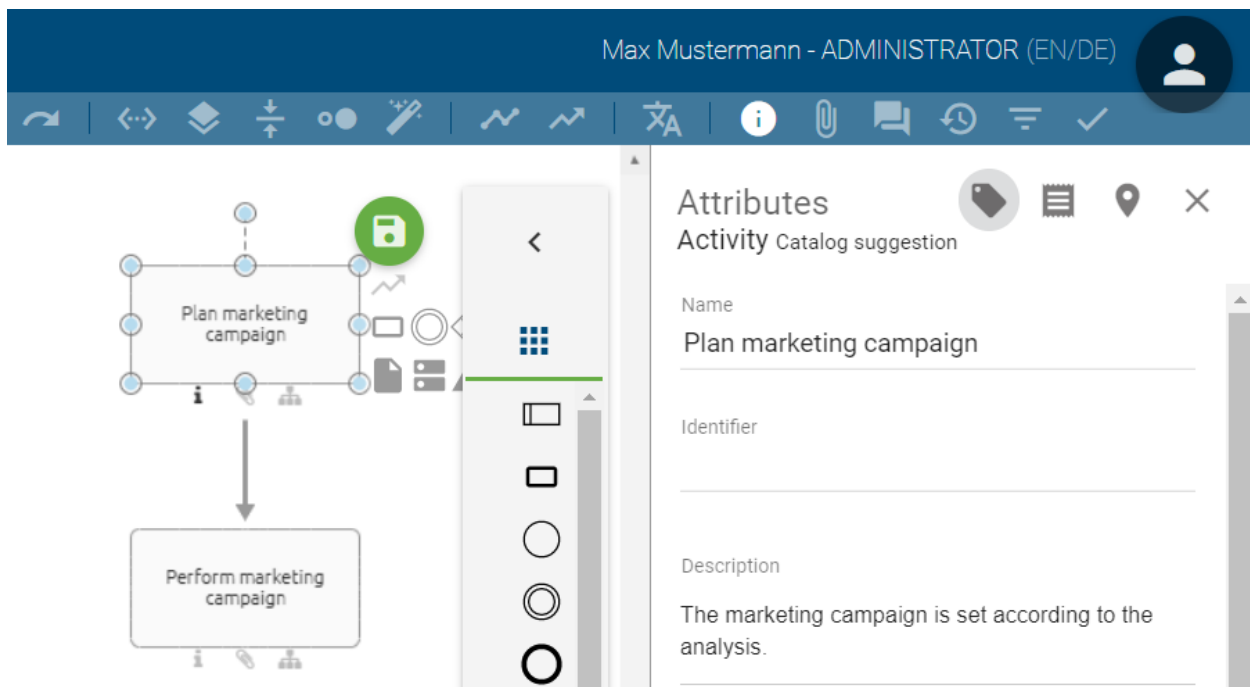
Direct change within the catalog or diagram view: Select the content language you want to maintain the translation for. As alternative language, set the one for which the attributes have already been maintained. Go to the *diagram*

or to the *catalog*. If you are already in the respective view, you can swap the set content and alternative language by clicking on the display at the top right next to your user name. Now you can edit the corresponding *attributes* or press the *Details* symbol in the catalog to go to the *details view*.

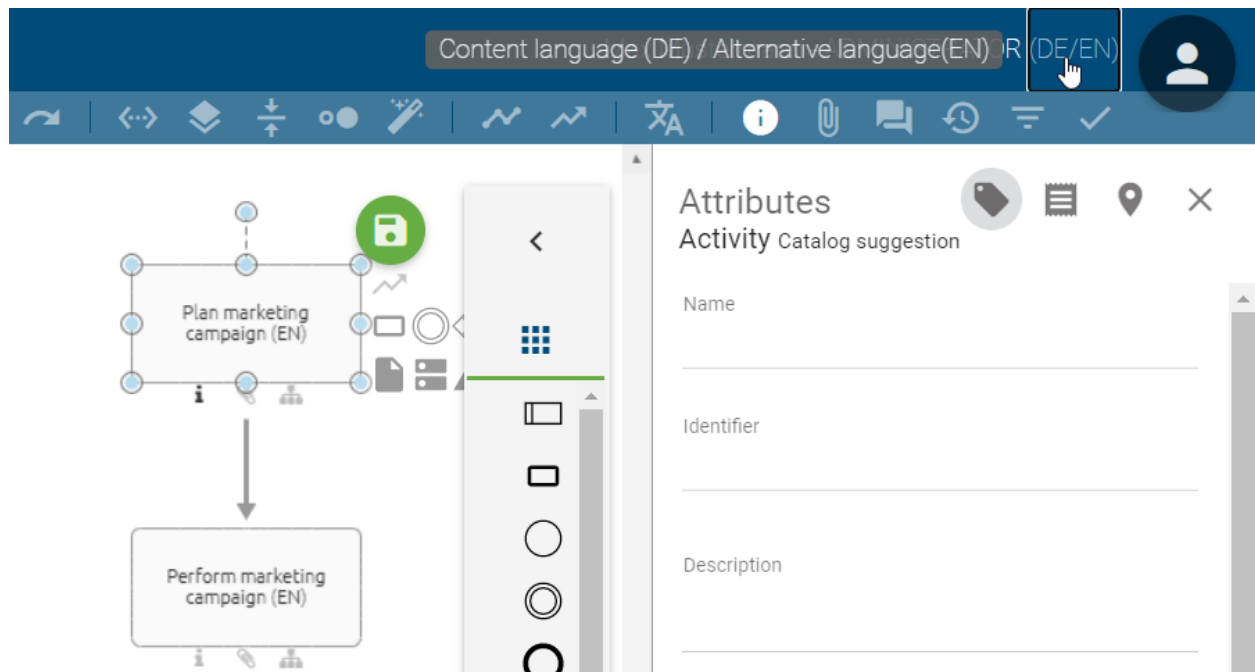


While editing, you can only see values of attributes that have been maintained for the selected *content language*. Therefore you can directly see if an attribute is not translated yet. If the diagram or catalog entry is *checked in*, you will also see values that have been maintained in the alternative language but not in the content language. This is marked by the abbreviation of the alternative language.

The attributes are maintained in the content language (EN):



The attributes are not maintained in the content language (DE):



Translation mode for diagrams and catalog entries: Navigate to the corresponding diagram, check it out and open the *diagram translation mode*. Or navigate to the catalog, select an object type filter and open the *catalog translation mode*. There you can translate several symbols in several content languages in the same view. For more information, please go to the corresponding chapters.

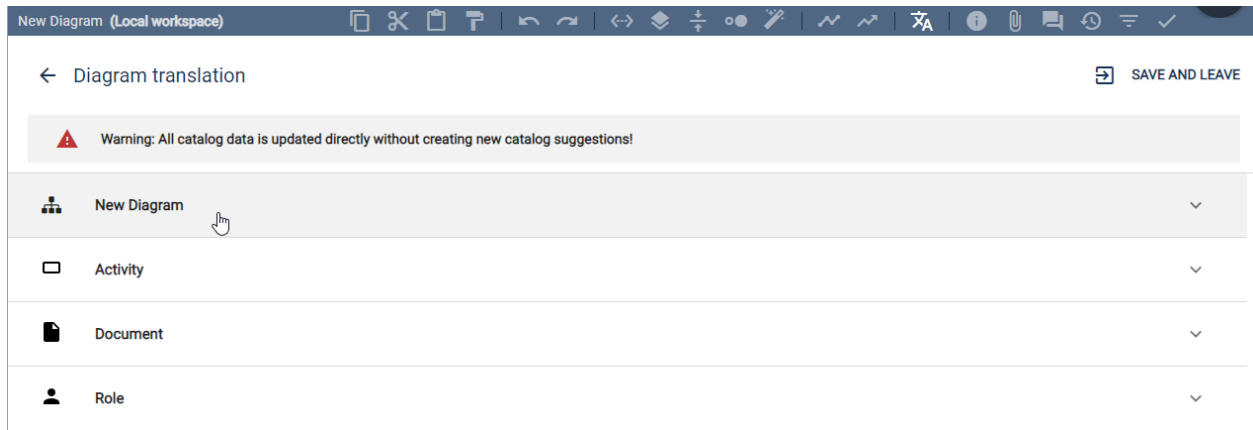
Tip: Due to a ease of use and better clarity, it is recommended to use the translation mode when it comes maintain multiple languages.

7.3.1 How do I translate a diagram?

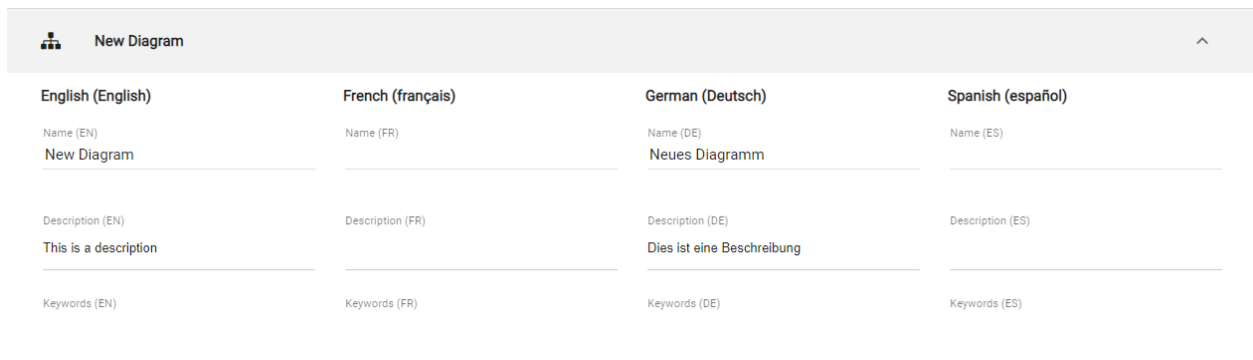
When modeling diagrams, modelers can directly maintain the corresponding translation for the content languages selected in the administration. The navigation to the catalog is not necessary.



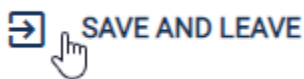
Check out the diagram, save it if necessary and click on *Diagram translation* in the menu bar. All elements of the diagram that have at least one maintained text attribute are listed here. In addition to the diagram itself, all modeled symbols can therefore be included. Several versions of the same catalog entry are therefore listed several times. The diagram is always the first list entry. The objects are then grouped alphabetically according to their object types. They are furthermore displayed in alphabetical order in its group, depending on their object names in the current content language. If the name attribute is not maintained, you see the object type instead.



Click on a list entry to expand it and see all text attributes of this entry in the available content languages. The attribute type names are displayed in the UI language. You can now maintain your translations in the text fields.



Click on *Save and leave* to save your changes and to return to the diagram view. Note the warning message on top of the list. As administrator and editor, your changes will be saved for all catalog entries without creating new entries, even if they are already accepted in the catalog. If you are an Author, your list will be filtered, so that the accepted catalog data used in the diagram is not listed and cannot be changed here.



If you do want to take over your changes, click on *Diagram translation* or go *Back to process view* and select *Discard changes* in the dialog.

The diagram has been changed!

Do you want to save your changes?

CANCEL

DISCARD CHANGES

SAVE

Note: While translating a diagram, accessing the modeling options or opening the sidebar via the menu bar is not

possible.

VARIANT MANAGEMENT

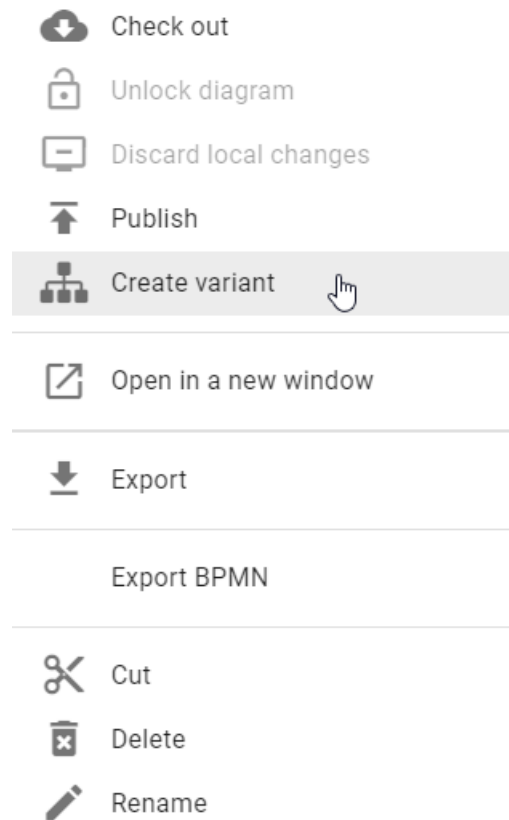
A variant is a direct copy of the original diagram that can be edited as required. The variant is adopted in the maintained content languages of the original diagram. This can be a valuable approach, for example, when a process is implemented company-wide but requires adaptation for different countries.

8.1 Diagrams

8.1.1 How do I create a variant?

As an *Author*, *Editor*, and *Administrator*, you have the ability to create variants of checked-in diagrams in the *Public workspace*.

First, open the context menu for the diagram from which you intend to create a variant and select the *Create variant* option.



A dialog window will open, where you can adjust the name of the diagram as required. The name of the original diagram will be displayed in the input field by default.

Create variant

Name *

Make offer - Customer 1

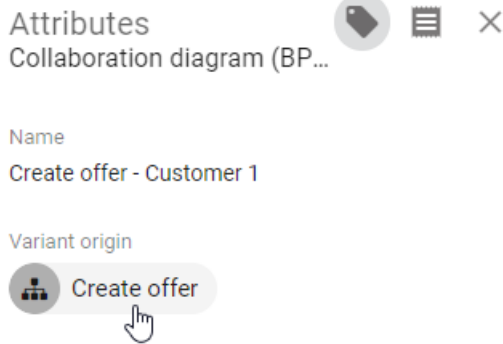
23 / 1024

CANCEL

SAVE

Then, click on *SAVE* to create a variant. If you want to cancel the process, click on *CANCEL*. After the variant is created, the diagram will be displayed in alphabetically order in the category you are in.

Once the variant has been created, you will be able to locate the attribute *Variant origin* in the *Details* when you open the diagram. This will establish a reference to the original diagram from which the variant was created.



Once a variant is created, you are automatically entered as the author in the governance attribute, depending on whether you are entered as the author in the original diagram. You can then check out the variant and edit it. This also applies if you are not yet stored as a person object in the catalog. In this case, the system will automatically create an accepted person object as a catalog entry.

Note: It is also possible to create variants of variants.

8.1.2 How can I compare diagram variants?

You have the option of comparing variants with each other. You can compare both the base diagram with a variant and a variant with another variant.

To do this, click on *Variant comparison* in the menu bar of the checked-in or checked-out diagram.



You can then select a diagram variant, the stage and the version. Then click on *Compare* to compare a diagram variant with the diagram being displayed.

Variant comparison



Public workspace

Vacation request - Spain



Public workspace



09/25/2023 2:34 PM



COMPARE



If the diagram being displayed contains at least one object that is different from the diagram variant, the object is listed in one of the following sections:

- **Not included in displayed diagram:** The object is not included in the displayed diagram.
- **Only included in displayed diagram:** The object is included in the displayed diagram only.
- **Different attribute value:** The object has different attribute values in the displayed diagram.

8.1.3 How can I highlight the differences between the diagram variants in color?

To highlight a different in the diagram variant in color, you can click on the object of the corresponding section.

^ Not included in displayed diagram



Executive Manager

^ Only included in displayed diagram



Applicant 1



^ Different attribute value



Applicant has not yet agreed

Hint: Non-existent object **cannot** be colored in the diagram and appear only in the *Not included in displayed diagram* section.

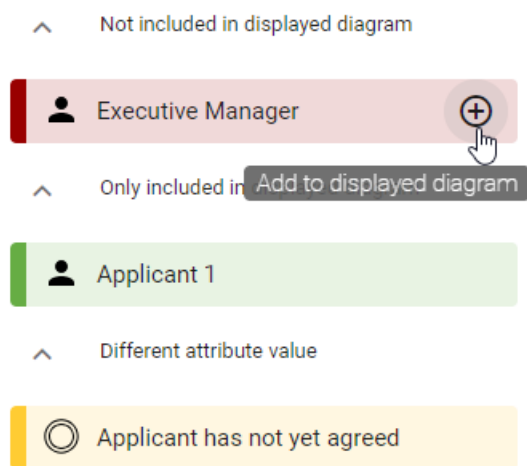
The object is then additionally highlighted in the displayed diagram. A green marker indicates *Only included in displayed diagram* and a yellow marker indicates *Different attribute values*.

If **only** objects have been rearranged between the displayed diagram and the diagram variant, the diagram name has been changed, or no changes have been made, you are notified that no changes were detected during the comparison.

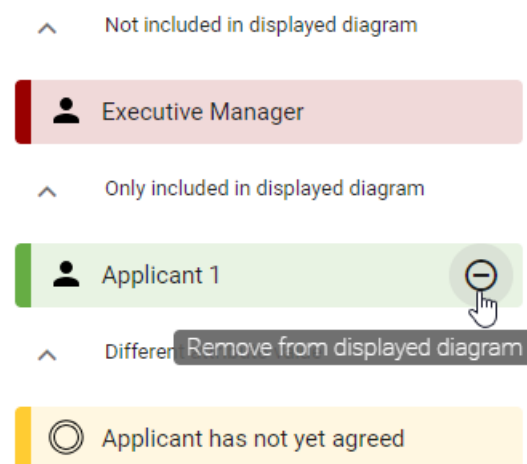
8.1.4 How can I add or remove objects when comparing diagram variants?

You can add or remove objects while you are comparing a diagram variant with the displayed diagram. To do this, you must have **checked out** the displayed diagram.

When you move the mouse pointer over the *Not included in displayed diagram* section, the *Add to displayed diagram* button appears. This allows you to add the object to the diagram that is included in the diagram variant but not in the diagram being displayed.



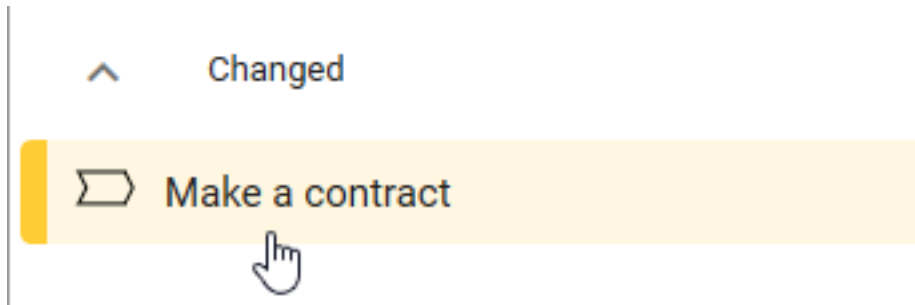
When you move the mouse pointer over the *Only included in displayed diagram* section, the *Remove from displayed diagram* button appears. This allows you to remove the object from the diagram that is included in the displayed diagram but not in the diagram variant.



Clicking the respective button will execute the action immediately, and the change will no longer appear in the comparison. The only way to undo the action is to *discard the local changes* or click *Undo* (alternatively **CTRL+Z**) in the editor.

8.1.5 Where can I see and apply changes to attribute values between diagram variants?

To view the changes to the object's attribute values in the displayed diagram, click on the respective object.



This opens the details of the selected object. The headers of the changed attribute values are highlighted in red.

← Updated attributes Activity

Name *

Make a contract

Identifier

Description

Signing and sending documents

Keywords

If you move the mouse pointer to the *Different attribute values* section when the diagram is **checked-out**, a *Update in displayed diagram* button will be displayed. You can click on this button to apply the changes to the displayed diagram.

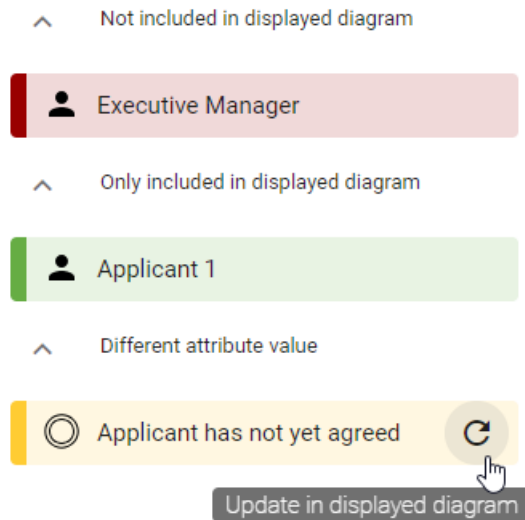


DIAGRAM VIEWS

9.1 Which alternative views on diagrams are available?

In addition to the diagram view, you can view the matrix and the process execution. The RACI matrix and process execution are available in the Public workspace, the Preview, and in the Publication. Both views are limited to the diagram types *BPMN* and *EPC*. The matrix also exists for *VCD* process overviews.

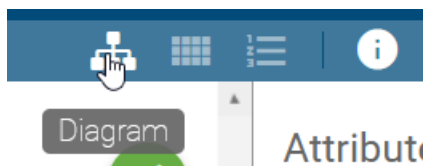
Note: Please note that the different views for diagrams are not available in edit mode.

9.1.1 Diagram

To display the *Diagram*, proceed as follows:

This view is initially set. It presents the diagram or the modeling. Depending on the workspace, you can, for example, edit the diagram or check it out. The graphical representation of the diagrams differs by the *diagram versions* for the editor (local and public workspace) and the preview and publication stages, which give modelers additional operation functions.

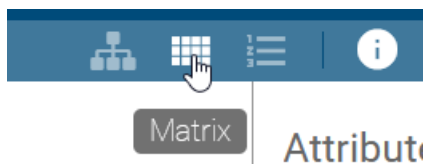
If the diagram view is not opened, you can display it by clicking on *Diagram* in the menu bar.



9.1.2 Matrix

To display the *Matrix*, follow these steps:

Select an *VCD*, *EPC* or *BPMN* diagram in the repository for which you want to view the RACI Matrix. Click the *Matrix*-button in the menu bar.



Depending on the process flow, the matrix displays all the activities of a diagram in rows. All actors, such as roles and responsible applications (e.g. pools), form the columns in alphabetical order. In the matrix cells, the association type between the activity and the resource is displayed (R-Responsible, I-Informed, C-Consulted, A-Accountable). The following columns are about inputs, outputs, applications and risks of the diagram. You can see an alphabetical list of the objects, that are associated with an activity, in each cell. Click on an entry to display its details. If the entry has an attachment, you can see a paperclip icon in the chip. By clicking on this paperclip, attachments can be accessed directly. See the [profile](#) for a more detailed description.

Matrix

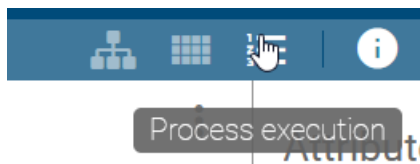
Activities / Actors	IT-System 1	Role 1	Role 2	Role 3	Role 4	Input	Output	Application	Risk
Activity 1		R							Risk 1
Activity 2	R		A					IT-System 1	
Activity 3				C		Input 1	Output 1		
Activity 4					I		Output 2		

Click on the *Diagram*-button to return to the diagram view.

9.1.3 Process execution

To display the *Process Execution*, follow these steps:

Select an EPC or BPMN diagram in the repository for which you want to view the “To Do”-List. Click the *Process execution*-button in the menu bar.



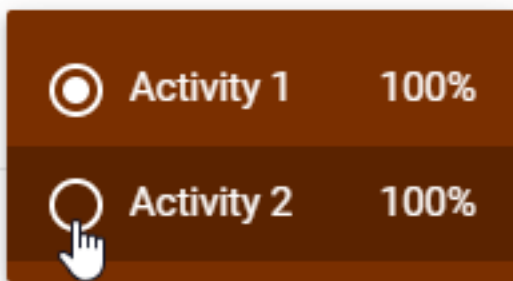
Based on your modeling in the Diagram view, you can now see the process execution in the middle of your screen. The activities, decisions and related events are listed here.

The activities represent the individual tasks in the process. Below each activity name, the responsible resource is displayed if it has been modeled in the diagram. When you select an activity, the attribute view on the right-hand side provides more information about this task.

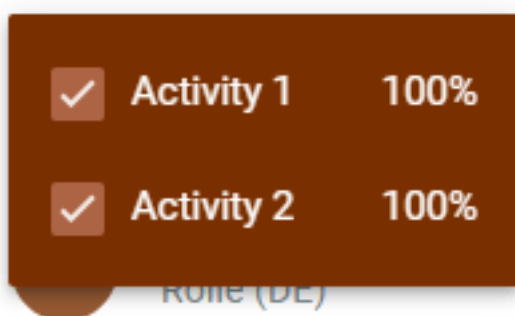
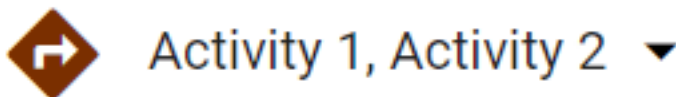
The process flow means the sequence of activities and is initially determined by the software for the user. The decisions corresponding to the gateways in the diagram are made based on the probability of the process flow. The most probable process flow is automatically displayed. You can maintain the *Probability* for each activity in its attributes. If no probability has been maintained, the position of the node is decisive instead. Loops are not considered for automatic decisions. Overall, only the sequence flow forms the basis for the path.

The process flow is thus divided by the decisions into segments or sections, in which successive activities are placed. The activities are consecutively numbered starting with 1. The segments displayed depend on the decisions made. Each segment has its own background color for the activity numbers. The respective segment can also be identified by its heading, which includes the name of the gateway and the sequence of the selected path in the process. If a gateway was not named there, only the name of the sequence is displayed. If the sequence also has no name, the heading corresponds to the name of the subsequent activity. In front of the heading you can always see the route icon belonging to the segment and you can make a decision yourself that has an impact on the subsequent tasks. The icon therefore signals a gateway in the process flow, whereby a distinction is made between the following gateways:

- *Exclusive or:* By clicking on the route icon, a menu shows you the possible decisions. Here you can just select one alternative, which adjusts the list of subsequent activities. The section of an “Or” decision ends with the last activity before the next gateway or the end of the process. The background color of the numbering does not change within this segment.

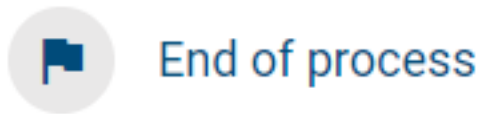


- *Inclusive or:* In this case, one route of the process is listed initially. With a click on the route icon you can select another route or several routes at the same time. A path then corresponds to a subsegment. Within this segment, each subsegment has the same background color of the numbering in different transparency levels.
- *Parallel:* In the case of an “And” gateway, all parallel paths of the process are listed one below the other, since all paths are executed. A path corresponds to a subsegment. Within this segment, each subsegment has the same background color of numbering in different levels of transparency. The numbering is continuous across all segments and subsegments. Nevertheless, a decision can be made here by clicking on the route icon to highlight individual segments.



Note: Multiple starting points for the path are also displayed as an exclusive gateway above all activities.

Overall, the numbering is continuous across all segments and subsegments. The end of the process flow is marked by the corresponding event and by a flag instead of the numbering. If there is no end event but an activity, the end of the process is inserted virtually and named accordingly, as shown below.

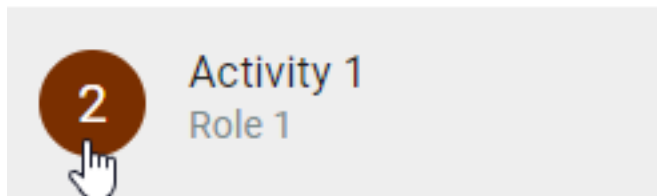


Click on the *Diagram*-button to return to the diagram view. Further options to work with the process execution are described in the *following chapter*.

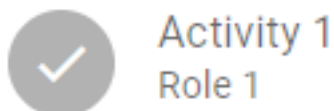
9.2 How can I perform process execution tasks?

To obtain an overview of the progress of a running process instance, you can mark the individual activities as completed in the process execution. This is only visible to you.

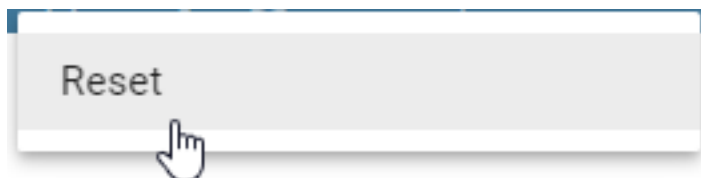
Navigate to the *Process execution* of the desired BPMN or EPC diagram. There you can see the activities to be executed and make decisions at gateways. For a detailed description please refer to the *associated chapter*.



If you have completed a task, you can mark it by clicking on the number in the corresponding activity. There you will then see a check mark for the status "Done".



The tasks can be marked as completed in any order. To reset the status of the tasks, for example, after a complete run of the process, navigate to the context menu *More Options* and choose *Reset*.



In addition, when a decision is changed in the process, the status of all subsequent and possibly already completed tasks is reset.

Tip: For an optimal work with process execution and extensive functionalities in dealing with process instances we refer to our product BIC Process Execution! You can find the corresponding documentation [here](#).

9.3 How can I filter the RACI matrix?

Open the RACI matrix of an EPC or BPMN diagram. You can display the filter in the right sidebar by clicking on *Filter* in the menu bar. There, all columns of the matrix are listed as filter options. This includes actors, such as roles and applications. The filters are initially activated.

The screenshot shows the RACI matrix interface. The top bar includes a 'BPMN Diagram' tab and a menu with a 'Filter' icon. The 'Matrix' sidebar is open, displaying a table with the following data:

Activities / Actors	Role 1	Role 2	Role 3	Role 4	Input	Output	Application	Risk
Activity 1	R							
Activity 2		A						
Activity 3			C					
Activity 4				I				

The 'Filter' sidebar on the right lists the following options, all with active eye icons:

- Role 1
- Role 2
- Role 3
- Role 4
- Input
- Output
- Application
- Risk

Click on one or more “eye” symbols to hide the corresponding columns of the matrix. Only activities or rows that are not related to the filtered column, are displayed. The hidden entries are grayed out in the filter tab and the icon is crossed out.

The screenshot shows the RACI matrix interface after filtering. The 'Matrix' sidebar is open, displaying a table with the following data:

Activities / Actors	Role 2	Role 3	Role 4	Input	Output	Application	Risk
Activity 2	A						
Activity 3		C					
Activity 4			I				

The 'Filter' sidebar on the right shows the following options. The 'Role 1' option has a crossed-out eye icon, indicating it is filtered out:

- Role 1 (crossed out)
- Role 2
- Role 3
- Role 4
- Input
- Output
- Application
- Risk

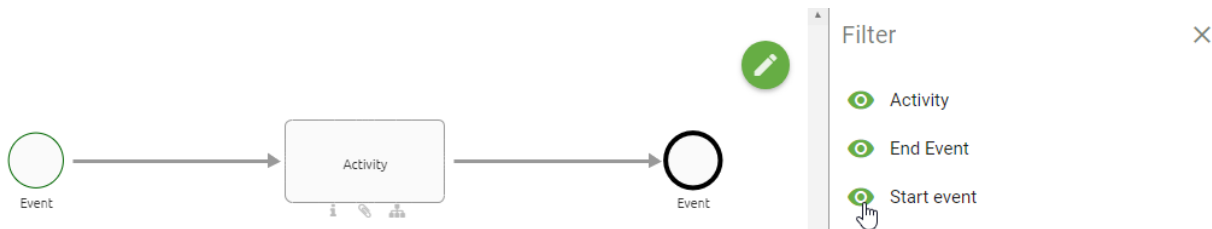
Similarly, you can remove the filters to display the entire matrix. Activities that are not related to an actor are now displayed again.

9.4 How can I hide entities in the diagram?

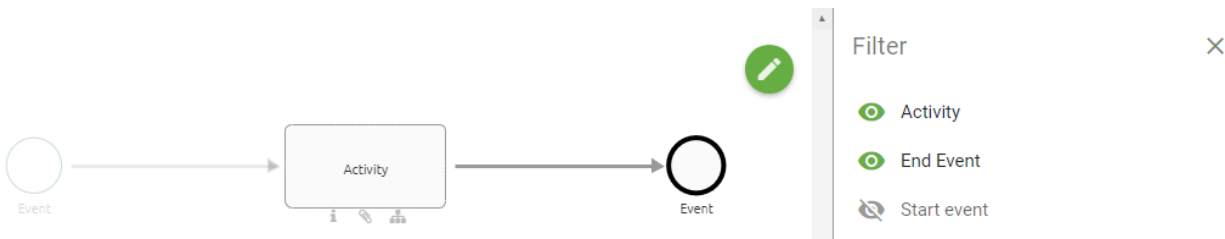
In the diagram view, you can open the *Filter* bar via the menu bar.



In the sidebar, all symbol types that are modeled in the open diagram are listed in alphabetical order. Initially, each list entry is selected, which implies that modeled objects of all object types are visible.



To hide a specific symbol type and its connections to other entities (or display it transparently), click on the corresponding entry in the list. The entry is then grayed out and the “eye” icon is crossed out.



Similarly, you can also hide or show several symbol types at the same time with another click.

After closing the filter bar, all symbols are automatically displayed. As long as you have opened the diagram, the filter selection remains. Therefore, the previously made selection becomes active again when the filter bar is opened again without changing the diagram.

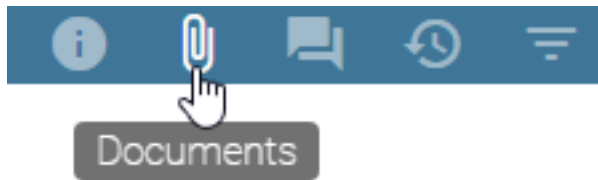
Note the difference between symbol types and object types. This becomes clear, for example, in activities in process overviews (VCD). Two activities can represent different symbol types, such as “Value chain” and “Value chain start”. In addition, a *pool in BPMN diagrams* is not available as a filter.

Note: For a high-performance modeling with an open filter bar, changed filter options are taken over when saving.

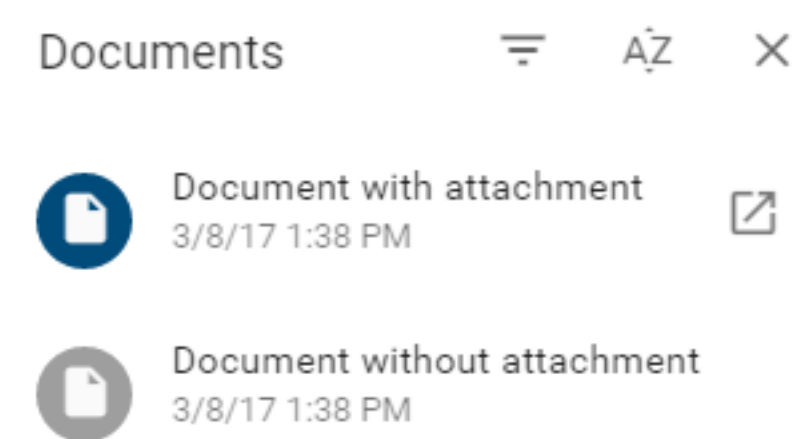
DOCUMENTS

10.1 How can I view documents contained in a diagram?

Open a diagram from the Explorer. Then, display the document view by selecting *Documents* from the menu bar.

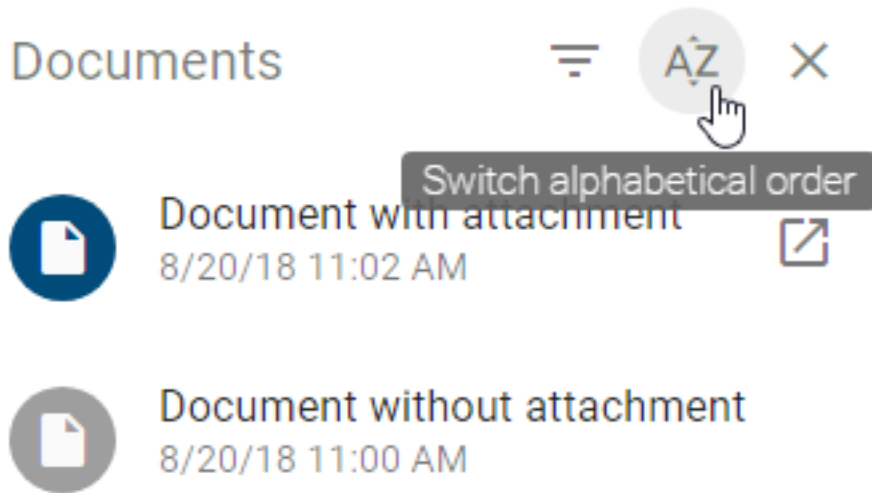


The document view shows all documents contained in the diagram.



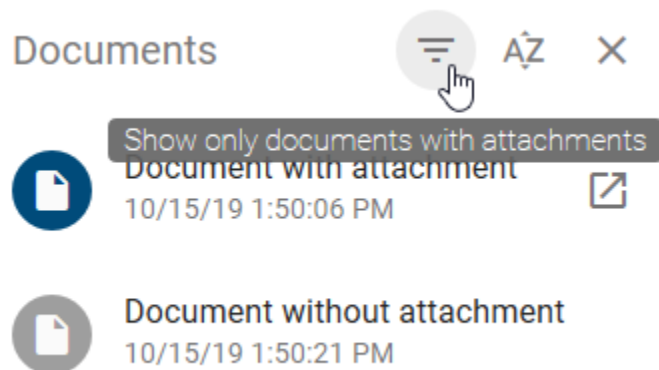
10.2 How can I sort the document view?

In the opened document view, click on the button *Switch alphabetical order* to sort the documents alphabetically.



10.3 How can I view documents with attachments?

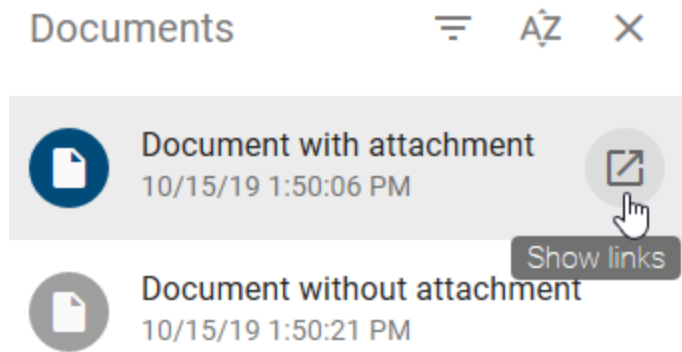
In the opened document view, click the button *Show only documents with attachments*.



Documents without attachments are not longer displayed in the list. To undo the selection, click the button *Show only documents with attachments* again.

10.4 How can I open attachments of documents?

In the *document view*, a *document with an attachment* can be identified by an additional button *Show links* on the right side of the entry.



Select the desired entry to open a list of attachments belonging to the document. You can also use the button *Show links* to do this. A click on a list entry starts the download of the corresponding attachment resp. the attachment opens. If there is only one attachment at the document, it is directly opened without showing the selection list.

Attachments of documents can also be displayed or accessed via chips in the *profile* or in the *matrix* view.

10.5 How can I link documents and folders on local and network drives in BIC Process Design?

You have the option to link documents and folders on local and network drives online. This allows you, for example, to add PDF files to documents in BIC Process Design or to access their containing folder directly.

In general, web applications must not access local or network resources, because browsers protect them. In order to be able to follow a mentioned link without being restricted by the security settings of a browser, the individual browsers must be adapted differently. An example solution could be the use of a plug in. These adjustments for the different browsers are briefly explained below and links are provided for helpful information on how to proceed. These links to third parties and their contents may change and are not monitored by us. If a link is no longer accessible, we would be pleased to receive your assistance. Alternatively you have the possibility to inform yourself, for example directly from the browser provider.

Internet Explorer: In order to access network drives, you must add the URL of BIC Process Design to “Trusted Sites”. The procedure is explained on [this support site](#) in chapter “Add or remove a site from a security zone”.

Google Chrome: To use links to documents, you can install a plug-in for Google Chrome. The “Unsandboxed plugin access” is explained on [this website](#). Possible plug-in-downloads for reaching local links can be found [here](#).

Microsoft Edge: On Microsoft Edge you can use the same plug-ins as in Google Chrome, which can be found [here](#).

Mozilla Firefox: For file links in the Mozilla Firefox browser, you must [change the configuration](#) for Firefox. These refer to the user.js file, which is explained on [this website](#).

In the following example it will be shown how such a link can than be embedded. For this example the browser Google Chrome has been used with a [plug in for local links](#).

Navigate to the attribute *Attachment (URL)* of the object where you want to add the link. There enter the prefix *file://* followed by the path of the desired document or folder. Then confirm your entry by clicking Enter. A possible link to the following document F:\ExampleFolder\ExampleDocument.docx on a network drive might look like this: <file:///F:/ExampleFolder/ExampleDocument.docx>. As an alternative you could also access the folder directly like this: <file:///F:/ExampleFolder>.

Attributes

Document Catalog item



Name

Identifier

Description

Keywords

Decomposition

Attachment (URL)

A download of the respecting document will be started via the browser, as soon as the respecting link has been selected. In case you are accessing a folder, a new tab will open. There you can see and access every content of that folder.

Index of F:\ExampleFolder\

 [\[parent directory\]](#)

Name	Size	Date Modified
ExampleFile.docx	11.6 kB	1/25/21, 7:38:16 PM

Note: In general, we support the access on local and network drives. But please note that it depends on your browser, your browser settings, and the used browser extensions whether our improvements work for your configuration. These settings and extensions are not part of the scope of our feature and their functionality can thus not be ensured by our

services.

Tip: You can additionally *attach files to objects*. Please note that a reader must have at least read rights to a network drive in order to retrieve a document there.

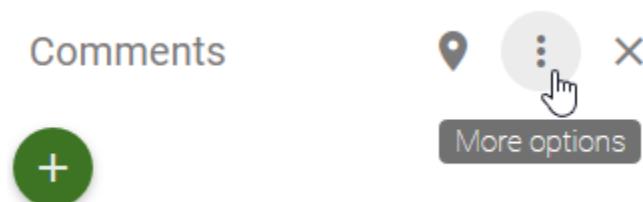
COMMENTS

11.1 How can I comment on a diagram?

In the opened diagram, you will find the *Comment*-button in the menu bar. By clicking on the *Comment*-button, the comment bar opens on the right-hand side. Alternatively, you can also open the *Comments* via the context menu. This appears by a right-click in the editor. In the comment bar you can now see comments, if already submitted.



Click on the *green plus* to add a new comment. An input field will open where you can enter your comment.



Click *Send* and your comment will appear in the comment bar. In addition the submission date and the name of the commentator will be displayed.

The image shows a user interface for adding a comment. At the top, there is a blue header bar with several icons: a line graph, an upward arrow, a paperclip, a tag, a speech bubble, and a circular arrow. Below this bar is a grey rectangular area with the word "Comments" in the top left corner. To the right of "Comments" are three icons: a location pin, a vertical ellipsis (three dots), and a close button (an 'X'). In the top left corner of the grey area is a green circular button with a white plus sign. Below the grey area is a white section titled "Add Comment". Under this title is a text input field with the placeholder text "Add a new comment". To the right of the input field is a grey button labeled "SEND". A hand cursor icon is pointing at the "SEND" button.

If you do not want to submit a comment, cancel the process with the *ESC*-key or a click on the comment bar outside the comment field.

Some users receive an e-mail notification of the new comment. This is described for each stage below:

- **Local workspace:** No notification is sent here. Modelers can see comments in this stage, if they have checked out the diagram, and use them for example as a to-do list.
- **Public Workspace:** A notification is sent to the *Author* and to users involved in the conversation.
- **Preview:** A notification is sent to the *Examiner* and to users involved in the conversation.
- **Publication:** A notification is sent to the user or user group mentioned in the attribute *Responsible* and to users involved in the conversation.

Note: Please note that you do not receive notifications about your own comments.

Note: Comments are dependent on the area. This is caused by different work statuses and versions in each area. For example, users in the publication can not see comments from the public workspace. Regarding *allocation diagrams* comments can always be seen. It does not matter if you are currently in an allocation diagram or the main diagram.

11.2 How can I comment on an object?

Objects can be commented independently in each version of a diagram. These comments are not diagram overlapping.

Right-click on the object you want to comment on. Select *Comment* in the context menu.



The comment window opens. Here you can see existing comments and *Add a new comment*.



Confirm the entry by clicking on the *Send*-button. The comment will now be visible for other users with access to the current stage.

Comments on Aktivität

JD

jane.doe@gbtec.de

less than a minute

New comment

Add a new comment

If you do not want to submit a comment, cancel the process with the *ESC*-key or a click on the comment bar outside the comment field.

Some users receive an e-mail notification of the new comment. This is described for each stage below:

- **Local workspace:** No notification is sent here. Modelers can see comments in this stage, if they have checked out the diagram, and use them for example as a to-do list.
- **Public Workspace:** A notification is sent to the *Author* and to users involved in the conversation.
- **Preview:** A notification is sent to the *Examiner* and to users involved in the conversation.
- **Publication:** A notification is sent to the user or user group mentioned in the attribute *Responsible* and to users involved in the conversation.

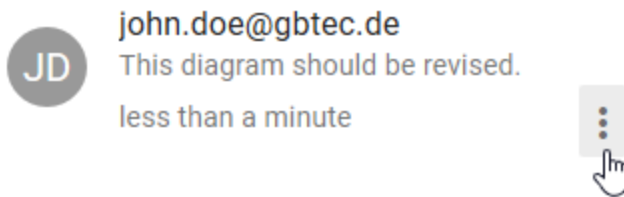
Note: Please note that you do not receive notifications about your own comments.

Note: Comments are dependent on the stage. This is caused by different work statuses and versions in each stage. For example, users in the publication can not see comments from the public workspace.

11.3 How do I edit or delete a comment?

Diagram comments:

Open the *comment bar* and navigate to the comment you want to edit or delete. Afterwards, open the context menu of the desired comment.



Select the *Edit* or *Delete* entry if you want to edit or delete the comment.

Object comments:

Open the comments by right-clicking on the object and selecting the entry *Comment*.



Navigate to the comment you want to edit or delete. Select one of the appearing icons to *Edit* (pen) or *Delete* (trashcan) the comment.



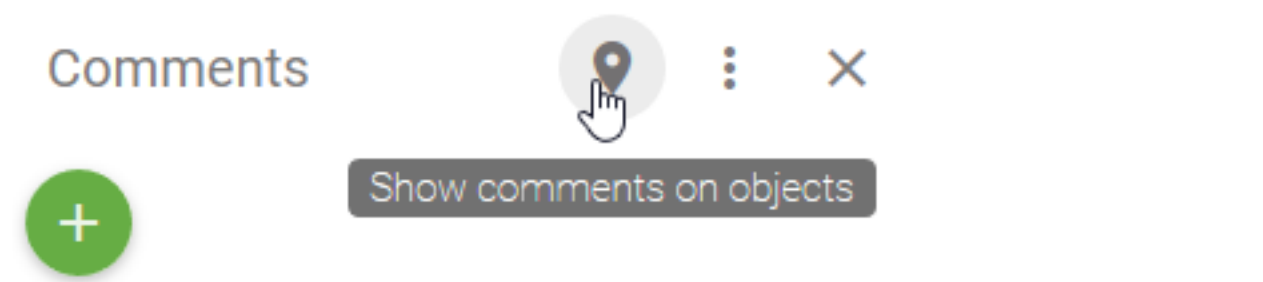
Note: Administrators and Editors are able to edit or delete all comments. All other user roles can use these features only for their own comments.

11.4 How can I see which objects have already been commented?

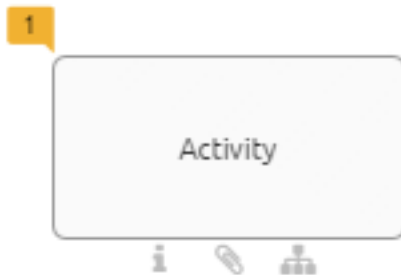
You can activate the comment marker in the local and public workspace. Open the comment bar by clicking on the *Comment*-button in the menu bar.



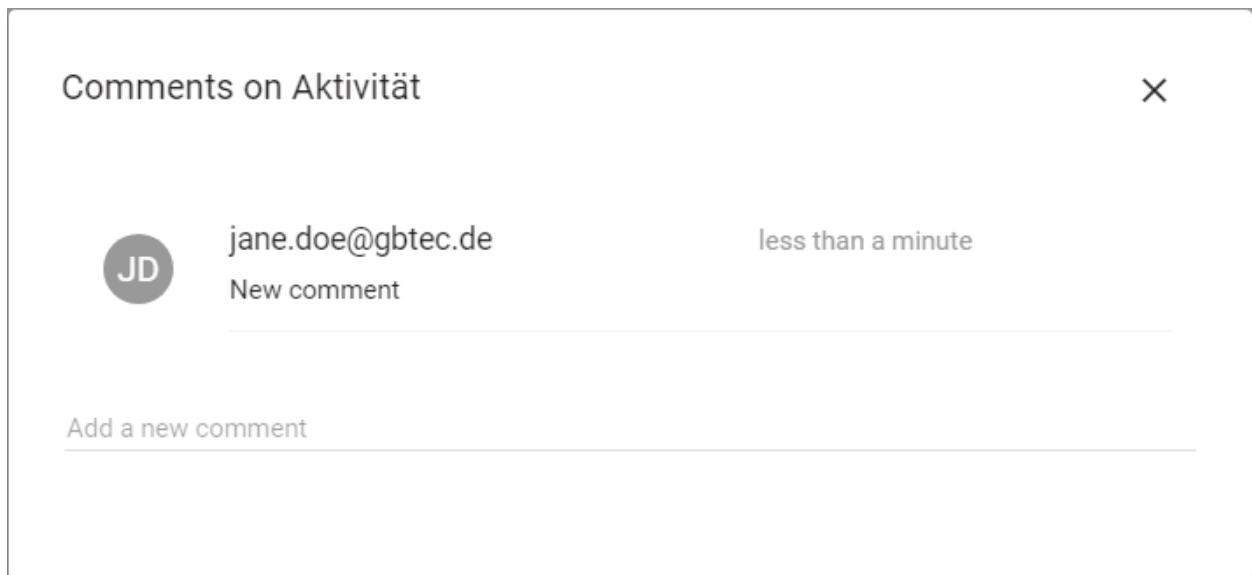
Select the button *Show comments on objects*.



A yellow flag with the number of existing comments appears at an object, if it has already been commented.



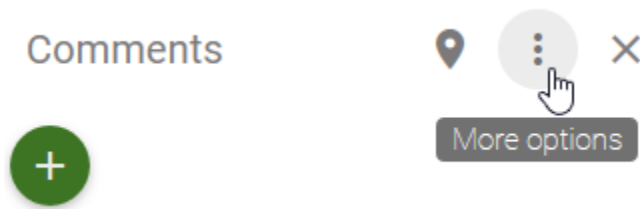
Clicking on a flag displays the corresponding comments of an object.



Similarly, the comments can also be hidden.

11.5 How can I delete all comments?

Navigate to the comment bar and open the context menu *More options* by clicking the three overlapping dots.



Select the *Delete all comments* option.



Afterwards a safety query appears, which you can confirm by clicking on *Delete comments*. In the displayed diagram **all** diagram and object comments are then deleted.

Note: Since comments are stage-dependent, deleting comments only refers to the currently displayed version of the diagram.

GOVERNANCE

Created, edited, and checked-in diagrams are available in the public workspace. These diagrams are only visible for users with access to this workspace, such as modelers and administrators. A model must be visible in the publication, so that other users, like Readers, are able to see them. This means they have to be published, which starts in the public workspace. The currently displayed version of the diagram is copied to the stages preview and publication using a release workflow. The different *versions of a diagram* are thus formed.

In general, you have two different releases for publishing diagrams: *editorial release* and publication via a *multi-level publication workflow*. By using the editorial release, a diagram is directly published without requiring an explicit approval. The publication via the multi-level release workflow requires confirmation by a responsible person. Optionally, a review by one or more examiners can be required in addition to the responsible, before a diagram becomes visible in the “Publication” stage.

12.1 Diagrams

12.1.1 How can I publish a diagram?

The publication via the multi-level release workflow requires confirmation by a responsible person. Optionally, a review by one or more examiners can be required in addition to the responsible, before a diagram becomes visible in the “Publication” stage.

Users and user groups can be entered in the *attribute “Examiner”*, using their catalog object *person* or *organizational unit*. Per entry, that means per person and per *organizational unit*, only one approval is required in the examine step.

The attribute *Responsible* can only be set uniquely. Therefore, only a single person or organizational unit is eligible. This attribute is a *mandatory attribute* and has to be maintained for the publication.

Governance

Author

Examiner

Responsible

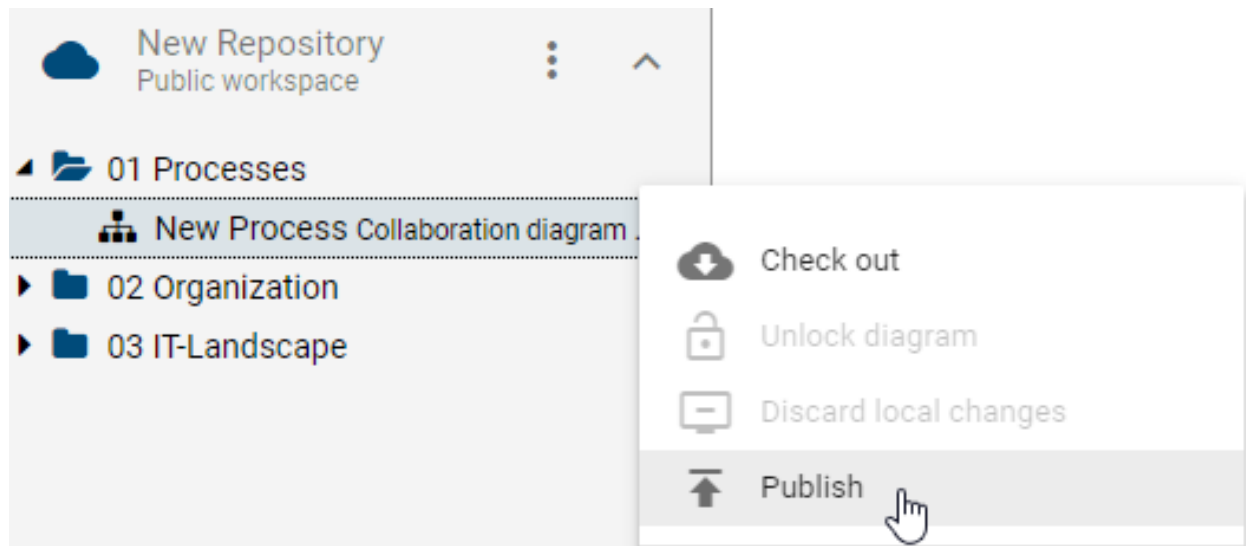
 John Doe 

 Valid from
Valid from 

 Valid to
Valid to 

Initiation

To start the publication workflow, you can open the *Versions* in the menu bar and click the button *Publish* next to the Public Workspace heading. Alternatively, you can open the context menu in the explorer and select the entry *Publish*.



Hint: Please note that you cannot publish locked diagrams.

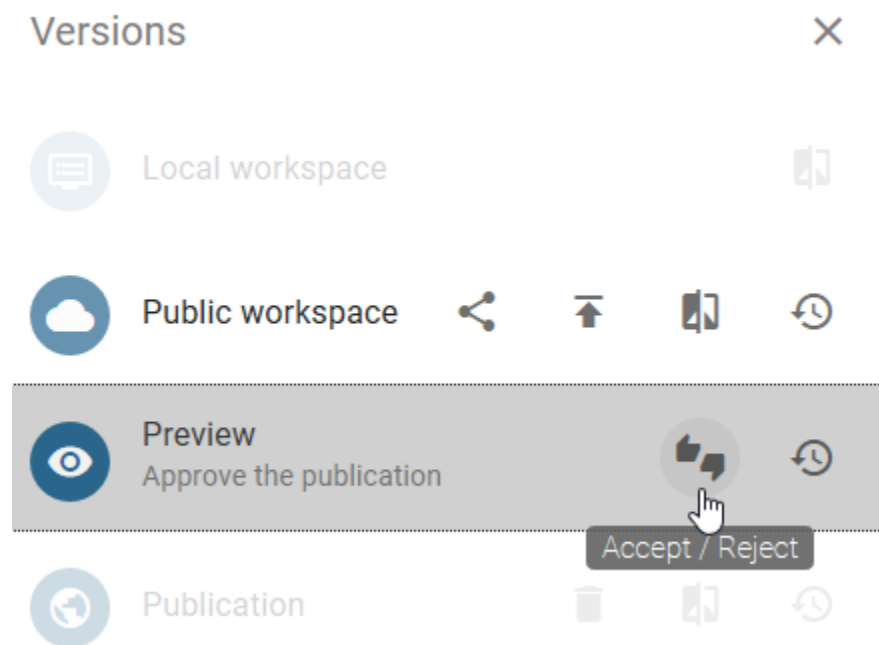
A dialog will open and request to provide a reason for the publication. Type in a reason and click *Publish*. You will then receive a notification in the application that the workflow will be started. If the launch was successful, you will also be notified by a toast. For *various reasons*, however, it is possible that a workflow cannot be started. You will also be informed about this in the application or by e-mail, depending on the reason. The publication always affects the version of the diagram at the time of the workflow start. Changes made to the diagram after initiation are not taken into account. This can lead to differences between the diagram in the public workspace and its version in the preview.

Examine step

The optional examine step is reached if at least one examiner has been set. After the release workflow has been triggered, examiners receive a notification by e-mail and in the application about the pending *examine task*, that can be done in the versions tab.

The examiner can reject or approve the diagram.

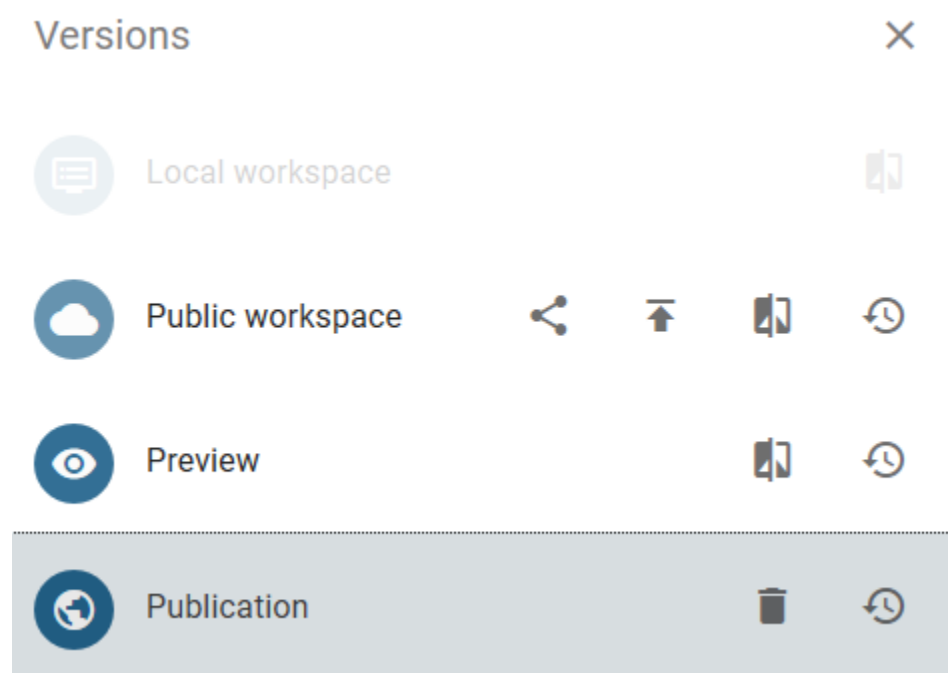
- If an examiner rejects the diagram, he must comment his rejection and the diagram will not be published. The initiator receives an e-mail and *Task* about the *Rework* on this diagram instead. Then the publication can be aborted here, or the diagram can be edited and published again by clicking on the entry *Publish* in the versions tab.
- If the examiners approve the diagram, the responsible user or user group is informed by e-mail and requested to check the diagram. To approve the examine step, all registered persons must approve the diagram. Furthermore, only one member of a registered organizational unit or user group must confirm the release.



Release step

The responsible user or user group also receives a *task*. The diagram can be approved or rejected. If a user group is entered, the processing of one group member is sufficient.

- If a responsible rejects the release of the diagram, he needs to write a suitable comment. Afterwards the initiator and examiner are informed by task and e-mail that the workflow is terminated.
- If a responsible approves the diagram, for example the author and initiator are informed, the diagram is published (publication), and the publication workflow is terminated.



The symbols and catalog entries contained in the diagram and in attributes are also published with the diagram. Catalog entries with an own life cycle are an exception. These are not updated by the diagram publication, but exclusively via the *object publication independent* of this.

Note: The responsible and the examiner have to be assigned at least to the user role “Reviewer”, since they require access to the corresponding areas. Also note, that a new workflow can only be started if no publication is already running for the affected diagram.

Note: When the diagram is published by the workflow engine, the system attribute “Last Modified By” of the diagram is set to “Workflow” in all stages.

12.1.2 How can I directly publish a diagram?

In the case of the editorial release, a diagram is published directly without requiring an explicit approval by a responsible person or examiner. This workflow can be started by users with the role *Editor* or *Administrator*.

In order to be able to use the editorial release, the governance attribute *Responsible* has to be maintained. To set a responsible user or user group, you have to ensure that a *person* or *organizational unit* was created in the catalog and filled in the attribute. Please note that the names of the persons must be entered individually in *all languages used* when manually created.

Governance

Author

Examiner

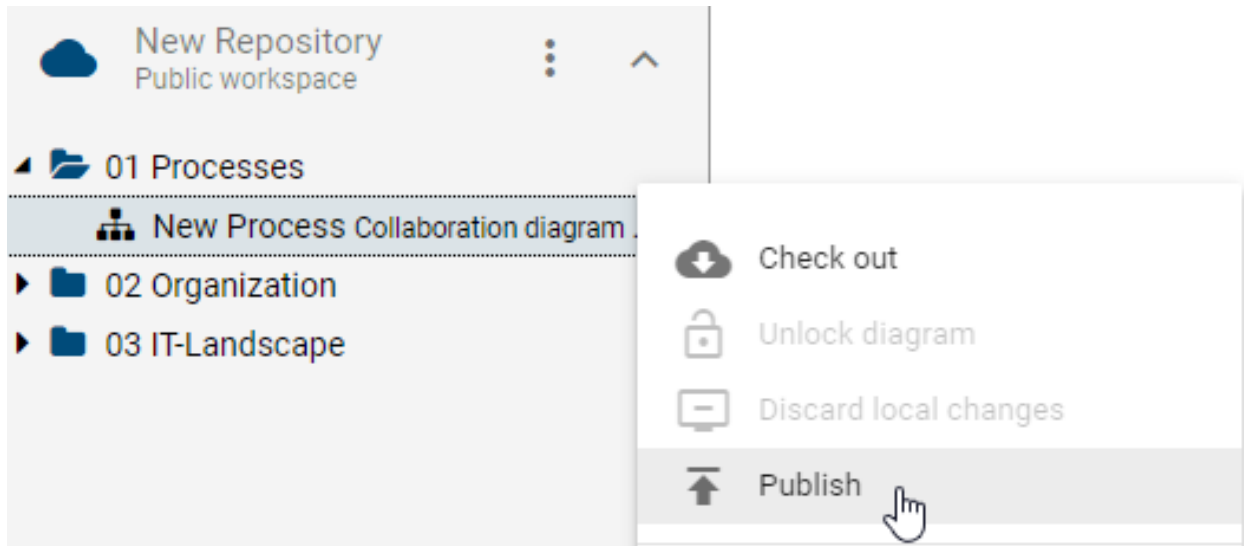
Responsible

 John Doe 

 Valid from
Valid from 

 Valid to
Valid to 

To start the editorial release, you can open the *Versions* in the menu bar and click the button *Publish* next to the public workspace entry. Alternatively, you have the option to open the context menu in the explorer and select the entry *Publish*.



Hint: Please note that you cannot publish locked diagrams.

A dialog will open, prompting you to provide a reason for the publication. Type in the reason and confirm the checkbox “This is an editorial release. There will be no further approval requested.” below the input field. Click *Publish*. You will then receive a notification in the application that the workflow will be started. If the launch was successful, you will also be notified by a toast. For various reasons, however, it is possible that a *workflow cannot be started*. You will also be notified of this in the application and by e-mail.

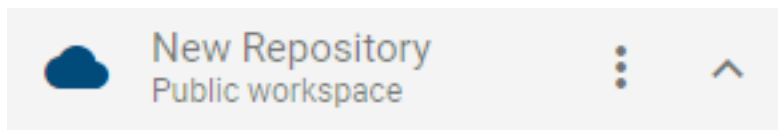
The diagram is now available in preview and in publication stage, without the need for acceptance by the responsible person. The responsible person and *other participants* receive an *optional e-mail* as informing them that the diagram has been published.

Note: Editorial release can be deactivated so that each publication must pass through the defined approval and release steps. If the checkbox is selected during publishing, the application will inform you that editorial publishing is not possible. To ensure governance, editorial release cannot be disabled by administrators. Please contact our Customer Support for further information.

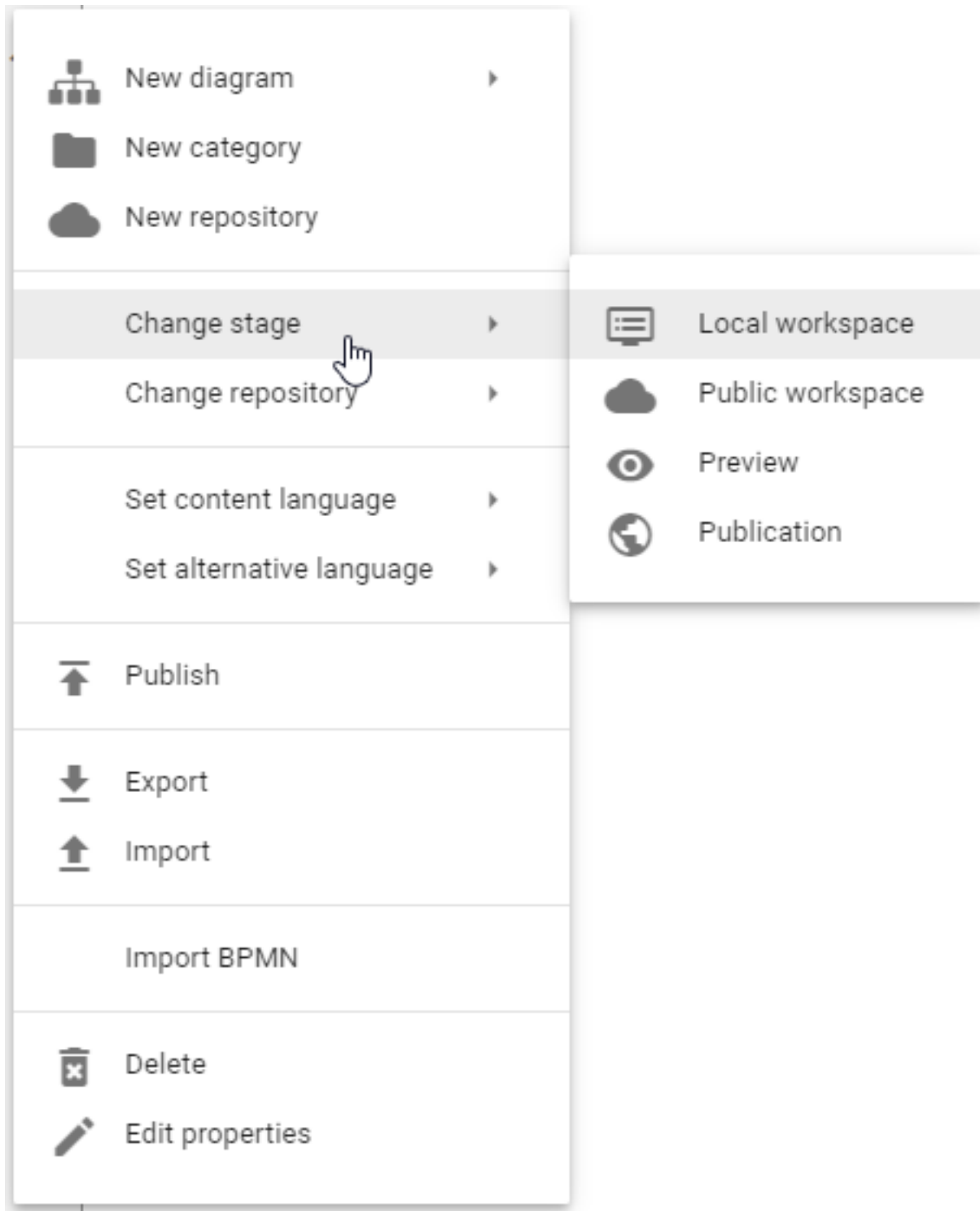
Note: When the diagram is published by the workflow engine, the system attribute “Last Modified By” of the diagram is set to “Workflow” in all stages.

12.1.3 How do I see which diagrams have already been published?

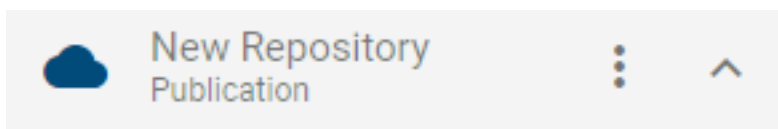
In Explorer, open the context menu by clicking the *context menu*-button from the repository.



In the context menu, select *Change stage*. A list of available stages appears.



Select the stage *Publication*. Now you can see the selected stage right under the name of the repository. All diagrams and categories shown in the explorer have already been published.



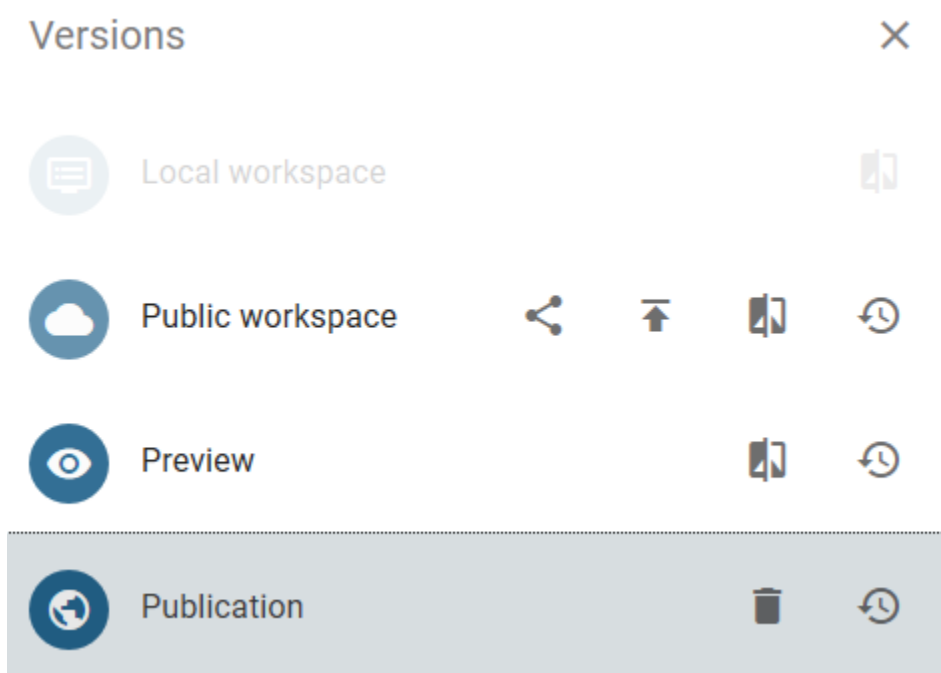
Note: The same procedure applies to *diagram versions* in *Preview (in Release)*.

12.1.4 How do I see if a diagram has been published?

Change to a diagram whose published version you want to check. Afterwards click the *Versions*-button to go to the versions view.



If the diagram has already been published, you can select the entry *Publication*. Afterwards you see the published version of the diagram.



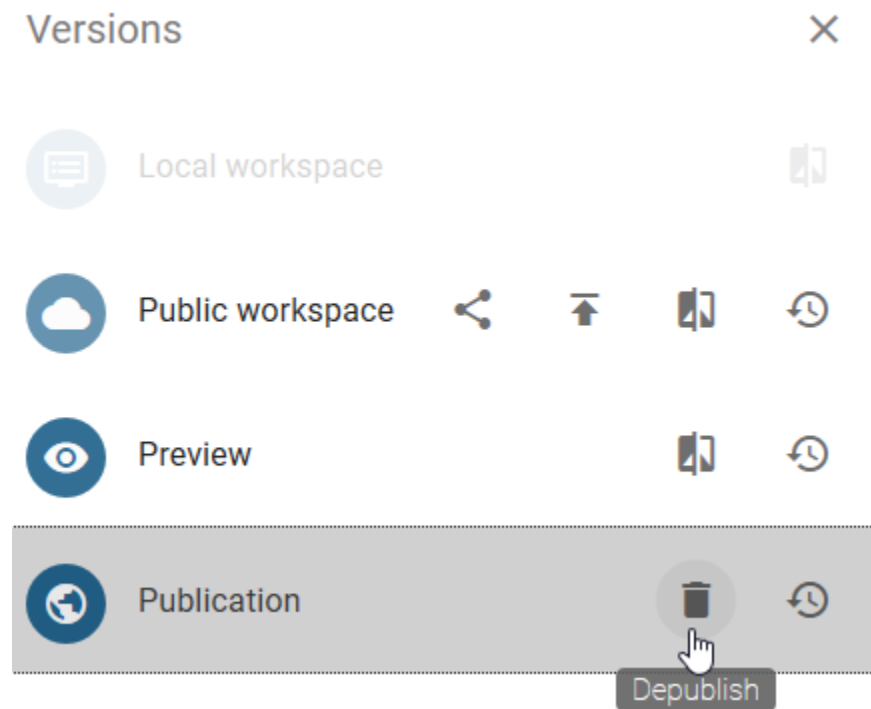
Note: The same procedure applies to diagram versions in *Preview (in Release)*.

12.1.5 How can I remove a diagram from the publication?

If you want to remove already published diagrams from the publication, you can use the “Depublish” function. The integrated workflow engine ensures a multi-level check. This workflow can be started by users of the role *Author*, *Editor* or *Administrator*.

Initiation

Open the diagram you want to remove from the publication and click on the *Versions*-button in the menu bar. Choose the paper basket to the right of “Publication” in order to depublish the selected diagram.



Specify a reason for the depublishation and confirm the process by clicking the *Depublish* button.

Depublish diagram Process landscape

Please give a reason for depublishing this diagram!

0 / 1024

☐ This is an editorial change. There will be no further approval requested.

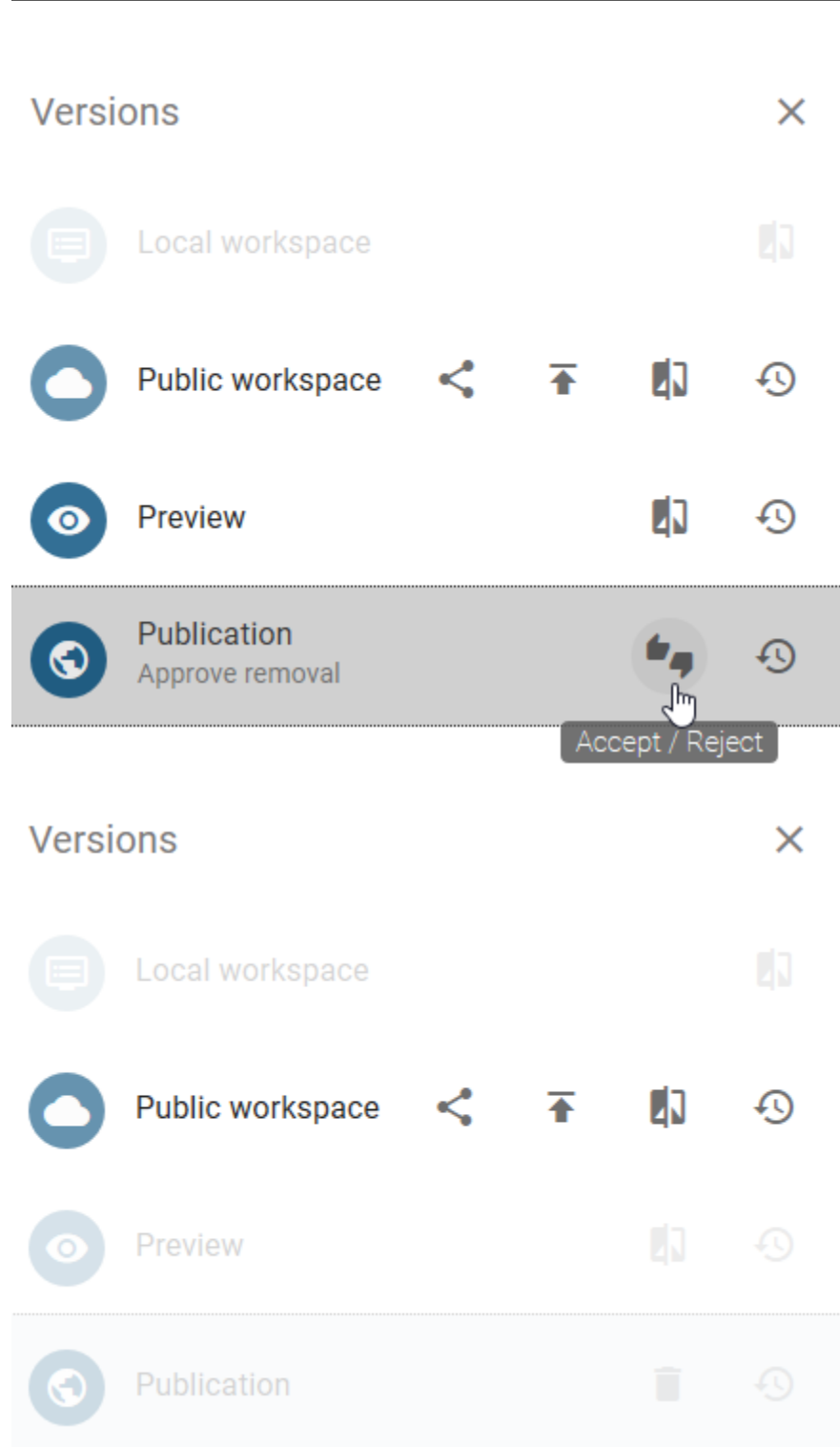
CANCEL

DEPUBLISH

Release step

The user or user group maintained as responsible receives a *task* or a *group task* in the system as well as by e-mail and can arrange the final depublication.

- If a responsible rejects the depublication of the diagram, he needs to write a suitable comment. Afterwards the initiator is informed by a task and an e-mail that the workflow is terminated.
- If a responsible approves the depublication, e.g. the initiator is informed by e-mail, the diagram is removed from publication, and the workflow is finished.

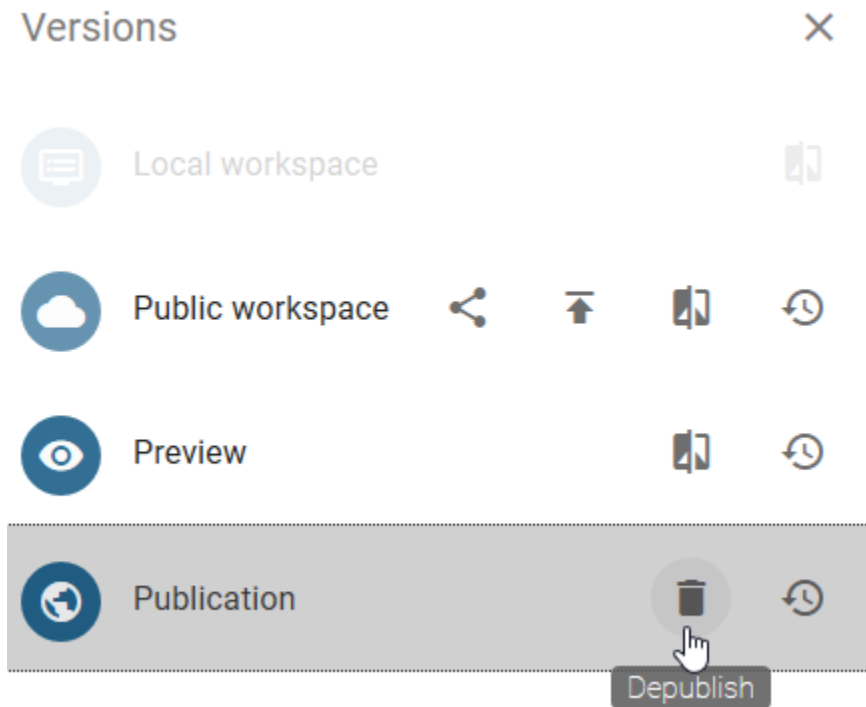


Catalog entries without an own responsible person and which are only used in this diagram, are removed from catalog by depublication of the diagram. Entities with an own lifecycle can be depublished using a *special workflow*.

12.1.6 How can I directly depublish a diagram?

With this editorial change, a diagram that has already been published is directly removed from the publication without explicit approval by a responsible person. This workflow can be started by users of the role *Editor* or *Administrator*.

Open the diagram you want to remove from the publication and click on the *Versions*-button in the menu bar. Select the paper basket to the right of “Publication” in order to depublish the selected diagram.



Enter a reason for depublishation in the text field and activate the checkbox of the editorial change. Confirm the operation by clicking on *Depublish*. *Some participants* are optionally notified of this depublishation by *e-mail optionally*.

Depublish diagram Process landscape

Please give a reason for depublishing this diagram!

0 / 1024

☐ This is an editorial change. There will be no further approval requested.

CANCEL

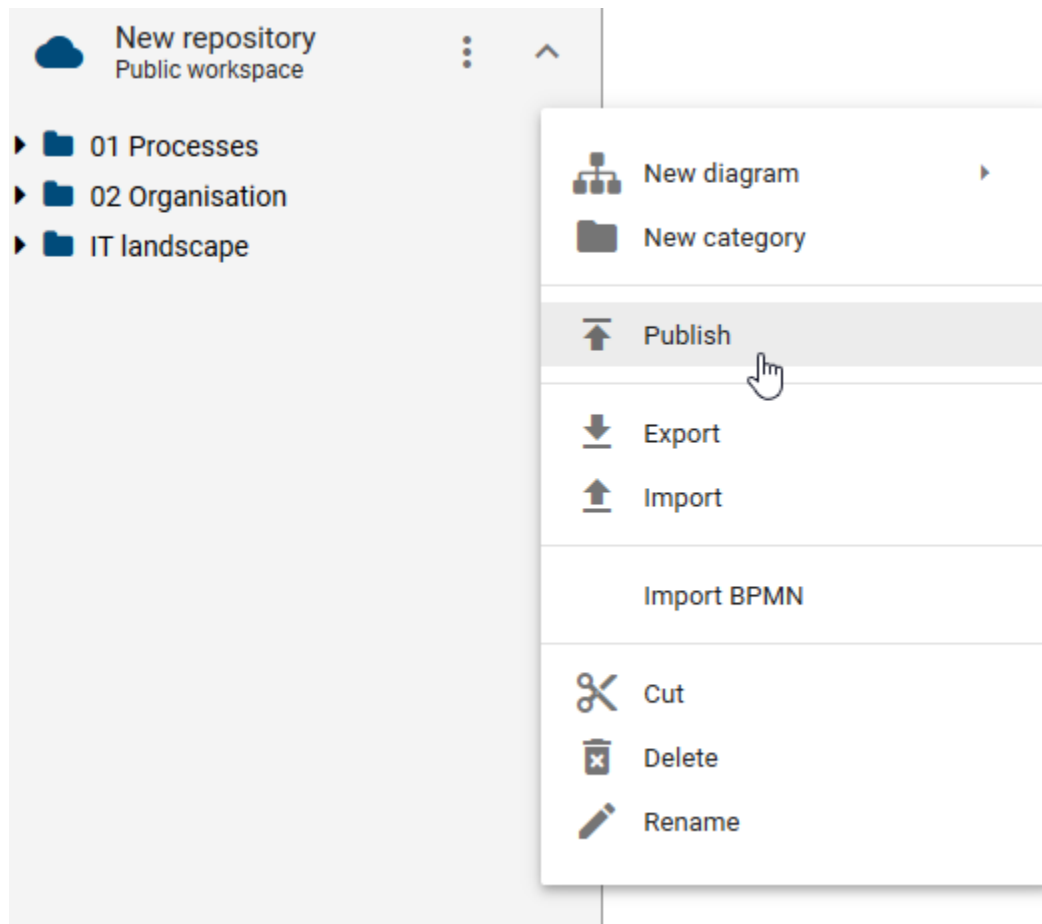
DEPUBLISH

Note: Editorial release can be deactivated so that each depublication must pass through the defined release steps. If the checkbox is selected during publishing, the application will inform you that editorial publishing is not possible. To ensure governance, editorial release cannot be disabled by administrators. Please contact our Customer Support for further information.

12.1.7 How can I publish multiple diagrams at the same time?

For the simultaneous publication of several diagrams, there are the options to publish a category or a repository. All diagrams and subcategories contained in the category or in the repository are published, that means for each individual diagram, a publication workflow is initiated.

To do this, navigate to the context menu of the corresponding category in the Explorer or the repository and click on *Publish*. The procedure is illustrated here using a category.



A dialog will open, prompting you to provide a reason for the publication.

Publication: Type in the reason and click *Publish*. This functionality is available to the user roles “Editor” and “Administrator”.

Publish category 01 Processes

Please give a reason for publishing this category!

Publication|

11 / 1024

☐ This is an editorial change. There will be no further approval requested.

CANCEL

PUBLISH

Editorial release: Type in the reason and confirm the checkbox “This is an editorial release. There will be no further approval requested.” below the input field. Click *Publish*. This functionality is available to users of “Editor” and “Administrator” roles.

Publish category 01 Processes

Please give a reason for publishing this category!

Publication

11 / 1024

☒ This is an editorial change. There will be no further approval requested.

CANCEL

PUBLISH

You will then receive a notification in the application that the workflow will be started. If the launch was successful, you will also be notified by a toast. *For various reasons*, it is possible that individual workflows cannot be started. You will also be notified about this in the application and by e-mail. However, this does not affect the publication of the remaining diagrams.

12.2 Catalog entries

12.2.1 How can I publish a catalog entry?

If an object is published via the multilevel release workflow, at least one review is necessary. This is always done by the responsible person. Optionally, a review by one or more examiners can be required. Only after successful verification the changed object becomes visible in the “Publication” stage. The requirements for publishing a catalog entry are explained in more detail in this [section](#).

Initiation

In the catalog, navigate to the accepted entry you want to publish and click the *Publish* button of the catalog entry.



Then enter a reason for publication and click *Publish*.

 A screenshot of a modal dialog box titled 'Publish catalog entry Employment contract'. Below the title, it says 'Please give a reason for publishing this catalog entry!'. There is a text input field containing the word 'Update'. To the right of the input field, it shows '6 / 1024'. Below the input field, there is a checkbox that is currently unchecked, followed by the text 'This is an editorial change. There will be no further approval requested.' At the bottom right of the dialog, there are two buttons: 'CANCEL' and 'PUBLISH'. A hand cursor is pointing at the 'PUBLISH' button.

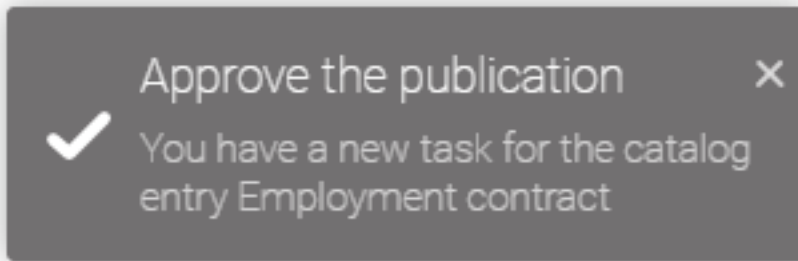
The registered examiners and the responsible are then informed about the initiation and they can carry out their examine and release steps. The time of the workflow start determines the version of the catalog entry to be published. Changes made to the object after initiation are not taken into account. This can lead to differences between the catalog entry in the public workspace and its version in the preview.

If you receive an error message for initiating the workflow at this point, you will find the *possible reasons* for this here.

Examine and release step

The optional examine step is achieved if at least one *examiner* is set. After the release workflow has been triggered, the responsible examiners receive a notification by e-mail and in the application about the outstanding review task.

Responsible persons or organizational units are informed by e-mail or notification in the application of the pending release step after workflow initiation or after the accepted examine step.



By clicking on the notification, users can navigate to *their tasks* and can see the task here or in their *group tasks*. The new task is displayed there and can be edited. In the following, the rejection or approval of publication in the catalog by the examiner and the responsible is described as an alternative.

Use the option *change stage* to navigate to the *Preview* and open the catalog. Entries that have not yet been approved are highlighted in red and italic. You can also use *Only show suggested items* to *filter* these entries. Hold the mouse over the catalog entry you want to approve or reject. The button *Accept or reject an entry* appears for the entries for which you have a pending task. Now you can accept or reject the publication after clicking on the corresponding button in the appearing dialog.

Type	Name ↑	Description
 <i>Document</i>	<i>Employment contract</i>	   Accept / Reject

- If the publication is rejected, the respective person must set an appropriate comment and the catalog entry will not be published. The initiator is informed by e-mail and the workflow is terminated.
- After approval in the examine step, the responsible is requested to perform a release check by e-mail and task. All persons registered as examiners must approve the publication. Furthermore, only the release of one member of a registered organizational unit or user group is necessary.
- If the responsible person or a member of the organizational unit responsible approves the publication, for example the author and initiator will be informed by e-mail, the catalog entry will be published (publication) and the release workflow will be completed. In all stages, the affected catalog entry is now accepted (black).

Note: Only after publication of the catalog entry, the changes are applied to all diagrams in preview and publication in which this object is modeled. Catalog entries, that have its own responsible, are not updated using diagram publication.

Note: Please note the hints when publishing catalog entries with *word file attachments*.

12.2.2 How can I directly publish a catalog entry?

In editorial release, a catalog entry is published directly, without explicit release confirmation by a responsible person or examiner. This workflow can be started by users of the role *Editor* or *Administrator*. Some prerequisites for publishing a catalog entry are explained in this [section](#).

In the catalog of the public workspace, navigate to the entry you want to publish and click the *Publish* button.



Enter a reason for publication in the provided text field and activate the checkbox “This is an editorial change. There will be no further approval requested.” below the input field. Confirm by clicking *Publish*.

 A screenshot of a modal dialog box titled 'Publish catalog entry Employment contract'. Inside the dialog, there is a text prompt: 'Please give a reason for publishing this catalog entry!'. Below this is a text input field containing the word 'Publication'. To the right of the input field, the character count '11 / 1024' is displayed. Under the input field, there is a checked checkbox (a green square with a white checkmark) followed by the text: 'This is an editorial change. There will be no further approval requested.' At the bottom right of the dialog, there are two buttons: 'CANCEL' and 'PUBLISH'. A hand cursor icon is pointing at the 'PUBLISH' button.

You will then receive a notification about the workflow start in the application. The catalog entry is now available in the preview and in the publication stage, without the approval of examiners or the responsible. The initiator and other [workflow participants](#) receive the information by e-mail that the catalog entry has been published.

If you receive an error message for initiating the workflow instead, you will find the [possible reasons](#) for this here.

Note: Editorial release can be deactivated so that each publication must pass through the defined approval and release steps. If the checkbox is selected during publication, the application will inform you that editorial publication is not possible. To ensure governance, editorial release cannot be disabled by administrators. Please contact our Customer Support for further information.

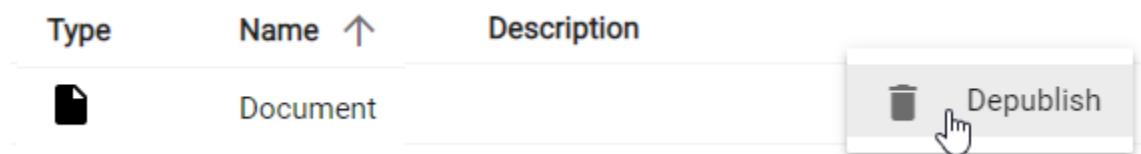
Note: Please note the hints when publishing catalog entries with [word file attachments](#).

12.2.3 How can I remove a catalog entry from the publication?

If you want to remove a catalog item from the publication, you can use the “Depublication” function. The integrated workflow engine ensures a confirmation step. Users of the roles *Author*, *Editor* or *Administrator* can start this workflow.

Initiation

Open the catalog in the “Publication” stage and navigate to the catalog entry you want to depublish. Click on the context menu of the entry and select *Depublish*.



Then enter a reason for the depublishation and click *Depublish*.

A screenshot of a dialog box titled 'Depublish catalog entry Document'. Inside the dialog, there is a text prompt: 'Please give a reason for depublishing this catalog entry!'. Below this, there is a text input field containing the word 'Depublication'. To the right of the input field, the text '13 / 1024' is displayed. Below the input field, there is a checkbox followed by the text 'This is an editorial change. There will be no further approval requested.' At the bottom right of the dialog, there are two buttons: 'CANCEL' and 'DEPUBLISH'. A hand cursor is pointing at the 'DEPUBLISH' button.

Release step

The user maintained as “Responsible” receives a *notification in the system* as well as by e-mail. With a click on the notification, users will be navigated to *their tasks* and can initiate the final depublishation.

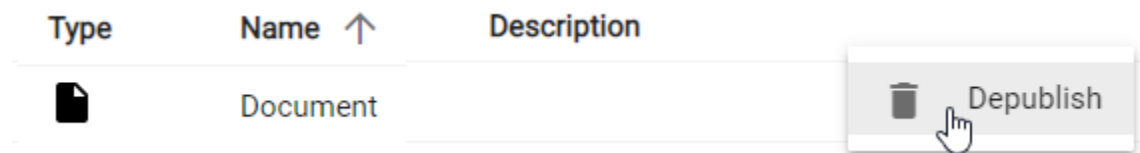
- If the person responsible rejects the depublishation, a corresponding comment must be set. The initiator is informed by e-mail and the workflow is cancelled.
- If the responsible person approves the depublishation, the initiator will be informed by e-mail, the catalog entry will be removed from the publication and the workflow will be finished.

Note: If the published catalog entry is used in a published diagram, the depublishation of the entry is not possible and the workflow is terminated.

12.2.4 How can I directly depublish a catalog entry?

With this editorial change, a catalog entry that has already been published is directly removed from the publication without explicit approval by a responsible person. This workflow can be started by users of the role *Editor*, *Author* or *Administrator*.

Open the catalog in the “Publication” stage and navigate to the catalog entry you want to depublish. Click on the context menu of the entry and select *Depublish*.



Then enter a reason for the depublishation in the text field provided and activate the checkbox “This is an editorial change. There will be no further approval requested.” below the input field. Confirm with a click on *Depublish*.

 A screenshot of a modal dialog box titled 'Depublish catalog entry Document'. Inside the dialog, there is a text prompt 'Please give a reason for depublishing this catalog entry!'. Below this is a text input field containing the word 'Depublication' and a character count '13 / 1024'. Under the input field is a checked checkbox followed by the text 'This is an editorial change. There will be no further approval requested.'. At the bottom right of the dialog are two buttons: 'CANCEL' and 'DEPUBLISH'. A hand cursor is pointing at the 'DEPUBLISH' button.

Then the catalog entry is removed from the publication.

Note: If the published entity is used in a published diagram, depublishation is not possible and the workflow will be canceled.

Note: Editorial change can be deactivated so that each depublishation must pass through the defined release step. If the checkbox is selected during depublishation, the application will inform you that editorial change is not possible. To ensure governance, editorial release cannot be disabled by administrators. Please contact our Customer Support for further information.

12.2.5 How can I transfer attributes to documents during publication?

In the process of publication, *attached files* can be stamped with some attributes of the associated catalog entry if some requirements are fulfilled. The file has to be attached to a catalog entry of the type *document* that also has its own responsible in order to be *published independently*. The ability to stamp documents is enabled by default and can be disabled at the system level. Document stamping can be applied to all prepared files in .pdf, .doc, .docx, .xls, .xlsx, .ppt and .pptx format. The following attributes are transferred to your file by default:

- Author (AT_AUTHOR)
- Examiner (first three) (AT_EXAMINER, AT_EXAMINER_2, AT_EXAMINER_3)
- Responsible (AT_RESPONSIBLE)
- Responsible (Resubmission) (AT_RESUBMISSION_RESPONSIBLE)
- Valid from (AT_VALID_FROM)
- Valid to (AT_VALID_TO)
- Release (AT_RELEASE)
- Scope (AT_SCOPE)
- Restricted access (AT_ACCESS_RESTRICTION)
- Identifier (AT_IDENTIFIER)
- State (AT_STATE)
- Publish as PDF (AT_PUBLISH_AS_PDF) (see the note)

Other attributes of the catalog entry can be stamped if the file is prepared in such a way that desired attribute types are included to the file properties manually (unless they have already been added to the file by a publication). For more information on how to view and create file properties, please refer to the corresponding applications in which you open your document. A guide to viewing and creating custom properties for [Microsoft Office products can be found here](#). The name of the property must be exactly the same as the *attribute type ID* (e.g. “AT_RESPONSIBLE” for the *Responsible*) whereas the value can be set to an arbitrary default.

To stamp language-dependent attributes (i.e. attributes that have a local value depending on the content language), you need to add a locale suffix to the attribute type ID. For example, to get the English name of the corresponding catalog entry you need to specify it as AT_NAME_EN. If you include a language localized attribute without a suffix, an error notification, that informs you about this, is maintained as the value of this property.

If the properties are configured and the corresponding attributes are maintained for the catalog entry, the attribute values will be transferred to the properties of the file within the publication of the catalog entry. The (default) values of the properties are reset with the attribute value from the application. Then the properties of the file version in preview and publication include the configured attributes. If an attribute is a multi-value assignment, such as the examiner, it is transferred as a comma-separated list. Properties defined by attributes with the data type *enumeration* are filled with their numerical value. If such an enumeration attribute is also language-dependent, you need to specify a suffix at the property as explained above.

The property associated with the *state* attribute (“AT_STATE”) is set with a numerical value according to the selected state. You can add a suffix (e.g. “AT_STATE_EN”) in order to write out the string in the corresponding language (e.g. “On Hold” instead of “1”) as the state property.

- 0 - None
- 1 - On Hold
- 2 - In Progress
- 3 - Needs Review

- 4 - Approved

Attributes

Document Catalog item



Identifier

012345

Attachment (URL)

[Attachment.docx](#)

^ Governance

Examiner



John Doe



Bella Boss

Responsible



John Doe

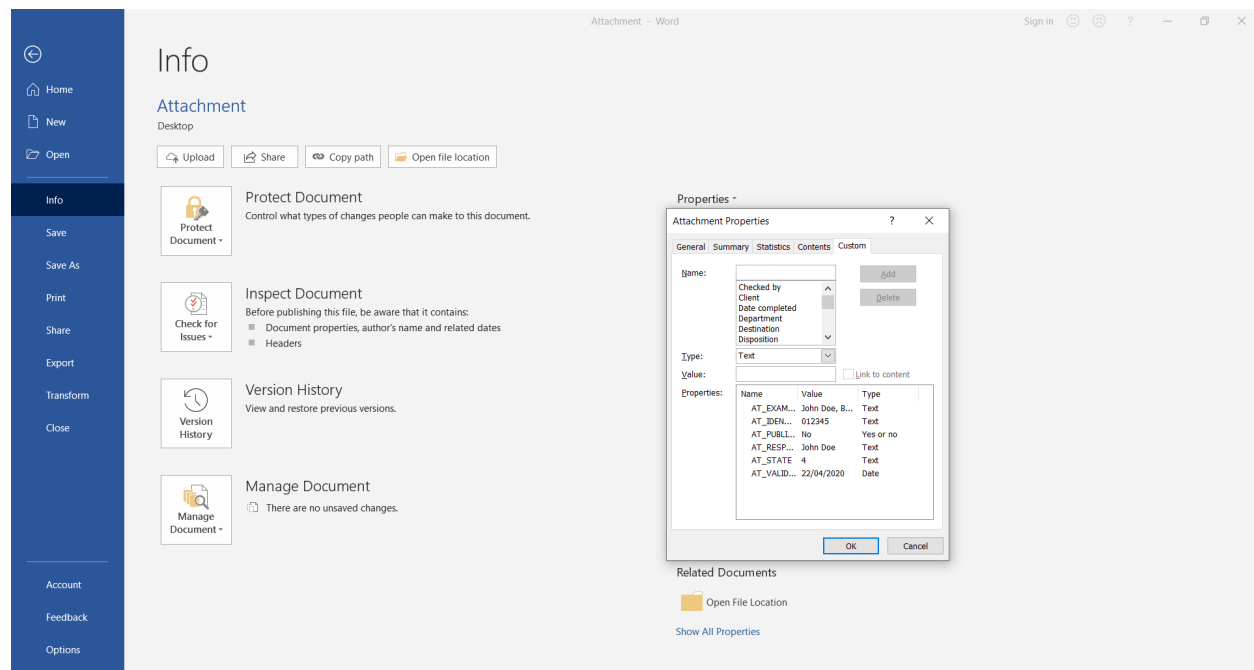
Valid from

4/22/20

State

Approved

For example, the governance attributes mentioned above are transferred to a docx file in Microsoft Word as follows.



“Used with permission from Microsoft.”

It is possible, for example, to use the field function in the header or footer of a Microsoft Word document to access the property values dynamically. You can select the name of a property in the “DocProperty” field as a placeholder. At this point also note the reference to the [Support of Microsoft Word](#). In order to use the attributes of the catalog entry with the field function, they need to be defined in the file properties. With the next publication, the attribute values are finally transferred to the properties of the attached file. Thus also the values of the used placeholders will change.

Hint: If you want to use the values of the document properties in your document, use the path *Insert* → *Quick Parts* → *Field* → *DocProperty* in Word to access the values. In Excel and PowerPoint, this function is not supported by Microsoft Office. However, you have the option to do this using the Visual Basic-Editor. For more information, please consult the official Microsoft Support homepage.

If errors occur while adding the properties, the publication workflow will fail. This can be caused by invalid documents or protected documents.

Hint: Please note that your document is not stamped if its *extended rights* are activated.

Hint: Please note that if a PDF/A document is stamped, the long-term archiving functionality will be lost.

Hint: Please note that documents with *extended rights* are not stamped during publication. Thus, the .pdf file in preview and publication stage does not include the properties which are usually *transferred from the governance attributes*.

Tip: If a date that has been stamped (for example the attribute “Valid to”, AT_VALID_TO) is printed in your word document using the field function, the date format can be specified by the author. Otherwise, the date format is taken from the language/locale of the server which is in most cases English. Therefore the date is printed with the delimiter

slash as MM/dd/yyyy. In order to set the format, navigate to the definition of the field function - for example via the quick part *Field* within the “Insert” tab. Select the field name *DocProperty* and mark the desired attribute. Then select the button *Field Codes*. Now you can add the format in the input line right after the attribute. Enter a space and the desired format via \@ " <YOUR-FORMAT> ". You can use the placeholders d (for day), M (for month) and y (for year). All possibilities to edit the date format are shown in [this Microsoft Support page](#). For example, you can display the “Valid to” date with written month (e.g. “30 September 22”) using the definition AT_VALID_TO \@ dd MMMM YY.

12.2.6 What do I have to consider when publishing items with word file attachments?

If you publish a catalog entry with a word file attachment, unwanted changes might occur due to language-specific configuration in the table of contents. To prevent this, you should *not* format the TOC (Table of contents) field function using the \t switch. The configuration of the table of contents can be checked (and changed) as follows.

Select the table of contents and then press Alt + F9 to view the definition of the TOC field function. In the definition, you should use \o and \u. You can find more information on the switches and syntax in the TOC field function in [this section of the Microsoft documentation](#).

If you *convert the word file to a pdf file during publication*, only certain fonts are supported. The usage of not supported fonts can lead to formatting losses and a change in the total number of pages in your .pdf file. [Here](#) you will find a detailed list of the fonts, which are supported by the report engine. Moreover, note the possibility to *embed the used fonts in your document*.

12.2.7 How do I ensure that attachments in the publication are provided as pdf files?

For catalog entries with an own responsible person, you can specify that files attached in the “*Attachment (URL)*” attribute are only available in pdf format in the publication, even though they were added in a different format in the public workspace.

To do this, activate the checkbox of the attribute *Publish as PDF* in the governance attributes of the catalog entry.

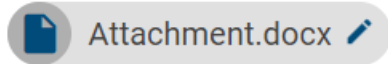
^ Governance

☒ Publish as PDF

Hint: It is also possible to set the checkmark at this attribute without having defined a maintained responsible person. In this case, no release workflow is started for the catalog entry. Note that without a custom workflow, the attachment cannot be converted.

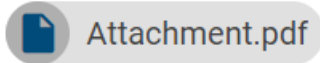
All attached files that are not in .pdf format in public workspace will be converted to .pdf files during the next object publication of this catalog entry. In preview and publication, these replace the original file format, which remains for the respective attachment in the public workspace. The files keep their names in all stages. For example, you get this .docx attachment in the attributes of the catalog entry in the public workspace,

Attachment (URL)



while the corresponding .pdf file can be found in preview and publication stage:

Attachment (URL)



In the section about the attribute “*Attachment (URL)*”, you can find a list of the file formats that are supported by the upload and pdf generation engine. If errors occur during the generation of the pdf file, the *publish workflow* will fail. This can be caused by invalid documents or protected documents.

Note: Be aware that only certain fonts are supported in the process of converting your file to a .pdf file. The usage of not supported fonts can lead to formatting losses and a change in the total number of pages in your .pdf file. Therefore note the possibility to *embed the used fonts in your document*.

Hint: Please note that documents with *extended rights* are not stamped during publication. Thus, the .pdf file in preview and publication stage does not include the properties which are usually *transferred from the governance attributes*.

Note: The pdf conversion engine prints all worksheets from left to right. Each worksheet is printed from top to bottom and then from left to right. The generated pdf roughly corresponds to the defined print area of the Excel file, but page breaks can be slightly offset from the print preview. In principle, the paper format, margins and orientation are taken into account when generating the pdf. However, please note that with larger documents there is an increasing misalignment and the preview does not correspond to the final pdf.

Note: Please note that although it is possible to mirror text along the x or y axis in Excel, the Aspose framework does not support keeping the mirrored text when converting to PDF.

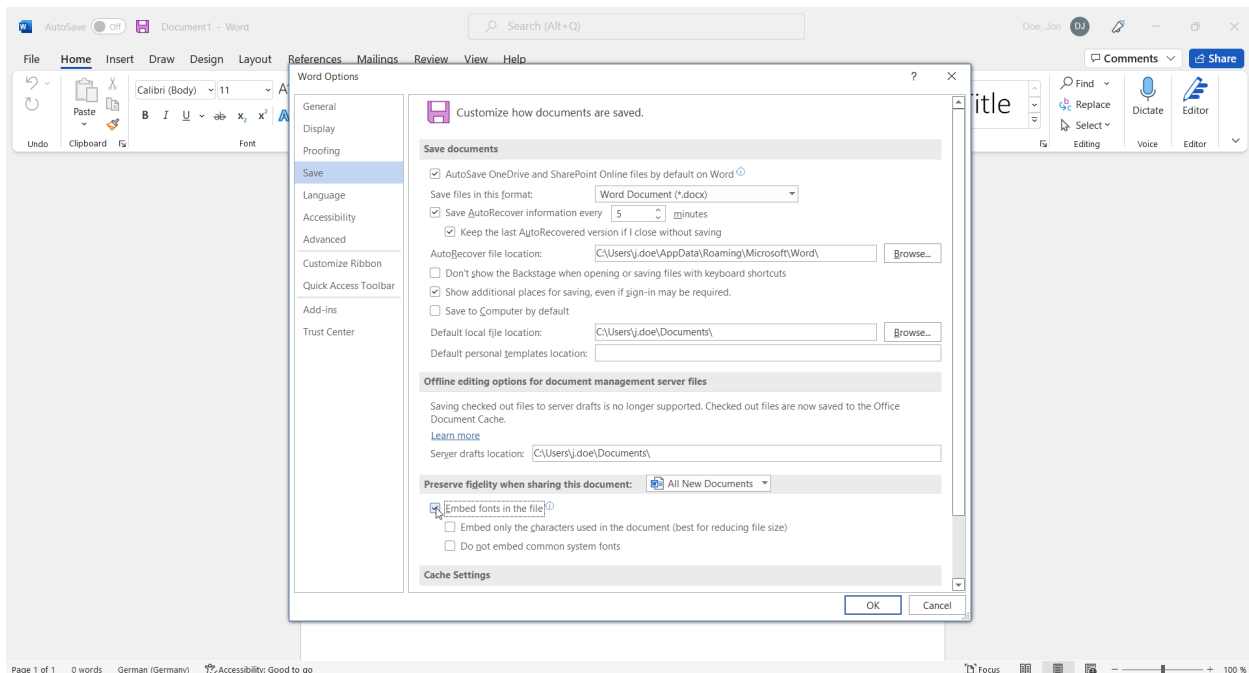
Warning: Please note that PDF conversion depends on the uploaded file and may result in deviations. If 100% accuracy is essential, we recommend performing the conversion locally before uploading.

12.2.8 How can I ensure that all characters are preserved in the pdf conversion?

Only certain fonts are supported in the process of converting your file to a .pdf file. The usage of not supported fonts can lead to formatting losses and a change in the total number of pages in your .pdf file. [Here](#) you will find a detailed list of the fonts, which are supported by the report engine. Note that symbols of not supported fonts are usually used automatically for enumerations. We recommend to adapt the following option in Microsoft Word in order to prevent formatting losses.

It is possible to embed the used Microsoft fonts in your Word file. If the fonts are embedded in the document, the corresponding characters and symbols are correctly shown in the pdf file that is generated in the process of publication in BIC Process Design.

You can embed the fonts in the Word Options in the menu item *Save*. In the section “Preserve fidelity when sharing this document”, select the checkbox *Embed fonts in the file* and deselect the two below. Then choose the option *All New Documents* in the drop-down menu.



“Used with permission from Microsoft.”

All documents saved afterwards can be converted to pdf during publication in BIC Process Design whereas the original characters are used.

12.3 Tasks

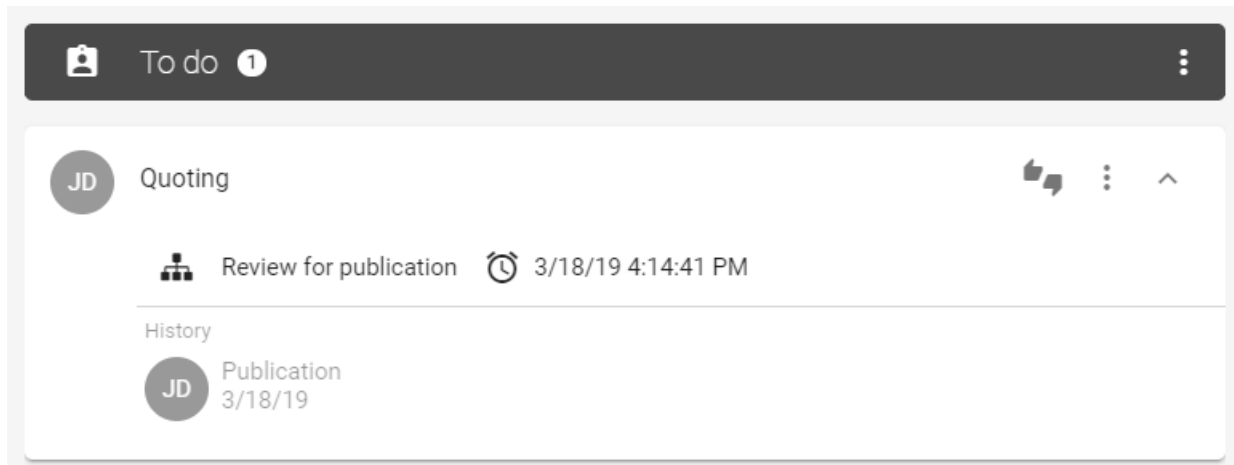
12.3.1 How do I work with my tasks?

Users who are maintained as “Examiner” or “Responsible” in the governance attributes must approve or reject a *publication* or *depublication*. Moreover, you can be assigned to resubmission tasks. You will receive further information about these tasks [here](#). Using the task list, governance participants can edit their tasks directly or access the pending and completed (de-)publication tasks in the diagrams or catalog.

Open the tasks list by clicking on the *Tasks* button within the menu bar. A list of all unfinished and completed tasks appears on your screen.

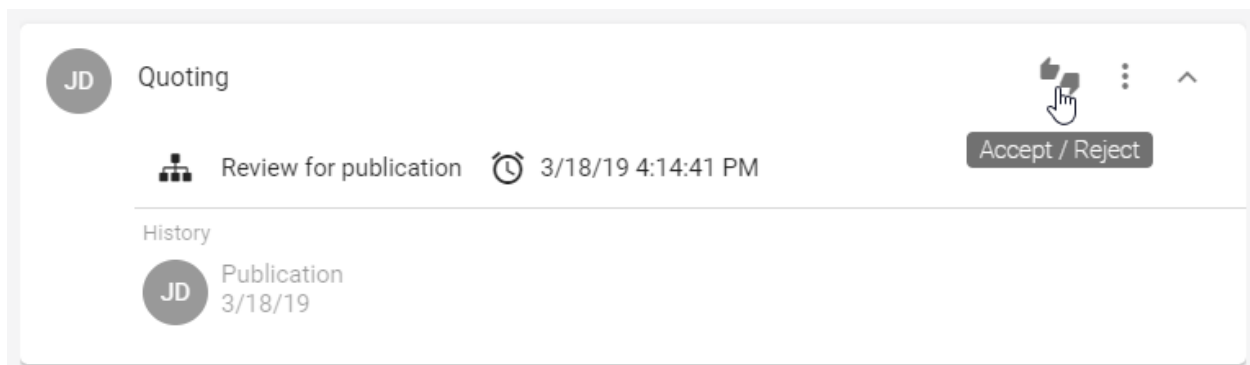


Clicking on a task opens up further details. In addition to the diagram or object name, user comments from previous workflow steps are displayed. In the history, the first comment always reflects the publication or depublication reason given at initiation. You can see your actual task above the history. Furthermore, a timestamp of received and completed tasks are also recorded for each task.



Completing tasks directly:

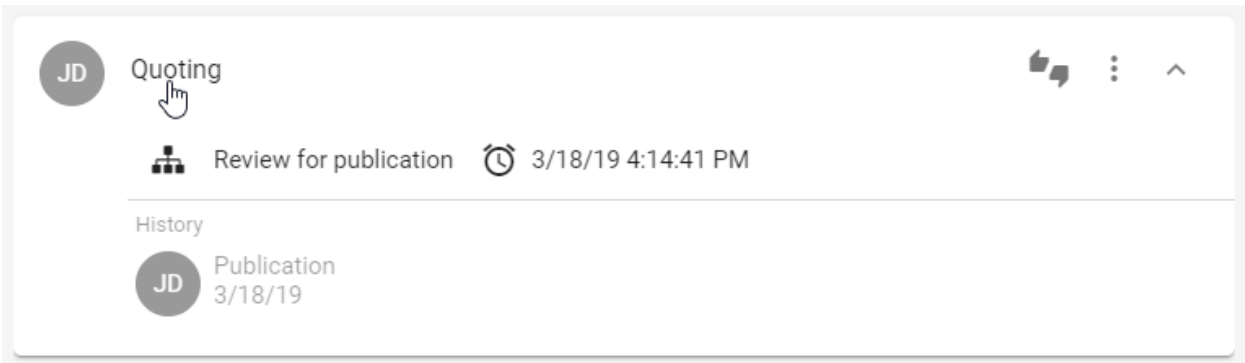
You can directly complete your tasks in the task list without navigating to the corresponding diagram or object. To do so, click on *Accept/Reject*.



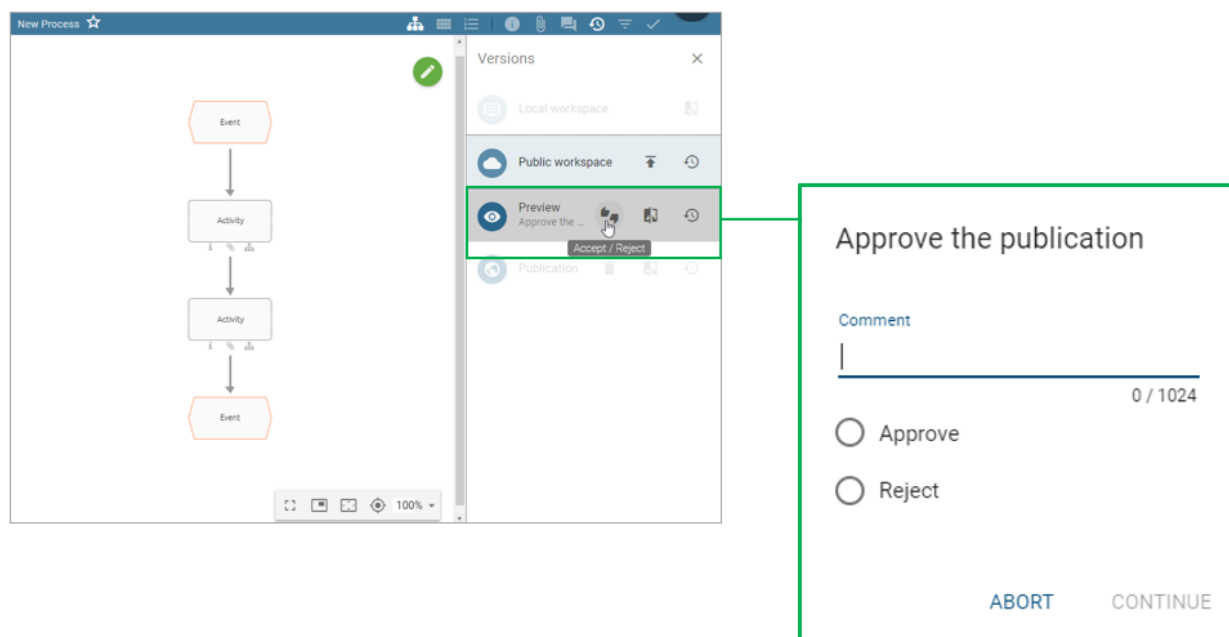
A window then opens in which you can reject or approve the task and also set a comment. By clicking on *Continue* you confirm the process, otherwise you can *Abort* it.

Completing tasks in the diagram:

Select one of the unfinished tasks via the diagram name to go directly to the corresponding diagram.

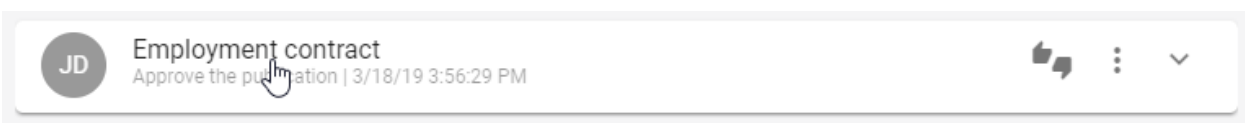


The selected diagram is presented to you in preview. Now you have the option to approve or reject the publication or depublication by clicking on the corresponding icon *Accept/Reject* in the versions tab and making a selection in the appearing window.



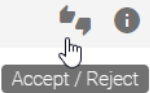
Completing tasks in the catalog:

Select one of the unfinished tasks via the object name to go directly to the corresponding details of the object in the catalog.



The selected catalog entry is displayed in the preview with the version to be approved. Now you have the option to approve or reject the publication in the catalog. Navigate to the list of catalog entries, choose the *Accept/Reject* button of the desired catalog entry (displayed in red and italics), and make your selection in the appearing window. Depublication can only be processed in the tasks.

Type	Name ↑	Description
 Document	Employment contract	



After you have completed a task, it is no longer on the left side in your task list, but on the right under “Done” to see.

Note: Optionally, an additional user authentication can be requested when processing tasks. The user has then to confirm his identity again if, for example, a quality assurance task is being processed as part of the process release. As you cannot activate the additional authentication yourself, please contact us.

12.3.2 How am I informed about my new tasks?

If you receive a new task while you are logged in to BIC Process Design, a push notification will appear at the right bottom of the screen. If this affects a diagram, you can follow your task notification with one click directly into the corresponding diagram. If the notification concerns an object, you will be forwarded to the task in your task list by one click.

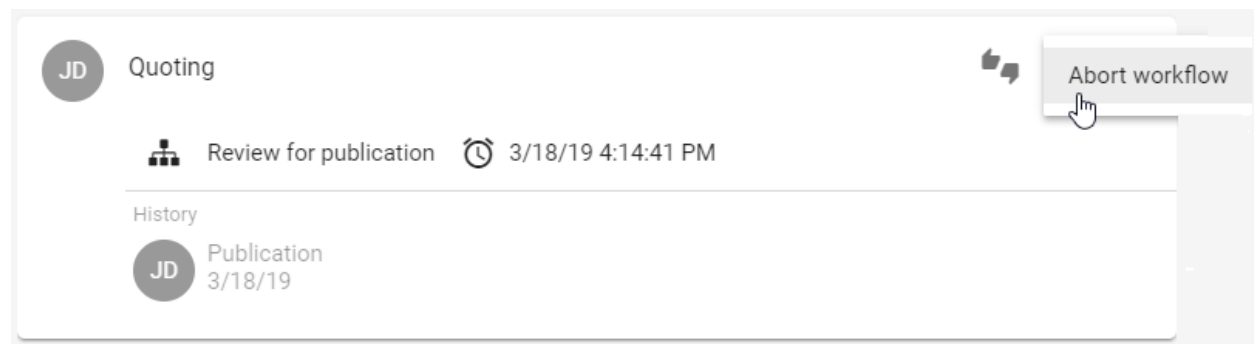
If you are assigned to one or more new tasks, an e-mail with a summary list of those will be sent to you on the next day.

Furthermore, you will receive a reminder e-mail every seven days by default informing you of pending tasks. This can be *changed by the administrator*.

12.3.3 How do I abort a workflow?

Every workflow can be terminated by administrators and editors. As an author, you can cancel a workflow initiated by you. Similarly, authors and reviewers listed as responsible and/or examiners in the diagram also have the ability to terminate the respective workflow.

Open the tasks list by clicking on the *Tasks* button within the menu bar. Navigate to the corresponding task and open the context menu there. Select the entry *Abort Workflow*. In the appearing window, click on *Abort Workflow* to confirm the procedure.

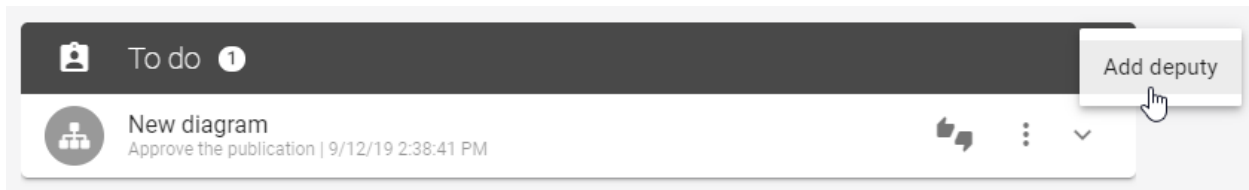


Then the workflow is terminated and the usual way of publishing or depublishing is aborted. No other user gets a task. The version of the diagram or object remains in the area where it was during the termination. When you cancel a publication, for example, the *Preview* area still contains the diagram that should be published before. The initiator and users who have a pending or a completed workflow task will be notified of the cancellation by e-mail.

12.3.4 How do I work with my deputy tasks?

You can set a deputy for your tasks, who can then take over your tasks. Navigate to your *Tasks*.

Set deputy: In the list header of your tasks, open the context menu *More options* and choose *Add deputy*.



This opens a dialog in which you can select a user from the suggestion list. *Add* finally sets the selected user as the deputy for all your tasks.

Add deputy

The deputy can take over your tasks and perform them for you if you are not available.

Name

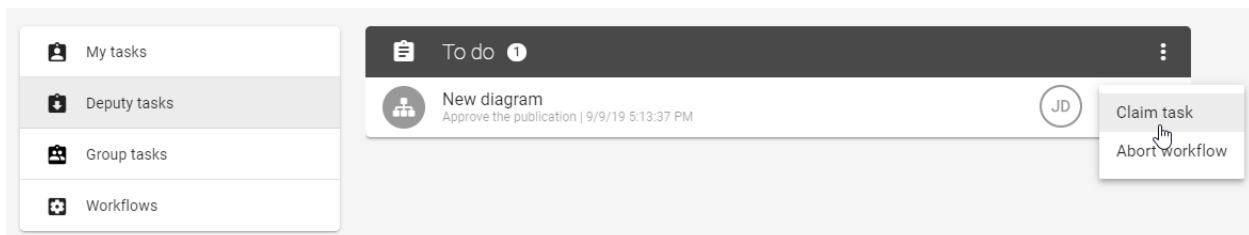
|

CANCEL

ADD

Similarly, you can remove the deputy via the context menu and the *Remove deputy* option.

Claim task as deputy: Navigate to the list of *Deputy tasks*. All tasks for which you are set as deputy will be displayed under *To do*. A chip on the task shows you for which user the task is originally intended. To edit the task, you must claim it. To do this, open the context menu of the task and choose *Claim task*.

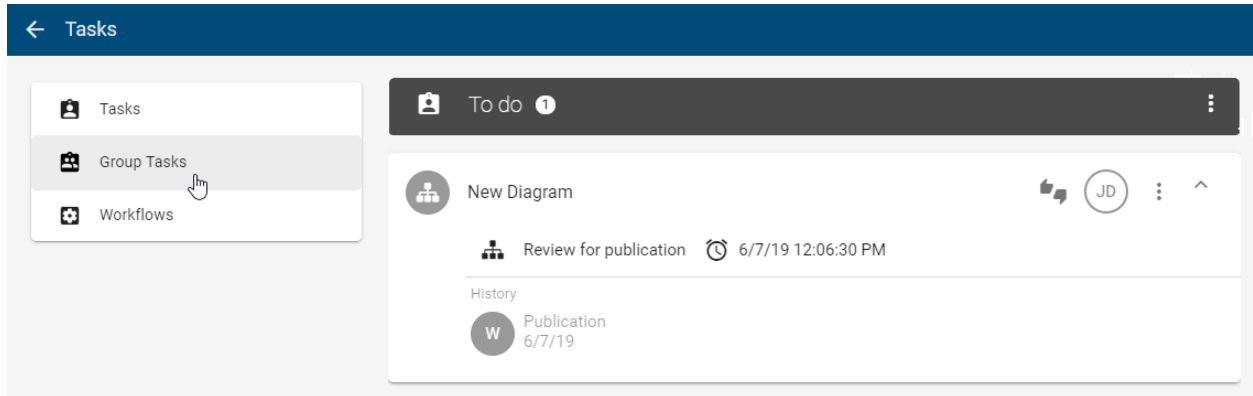


You will then see this task in the list *your tasks*. In addition, the originally assigned user can no longer claim the task again.

12.3.5 How do I work with my group tasks?

In addition to users, user groups can get an examination task if they are entered in the attributes of a diagram or catalog entry as reviewers. In this case, every user who was a member of the group when the workflow was started can see the corresponding workflow task in his *Group Tasks*.

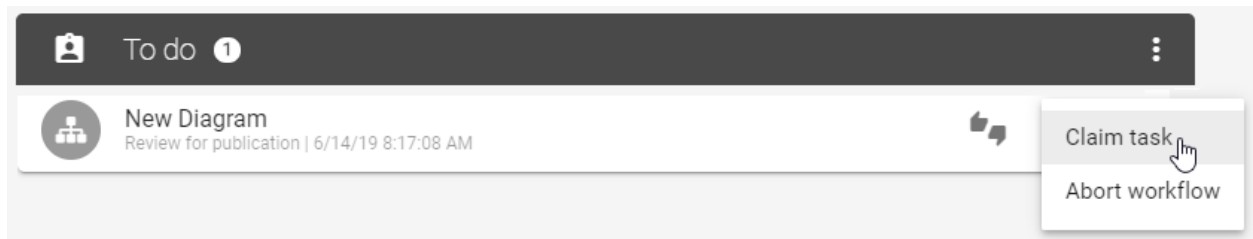
Open the group task list in your explorer by opening the *Tasks* via the menu bar and switching to the tab *Group Tasks*.



Here you will see all your pending group tasks in the “To do” list and all completed group tasks under “Done”. Group members can now work on the task. The options of working on a task are described in more detail [in this section](#). After you have edited the group task, it will be displayed as completed in your own tasks. In addition, you and all group members can see the task under “Done” in the list of their group tasks. The history also shows other users that you have edited the task.

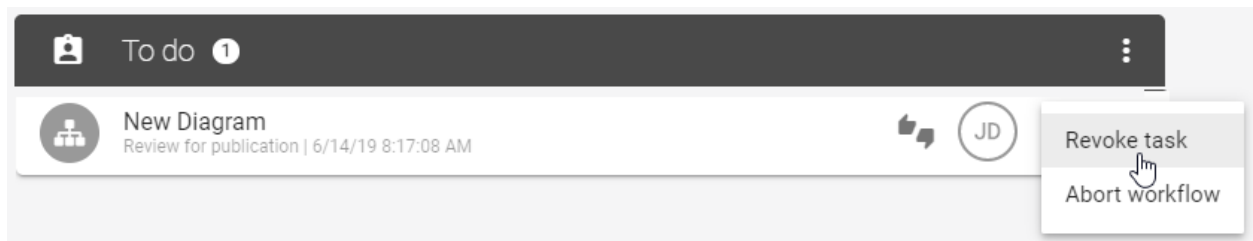
Next to [aborting a workflow](#), you can claim a group task, which is described below.

Claim task: Navigate to the group task you want to claim. Open the associated context menu and select *Claim task*.



Afterwards, your initials are displayed as a “chip” on the task and thus the assignment is visible to other group members. The task can not be claimed or done by another user. In addition, the group task is also displayed in *your* tasks and can be edited there. After finishing the task, it is displayed in your “Done” tasks. In addition, the history of the task lists your examination.

Revoke task: If you have claimed a task that you do not want to work on, you can unclaim it. This gives other group members the opportunity to take over and complete the task. Navigate to the appropriate group task and select *Revoke task* in the context menu.

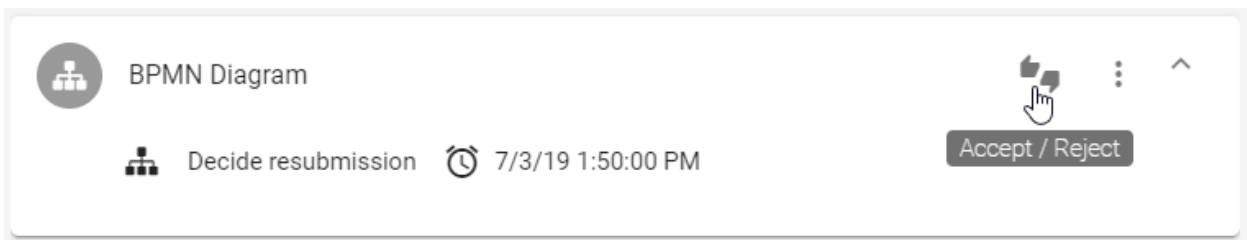


Then the task is neither marked with your initials nor seen in your task list. The task will still be visible in your group tasks.

Note: If a group has only one member, the workflow tasks are not displayed in the “Group Tasks” but in the “Tasks” of the corresponding user.

12.3.6 How do I work with resubmission tasks?

If the *validity of a diagram* or *catalog entry is limited*, the *responsible user or user group* for resubmission receives an examine task. The affected users are informed about the task by e-mail and can see it in the task list. To work on the task, click on *Accept/Reject*.



The following options are available:

Depublication: Select this option to remove the diagram or catalog entry from the publication and preview stages. The depublication of a catalog entry is not executed if the entry is present in another diagram in publication stage. Unlike default depublication, no additional confirmation from the responsible is required, as only they can work on the resubmission. Depublication is then started as soon as the “Valid to” date is reached.

Extend validity: By choosing this option, you can extend the validity of the diagram. The original expiration date, or “Valid to” date, is set to one year in the future, and it will be updated in the publication as soon as you confirm the extension. Additionally, archive entries will be created.

End task and inform Governance participants: By choosing this option, you can end the resubmission task and inform Governance participants via Email about your decision.

Decide resubmission

Comment

|

0 / 1024

- ☐ Depublish
- ☐ Extend validity
- ☐ End task and inform Governance participants

ABORT

CONTINUE

For the option *End task and inform Governance participants* a comment has to be set. For the other options, it is optionally. Then click *Continue* to end the examination.

Afterwards, for the options *Depublication* and *End task and inform Governance participants*, an email will be sent to all recipients that are maintained in the governance attributes of the diagram/catalog object. This email contains the option that has been selected, as well as the (optional) comment and the responsible person.

If a revision is necessary, contact the appropriate author and extend the diagram or catalog entry to give the author time for the revision. Of course, you can also depublish the object in the event of a revision, but this could create a process gap until the revision is published.

If the resubmission task is not processed, there is no automatic depublishation. A diagram or catalog entry can still be published or depublished while a resubmission workflow is active. In this case, the active resubmission process including the resulting outstanding and now obsolete tasks will be terminated. The behavior is further explained [here](#).

For a general detailed description of tasks, see [the corresponding section](#).

Tip: You can also see all resubmission workflows within the [list of all workflows](#) if you are an administrator or editor.

12.3.7 What happens if I initiate a publication while a resubmission workflow is active?

When a resubmission workflow for a published object (diagram or catalog entry) is active, the object can still be published. In this case, the active resubmission process including the resulting outstanding and now obsolete tasks will be terminated. Users will see the new version in publication stage as soon as the publication workflow is finished.

Note that the validity is not maintained automatically. This means: If the attribute “Valid to” of the object has not been updated manually before publishing the new version, another resubmission workflow will be started for the object. The responsible receives a new resubmission task and the [corresponding notifications](#) will be sent. An extension of the validity for one year can be triggered by the responsible when working on the task.

Therefore, when a resubmission workflow is active for a diagram or catalog object and you update it manually by publishing a new version, consider the validation date to avoid the direct start of a resubmission workflow for the new version.

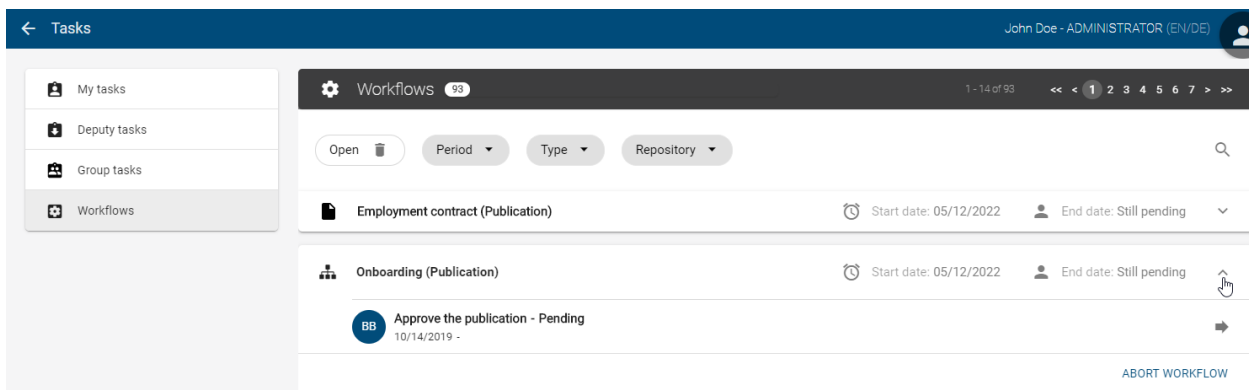
12.3.8 How can I see a list of all workflows?

If you have the rights of an author or reviewer, you can get an overview of all workflows which have been initiated by you. As an administrator or editor you can see all workflows including resubmission workflows. Click on *Tasks* in the menu bar if you want to navigate to the lists of all workflows.



Then switch to the *Workflows* tab. Any (according to your rights) running, finished or canceled workflows are listed, including the name and associated icon of the diagram or object, the workflow type and the start and end dates. Initially, pending workflows are listed. This can be changed *by using the filter*. The order is determined by the start date, whereas recently started workflows are at the top of the list. If the end date is “Still pending”, the workflow is not finished yet.

Note: The start date refers to the time when the workflow was initiated. Resubmission tasks are initiated by the system and start before the *Valid to* date in the attributes of the respective element. In the *administration*, you can specify exactly when a resubmission task is initiated. The end date denotes either the *Valid from* date of the item or the date when the respective workflow was completed, whichever comes later.



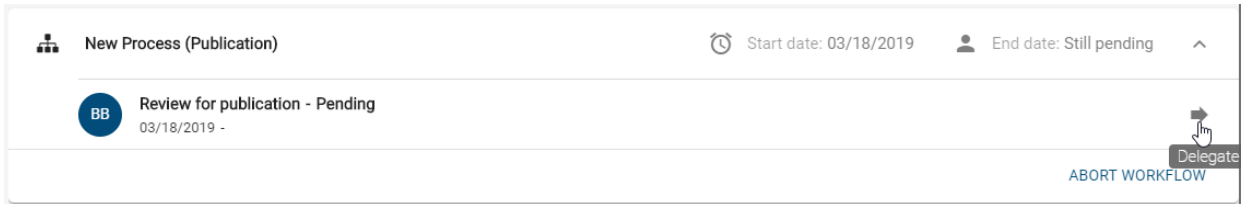
Click on a list entry to see its details. These include the initiator, workflow tasks, the status, the responsible user's chip and the assignment and execution date. When hovering over one of the user's chips the name of that user will be displayed in form of a tooltip. Resubmission workflows will display *SYSTEM* as tooltip for the initiator chip. If a workflow is not ended yet, the administrator can also use *the “Abort Workflow” functionality* here.

Since the number of entries on a page is limited, you can use the page numbering at the right top of your screen to access older entries.

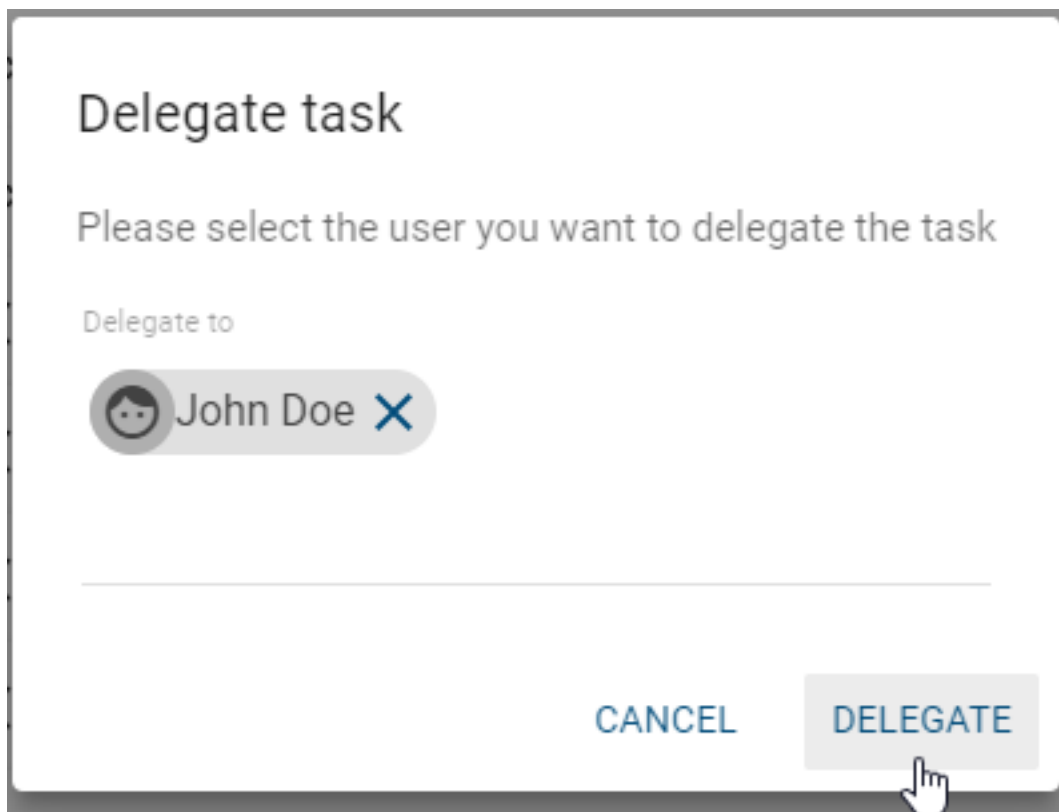
Tip: You can also *delegate workflow tasks*.

12.3.9 How can I delegate workflow tasks?

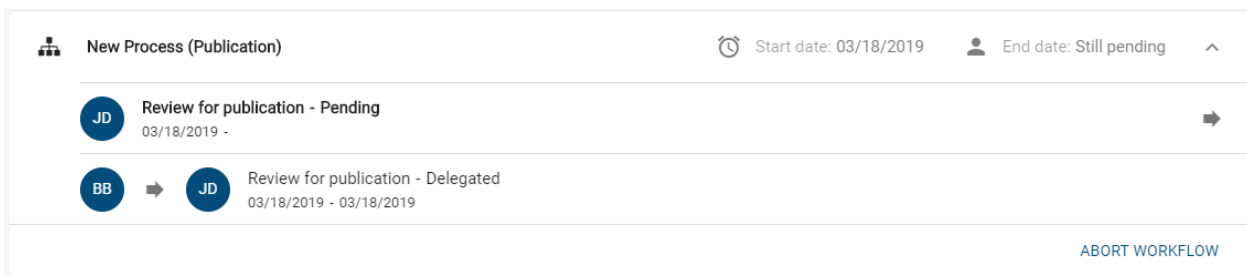
As an administrator or editor, you can delegate workflow tasks. Click on *Tasks* in the menu bar and switch to the *Workflows* tab. Click on the entry of the desired running workflow, indicated by the end date “Still pending”. There you will see the pending task and the associated user. Click on *Delegate* to open an input window.



Now you can use the suggestion list to select the user who should take over the task. Clicking on *Delegate* assigns the task to the selected user. The task will be removed from the old assignee and will appear in tasks of the recently selected user.



You can also see the assignment in the history of the workflow.

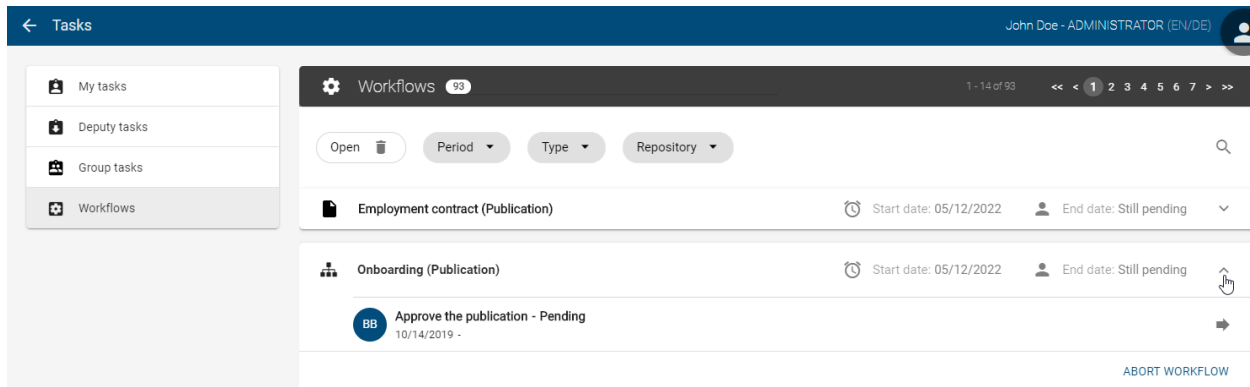


Note that you don't hand over a task to users of the role *Reader*, as this user role doesn't have the corresponding access

permissions. Moreover, it is not possible to delegate tasks to user groups or delegate their tasks to another user.

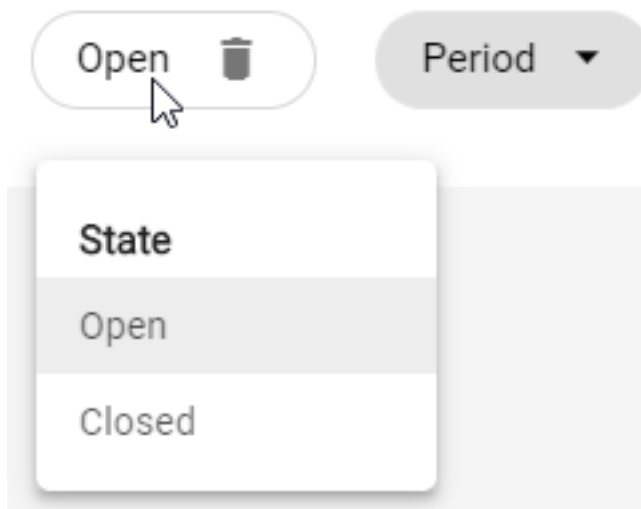
12.3.10 How can I filter workflows?

Authors and reviewers can see workflows which they have initiated, while administrators and editors will *see a list of all workflows*. The filtered list is still depending on your user role and might not show all workflows of the selected criteria. Navigate to your *Tasks* and switch to the *Workflows*.

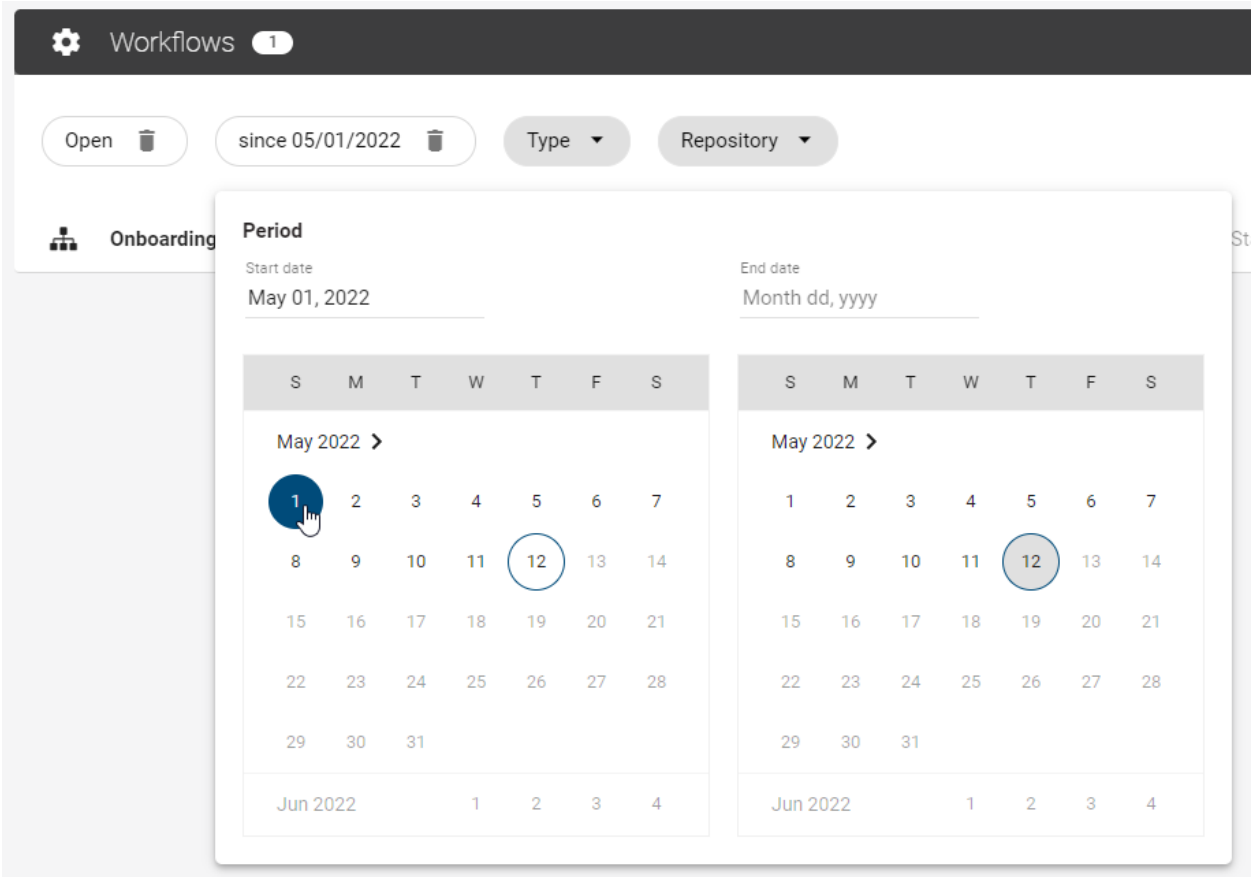


There you have different filter options, which are explained in more detail below.

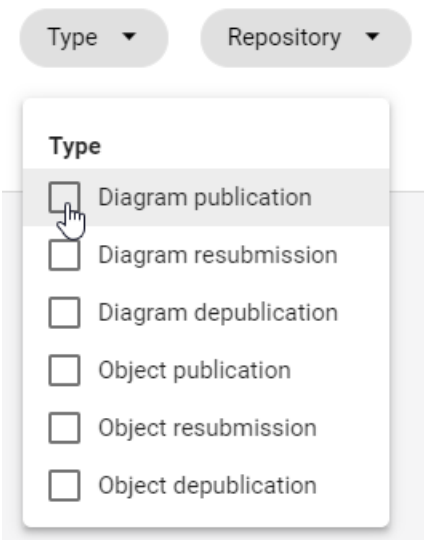
State: You can filter the list by the state of the workflows. Initially, all open, that means pending workflows are displayed. The active setting can be seen in the filter itself. Click on *Remove filter* to clear the filter. If you would like to display the closed, terminated and aborted workflows, click on the filter and select *Closed* in the menu.



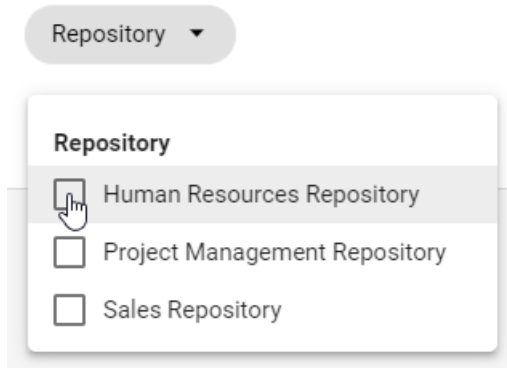
Period: In this filter, the period can be specified by selecting a start and end date. To do this, click on the *Period* filter. Now the desired dates in the past can be selected via the calendars. With a click on a date this is displayed in the respective input field above. Alternatively, you can enter a date manually in the input fields. Click outside the calendar to display the updated list. If only the start date is set, all workflows started after this date are displayed. If only an end date is selected, you see all workflows that were started before this date. In the filter, the setting is indicated by “since” or “before” and the selected date. If both start and end date are set, these are displayed in the filter itself and all workflows that were started in this period are listed. By clicking on *Remove filter* in the filter itself, you can remove the settings you have made.



Type: The workflow types *publication*, *depublication* and *resubmission* can be filtered for diagrams and objects each. Click on *Type* and select one or more types in the appearing menu. Click outside the filter menu to close it. Only the selected workflow types are displayed.



Repository: This filter lists the names of all repositories that you have access to. If a repository has not been named in your current content language, the value of the alternative language is taken into account. Click on *Repository* and select a name. Then, the list is filtered and shows only workflows related to diagrams and objects of the corresponding repository. You can select several repositories at once. Click outside the filter menu to close it.



Search: You can search for the name of objects and diagrams. In addition, you can search for user names and e-mail addresses of initiators or users who had or have a workflow task. To do this, click *Search* on the right-hand edge of the screen, represented by a magnifying glass. Enter your search term in the appearing input field and start the search via the Enter key or a click outside the search field.

Quoting| 

12.4 Notifications

In BIC Process Design there exists a notification system with which users can be informed about changes that have been made during governance processes. A distinction is made between different cases, depending on which step of the governance process has just been carried out, whether this was successful and the role of the respective user in this process. In the following a few questions were listed with the help of which the different scenarios can be understood better.

Note: In general, every triggered email addresses up multiple users. All users which have the same language set within their user settings will receive the same email. These notifications are send via Bcc emails.

12.4.1 Why does the publication or depublication fail?

As the initiator you should have at least the rights of the user role *Author*. More detailed explanations can be found in the previous chapters.

In addition to the rejection or termination of the workflow by examiners or the responsible, the following situations can also prevent publication or depublication. Depending on the reason, you will also be informed about this in the application or by e-mail.

General causes for not publishing or depublishing

- no *responsible* entered in the attributes of the diagram or object
- the *e-mail address* of the responsible person is missing or does not match the address of the respective user in BIC Process Design
- a publication or depublication workflow is already running for the affected diagram or object
- predated publication for which the "*Valid from*" date has not been reached yet

- one or more *mandatory attributes* of the diagram resp. object are missing
- A *language localized* mandatory attribute has not been maintained in the *default language* of the tenant. You will receive a notification about the concerning attribute.

Causes for not publishing or depublishing a diagram

- the affected diagram is *checked out*
- *validation errors in the diagram*, such as *unaccepted catalog entries* or *missing mandatory attributes*
- the diagram contains a *catalog entry that is not published yet* and which has an own life cycle (means with its own responsible person). Catalog entries with an own life cycle that are in the preview stage but not confirmed yet are an exception. Publishing is possible, but the catalog entry is substituted by a draft version until the person responsible confirms it.

Causes for not publishing catalog entry

- the *pdf generation of the attachment* of the catalog entry fails
- adding *metadata properties to attachments* of a catalog entry fails

12.4.2 When will I be informed about a (de-) publication?

Users who have diagrams or catalog entries within their scope will be informed by e-mail when the diagram or catalog entry is directly or indirectly published or depublished. In addition users, which have saved a diagram as a favorite diagram in Publication, will also be informed about the respecting changes.

In addition, workflow-related users will be notified by e-mail and depending on the release workflow by a task. Users, who have *saved a diagram as favorite* in Preview, will be informed for workflow changes in this stage.

12.4.3 Who will be notified at a publication and depublication?

Below is shown who is notified by the system in which workflow step via e-mail.

Publication

Notification	Initiator	Examiner	Responsible	Author	Scope*
Examine task	no e-mail	e-mail	no e-mail	no e-mail	no e-mail
Release task	no e-mail	no e-mail	e-mail	no e-mail	no e-mail
Rejection of examine task	e-mail	no e-mail	no e-mail	no e-mail	no e-mail
Rejection of release task	e-mail	e-mail	no e-mail	no e-mail	no e-mail
Publication	e-mail	e-mail	e-mail	e-mail	e-mail
Workflow error	e-mail	no e-mail	no e-mail	no e-mail	no e-mail
Abort workflow	e-mail	e-mail***	e-mail***	no e-mail	no e-mail

Depublication

Notification	Initiator	Examiner	Responsible	Author	Scope*
Depublication task****	no e-mail	no e-mail	e-mail	no e-mail	no e-mail
Rejection of depublication task	e-mail	no e-mail	no e-mail	no e-mail	no e-mail
Depublication**	e-mail	e-mail	e-mail	e-mail	e-mail
Workflow error	e-mail	no e-mail	no e-mail	no e-mail	no e-mail
Abort workflow	e-mail	no e-mail	e-mail***	no e-mail	no e-mail

E-mails informing about a (de)publication or workflow error are sent as soon as the system can initiate the last workflow step through a user interaction or a system error. E-mails about release or examine tasks are not sent individually for each task assignment but gathered in a daily e-mail.

Users can navigate to BIC Process Design using a link in the e-mail. If the user has not been registered before, this must be done first. Then a second click on the link leads to the desired address.

An editorial change made notifies the same recipients as the *multi-level release* or *depublication* workflow.

*) All organizational units that are entered in the diagram- or catalog entry attribute *Scope* receive a notification at the corresponding steps. In this process, *organizational units* are assigned to user groups of BIC Process Design.

**) The e-mail is also sent to the second examiner, third examiner and the responsible for resubmission.

***) The user is informed if he or she has a pending or already completed workflow task.

****) Depublication tasks may also be called release tasks since they demand the approval of the responsible to depublish the concerning entity.

Note: Users who have saved the *diagram as a favorite in Publication* or Preview stage will be notified of changes to diagrams in the respective stage. This includes, for example, the publication and depublication.

12.4.4 How can I decide whether the scope is notified of changes by e-mail?

If you have logged in as an authorized user (editor, administrator) in the old user interface and have opened the start dialogue for a workflow to depublish or publish a catalog entity or a diagram, a dialog box opens showing you options for sending scope notifications. You have the option of specifying whether this change is an editorial change that does not require additional review or approval. If you select this option, you will have the opportunity to notify the affected scope of this change by email.

Hint: Please note that without selecting the option *This is an editorial change without additional review or approval*, you will not be shown the option to inform the scope of the change.

If the option *Inform scope about this change by e-mail* has not been selected for a publication or depublication, you will receive an e-mail stating that the scope will not be informed about the change.

If the option **Inform scope about this change by e-mail ** has been selected for a publication or depublication, the scope will be informed about the change immediately by an e-mail.

If the editorial change option is removed, the selection to send the notification is also automatically canceled. This will remove the option to send a notification of the change to the scope.

Note: Even if no scope has been specified for a chart or catalog entity, you will still receive a corresponding e-mail notification. This e-mail will still inform you whether the scope is notified of a change or not.

Hint: For editorial changes, there is an option to select whether or not to inform the *scope*.

12.4.5 Who will be notified about a resubmission?

If a resubmission is initiated for a published diagram or catalog object, the responsible or (if the corresponding attribute is maintained) *responsible for a resubmission* receives a *resubmission task* and a notification.

In addition, an e-mail is sent to inform about the resubmission. This information mail is addressed to authors, the examiner (as well as the second and third examiner if they are maintained in the method) and the responsible if the latter is not the owner of the resubmission task. The dispatch of the information mail can be blocked for each diagram or catalog object by selecting the checkbox “Do not send information mail (resubmission)” in the attributes.

Responsible (resubmission)



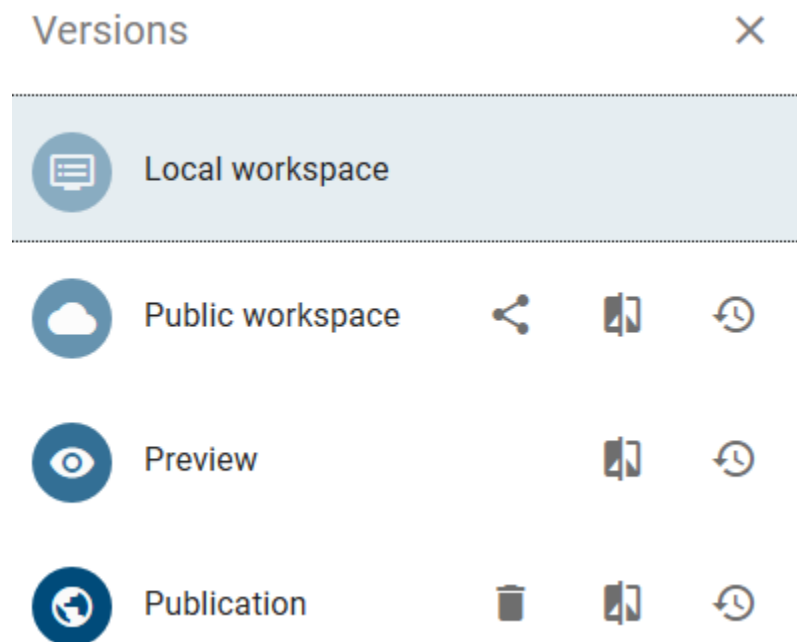
☒ Do not send information mail
(resubmission)

Note: The e-mail about a scheduled resubmission is sent independently of the task summary notification to the responsible or responsible (resubmission) user.

VERSIONS AND HISTORY

13.1 Which diagram versions are available?

A diagram can be available in different work states or versions. For example, there may be one version per local workspace, public workspace, preview and publication, which differ from each other. The membership of a particular *user role* determines which versions a user can see.



Local Workspace: By *checking out* a diagram for editing, the modeling data is loaded into the local workspace. The initial creation of diagrams and changes to diagrams is done in the local workspace and is temporarily stored in the “Local Storage” of your browser. According to your browser settings, local workstations may be discarded when the browser is closed. Please always check in local changes. The current status is moved to the BIC Process Design Server by checking in. The greyed-out entry for the local workspace on the versions view indicates that the diagram is checked in and exists no longer in its local workspace. To re-edit it, you have to check out the diagram again. Then the version in the public workspace is loaded to your local workspace. The local workspace can only be seen by the user who has currently checked out the diagram.

Public Workspace: Diagrams in public workspace are located on the BIC Process Design Server and are visible to users with access to this stage. After the local version of a diagram has been *saved* and *checked in*, it becomes visible in the public workspace.

Preview: A diagram from the public workspace can be submitted to the *release workflow* for publication. Before the diagram is published, a preview version is created, which can be released or rejected by the responsible person or the examiner. Catalog entries for diagrams in preview can not be edited.

Publication: After the responsible person has released the diagram, this is accepted as the new published version. In the publication, you only see the last released diagram. The released version is the only version that a user with “Reader rights” can see. Catalog entries of published diagrams can not be edited in the publication.

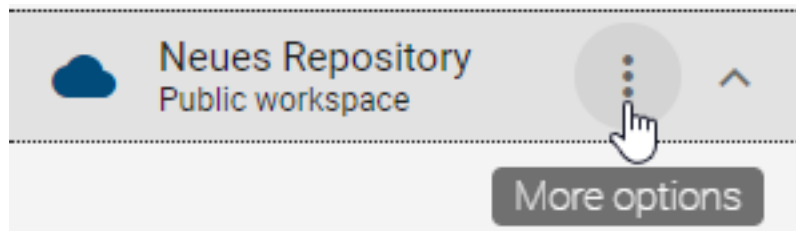
Note: The graphical diagram view differs in its handling depending on the stage. As a modeler, you can use the editor in the local and public workspace as usual, with useful functions for modeling, such as *multi-selections*, the *navigator*, and the *O/O position*. In the preview and publication stages, the easy handling with the *left mouse button*, known from Google Maps, is supported.

Tip: It can occur that symbols in the publication or preview are displayed without labels. In such a case the label is not maintained in *the selected content language or the selected alternative language*.

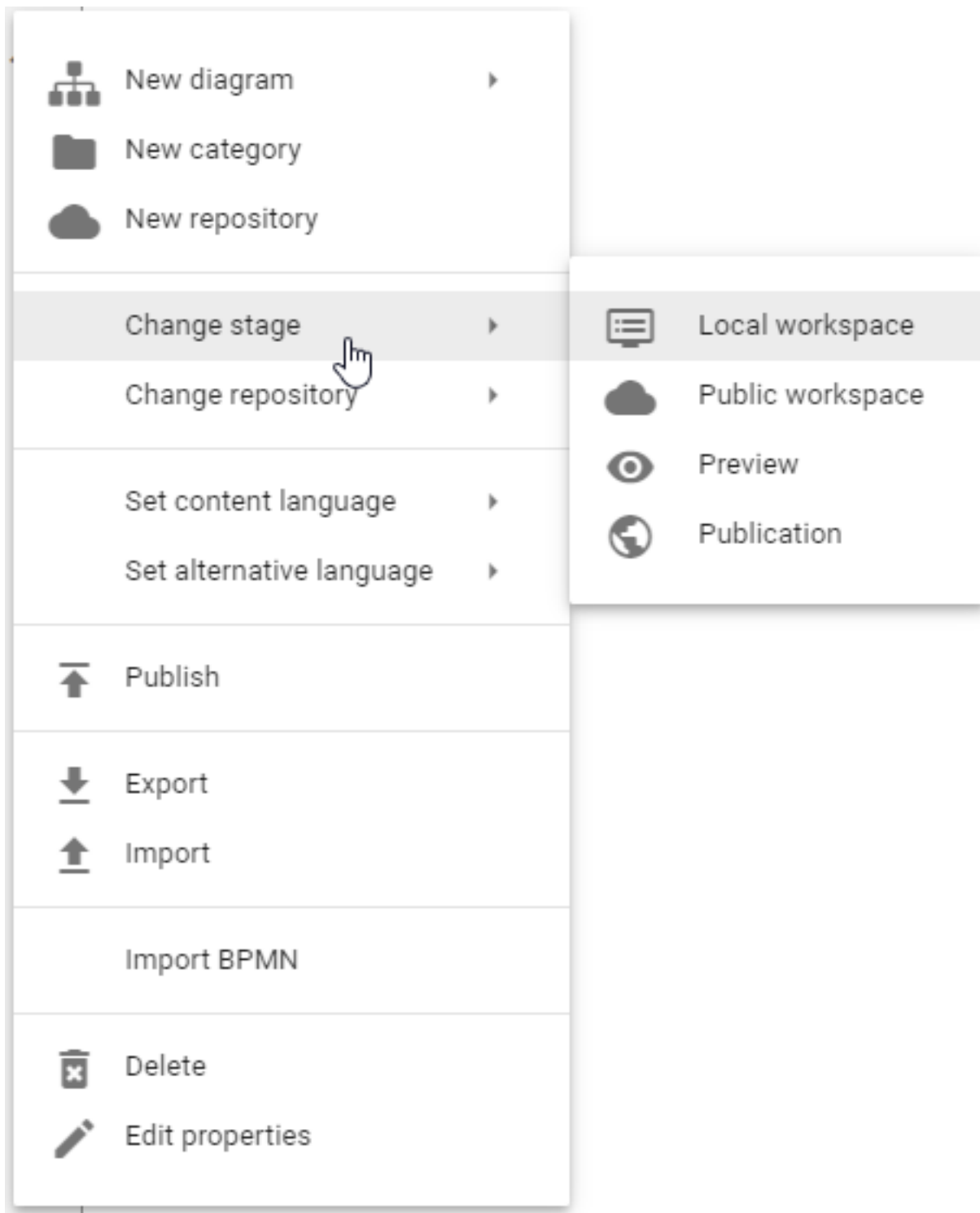
13.2 How do I change the stage?

The following stages exist: Local Workspace, Public Workspace, Preview and Publication. Which stages you can see depends on your *user role*. If you have access to more than one stage, you can change the stage. The currently selected stage is displayed under the name of the repository. To display the individual stages and related diagrams, proceed as follows:

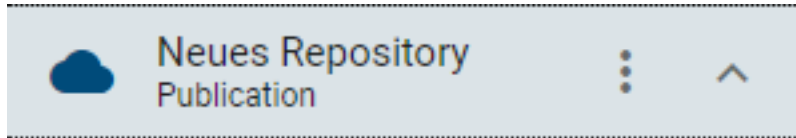
In the Explorer, open the context menu of the repository.



In the context menu, select *Change stage*. A list of available stages appears.



Select one of the stages, for example *Publication*. You can see the selected stage right under the name of the repository. All diagrams and categories from the repository shown in the Explorer are available in this stage.



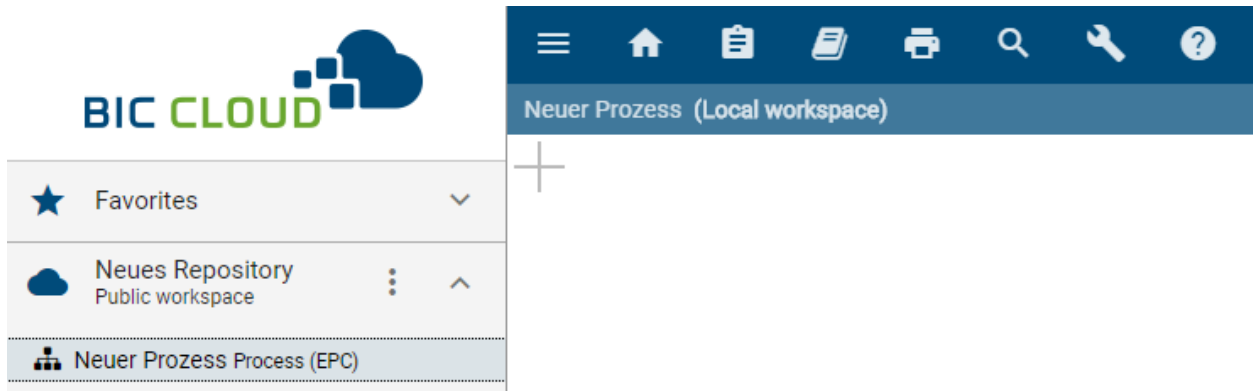
If you open the *Catalog*, you can see all entries contained in the diagrams of the selected stage.

Note: It is possible that single stages are not displayed, caused by different *user roles*. If you only have access to Publication, there is no button *Change stage* in the context menu.

13.3 How can I differentiate the stage from the diagram version?

You can display different diagram versions of other stages without *changing the stage*. Changing diagram versions is explained in more detail [here](#). As soon as the stage differs from the diagram version, this is noted in the menu bar behind the diagram name.

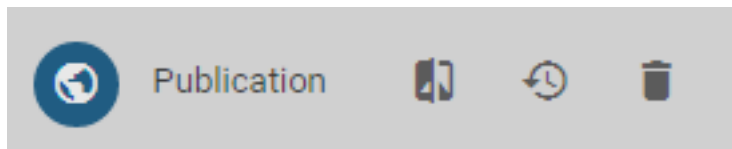
For example, you are in the public work area. This is displayed below the repository name. At the same time, however, you are modeling and are therefore looking at a diagram in the local workspace. The addition "(Local workspace)" is then displayed behind the diagram name.



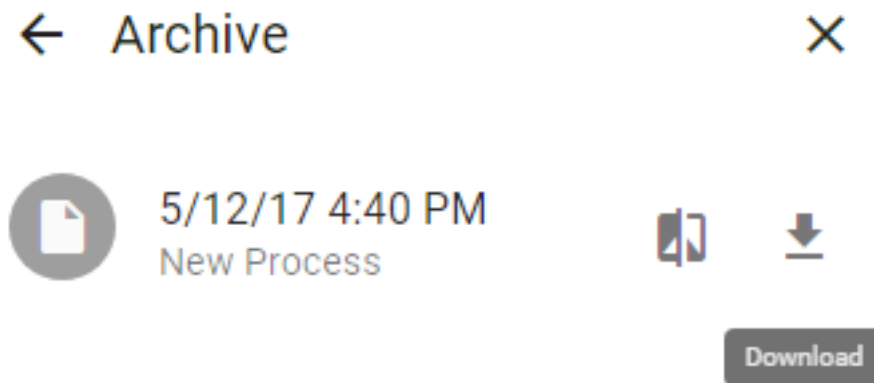
13.4 Where can I see earlier versions of a diagram?

You have the option of viewing previous versions in the archive. Whether and how long an archive entry exists for *Public workspace*, *Preview* and *Publication* can be set via the [administration](#). Thus, for example, after each publication, the previous diagram version is entered in the archive of the publication. This therefore contains the history of all published versions for a diagram. The actual diagram version will be registered in the archive after publication. The individual diagram versions can be downloaded as ZIP archive. For example, this version can then be *imported*.

Open the *Versions* bar of a diagram. Then, click *Archive* to the right of the workspace entry, for example *Publication*.



The archive opens and a list of previously published diagram versions shows up. The release date and time are displayed, as well as a button for downloading the archived version.



Note: In the public workspace, new archive entries are also created when catalog entries are changed in the catalog and when importing. All archive entries are created in the *languages in which content is maintained* on your diagram.

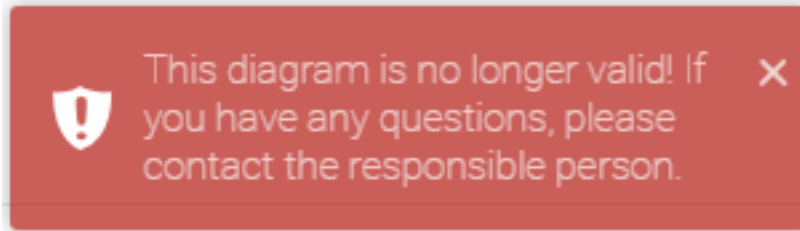
13.5 How does publishing behave with and without validity start time?

Within the governance *attributes* you have the option to maintain responsibilities as well as a validity period for the diagram or catalog entry. If the start time in the corresponding attribute *Valid from* has not yet been reached, it will continue to exist. However, the date of the publication can be predetermined by this attribute. If the approval of the publication takes place before reaching the registered date, the diagram or catalog entry is not published directly. Instead, the publication is postponed to the registered date. The exact time of publication depends on the coordinated world time (UTC+0). The german daylight time is then equivalent to UTC+2. If, instead, the date entered is already in the past, it is published directly.

If no *Valid from* date is entered during diagram or catalog entry publication, the attribute in the published diagram or catalog entry is automatically set to the current date when releasing. In the public workspace and in the preview, the attribute is still empty; it is only adjusted in the publication. Therefore, the date cannot be set in the properties of an *attachment of a catalog entry* when it is published.

13.6 What is the effect of limiting the validity of a diagram?

Within the governance *attributes* you have the option to maintain responsibilities as well as a validity period for the diagram. As soon as the diagram is only valid for less than 4 weeks (default setting), the responsible user or user group will be informed by e-mail about the expiration and receives a *resubmission task*. If the end date in the *Valid to* attribute is reached, the diagram will of course continue to exist. Users viewing the diagram in the publication stage get a warning, that they are looking at an outdated diagram. This is intended to prevent your employees from adopting outdated processes.



Note: The default setting of 4 weeks can be *adjusted by the administrator*.

13.7 What is the effect of limiting the validity of a catalog entry?

Within the *governance attributes* you have the option to maintain responsibilities as well as a validity period for the catalog entry. Users can see the validity in the details. As soon as the catalog entry is only valid for less than 4 weeks (default setting), the responsible user or user group will be informed by e-mail about the expiration and receives a *resubmission task*. If the end date in the *Valid to* attribute is reached, the catalog entry will of course continue to exist. Furthermore, the user will get a note in the *validation hub* if expired catalog entries are used.

Note: The default setting of 4 weeks can be *adjusted by the administrator*.

MODEL COMPARISON

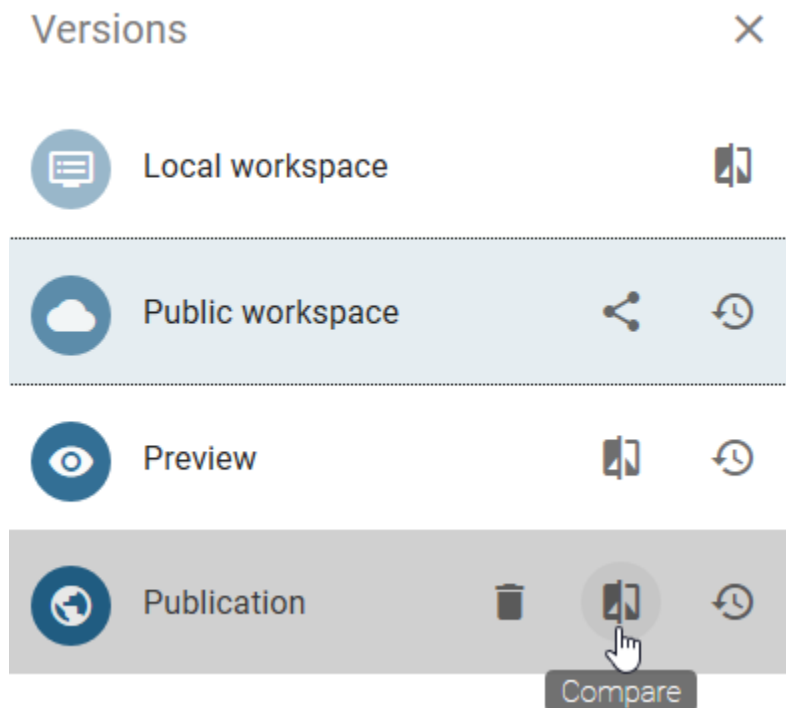
The model comparison provides a clear graphical highlight of the changes to earlier versions of a diagram. For example, compare your local workspace with the published version or compare two *archived versions* of the same diagram. You have the possibility to go directly to the object details and to see the individual changes.

14.1 Where can I find the model comparison?

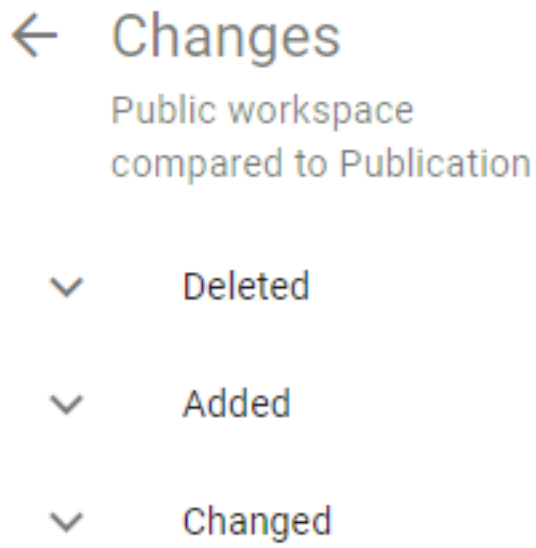
As soon as the versions of a diagram differ, the results can be compared.

Select your diagram in the Explorer and open the *Versions* in the menu bar.

In this example, the diagram was selected in the public workspace. This differs from the preview and the publication. By clicking on the *Compare* icon in the “Publication” tab, the model comparison between the public workspace and the publication opens.



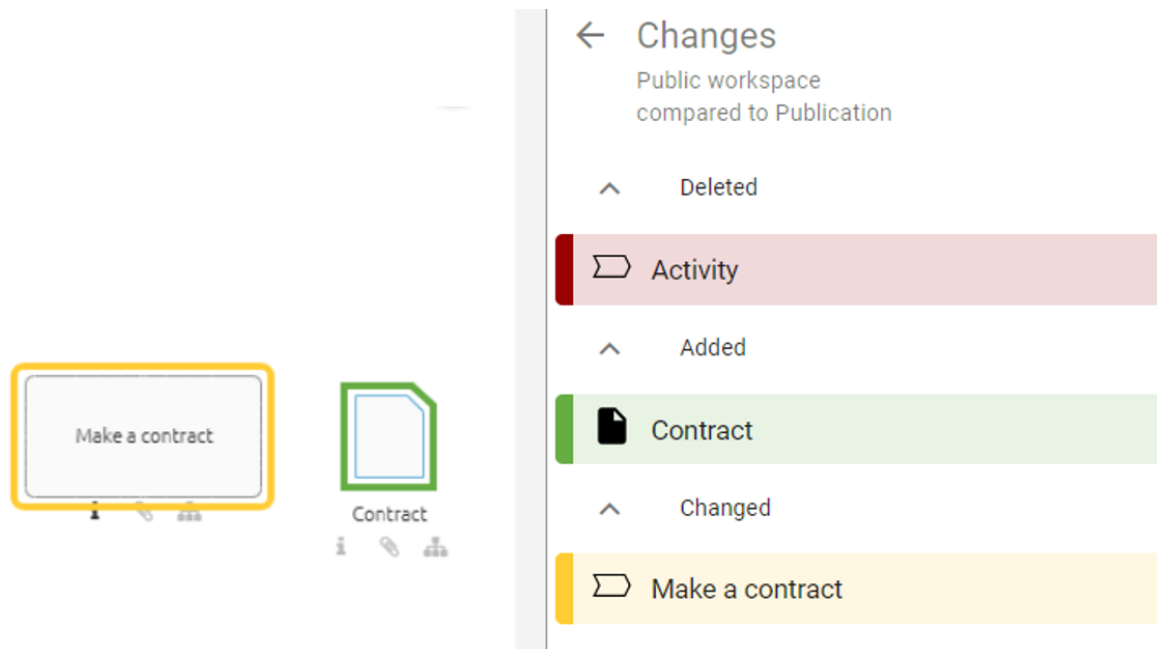
In the model comparison, the changes and differences between the stages are listed. The following image shows which stages are compared.



14.2 When and how is a symbol marked?

If you are in the model comparison, symbols can be highlighted in three different ways. In general, changes are marked by colored frames around the symbols in the editor and listed in the model comparison. The model comparison differs between the following changes:

- *Deleted*: Removed elements are highlighted in red
- *Added*: Added elements are highlighted in green
- *Changed*: Changed elements are highlighted in yellow



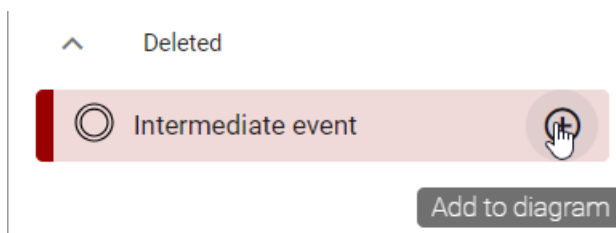
By clicking on an element in the list, the corresponding symbol is selected in the editor if it does not belong to the removed items.

14.3 How can I add, remove or reset listed elements?

While modeling, you can click on a model comparison in the *public workspace* and see all changes made in real time. Here you can add a removed element to the diagram, remove an element from the diagram, or reset a change.

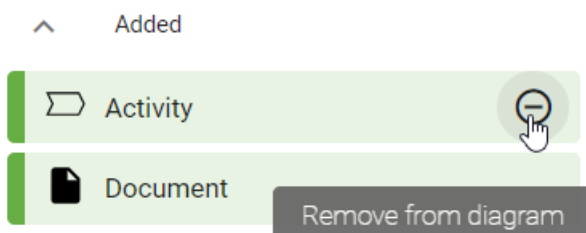
Add to diagram

To add a removed element, select the *Add to diagram* option next to removed element in the model comparison. The element is then restored to the diagram and placed in the upper left corner.



Remove from diagram

If you have added new elements to the diagram in any version, you can remove them from a checked-out diagram if required. To do this, click on *Remove from diagram* next to the element.



Reset changes

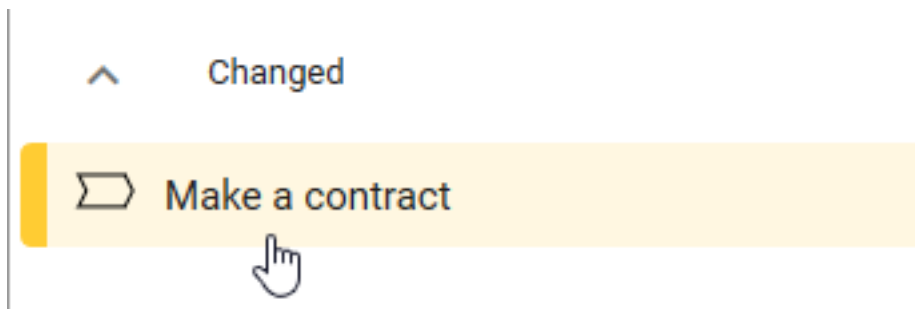
You also have the option to undo a change that has been made. To do this, click on *Reset changes* next to the element. Accepted catalog items revert to catalog suggestions.

deletechange_enl

If the addition, removal, or reset was successful, the element disappears from the model comparison and a success message is displayed.

14.4 How can I see which attribute has changed?

If the model comparison lists elements within the section *changed*, you can open the attributes of the element by clicking on the corresponding entry.



The headers of the changed attributes are finally highlighted in red in this view.

← Updated attributes

Activity

Name *

Make a contract

Identifier

Description

Signing and sending documents

Keywords

You will see changes to diagram attributes as well as object attributes. The entry of changed diagram attributes comes first in the list of changed elements for a better differentiation. In addition, you can also differentiate the different objects based on the icon displayed to the left of their name.

← Changes

Local Workspace
compared to Publication

^ Deleted

⏏ Activity

^ Added

📄 Contract

^ Changed

🏗 Tender process

⏏ Sign contract

○ Start tender process

NAVIGATION

15.1 How do I hide the sidebar?

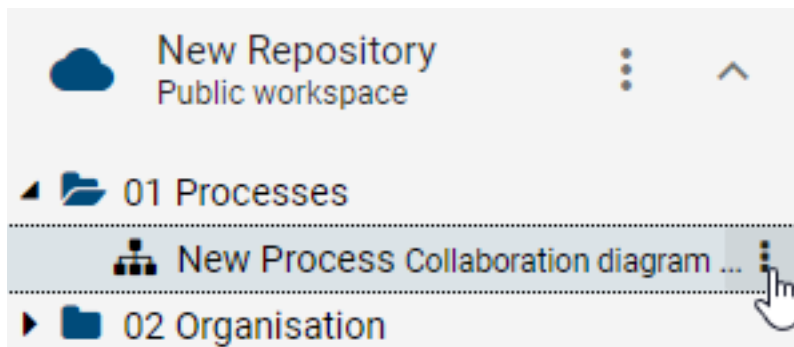
In the menu bar, click the *Hide sidebar* button, to hide the sidebar on the left side.



To show the sidebar, click the same button again. It is now called *Show sidebar*.

15.2 Where can I find the context menu?

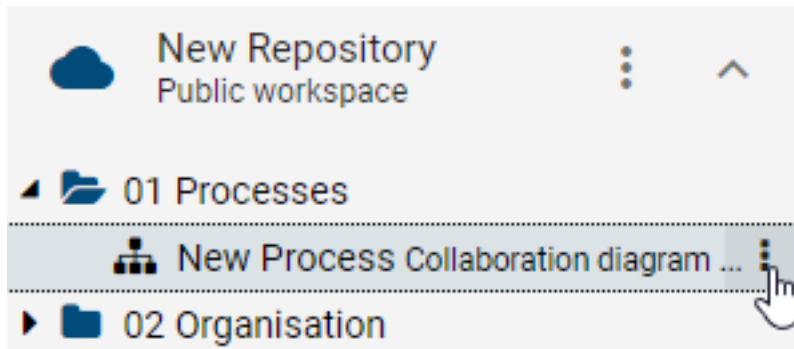
You can find a context menu for example in Explorer, Settings and Catalog. It is recognizable by three superimposed points. The context menu depends on the context therefore no consistent context menu exist. Depending on user rights and on the current area, such a context menu differs. In addition, there are different menus for diagrams, categories, favorites, catalog entries and a repository. In general, the most important executable options are listed in a context menu.



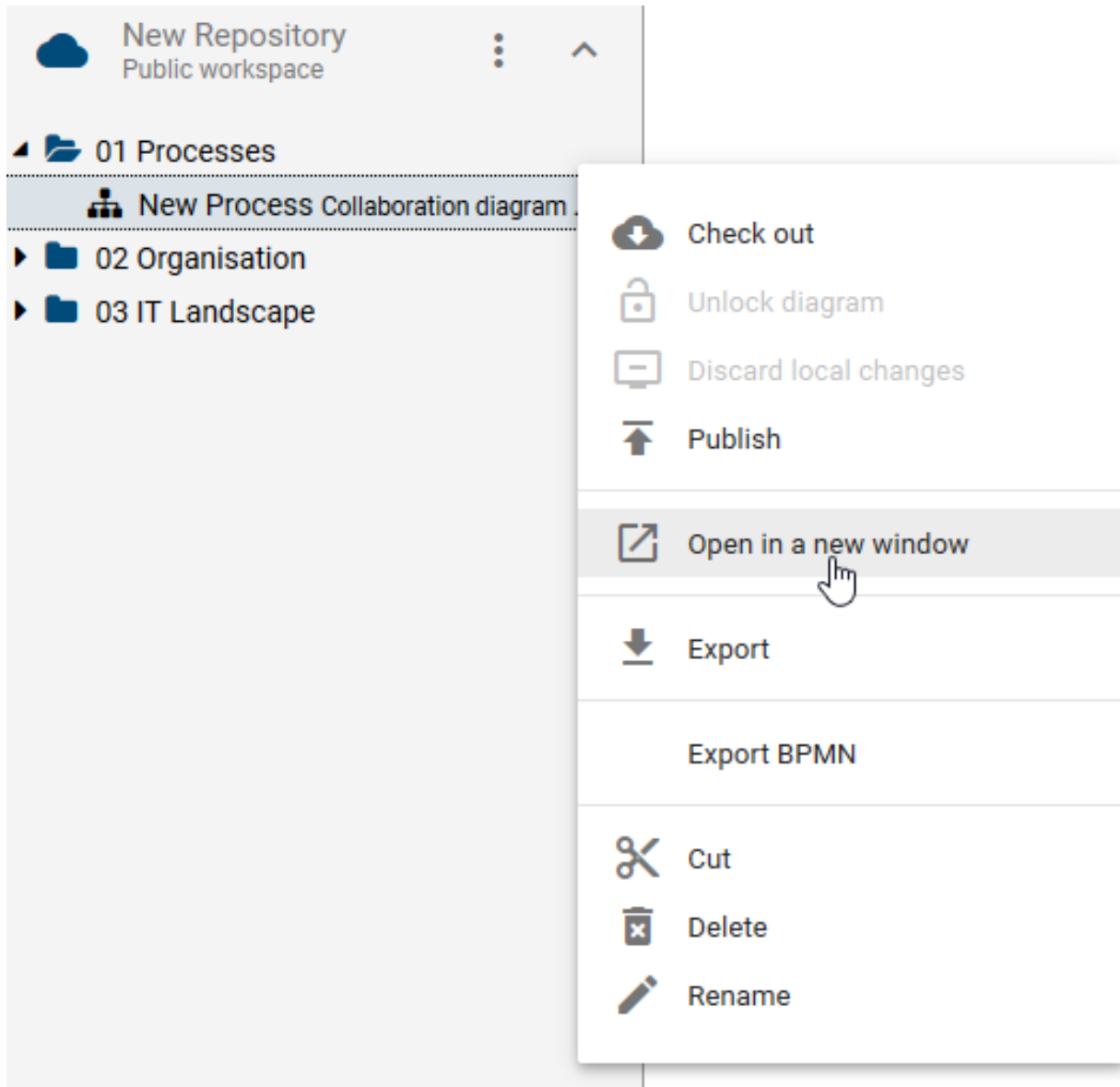
For diagrams, categories, favorites, catalog entries, comments and also in the settings, the context menu appears and can be selected as soon as you move the mouse over the entry in BIC Process Design.

15.3 How can I open a diagram in a new window?

Open the diagram you want to open in a new window. Afterwards, click on the context menu of the diagram (three points in a vertical arrangement) in the Explorer.



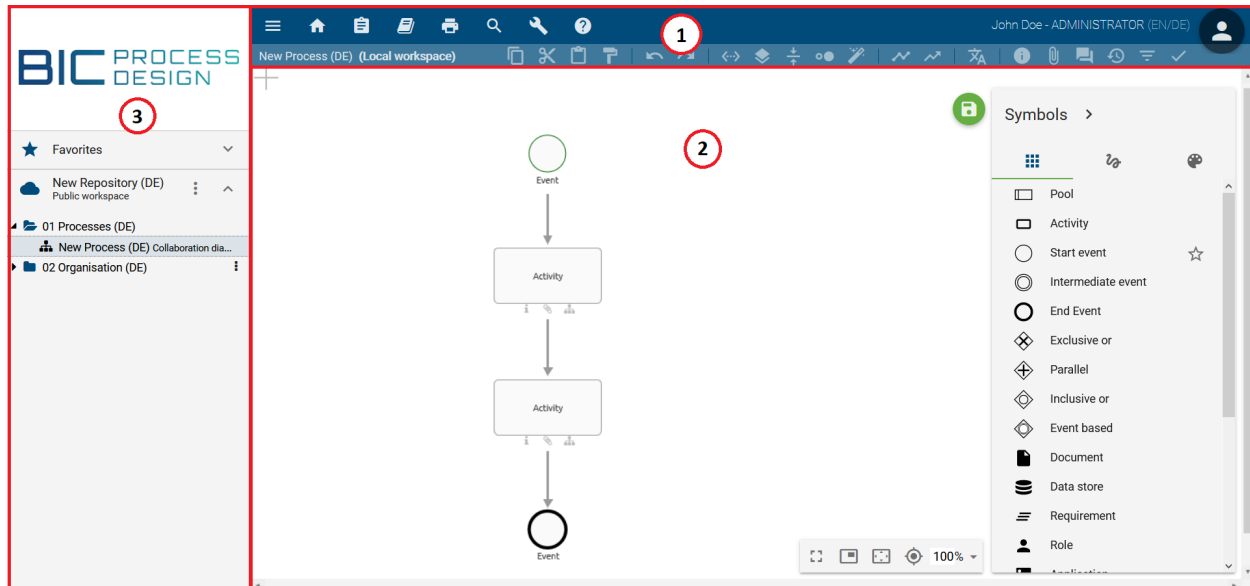
Select the menu item *Open in a new window*.



Note: Two opened windows are independent of each other. For example, you have opened a checked out diagram in two windows. After you edit and check in the diagram, it is not possible to check in in the other window a second time.

15.4 How can I zoom?

You can apply the zoom to a specific graph or to the entire website. This depends on whether the editor is selected or not. The selection can be made with a left-click outside, area 1. or inside, area 2. the editor.



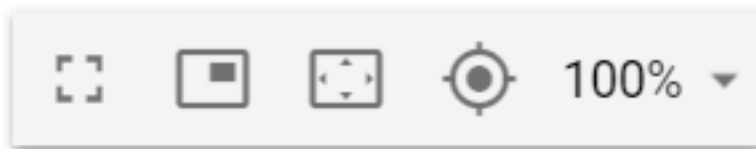
When viewing the diagram in the local or public workspace, hold down the *Ctrl* key and scroll with the mouse wheel. Optionally, you can make the entire page larger or smaller. To do this, hold down the *Ctrl* key and select *+* or *-*.

If you are in the preview or publication mode, you can simply zoom by scrolling with the mouse wheel.

15.5 How can I navigate the diagram?

The navigation differs depending on the stage. In the local and public workspace, you can navigate in the diagram by holding down the right mouse button or by scrolling and using the scrollbar. If you are in the Preview or Publication stage, you can navigate by holding down the left mouse button. As known from Google Maps, scrolling here corresponds to zooming and no scrollbars are displayed.

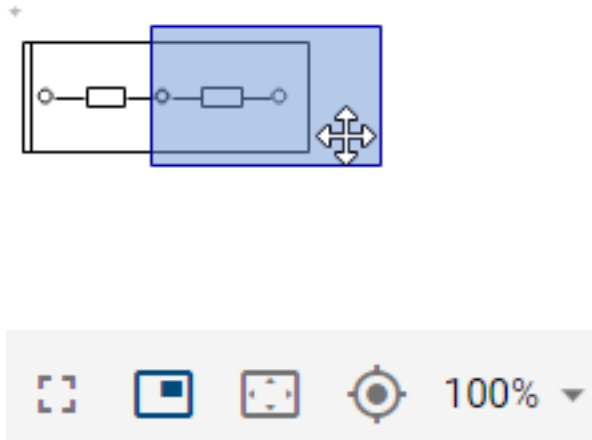
Furthermore, there is a navigation bar at the right bottom of the editor in diagram view, which offers the following possibilities:



Full screen: If you click on the first icon *Enter fullscreen*, both the application and the browser switch to full screen mode. The application hides the explorer and the first menu bar. With a further click on the icon you can *exit fullscreen* mode for the application and the browser and return to the original view. Note that the *ESC* key only exits the browser's full screen mode. This overlays the *ESC* effect for other functions of the application, such as deactivating stamp mode. In addition, the application itself remains in full screen mode, if you exit full screen mode with *ESC*. That means the explorer and the first menu bar remain hidden. It is therefore recommended to use the buttons provided for deselecting full screen mode and other functions.

Navigator: This option is available in the public workspace. Click on the second entry to *Show navigator*. It gives

you an overview of the diagram and thus allows you to navigate easily by moving the transparent rectangle with the mouse. The size of the rectangle can be changed by dragging and dropping the edges, which corresponds to zooming in the diagram. Click again on the icon to *hide navigator*.



Adjust content to window size: By clicking on the third icon the diagram will be zoomed and scrolled, so that you can see the whole diagram in the editor.

Scroll selection into view: If you have selected a symbol, clicking on the fourth icon places the diagram so that the symbol is displayed. If no symbol is selected, this function scrolls the diagram to 0/0 position in the Public Workspace.

Zoom level: The fifth function allows you to set different zoom levels in percent. Preset levels appear when you click on the arrow. You can then select one of the zoom levels from the list. Furthermore, it is possible to set your own zoom level between 10% and 800%. To do this, click on the displayed number, enter a new percentage and confirm with the Enter key or click on the diagram.

15.6 Which keystroke combination can I use?

Navigation in the application

Navigation in the application via your keyboard is possible as follows.

Shortcut	Action
Tab	Focus in application changes to the next button.
Enter	Selection of the button on which the focus is located.
Shift + Tab	Focus in application changes to the previous button.
Arrow keys in Explorer	Focus in application switches between diagrams, categories and favorites in Explorer. For this, the focus must first be in the respective area of the Explorer.

For a stronger emphasis of the focus you can *toggle the high contrast theme*.

Diagram view in the preview and publication

These functions are available if you look at a diagram in the stages mentioned above. For example, they help navigate large diagrams.

Shortcut	Action
Mouse wheel	<i>Zoom in, Zoom out</i>
Pressed left mouse button	Diagram scrolling

Diagram view in the local and public workspaces

These functions are available if you look at a diagram in the stages mentioned above. For example, they help navigate large diagrams.

Shortcut	Action
Ctrl + + or Ctrl + Mouse wheel	<i>Zoom in</i> the whole page
Ctrl + - or Ctrl + Mouse wheel	<i>Zoom out</i> the whole page
Pressed right mouse button	Diagram scrolling
Ctrl + A	<i>Select</i> all objects
Shift + left mouse click	Select several objects one after the other
F9	Show attributes of a selected object

Diagram view in the local workspace

The following options are available to modellers in checked-out diagram. They facilitate fast modeling without a mouse.

Shortcut	Action
Ctrl + C	<i>Copy selected objects</i>
Ctrl + pressed left mouse button	Copy selected objects and paste by releasing mouse button
Ctrl + V	<i>Paste selected objects</i>
Ctrl + X	<i>Cut selected objects</i>
Del	<i>Delete selected objects</i>
Ctrl + Z	<i>Undo</i> the last modelling step
Ctrl + Y	<i>Redo</i> the last undo
Shift + pressed left mouse button	Move selected object only vertically or horizontally
Alt + pressed left mouse button	Move selected object when alignment lines are disabled
Arrow keys	Move selected object
Shift + Arrow key	Move selected object in big steps
Ctrl + B	<i>Description</i> bold
Ctrl + I	Description italicize
Ctrl + U	Description underlined
Ctrl + Enter	Create the first element of the <i>mini symbol palette</i> of a selected object (inplace edit not active)
Ctrl + <number from 1 to 9>	Create the corresponding element of the mini symbol palette of a selected object (inplace edit not active)
F2	Access to the <i>text field</i> of a selected object (inplace edit)
Alt + Enter	Insert a line break in the text field of a selected object (inplace edit active)
Enter	End edit mode in text field with saving (inplace edit active)
Esc	Cancel edit mode in text field without saving (inplace edit active)
Ctrl + S	Save and then check in the modeling

15.7 How can I change my user role?

Users who have more than “Reader” rights can switch their active role in the system. This makes it easier for you to put yourself into the role of other users and to view the system from the perspective of your employees.

Your active user role is displayed in the upper right corner next to your user name. Click on your profile next to your user information to switch your active role. Then select *Change Role*. In the appearing window, you can pick the role of your choice from the drop-down list.

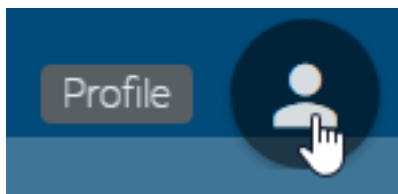


These settings remain until the user explicitly changes back his or her role. This also applies to the new login: *the role set by the administrator* is not automatically used.

Hint: Changing the user role does not change the rights of your user role, but rather the user interface is displayed according to the selected user role. This means that it can be that functions that are available to higher roles can be used even if you have changed your user role to one with less rights. For example, if you have selected the user role “Author” as an “Administrator” you can still check out diagrams where you have not been *set as “Author” within the governance attributes of the diagram*.

15.8 How can I turn on high contrast?

Open the *Profile* on the right-hand side of your user name.



Click on the *Toggle high contrast theme* button. Afterwards, the application will be displayed in the high contrast scheme. This is a more contrasting version of the website, where for example the focus of the application is highlighted by a red frame. Operating without a mouse is thus supported. Also note *keystroke combination*.

Toggle high contrast theme

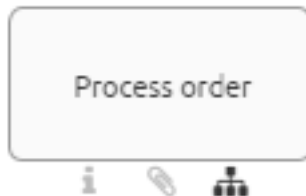


You can switch off this view in the same way.

15.9 How do I open a subprocess?

You can jump directly from a diagram into a refined diagram which is maintained in the *subprocess attribute*.

Open a diagram containing an activity with a subprocess diagram. Then, click the highlighted attribute icon below the object. Alternatively, navigate to the attributes of the object and click on the diagram in *Subprocess*. For checked-in diagrams, the stored diagram also opens by double-clicking on the activity.



Note: The actual stage is Public Workspace and you have opened the diagram version Publication. If you want to change the diagram by clicking a subprocess or variants the stage will be changed to Publication. Published diagrams and categories are exclusively shown in the explorer. If the subprocess is not published, you will receive a *corresponding message*.

Note: Subprocesses also display diagrams to which you have *no access*. If you navigate into these diagrams, you will get a *corresponding message* and can not see the content of the diagram.

Tip: If no subprocess and no attachment has been maintained for a symbol, the attribute tab opens by double-clicking on the symbol.

15.10 How do I open a subprocess when multiple ones are maintained?

BIC Process Design offers the possibility to maintain *multiple variants within the attributes*. You can open them in the same way as *you can open one subprocess*. However, a simple click on the diagram icon under the object will give you a list of all the subprocesses. This gives you the opportunity to see at a glance which navigation options are available to you. The top entry reflects the subprocess field, followed by the variants. Select the required subprocess to follow the link as described above.

15.11 How do I get to MyBIC?

Click on the Home button in the menu bar to display *MyBIC*. Alternatively you can click on *Favorites* in the Explorer.



Then you can see the following different tiles:

Local diagrams: All local diagrams, that means diagrams, that you have checked out, are listed here. For each diagram you will see the name, the diagram type, the associated icon and the time of the last change. The list is sorted by the last change - the last modified diagram is at the top of the list.

Start diagram: This tile is displayed, if a *company-wide start diagram* is set, and shows the preview of this diagram.

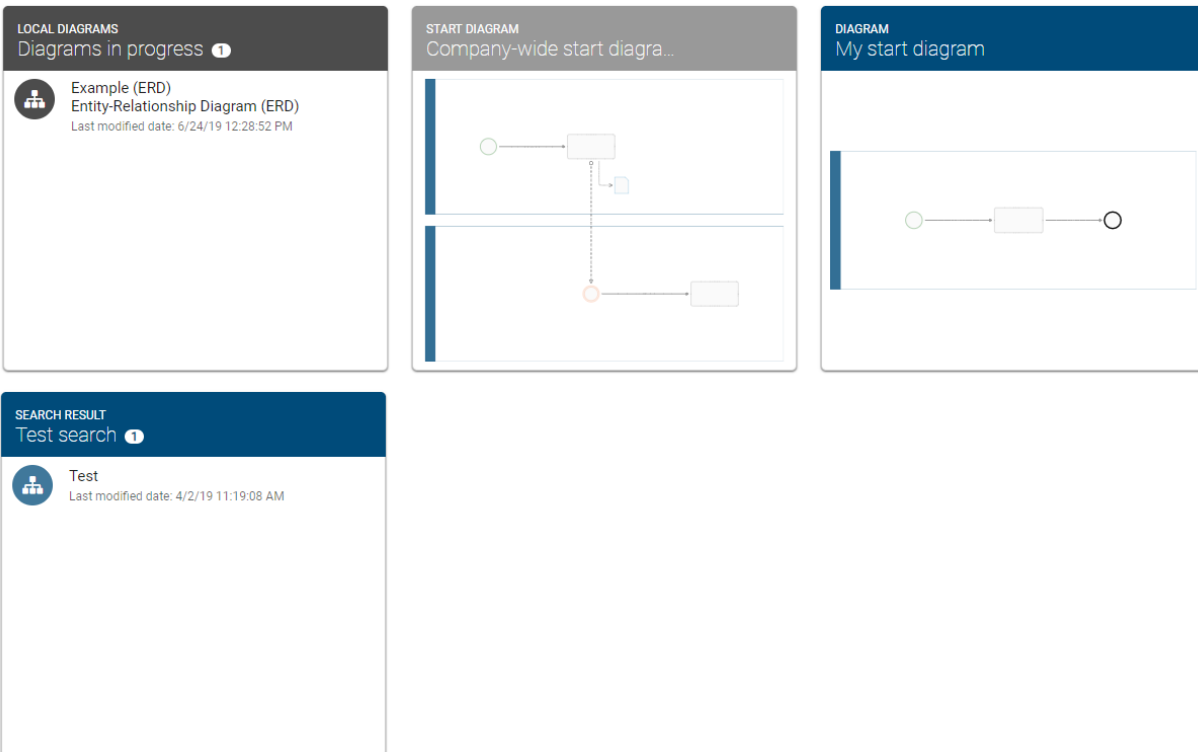
Diagram: For each diagram favorite, a separate diagram tile will be displayed, which includes the diagram as a preview. The favorites are sorted alphabetically by name, which also form the header of the tile.

Search result: For each *search favorite*, a separate “Search result” tile is displayed named by the favorite. The favorites are sorted alphabetically by name. The corresponding search results are listed per tile. If there are many search results, a scroll bar appears within the tile, allowing you to see all the results. For each result you see the name, the diagram type, the associated icon and the time of the last change.

If available, the tiles are sorted according to local diagrams, the start diagram and the favorites. The favorites differ additionally in standard favorites, which are set via the *administration for MyBIC*, and the personal favorites and are displayed in this order on your MyBIC page.

Depending on the tile, you can navigate to the respective diagram or search by clicking on the tile or the tile header. Click on a diagram or object list entry of local diagrams or the search results to go to the respective diagram. If objects are catalog entries and are part of the search results, you can access the detailed view in the catalog by clicking on them.

MyBIC



Note: A diagram-specific preview is available if the diagram has been changed since version 5.3.0 and if it is in preview or publication stage. Otherwise, a preview will be displayed for the respective diagram type.

15.12 How can I edit a locked diagram?

Basically, you can not edit diagrams that are checked out by another user. However, you can contact the editor by e-mail:

Diagrams that are checked out by other users are marked with a red button showing a lock icon.



Move the mouse pointer over the red lock icon. The e-mail address of the blocking user appears. Click on the red button, your e-mail client with the pre-filled e-mail address of the blocking user opens. Tell the person that you wish to work on the diagram.

Note: Your administrator can *unlock diagrams* for editing, for example, if a modeler did not check in diagrams before his / her holiday, and another user should edit them during his / her absence. This procedure can cause data loss and is therefore only allowed to the administrator.

15.13 What happens if a diagram is not available?

If a diagram is not available in the current stage, you receive the following notification.



This information is not available in the stage Publication. If you are navigating from another diagram, contact the responsible person or contact a system administrator.

Diagram may not exist in single areas for different reasons. For example, you receive this message by following a subprocess in the publication to another diagram, which itself has not been published yet. When *navigating via deposited diagrams*, you switch to publication if you are not already there.

15.14 What happens if I use an invalid subdomain?

If the user wants to access the application without a valid subdomain and no default client is set, the following information text is displayed.

BIC Cloud – New dimensions in BPM

Simple. Smart. Cloud.

This subdomain is not valid.

The new version of BIC Cloud incorporated sub-domains in the applications URL. Please contact your administrator in order to receive the new URL for your BIC Cloud application and update your browser's bookmarks. Your login credentials are still valid.

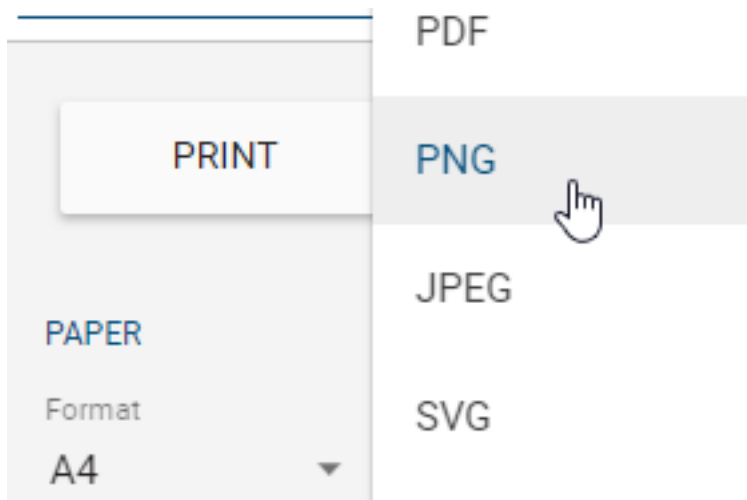
EXPORTS

16.1 How can I print a diagram?

Open the intended diagram in the desired stage. In the menu bar above the opened diagram you will find the *Print preview* button. Click on this button to open the print menu on the left side.



From the drop-down menu, first select the format in which you want to save and print the diagram. You can choose between PDF, PNG, JPEG and SVG formats.



Note: Please note that SVG files do not support embedded fonts. The icons are based on the **Material Icons** and **Font Awesome** fonts and can only be displayed correctly if these fonts are installed on your host system. Otherwise, the missing icons will be displayed as rectangles, which is not a bug, but due to the SVG format. Our application includes all the necessary fonts to display SVG files correctly. However, if you need print output with embedded fonts, we recommend that you create a PDF file, as it contains all the necessary fonts for correct display.

Some presets can be made by the administrator or *modeler*. In the print menu, you can set the following and adjust the print as you like:

- Select the paper size
- Set the orientation
- Define or reset page margins
- Set the scale
- Set resolution (png, jpeg only)
- Display header and footer in file (not visible in print preview and configured via [administration](#), only pdf)
- Print black and white

PRINT

PNG

PAPER

Format

A4

Orientation

Landscape

MARGINS

Left (mm)

15

Right (mm)

15

Top (mm)

20

Bottom (mm)

20

SCALE

Limit vert. pages

-1

Limit horz. pages

-1

Factor

100

RESOLUTION

Low

High

OPTIONS

☐ Black and white

Once you have made the desired settings, you can print or export the diagram by clicking the *Print*-button. For security reasons it is not possible to send a print job directly from your browser to your printer. Your diagram is then exported with the selected settings and in the desired format in your content language. You can open the export and print it using the relevant program, such as the PDF reader.

You can leave the print preview via the *Back to process view*-arrow in the menu bar. The print settings are not saved. Modelers can make some *print presets* instead.

Note: The print preview does not support files stored in interlace mode in the diagram, such as *PNG files*. In this case, you can save the file without interlacing and reinsert it into the diagram.

Note: Please note that not all fonts support cyrillic letters in the PDF print. The letters will not be displayed in the PDF if the font *Handlee*, *Inconsolata* or *Titillium Web* is used. In case of the fonts *Arial*, *Courier New*, *Georgia*, *Lucida*, *Palatino*, *Tahoma*, *Times New Roman*, *TrebuchetMS* and *Verdana*, cyrillic letters will be shown in the default font *Ubuntu*. Currently arabic letters are not supported in a PDF print at all.

Note: If the formatting *bold/italic* is used in combination with the font *Handlee* or *Ubuntu Condensed*, it is not applied to the PDF print. The fonts *Inconsolata*, *Open Sans Condensed* and *Roboto Slab* do not support italic formatting in the PDF print as well.

Note: If you open an SVG export in your local operating system, the used fonts for text and symbols (GF and FA) must be installed there.

16.2 How can I export data?

Creating reports

You can only export checked-in diagrams. Therefore, make sure in which area you are located and, if necessary, *change it* via the corresponding menu.

Select a diagram, category or a repository for which you want to create an export. There, click the *Download report*-button and select an entry (e.g. Manual).



At the bottom right of the screen, you will get for example the information *Report is being created* and afterwards the *Report has been created* message. Click on the download link to download the export.

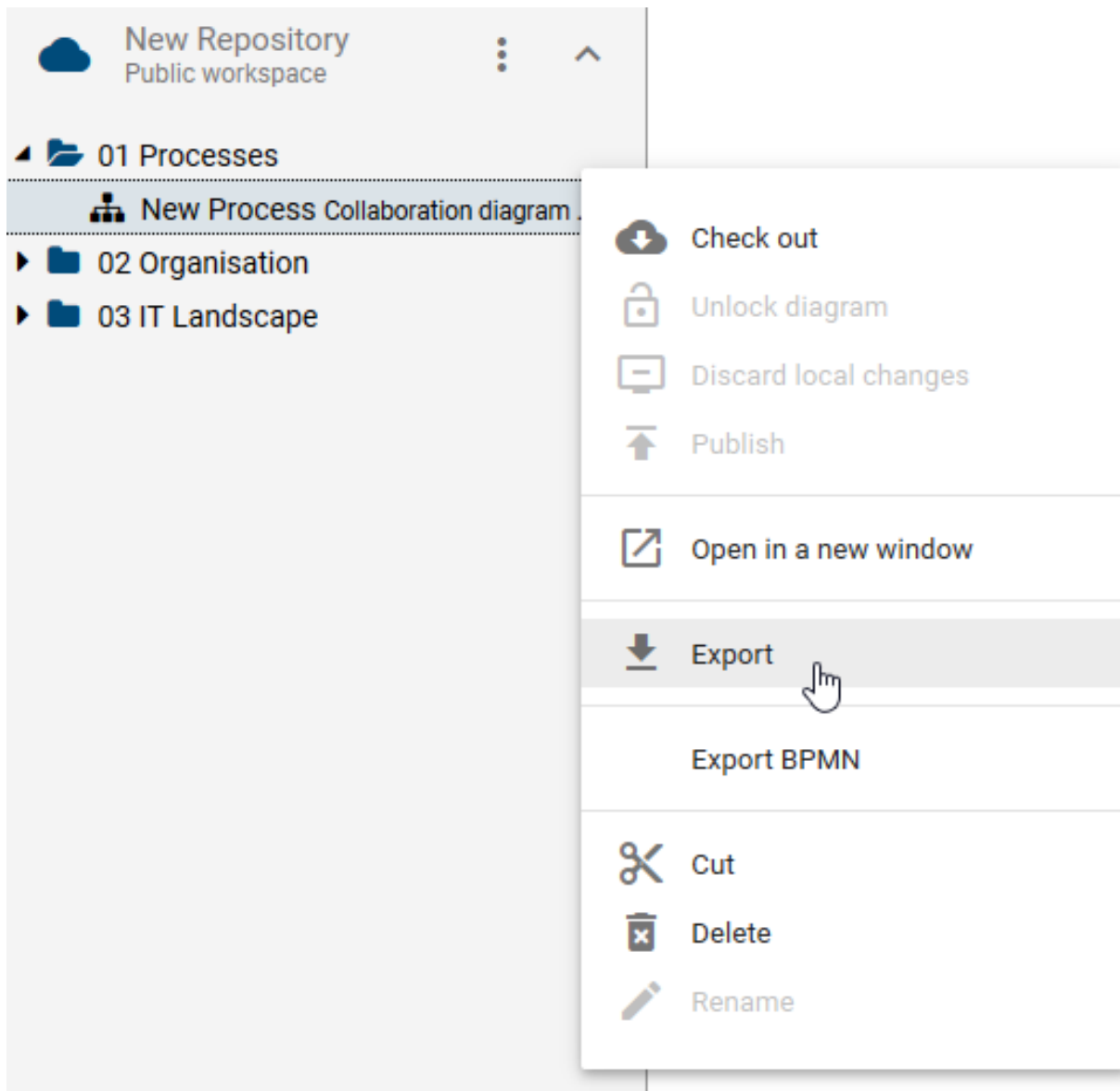
Now you can open the created export. This contains extensive information about your diagram. A list of available exports can be found in the *following chapter*.

Note: The report language is always based on your current *content language*.

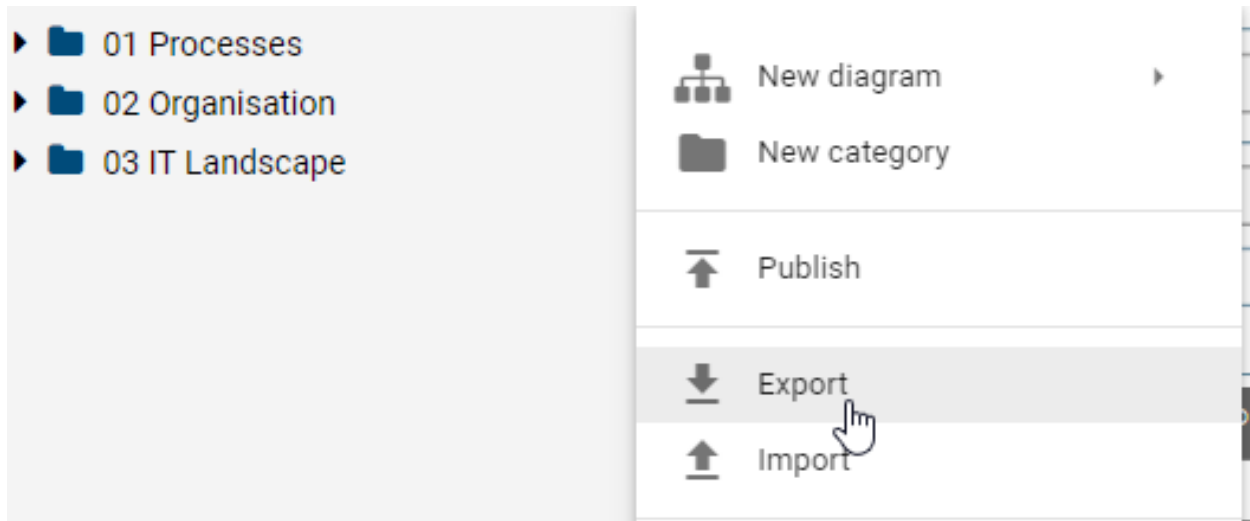
Data backup

To save data, administrators can export diagrams, categories, and repositories. The exports are stage-dependent and can be executed in *Public workspace*, *Preview* and *Publication*. When exporting in the public workspace, note that the affected diagrams must have been checked in at least once to be considered. The state of the public workspace is exported from checked out diagrams that have already been checked in once. In the preview and publication, you can only export the entire repository.

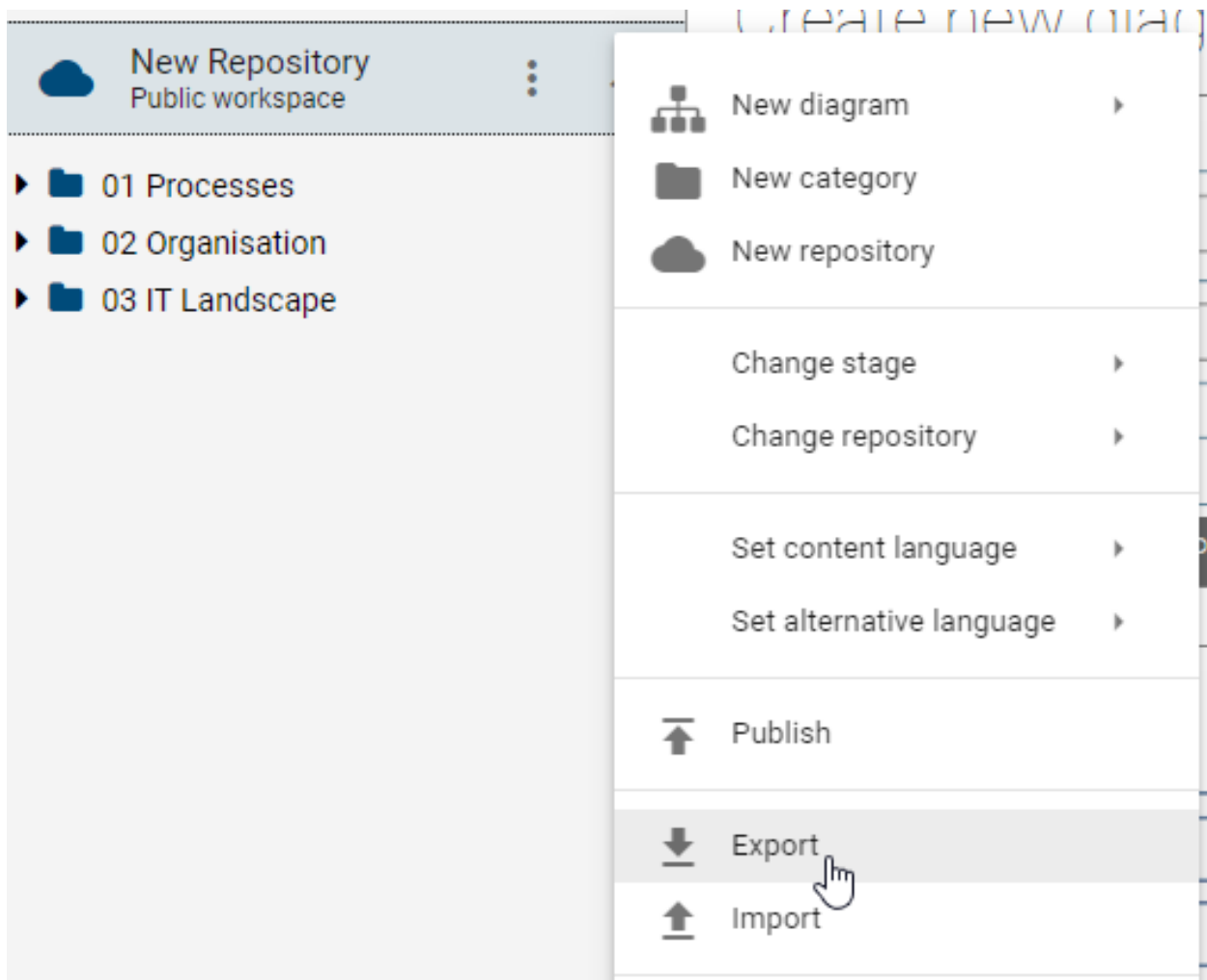
- **Diagram export:** Open the context menu of the diagram that you want to export and click on the *Export* button. Now the export is created as ZIP-folder. It contains the selected diagram and *attached files*.



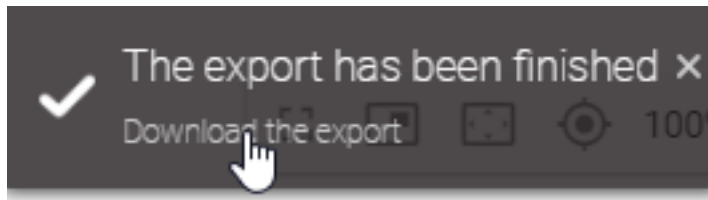
- **Category export:** Open the context menu of the category you want to export and click on *Export*. Now the export is created as ZIP-folder. It contains the selected category, subcategories and included diagrams.



- **Repository export:** Open the context menu of the repository that you want to export and click on *Export*. Now the export is created as ZIP-folder. This contains all categories, subcategories and diagrams contained in the repository.



The export can be downloaded by clicking on *Download the export* in the appearing toast.



You can *import* exported data.

16.3 Which exports are available?

The following different exports are available.

Manual: The manual report (.docx-document) can be executed on individual diagrams (BPMN and EPC) by default. The cover sheet contains the name of the diagram as well as some release dates. Furthermore, there is a process overview, a process graphic, an overview of the responsibilities in the process, a tabular representation of the process steps and a description of used resources. As standard the process overview contains responsible and consulted roles, inputs, outputs, IT systems as well as risks and KPIs. The tabular representation of the process steps includes a list of all existing activities and associated symbols such as inputs, outputs, systems, risks and KPIs.

Process matrix: Regarding the default settings, the process matrix (.xlsx file) can be executed on VCD, EPC, BPMN diagrams, on a category and on a repository. The file is divided into seven sheets. The first five sheets offer you pre-configured evaluations in form of pivot tables related to different entities. They offer evaluations about the “Application usage”, “Document usage”, “RACI mapping”, “Risk occurrence” and “Diagram metrics”. The “Data” sheet of the file contains some collected information. This includes some diagram information, all modeled activities and objects directly related to the activities, such as the so-called satellites. Among others, the Entity ID and the Occurrence ID, which uniquely identify the connected object and its occurrence in the diagram, are also listed here. Unconnected objects and objects that are connected to an activity via two corners, for example, controls of risks, are not taken into account. Furthermore, the report does not contain any information about the process flow. The last sheet “Matrix” includes a pivot table in which you can create various evaluations. For more information about how to handle pivot tables, see e.g. [here](#) or on [this](#) support website.

Best Practice

With the process matrix you can quickly identify which satellites are connected to which activities. For example, if an application runs out, you have an overview of the affected diagrams, the activities concerned and the other parties involved. For this purpose e.g., just activate the checkmarks for the PivotTable fields one at a time. You can then use Excel to filter the corresponding columns (for example, *Object Type*). You can also answer additional questions using the column fields and value fields of the pivot table.

Manual report with assignments: By default, this export can be executed on process overviews (VCD) and processes (EPC and BPMN), which contain subprocesses. It includes a comprehensive process description including all diagrams, which are shown behind the respective process and furthermore behind the stored diagrams.

Note: **Subprocesses** on start or end activities with the node symbol type *NST_INTERFACE* are explicitly excluded from the manual report with assignments.

Process warehouse: You have the option to access the export in the form of an .xlsx file with various categories and diagrams. When running the export on a category, all diagrams within that category are taken into account. The exported Excel file includes the worksheets “Diagram” and “Object”. In the worksheet “Diagram” all attributes of the involved diagrams, the diagram ID and the name of the category above are listed. The “Object” sheet contains the object type, the symbol type and all the attributes of the objects that are contained in the affected diagram. This also

includes the Entity ID and the Occurrence ID, which uniquely identify the object and its occurrence in the diagram. Additionally, the affiliation to a diagram is shown for the respective objects using the diagram name and the diagram ID. Overall, all attributes in this export are output in the content language selected in the system.

Hint: Please note that the process warehouse export is not configurable by the administrator.

Hint: The date information you find within your exports (e.g., “Valid from”, “Valid to”, “Created date”, and similar) undergo conversion to the time zone of the currently active user. This ensures that the display of date information always aligns with the user’s current time zone.

Hint: In older versions, all attribute types were exported, regardless of whether they were deactivated or removed within the method. From now on, only visible attribute types are exported.

Note: Attribute values exceeding 32767 characters will be automatically shortened. A notification will be provided at the end of the shortened value indicating it has been reduced.

Note: In this export, all attribute types which use dates as values, will also have the data type date in the corresponding cell within the xlsx file. With this you can process these values easily, e.g. to calculate time spans. This applies for all Process warehouse exports, regardless of whether they are carried out for *repositories*, *categories*, *diagrams* or the catalog. The displayed date format in Excel (e.g. 12/05/2019 or 12:05.2019) depends on the display language, which has been set within the Windows language settings.

Tip: As part of the DSGVO action plan, you can filter the process warehouse for documents and activities to which “data protection” has been maintained. Another application possibility is filtering for “risk”, which allows you to see the risk matrix.

See “*Creating reports*” to know how to perform these exports.

Note: As an administrator, you can *change the basic settings of individual reports*, such as their availability. You can also customize the reports by using a report template.

Hint: Please note that running a matrix report on a BPMN diagram with no sequence flows or message flows (i.e., containing only activities, events, or gateways, but no connections) will result in an empty Excel file. When you open the file and enable editing, a warning message will appear. This is expected behavior because the pivot table in the matrix report represents relationships between diagram elements. However, without sequence or message flows, no relationships are defined.

16.4 Which reports sort activities based on the process flow?

Similar to the *matrix diagram view* activities are listed in certain reports according to the process flow of the diagram. This means that activities which are placed at the beginning of the process flow, will also be listed first in the corresponding report.

This sorting algorithm is available for all reports in .docx format. This effects by default the *Manual* and the *Manual report with assignments*. The affected diagram types are accordingly the collaboration diagram (BPMN), the process (EPC) and the process overview (VCD).

Note: When gateways or operators have been modeled in a process flow, then the probability of the activities will determine the order of those activities.

16.5 Process cost/ Simulation

The Process cost/Simulation (.xlsx file) can be executed on individual diagrams (BPMN and EPC). Downloading the report is described in detail in the *Export Data section* under “Creating reports”.

This report offers a detailed listing and calculation of different costs, times and capacity requirements on three worksheets. In principle, some *attribute inputs* are required in the affected diagrams of BIC Process Design for meaningful evaluation. These inputs affect not only the name of the resources and activities but also the attributes in the analysis attribute group. They are included in the report and explained below in the respective subsections under the point of view “taken from the system”. The imported values can be adjusted manually in the report itself. Furthermore, multiple occurrences of resource objects in a diagram are recognized as one object in the report. Occurrences of activities and activities or resources with the same name are output individually in the report. Note that different objects should generally have different names, otherwise some calculations may be corrupted. In the following, the individual worksheets are explained in more detail in order to clarify the analysis procedure.

16.5.1 Table sheet “Activities”

This spreadsheet contains four different blocks. In the following, the functions and calculations are illustrated by the individual terms within the blocks.

Process costs: This block is essential for the further, automatically executed calculations of all times and costs. The three required fields are not filled in automatically when the report is created. Instead, they must be entered manually in the Excel file.

Process costs	
Date	04/13/2018
Period of calculation	Week
Instances per period	5

- *Date:* In the corresponding cell, you can enter any date, for example, the current date.
- *Period of calculation:* The entry of the calculation period is required in the corresponding cell. This could be “week” or “month”, for example. The period should be taken into account by entering values in BIC Process Design. Take care of consistency, so as not to distort some calculations. For example, the capacity of a resource (see *worksheet “Resources”*) depends on the selected period!

- *Instances per period:* Depending on the calculation period, the number of runs of this process must be entered here, e.g. 5. Further calculations are only performed automatically using this number.

Activities of the process: This block offers a compact overview of the activities of the process, their frequencies and some total costs. These total costs partly originate the result of subsequent calculations.

Activities of the process				MC	Total MC	Total RC	Total costs
Activities		Frequency	Probability				
[n]	[Text]	[n]	[%]	[€]	[€]	[€]	[€]
1	Activity 1	5	100%	10,00 €	50,00 €	20,00 €	70,00 €
2	Activity 2	2,5	50%	60,00 €	150,00 €	150,00 €	300,00 €
3	Activity 3	2,5	50%	200,00 €	500,00 €	80,00 €	580,00 €
				Sum	700,00 €	250,00 €	950,00 €

Taken from the system:

- *Activities:* Number assigned when reading the process and name of the activity
- *Probability:* Probability with which this activity is performed in the process (in %)
- *Material costs (MC):* Cost of an activity (in €)

For example, the values for “Activity 1” have previously been entered in the attributes in the system as follows:

^ Analysis

Material costs (Euro)

10

Idle time (minutes)

6

Probability (%)

100

Process time (minutes)

2

Setup time (minutes)

5

Transport time (minutes)

0

Calculations in the report depending on the instances per period:

- *Frequency*: Probability multiplied by the number of runs; it indicates how often an activity is executed per period
- *Total material costs (Total MC)*: Material costs multiplied by the frequency; corresponds to the material costs of an activity per period (in €)
- *Total resource costs (Total RC)*: Sum of all costs of the resources involved in this activity per period (in €), calculated using the “Resources” block

- *Total costs*: Sum of total resource costs and total material costs per activity per period (in €)
- *Sum*: These three numbers each represent the sum of the Total MC, Total RC and Total Costs of all activities. They therefore correspond to the respective total costs of the period. (in €)

Times: In this block some basic and total times are listed.

Times				Total time
PT	IT	TT	ST	
[min]	[min]	[min]	[min]	[min]
2	6	0	5	65
20	12	0	10	105
80	0	10	40	325
			Sum	495

Taken from the system:

- *Process time (PT)*: Processing time of an activity (in minutes)
- *Idle time (IT)*: Idle time of an activity (in minutes)
- *Transport time (TT)*: Transport time of an activity (in minutes)
- *Setup time (ST)*: Setup time of an activity (in minutes)

For example, the values for “Activity 1” have previously been entered in the attributes in the system as follows:

^ Analysis

Material costs (Euro)

10

Idle time (minutes)

6

Probability (%)

100

Process time (minutes)

2

Setup time (minutes)

5

Transport time (minutes)

0

Calculations in the report depending on the instances per period:

- *Total time:* Sum of all times PT, IT, TT and ST multiplied by the frequency per activity (in minutes)
- *Sum:* Sum of the total times of all activities per period (in minutes)

Resources: This block is subdivided into further resource blocks, which are lined up and each four columns long. For each resource, the name and the values listed below, such as associated costs and times, are displayed here. The involvement of a resource in an activity is indicated by the existing numbers within a block in the respective row. Accordingly, the fields remain empty if a resource does not execute an activity. The calculation for “Total RC” finally

takes place across resources and thus stands in the last column of the block. The resources listed correspond to the ones in worksheet “Resources”. The worksheets are linked and influence each other.

P	Q	R	S	W	AA	AB
Resources						
Role 1				Role 2	Role 3	Total RC
PT	RC per instance	RC	Total PT	Total PT	Total PT	
[min]	[€]	[€]	[min]	[min]	[min]	[€]
2	4	20	10			20
20	40	100	50	50		150
					200	80
Sum		120,00 €	60	50	200	

Taken from the system:

- *Process time (PT)*: Time taken by a resource to process an activity (in minutes). This corresponds to the PT of the activity if no separate entry per resource is possible in BIC Process Design. You can change the number yourself in the report.

Calculations in the report depending on the instances per period:

- *Resource costs per instance (RC per instance)*: Cost rate of the resource (see “Resources” sheet) multiplied by the PT that the resource requires to process an activity (in €). It indicates how much a resource would cost if the activity is run once.
- *Resource costs (RC)*: RC per instance multiplied by the frequency (in €). These are the costs per period that the resource causes by performing the activity.
- *Total process time (Total PC)*: Frequency multiplied by the PT that the resource needs to process an activity (in minutes). It specifies how much time the resource needs to complete the activity per period.
- *Sum*: respective sum of RC, or PT. It indicates the total costs or total time the resource requires per activity per period (in € or minutes).
- *Total resource costs (Total RC)*: Sum of all RC per activity. It specifies the amount of costs of an activity per period, caused by the resources involved (in €).

Note: Input values transferred from the system, such as names, probabilities, costs, times and capacities, can be subsequently adjusted in the report as required. The changes are useful for analysis root-attributes “Capacity” and “Cost rate” of the “Role” object, for example, if these values are activity-specific. In contrast to *occurrence attributes*, root attributes are adopted for each occurrence of an object. *Confirmed objects* should therefore only be changed in the catalog or in the file itself.

16.5.2 Table sheet “Resources”

This section contains the resource requirement calculation, which shows the capacities and costs of individual resources separately.

Capacity requirements calculation: In this block, some values of resources are listed separately. These values correspond to the entries in the system, are calculated separately in the worksheet “Activities” or in this worksheet.

Capacity requirements calculation						
Resources		Capacity	Cost rate	Total RC	Total time	Capacity requirements
[n]	[Text]	[h]	[€/min]	[€]	[min]	[n]
1	Role 1	0,5	2	120	60	2,00
2	Role 2	2	1	50	50	0,42
3	Role 3	5	0,4	80	200	0,67

Taken from the system:

- *Resources:* Number assigned when the process is read and name of the resources
- *Capacity:* Capacity of the resource (in hours)
- *Cost rate:* Cost rate of the resource (in € per minute)

For example, the values for “Role 1” were previously entered in the attributes in the system as follows:

^ Analysis

Capacity (in hours)

0,5

Cost rate (in € per minute)

2

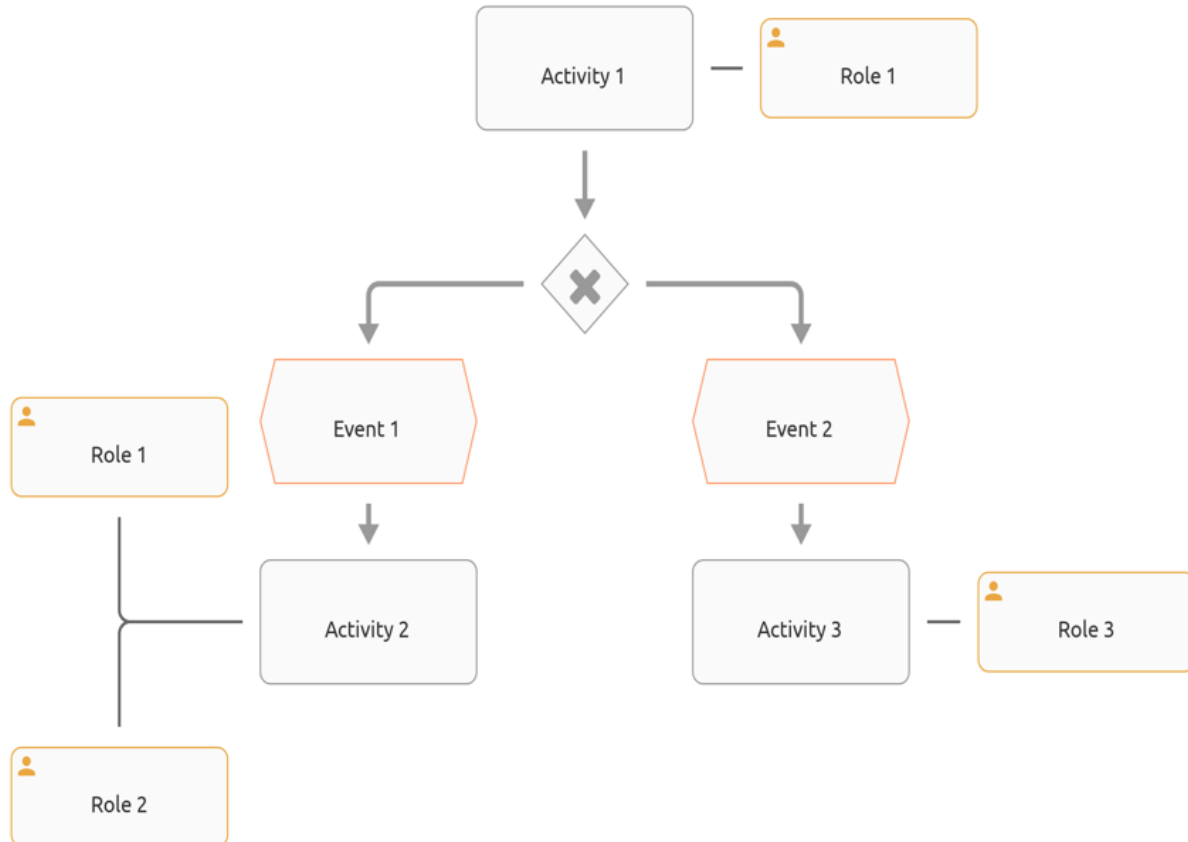
Calculations in the report depending on the instances per period:

- *Total resource costs (Total RC):* Sum of the cost of this resource in the selected period (in €); it corresponds to “Sum” from *worksheet “Activities”*, block “Resources”
- *Total time:* Sum of resource processing times over participating activities in the selected period (in minutes); it corresponds to “Sum” from *worksheet “Activities”*, block “Resources”
- *Capacity requirements:* Ratio of the total time required by the resource to perform the activities of this process to its available capacity. The value of the capacity requirements therefore indicates the extent to which a resource uses its available time or whether more time is needed. A distinction is made as follows.
 - Value greater than 1 (red X): The time required for the tasks exceeds the capacity of this resource for the selected process. There is a capacity requirement.

- Value between 0.5 and 1 (green check mark): The capacity is equal to or half the processing time required for the activities. The resource has sufficient capacity.
- Value less than 0.5 (yellow exclamation point): The capacity is more than twice as large as the processing time required for the activities. The resource still has a lot of capacity.

16.5.3 Table sheet “Diagram”

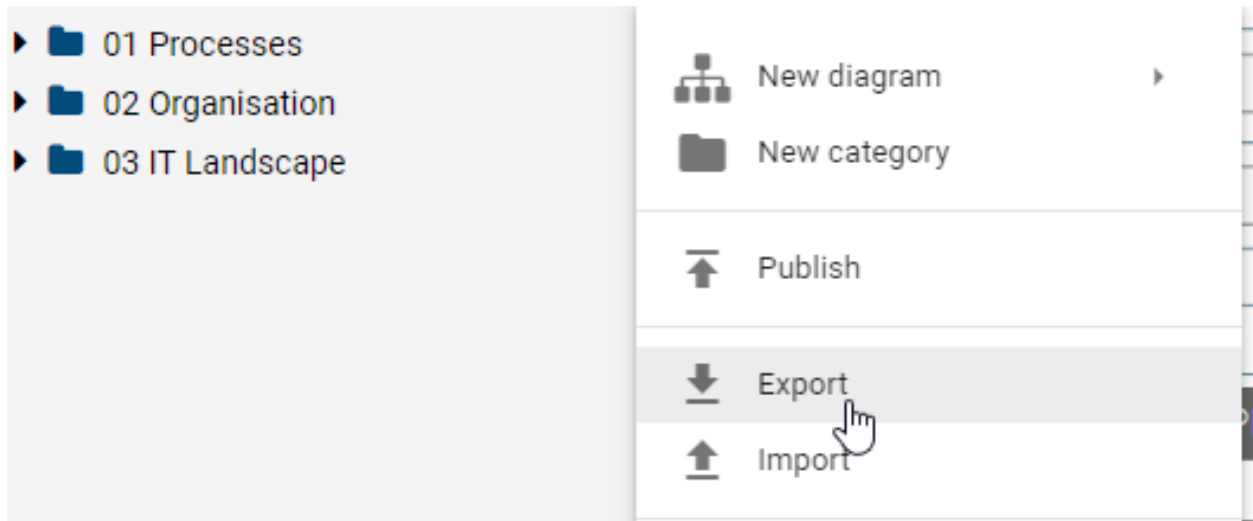
Here you can see a picture of the evaluated diagram.



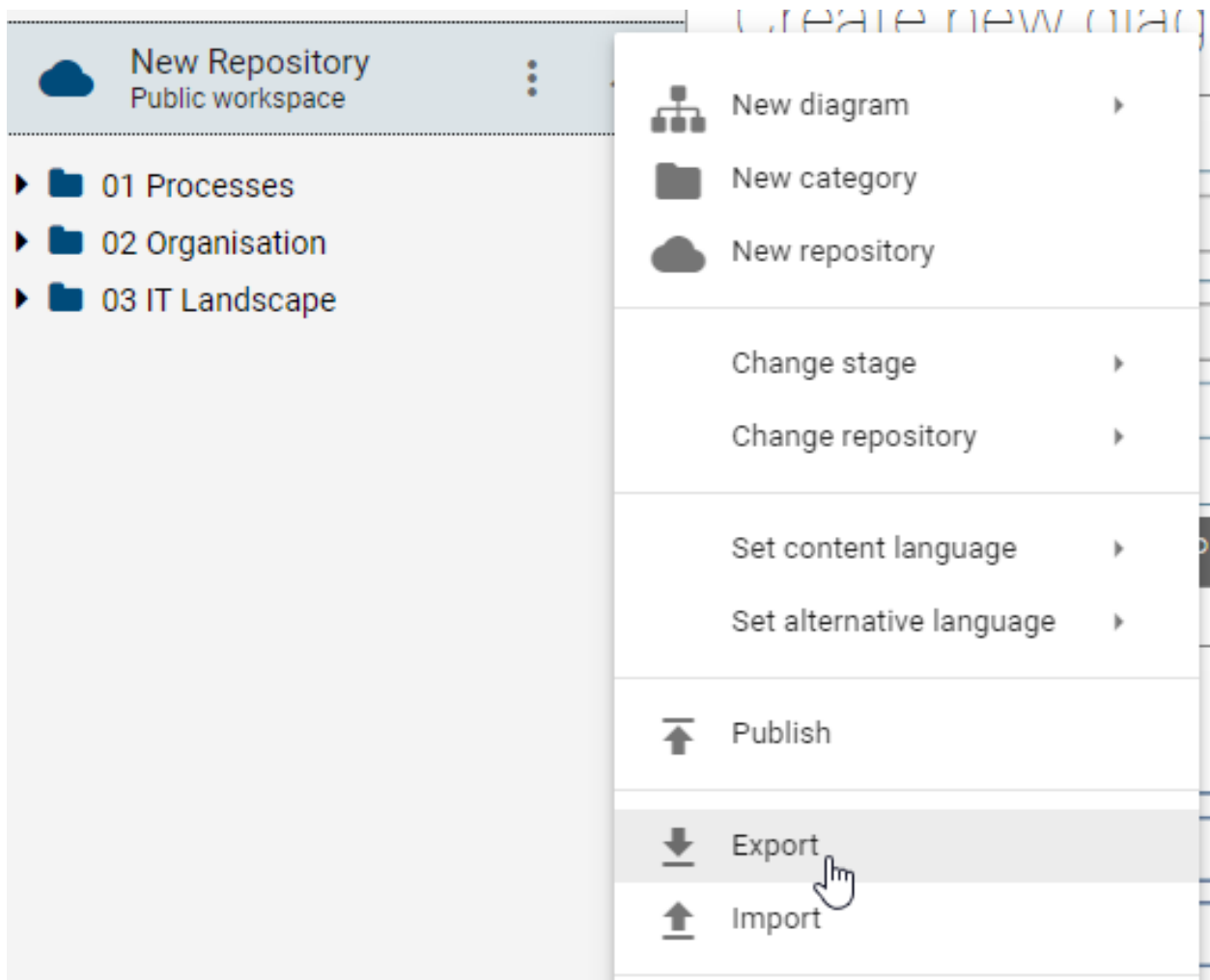
16.6 How can I import data?

Data exported from BIC Process Design or BIC Platform, such as diagrams, categories and repositories, can be imported in the *public workspace* of BIC Process Design. Published versions are not included in the import. Furthermore, this feature is available for users of the “Administrator” role.

- **Import into category:** Open the context menu of the category in which you want to import data. Click on *Import*. In the opening window you can select and confirm the desired ZIP-folder. Then all categories and diagrams are inserted in the selected category.

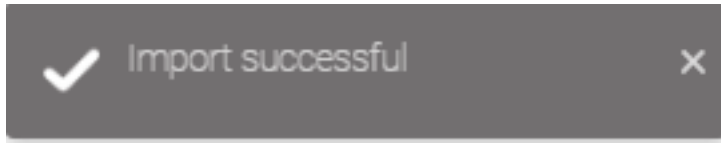


- **Import into Repository:** Open the context menu of the repository to which you want to import data. Click on *Import*. In the opening window you can select and confirm the desired ZIP-archive-folder. Then all categories and diagrams are inserted into the selected repository.



For the current import you will receive a note at the right bottom of the screen. You will also be notified of the

successful completion of the import.



Hint: Please note that imports or uploads are technically limited to 1.000 MB in size.

Note: Please note that imported diagrams overwrite the contents of existing diagrams of the same ID. Depending on the import, the existing diagrams also change their position in the explorer. Deposits maintained in attributes, like subprocesses to other diagrams are adopted without any problems if the stored diagrams also exist in the target repository. Uploaded files, such as in the *Attachment (URL)* attribute, are also imported.

Note: The date information you find within your imports (e.g., “Valid from”, “Valid to”, “Created date”, and similar) undergo conversion to the time zone of the currently active user. This ensures that the display of date information always aligns with the user’s current time zone.

Entities and attached files included in the diagram and in the attributes are also imported. All catalog entries underneath are then compared with the catalog entries of the selected repository using the IDs. Existing data will be overwritten here.

Furthermore, the method of the system has to match the data of the import, there is no method-related validation.

Some examples to illustrate the functionality of the import:

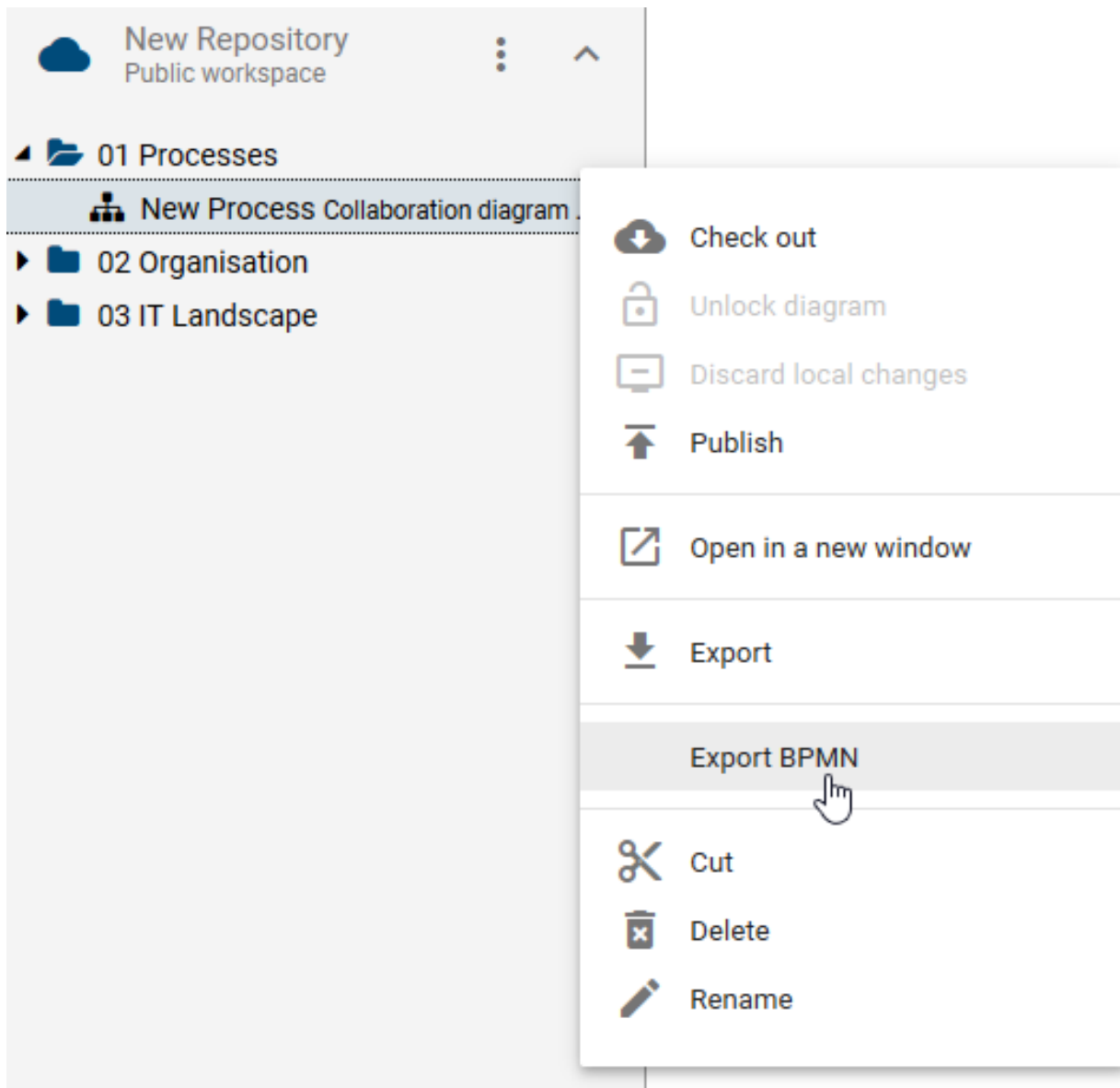
1. You have exported a diagram for data backup. Later, the same diagram will be edited in BIC Process Design, so a new version will be available in the public workspace. The export thus contains an outdated state of the diagram. If this export is imported into the same repository, the new version of the diagram will be overwritten with the old one. Depending on the *archive settings*, you will not be able to access the new version after the import.
2. You want to import a diagram into “Category 1”. This diagram, that means the exact ID of the diagram you want to import, does already exist in “Category 2”. After the import, the diagram no longer stays in “Category 2”. Instead, the overwritten diagram is displayed in “Category 1”.

Note: Confirmed master data receive special attention during import. In addition to IDs, the attributes of the accepted (black), existing catalog entries of the target repository are also compared. If there are differences in at least one attribute, new, unconfirmed (red and italic font) catalog entries are created. These “duplicated” entries can then be merged by *delete* or *reject*.

16.7 How do I execute a BPMN export?

This export can be executed on Collaboration Diagrams (BPMN). The diagram is exported as a BPMN standard (XML format) and is thus available for other systems or here as *BPMN Import*.

Navigate to the BPMN diagram you want to export. Open the context menu of this diagram and select the option *Export BPMN*.



At the bottom right of the screen, you will receive information about the start and the completion of the export. Click on the link to *Download the export*.

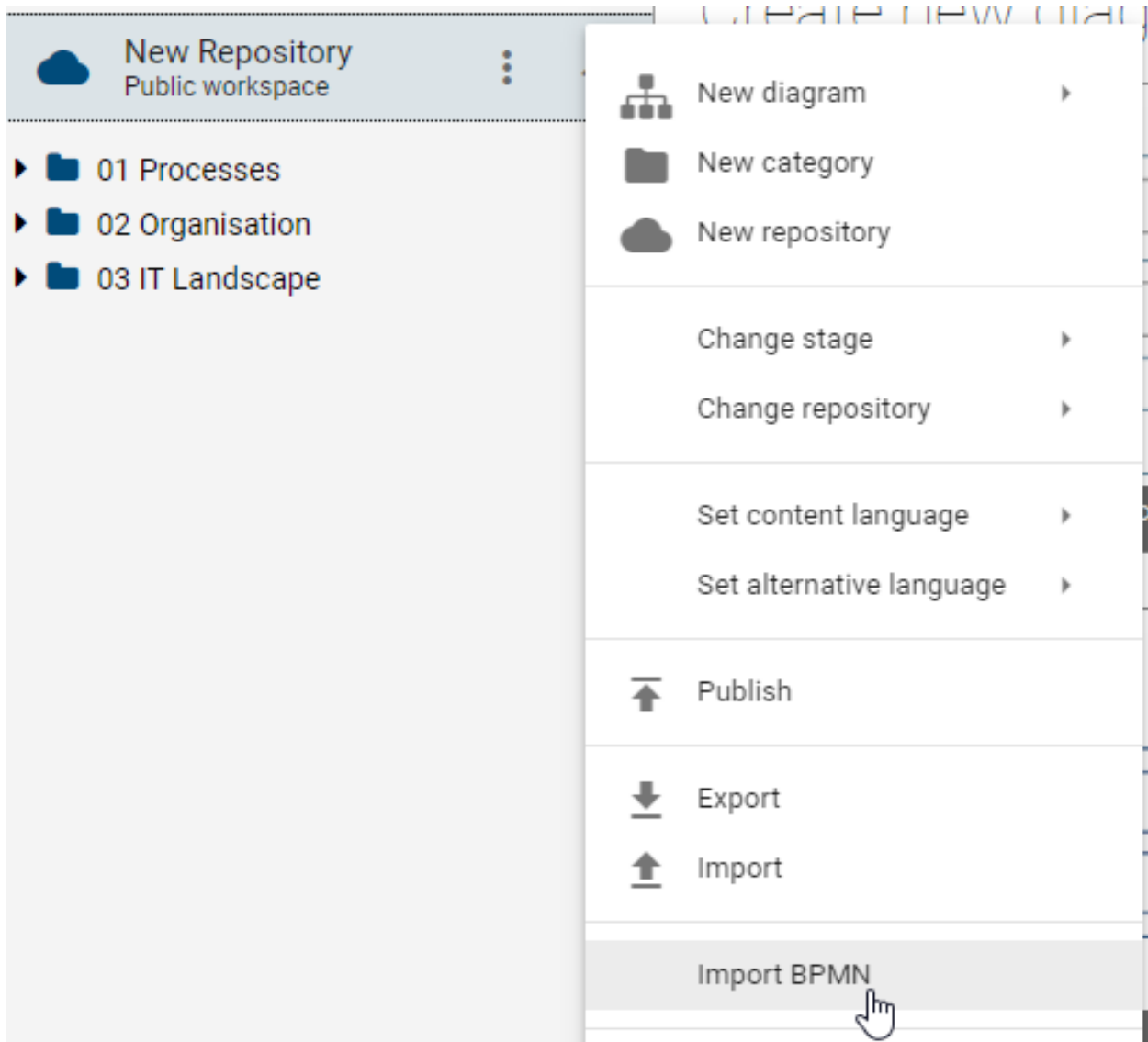
Note: Please note that formatting of e.g. font color, font size, fillings ect. in not part of the export function and will be lost during the export.

Warning: BIC offers the flexibility to extend the modeling notation beyond BPMN standards, allowing you to incorporate concepts such as customer journey mapping to enhance your process representation. However, it is important to note that the BPMN export functionality might not be supported when these extensions or custom extensions are utilized.

16.8 How do I execute a BPMN import?

Individual diagrams in BPMN DI XML format, the “BPMN Diagram Interchange Extensible Markup Language Format”, and ZIP files, that contain these diagrams, can be imported into the public workspace of BIC Process Design. The BPMN import is also supported by the *BPMN export*.

Navigate to the targeted repository for importing. Open the context menu of the repository or the category and select the option *Import BPMN*.



Choose the intended BPMN file or ZIP file in the appearing file selection window and select *Open* in order to start the import. The diagram is then imported into the repository or the selected category. If you have chosen a ZIP file,

the diagrams contained therein are imported accordingly. Folder structures are also taken into account, that means a subcategory with the corresponding diagrams is created for each folder contained in the ZIP file.

Vertical pools are supported during the import if they are defined in the method. Please note, that collapsed subprocesses and pools are not supported by BIC Process Design. If you import a BPMN diagram with collapsed subprocesses or pools from another platform, the collapsed content is not imported into BIC Process Design. Instead, they are presented as an empty activity or empty pool. To import the contents of the subprocesses and pools, repeat the export in the source platform with expanded subprocesses and pools. Then the underlying content is taken into account during import and displayed in the diagram. Please also note that formatting of e.g. font color, font size, fillings ect. in not part of the import function and will not be included.

No catalog entries are created during the import, regardless of the administration settings of the catalog. This applies, for example, to pools and lanes and objects, such as documents, contained therein. Therefore, the objects must be manually referenced to the corresponding catalog entry using the *suggestion list* or can be *added as a new suggestion* in order to have them available in the catalog.

Note: For example, if you have exported the import file from Signavio before, catalog entries will be identified and created as suggestions in the catalog. The reuse of catalog entries is also taken into account so that no duplicates are created. Furthermore, the use of resources, such as roles and applications, is supported. These are therefore not displayed as annotations.

16.9 How can I share a diagram from the public workspace?

With the permissions of the user role “Author”, you can share the diagram version in the public workspace, if it exists, with users of all roles. For example, you can get feedback about the modeling of this diagram from users of the “Reader” role who otherwise have no access to this workspace.

To do this, navigate to the affected diagram and open the version tab. Select *Share by email* from the public workspace field.

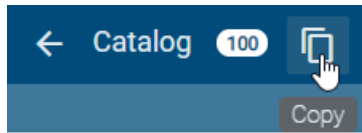


This will open a new email in your email program. It contains the link to the diagram and shows the diagram name in the subject line. The user who receives the email can then view and *comment* the diagram in the public workspace.

Warning: Please note that the shared URL is stable: If you provide a user access to a diagram using this share function, it is not revocable. The user will always be able to view the unpublished version of the diagram. You can only suppress the access by maintaining the attribute *“Restricted access”*.

16.10 How can I share a catalog entry from the public workspace?

If you are in the catalog in public workspace, you can simply copy the catalog URL to the clipboard to forward it. To do this, click on the *Copy* button in the menu bar. At the bottom right of the screen you will see a toast stating that the URL has been copied successfully. You can share this link to any user of the application, for example to allow a *reader* to view the current modeling state of a certain catalog entry.



Warning: Please note that the shared URL is stable. If you provide a user access to a catalog item by sharing the URL, it is not revocable. The user will always be able to view the unpublished version of the diagram. You can only suppress the access by maintaining the attribute “*Restricted access*”.

REPORT TEMPLATES

The reports (and PDF variants generated from them) are based on MS Word templates that you can modify. Here we explain the essential configuration options that are available to you in the report engine.

17.1 What general adjustments to the manual template are possible?

The fixed formatting and layouts, as well as the logos and texts that you can see in the headers and footers, for example, can be changed using the Word on-board resources. Simply open your template, edit it, for example by changing the logo at the desired position, and save the change in the file.

Pay attention to possible section changes between portrait or landscape pages in the document, as it is possible that after such a section change, repeated changes are needed in the headers and footers.

Note: If you want to change the font of your report template be aware that in the process of generating a .pdf file only certain fonts are supported by the report engine. The usage of not supported fonts can lead to formatting losses and a change in the total number of pages in your .pdf file. Therefore note the possibility to *embed the used fonts in your document*. [Here](#) you will find a detailed list of the fonts, which are supported by the report engine.

17.2 How do I output properties of a document?

In the context of a template, you have a diagram available by using the method `content.getSelection()`. If you have queried the diagram, you can, for example, output the properties of a document.

For example, if you want to have the author of your template, proceed as follows:

```
<<[content.getSelection().getDocument().getBuiltInProperty("Author").getValue()]>>
```

- `content.getSelection()` returns the graph. Then you can access and output certain information from the diagram.
- `content.getDocument()` returns the document. Then you can access and output information about default and custom properties from the document.
- `getBuiltInProperty()` gives you the possibility to access all default properties of the template file. The example above is about the property “Author” of the template.

The method `getBuiltInProperty()` returns an attribute. Then, there are other methods available to you:

- `getValue()` returns the formatted value of the property in the current content language.
- `getRawValue()` returns the value of the property in the current content language.

- `getName()` returns the name of the property in the current content language.
- `getType()` returns the type of the attribute in the current content language.

If you want to output custom property of your template, proceed as follows:

```
<<[content.getSelection().getDocument().getCustomProperty("Some name").getValue()]>>
```

- `content.getSelection()` returns the graph. Then you can access and output certain information from the diagram.
- `getCustomProperty()` gives you the possibility to access all custom properties for template file.

17.3 How do I output the diagram graphic in the template?

You have two possibilities to output a diagram as a graphic in reports. The method `getImage()` renders the diagram in a single graphic. Write this method into a text field to specify the size and position of the graphic. The tag `image` has to be set ahead of the method:

```
<<image [content.getSelection().getImage()]>>
```

The above code line should be inserted into a text field as follows:



Alternatively, you can use the method `getImageWithPrintSettings()` to output the diagram in multiple graphics. This method cuts the diagram in parts as defined in the [print settings](#) and outputs each part as a single graphic. It is recommended to use the `getImageWithPrintSettings()` method for larger diagrams to guarantee the readability in the report. You can include the method in your report template as follows. Note that the required tag is `doc` and the method must *not* be inserted into a text field.

```
<<doc [content.getSelection().getImageWithPrintSettings()]>>
```

17.4 How do I output attributes of a diagram?

In the context of a template, you have a diagram available, that you get with the method `content.getSelection()`. If you have queried the diagram, you can, for example, output the maintained attributes. For a list of the identifiers of these attributes, see *the appendix*.

For example, if you want to have the name of your selected diagram written on the title page, proceed as follows:

```
<<[content.getSelection().getAttribute("AT_NAME").getValue()]>>
```

- `content.getSelection()` returns the graph. Then you can access and output certain information from the diagram.
- `getAttribute()` gives you the possibility to access a concrete attribute. The example above is about the attribute *Name* of the diagram.

When you request an attribute with `getAttribute()`, there are other methods available to you:

- `getName()` returns the name of the attribute in the current content language.
- `getValue()` returns the value of the attribute in the current content language.
- `getRawValue()` returns the value of the attribute in the raw form.

If you like to output the description of the diagram (AT_DESCRIPTION), you need to add the tag `-html` at the end. This ensures that the text of the description is formatted correctly.

```
<<[content.getSelection().getAttribute("AT_DESCRIPTION").getValue()]-html>>
```

Additionally, you can also output the title of an attachment by using the tag `-html`. Doing this, the title of the attachment will be put out instead of the full URL. This is also possible, if more than one file or URL is attached.

Proceed as follows to output the titles:

```
<<foreach [title in content.getSelection().getAttribute("AT_ATTACHMENT").
  ↪getValuesAsList()]>><<[title]-html>><</foreach>>
```

Note: You can put the current name (`getName()`) of an attribute next to the value (`getValue()`). An advantage would be that even a changed attribute name remains up-to-date in the report. A disadvantage would be that the name can not be returned if the value was not maintained. Not maintained attributes are not made available to the report in their entirety. Alternatively, you can write the name of the desired attribute directly and thus statically into the template.

17.5 How can I specify the format of a date?

If you output the value of an attribute which is a date, you can specify the format. The attribute value has to be accessed via the `getRawValue()` method. Then you can add the format template by combining the special characters `/`, `.` or `-` and the abbreviations for the different time units. The following abbreviations can be used:

Character	Meaning (time unit)
YYYY or yyyy	year
yy oder YY	year in abbreviated format, e.g. "22" instead of "2022"
MM	month as a number
MMM	month as an abbreviation (first 3 English letters)
MMMM	month as string
dd	day in the month
EE	abbreviation of the week day (first 3 English letters)
EEEE	week day as string

In the following, some example formats are presented. Here, the governance attribute "Valid to" ("AT_VALID_TO") is output and its value will be the 24th August 2022.

```
<<[content.getSelection().getAttribute("AT_VALID_TO").getRawValue()]: "yyyy.MM.dd">>
```

results in 2022.08.24,

```
<<[content.getSelection().getAttribute("AT_VALID_TO").getRawValue()]: "dd/MM/YYYY">>
```

results in 24/08/2022. If the month should be output as a text, you could use

```
<<[content.getSelection().getAttribute("AT_VALID_TO").getRawValue()]: "dd. MMMM yyyy">>
```

which gives 24. August 2022. The day of the week can be templated by

```
<<[content.getSelection().getAttribute("AT_VALID_TO").getRawValue()]: "EEEE, d MMM yyyy  
↪ ">>
```

to get Wednesday, 24 Aug 2022.

Dates that are output via the `getValue()` method are always written in the format 24. August 2022 UTC.

The format of system attribute values (e.g., `lastModifiedDate`) cannot be changed and displays the date and time by default. However, if you want to display the date without the time in your application, you can use the following command:

```
<<var [dateTime = content.getSelection().getLastModifiedDate()]>><<var [date =  
↪ dateTime.substring(0, dateTime.lastIndexOf(", "))]>><<[date]>>
```

This command extracts the date, for example, from the *system attribute* `lastModifiedDate` and formats it accordingly for the German date format.

Hint: Please note that this example is only suitable for the German date format.

17.6 How can I specify the format of the time?

If you output the value of an attribute which is a date, you can specify the format. The attribute value has to be accessed via the `getRawValue()` method. Then you can add the format template by combining the special character `:` and the abbreviations for the different time units. The following abbreviations can be used:

Character	Meaning (time unit)
h	hours (1-12)
HH or hh	hours (0-23)
mm	minutes
ss	seconds
SS	milliseconds
a	AM/PM marker
z	time zone
Z	ISO 8601 time zone (e.g., +0100)

In the following, some example formats are presented. Here, the governance attribute “Valid to” (“AT_VALID_TO”) is output and its value will be 4:34 PM.

```
<<[content.getSelection().getAttribute("AT_VALID_TO").getRawValue()]:"h:mm">>
```

results in 4:34,

```
<<[content.getSelection().getAttribute("AT_VALID_TO").getRawValue()]:"h:mm:ss:SS">>
```

results in 4:34:22:03, while the seconds and milliseconds are fictitious. The according AM/PM marker will be templated as

```
<<[content.getSelection().getAttribute("AT_VALID_TO").getRawValue()]:"h:mm a">>
```

which results in 4:34 PM. For the time zone, you can use

```
<<[content.getSelection().getAttribute("AT_VALID_TO").getRawValue()]:"h:mm a Z z">>
```

which results in 4:34 PM +0000 UTC.

Note: Please note that you cannot change the format of system attribute values (e.g., the *lastModifiedDate*).

17.7 How do I output objects of a diagram in a list?

There are two different operations on the diagram to access its the elements:

- `getEntities()` returns the used objects of the diagram exactly once. If, for example, you have used the risk “completeness” multiple times, you only receive it once for output. Note that occurrence attributes on entities (“objects or catalog entries”) are not available.
- `getNodes()` returns the occurrences in a diagram. These may be redundant or contain occurrence attributes. This means, the previous example risk “completeness” may be issued multiple times and the particular risk score (an occurrence attribute) may vary from use to use.

Of course, you can now decide which objects you want to view. This can be, for example, all objects of a certain type. In the following example, all risks of the diagram are considered and the maintained names are listed one below the

other. This can be done using a `foreach` loop and inserting a line break before the closing `foreach` to have a line break after each object name.

```
<<foreach [in content.getSelection().getEntities("ET_RISK")]>><<[getAttribute("AT_NAME"  
↪").getValue()]>>  
  
<</foreach>>
```

If a diagram contains the risks A, B and C, the output generated from the above template code would be:

risk A
risk B
risk C

Alternatively, you can write a comma-separated list in one line.

- `indexOf()` allows the listing under consideration of a separator symbol (here ,). In addition, the first (or zeroth) element is not preceded by a comma.

```
<<foreach [in content.getSelection().getEntities("ET_RISK")]>><<[indexOf() != 0 ? ",  
↪" : ""]>><<[getAttribute("AT_NAME").getValue()]>><</foreach>>
```

Here, the following output is generated:

risk A, risk B, risk C

If you want to make an enumeration, you have to choose the first enumeration point yourself in Word. Then the `foreach` loop follows. Write the closing `<</foreach>>` in the next line, but without bullets. Then no bullet will be output additionally when your list has reached the end.

```
• <<foreach [in content.getSelection().getEntities("ET_RISK")]>><<[getAttribute("AT_  
↪NAME").getValue()]>>  
  
<</foreach>>
```

For example, the result would look like this:

- risk A
- risk B
- risk C

Alternatively, the enumeration can be templated as a numbered MS Word list via:

```
1. <<foreach [in content.getSelection().getEntities("ET_RISK")]>><<[getAttribute("AT_  
↪NAME").getValue()]>>  
  
<</foreach>>
```

Then, the result of the example diagram would look like this:

1. risk A
2. risk B
3. risk C

Furthermore, you can determine the order of the returned objects of the `getNodes()`-operation by adding the parameter `Sort.with(...)`. For example, an alphabetical sorting of all documents is generated by

```
content.getSelection().getNodes("ET_DOCUMENTS", Sort.with("byName")).
```

Analogically, the indication “byCoords” results in a sorting by the coordinates in the diagram and “byPath” in a sorting by their occurrence in the process flow.

17.8 How do I output connected nodes?

On a node in a set of `getNodes()` you can execute `getRelatedNodes()`. The nodes represent the occurrences of the objects in the diagram. These are typically connected to other nodes. The connections are usually a condition for output in separate lists or contexts.

- `getRelatedNodes()` returns the associated values. As a condition, you can filter the object type and/or the link type that you want to output or evaluate.

In the first example, all activities are written to a variable named `activity`. This is necessary to buffer the values, since a loop runs over this set. As the loop passes, the name of each activity is output. In addition, the system checks for each activity whether associated symbols of the type role and the connection `Responsible` exist. The output of the text `Responsible for Implementation:` and the maintained name of the role follows.

```
<<foreach [activity in content.getSelection().getNodes("ET_ACTIVITY")]>>
<<[activity.getAttribute("AT_NAME").getValue()]>>
<<foreach [in activity.getRelatedNodes("ET_ROLE", "AST_RESPONSIBLE")]>>Responsible for_
↪Implementation: <<[getAttribute("AT_NAME").getValue()]>>
<</foreach>><</foreach>>
```

The next example uses the method `getRelatedNodes()` twice. First, the same iteration as above is done for all activities of the diagram. Then, the associated risks are output. For the risks, a second variable `risk` is introduced. At last, the associated controls for each risk (resp. the name) are issued.

```
<<foreach [activity in content.getSelection().getNodes("ET_ACTIVITY")]>>
<<foreach [risk in activity.getRelatedNodes("ET_RISK")]>><<[risk.getAttribute("AT_NAME
↪").getValue()]>>
<<foreach [in risk.getNodeAccess().getRelatedNodes("ET_CONTROL")]>><<[getAttribute(
↪"AT_NAME").getValue()]>>
<</foreach>><</foreach>><</foreach>>
```

17.9 How do I output all attributes of an element?

The method `getAttributes()` can be executed on objects, nodes and just on the diagram.

- `getAttributes()` returns the set of available, maintained attributes. You could simply output or filter them further.

The following code contains a loop in a loop that outputs all the objects of the diagram with all their attributes:

```
<<foreach [entity in content.getSelection().getEntities (".*")]>>

<<[entity.getAttribute("AT_NAME").getValue()]>>

<<foreach [attribute in entity.getAttributes()]>><<[attribute.getName()]>>

<<[attribute.getValue()] -html>>

<</foreach>><</foreach>>
```

Here a variable named `entity` is created, which contains all objects of the diagram. The name of each object is output. Then a new variable named `attribute` is created, in which all attributes of the object are written. The name and value of each attribute are then displayed below each other.

17.10 How do I output multivalued attributes of a diagram in a list?

The method `getAttributes().getValue()` returns the set of available, maintained attributes as a comma-separated list. The code

```
<<[content.getSelection().getAttribute("AT_EXAMINER").getValue()]>>
```

generates the following output, for example:

Examiner 1, Examiner 2, Examiner 3

Using the `.replace(", ", "\n")` method, you can display the list with line breaks.

```
<<[content.getSelection().getAttribute("AT_EXAMINER").getValue().replace(", ", "\n")]>
↩>
```

Here, the following output is generated, for example:

Examiner 1

Examiner 2

Examiner 3

Note: Use a bullet point “•” or a numbering “1.” before the code for enumeration.

17.11 How do I output my data in tables?

If you integrate tables into your template, the report engine will fill in objects and/ or attributes according to your definition. Simply use the Word tables and - for example - write the desired loop with methods that return the diagram attributes, contained objects or object attributes into the first row. The data will be formatted in the chosen table.

In the following example, one table row is created for each activity. The entire loop per activity covers the entire line. This is important because otherwise empty rows are not removed by the report engine if they are not needed. The rows are numbered and contain the risks, controls and KPIs.

Process step	Risk	KPI
1. <<foreach [activity in content.getSelection().getNodes("ET_ACTIVITY")]>>	<<[activity.getAttribute("AT_NAME").getValue()]>> • <<foreach [risk in activity.getRelatedNodes("ET_RISK")]>> • <<foreach [in risk.getNodeAccess().getRelatedNodes("ET_CONTROL")]>><<[ge	• <<foreach [in activity.getRelatedNodes("ET_KPI")]>><<[risk.getAttribute("AT_NAME").g ach>><</foreach>> <</foreach>> <</foreach>>

You can combine the loops described above and execute them in a table. In the following example, a header line is inserted for each group. A row is created for each entry in the group:

<<foreach [group in content.getSelection().getEntities(".*").where(p => !"ET_ACTIVITY,ET_EVENT,ET_XOR,ET_OR,ET_AND".contains(p.getStereotypeName()).groupBy(p => p.getStereotypeName())]>><<[first().getStereotypeName()]>>	
<<foreach [in group]>><<[getAttribute("AT_NAME").getValue()]>><<[getAttribute("AT_DESCRIPTION").getValue()]- [getAttribute("AT_ATTACHMENT").getValue().toString().length()!>>html>><</foreach>><</foreach>> (<<[getAttribute("AT_ATTACHMENT").getValue()]- html>>><</if>>	

Here, all the objects of the diagram are first written to a variable called `group`. They are filtered so that no activities, events or rules are included. Then they are grouped by the stereotype designation. After that, names and descriptions will be displayed. If there is an attachment, it is also output.

- `getStereotypeName()` returns the name of the stereotype of the element.
- `contains()` defines the contained elements as a condition.
- `first()` selects the first object from the list.

Condition for table

In addition, you can set entire tables in conditions so that a header of the table may not be displayed without additional content. This can be done using the method `any()`.

- In the following example, `any()` compares whether elements of the type role (ET_ROLE) or application (ET_APP_COMPONENT) exist. Otherwise (<<else>>) the text `No more information.` is output instead of an empty table.

You could structure such a table as follows:

<<if [content.getSelection().getEntities(".*").any(p => "ET_RISK,ET_APP_COMPONENT".contains(p.getStereotype()))]>>Here are the IT systems:

Process step	IT system
<<foreach [activity in content.getSelection().getNodes("ET_ACTIVITY")]>><<[activity.getAttribute("AT_NAME").getValue()]>> • <<foreach [in activity.getRelatedNodes("ET_APP_COMPONENT")]>><<[getAttribute("AT_	<</foreach>><</foreach>>

```
<<else>>No more information.</if>>
```

Note: `foreach` loops only work within the same table or e.g. starting before and ending after a table. If the loop surrounds a table, a new table is created for each element in the `foreach` loop. However, if you start the loop outside a table and end it inside it, or vice versa, the loop does not work.

17.12 How do I output sorted lists with certain conditions?

You can configure the template in such a way that only objects satisfying certain conditions are read out. The following methods can be useful:

- `where()` selects all objects, that fulfill the condition.
- `orderBy()` sorts the nodes by the desired value. In this example, activities are sorted by their probability. To be able to sort these values, they must be converted into comparable numbers.

In the first example, the activities with an execution probability (attribute `AT_PROBABILITY`) higher than 75% are identified and displayed. At first, the activities are sorted by probabilities whereas the values are converted to the data type *double*. The double values can also be used for calculations, for example. Secondly, the condition for a probability greater than 75% is checked. Only corresponding activities are output in this loop.

```
<<foreach [in content.getSelection().getNodes("ET_ACTIVITY").orderBy(p => ((Double) (p.  
→getAttribute("AT_PROBABILITY").getRawValue()))).where(p => ((Double)p.getAttribute(  
→"AT_PROBABILITY").getRawValue()) > 75)]>><<[getAttribute("AT_NAME").getValue()]>><</  
→foreach>>
```

Similarly, you can search for the longest processing times and output only these activities. In the next example, all activities are displayed that have a maintained processing time of more than 20 minutes.

```
<<foreach [in content.getSelection().getNodes("ET_ACTIVITY").orderBy(p => (Double) (p.  
→getAttribute("AT_PROCESS_TIME").getRawValue()))).where(p => ((Double)p.getAttribute(  
→"AT_PROCESS_TIME").getRawValue()) > 20)]>><<[getAttribute("AT_NAME").getValue()]>><<  
→</foreach>>
```

Note: Java code is generally possible in the report engine. Examples can be found here and in the report template of the system.

17.13 How can I change the output language in the template?

If you want to output another content language than the current one, the system needs a corresponding note. To do this, a value with the corresponding language abbreviation must be entered at `getValue()`. You can use the language abbreviations defined by the [standard ISO-639-1](#).

The example returns the value of the diagram name which has been maintained in the content language English.

```
<<[content.getSelection().getAttribute("AT_NAME").getValue("en")]>>
```

The following list is an extract from the ISO standard.

Language code	Language
ar	Arabic
zh	Chinese
en	English
fr	French
de	German
it	Italian
es	Spanish

17.14 How do I use variables to store data?

The `<<var [ . . . ]>>`-tag is used to store data or objects in a variable. Any data type can be stored in variables. The name of the variables and the data type **cannot** be changed afterwards.

The following line declares the variable *i*. Initially, it holds the value “0”.

```
<<var [i = 0]>>
```

If you want to change the value of an existing variable, use the same tag as in the definition of the variable. In the next code block, the new value “1” is assigned to the variable *i*. Then, the variable is increased by 1.

```
<<var [i = 1]>>
<<var [i = i+1]>>
```

Variables may store objects like an activity analogically:

```
<<var [activities = content.getSelection().getEntities("ET_ACTIVITY")]>>
<<var [activities = activities.concat(content.getSelection().getEntities("ET_ACTIVITY
↪"))]>>
```

A variable has the same functionality as the corresponding normal object.

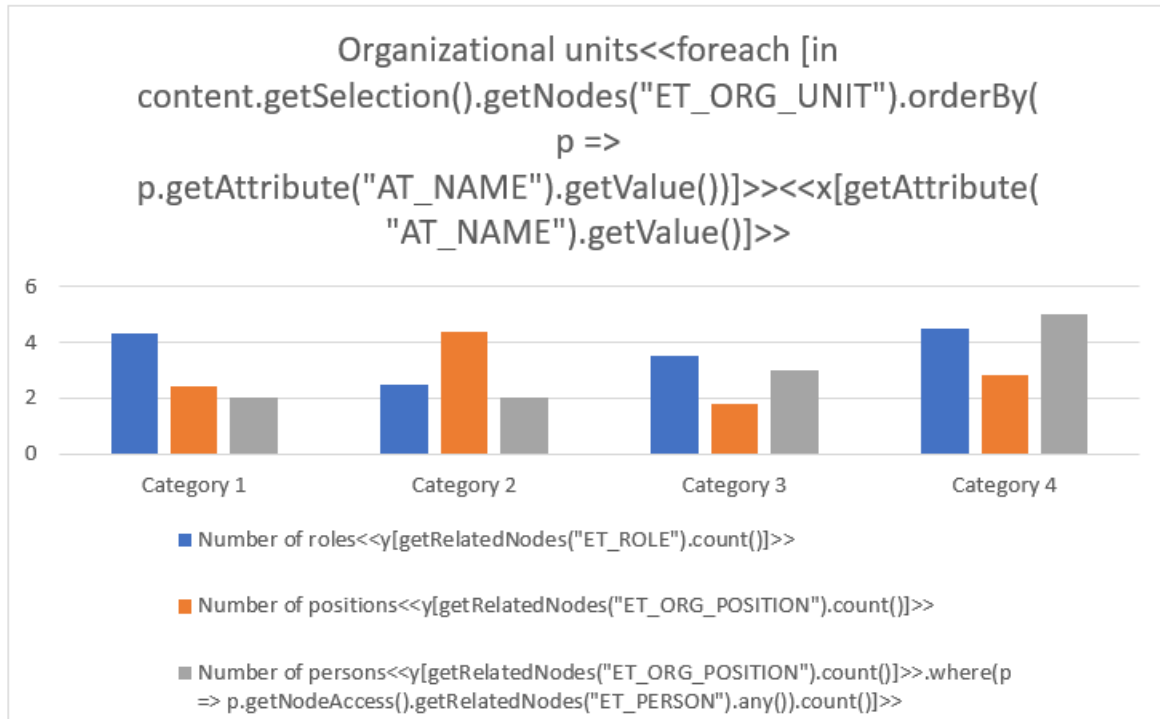
17.15 How do I use diagrams to visualize data?

The report also supports visual representation via a diagram. Simply use the Word diagrams and - for example - write the desired methods that return the diagram attributes, contained objects or object attributes into the first row. The data will be formatted in the chosen diagram.

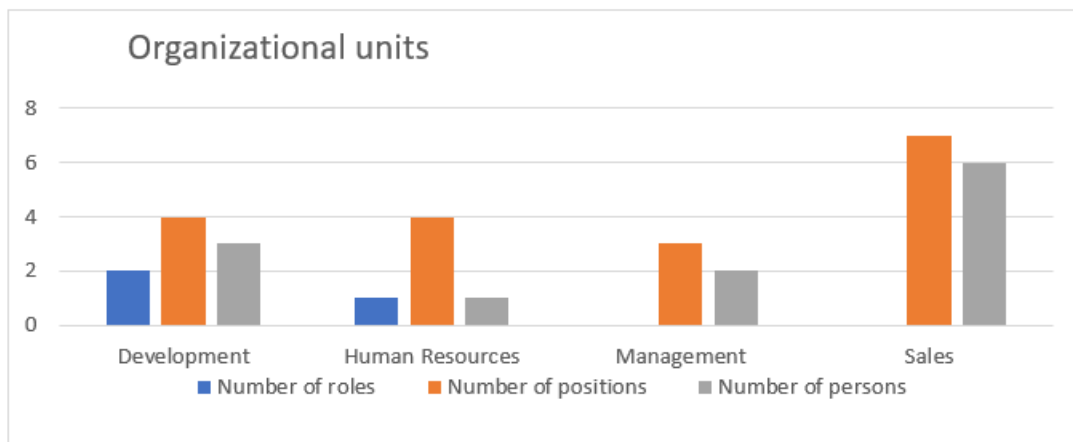
To do that, please note the following:

- Diagram header needs to start with a `<<foreach [ . . . ]>>` tag like any other loop.
- The `<<foreach [ . . . ]>>` tag can stay open.
- Diagram header needs to contain a `<<x [ . . . ]>>` tag to specify the x-axis marking.
- Diagram header needs to contain a `<<y [ . . . ]>>` tag to specify the y-axis marking.

The following example shows the template of a bar chart that compares the organizational units contained in a process diagram. In the title, the command `content.getSelection().getNodes("ET_ORG_UNIT")` gathers the categories of the bar chart (the organizational units) and they are sorted via `orderBy()`. For each category, the number of roles, positions and persons are visualized by different bars.



In a report of a BIC Process Design diagram containing the organizational units “Development”, “Human Resources”, “Management” and “Sales”, this leads to the following result:



17.16 How do I use numbers in my template?

Using the method `getValue()`, you can display the value of an attribute as a text in the current content language. `getRawValue()` gets the value as a number, but they need to be casted into the right type. This is possible by adding the data type in parentheses before the method call. In the example, the attributes are read out as (Long) resp. (Double).

```
<<[(Long) content.getSelection().getNodes("ET_RISK").first().getAttribute("AT_RISK_
→CATEGORY").getRawValue()]>>
<<[(Double) content.getSelection().getNodes("ET_ACTIVITY").first().getAttribute("ET_
→PROCESS_TIME").getRawValue()]>>
```

Attributes can be casted in the following types:

Attribute type ID	Data type
AT_ACTUAL_VALUE	Long
AT_AT_CONFIDENTIALITY_REASON	String
AT_AT_CONFIDENTIALITY_REASON	String
AT_ATTACHMENT	String
AT_AVAILABILITY	Long
AT_AVAILABILITY_REASON	String
AT_CALL_ACTIVITY	Boolean
AT_CALL_CONVERSATION	Boolean
AT_CAPACITY	Long
AT_COLLECTION	Boolean
AT_COMPENSATION_TASK	Boolean
AT_CONFIDENTIALITY	Long
AT_CONTROL_EFFECT	Long
AT_DAMAGE_CONTROL_MEASURES	String (<<[...]-html>>)
AT_DATA_SOURCE	String
AT_DATA_STATE	String
AT_DATA_UNIT	String
AT_DATATYPE	Long
AT_DEFAULT_VALUE	String
AT_DESCRIPTION	String (<<[...]-html>>)
AT_DEVELOPMENT_COSTS	Double
AT_EMAIL	String
AT_END_EVENT_TYPE	Long
AT_EVENT_GATEWAY_TYPE	Long
AT_EVENT_TYPE	Long
AT_EXECUTION_INTERVAL	Long
AT_EXECUTION_TYPE	Long
AT_EXTERNAL	Boolean
AT_FOCUS_ON_TARGET	String (<<[...]-html>>)
AT_GATEWAY_INSTANTIATE	Boolean
AT_GROUP	Boolean
AT_HEADCOUNT	Long
AT_IDENTIFIER	String
AT_IDENTIFYING	Boolean
AT_IDLE_TIME	Double
AT_IMPACT_ON_OCCURRENCE	Long

continues on next page

Table 1 – continued from previous page

Attribute type ID	Data type
AT_INPUT_OUTPUT	Long
AT_INSTANCES	String
AT_INTEGRITY	Long
AT_INTEGRITY_REASON	String
AT_INTERMEDIATE_EVENT_TYPE	Long
AT_IS_WEAK	Boolean
AT_ITEM_COLLECTION	Boolean
AT_KEYWORDS	String
AT_LIFE_CYCLE	Long
AT_MANUFACTURER	String
AT_MATERIAL_COSTS	Double
AT_MULTIPLE_INSTANCE_TYPE	Long
AT_MULTIPLE_INSTANCES	Boolean
AT_NAME	String
AT_NON_INTERRUPTING	Boolean
AT_OCCURRENCE_PROBABILITY	Long
AT_OPERATION_REFERENCE	String
AT_OPERATIONAL_TIME_END	Long
AT_OPERATIONAL_TIME_START	Long
AT_ORG_RES_CAPACITY	Double
AT_PERSONAL_DATA	Long
AT_PHONE	String
AT_PRIMARY_KEY	Boolean
AT_PRIORITY	Long
AT_PRIVACY_BY_DEFAULT	Boolean
AT_PRIVACY_BY_DESIGN	Boolean
AT_PROBABILITY	Double
AT_PROCESS_TIME	Double
AT_PROCESS_TYPE	Long
AT_PROCESSING_CRITICAL_DATA	Boolean
AT_PROCESSING_PURPOSE	String
AT_RELEASE	String
AT_RES_COST_RATE	Double
AT_RISK_CATEGORY	Long
AT_RISK_MITIGATION_MEASURES	String (<<[...]-html>>)
AT_RISK_PROBABILITY	Double
AT_RISK_PROBABILITY_CLASSIFICATION	Long
AT_ROOT_CAUSE	String (<<[...]-html>>)
AT_SETUP_TIME	Double
AT_STAFF_CAPACITY	Double
AT_START_EVENT_TYPE	Long
AT_STATE	Long
AT_STRUCTURE_REFERENCE	String
AT_TARGET_VALUE	Double
AT_TASK_TYPE	Long
AT_TEMPORAL_BINDING	Double
AT_TRANSFER_THIRD_COUNTRY	Boolean
AT_TRANSPORT_TIME	Double
AT_UNIT_COSTS	Double

continues on next page

Table 1 – continued from previous page

Attribute type ID	Data type
AT_VALID_FROM	Long
AT_VALID_TO	Long
AT_VERSION	String

17.17 How can I access the case data when I create a report?

As part of a template, you have the option to output the maintained process variables of a case.

For example, if you want to display the name of the selected case, you can proceed as follows:

```
<<[case.getName()]>>
```

- `case.getName()` returns the name of the case.
- `case.getCreationDate()` returns the creation date of the case.
- `case.getDueDate()` returns the due date of the case.
- `case.getCreator()` returns information about the creator.

You receive the following information about the creator as follows:

- `case.getCreator().getType()` returns who created the case (e.g. user, timer, etc.).
- `case.getCreator().getId()` returns the ID of the creator.
- `case.getCreator().getName()` returns the name of the creator.
- `case.getCreator().getEmail()` returns the e-mail address of the creator.

Hint: If you use `case.getCreator()` without accessing a specific field, the name of the creator is used as a placeholder: `case.getCreator() ~ case.getCreator().getName()`

17.18 How can I access process variables in a form field for a case?

In the context of a template, you have the option to access process variables in a form field for a case by using the method `case.getVariable()`.

If you want to output the ID and value of a variable, for example, you can proceed as follows:

```
<<[case.getVariable("customer").getName()]>>: <<[case.getVariable("customer").  
↪getValue()]>>
```

- `getName()` returns the ID of the process variable.
- `getValue()` returns the value of the process variable.
- `getRawValue()` returns the value of the variable without any formatting.

In your template, you also have the option of accessing process variables of the type array.

To get a comma-separated list of the values in the array, you can use the following procedure:

```
<<[case.getVariable("myArray").getValue()]>>
```

To get a list that returns the entire collection of arrays, so that you can iterate over it directly, you can proceed as follows:

```
<<[case.getVariable("myArray").asList()]>>
```

Alternatively, you can also have the variables displayed one below the other. This can be done using a `foreach` loop and inserting a line break before the closing `foreach` to have a line break after each object name.

```
<<foreach [field in case.getVariables()]>><<[field.getName()]>>: <<[field.getValue()]>  
↪><</foreach>>
```

Hint: If you access a value of a non-existing variable, for example with `case.getVariable("nonExistingVariable").getValue()`, the template will still be created. In this case, the following message is displayed instead of the value of the non-existing variable: The variable “nonExistingVariable” is not available.

Warning: Only the `case` object is available. Attempts to use other undefined objects are not taken into consideration. Either nothing is displayed in the resulting template, or a corresponding error message appears.

17.19 How can I access the tasks within a case?

In the context of a template, you have the option to access the tasks within a case. The provided information includes both user tasks and automated tasks. Additionally, it contains both open tasks, which are pending and require editing, and completed tasks that have been successfully finished.

You can use the following code to output all information related to the tasks of a case:

```
<<foreach [task in case.getTasks()]>><<[task.getStatus()]>> <<[task.getName()]>><  
↪<[task.getDescription()]>> <<[task.getStartDate()]>> <<[task.getEndDate()]>> <  
↪<[task.getAssignee()]>><<[task.getDueDate()]>><</foreach>>
```

If a line break is used before the closing `foreach`, you can display the information one below the other. The tasks are displayed sorted by start date.

The following information is included:

- `task.getStatus()` returns the status of the task.
- `task.getName()` returns the name of the task in your configured default language.
- `task.getDescription()` returns the description of the task in your configured default language.
- `task.getStartDate()` returns the start date of the task.
- `task.getEndDate()` returns the end date of the task.
- `task.getAssignee()` returns the assignee for the task.
- `task.getDueDate()` returns the due date of the task.

17.20 What other options do I have with the report engine?

Further options are listed below:

- `all (Predicate)` outputs all objects that fulfill the condition.

```
<<foreach [in content.getSelection().getEntities("ET_ROLE").all(p => ((Boolean)p.
↪getAttribute("AT_EXTERNAL").getRawValue()) ]>><<[getAttribute("AT_NAME").getValue() ]>
↪>
<</foreach>>
```

In this example, all external roles involved are output.

- `any ()` checks whether an objects exists in the list and can be used as a condition.

```
<<[content.getSelection().getEntities("ET_ROLE").any() ]>>
```

This example checks if there are any involved persons.

- `any (Predicate)` checks if an object exists in the list, that satisfies the condition.

```
<<[content.getSelection().getEntities("ET_ROLE").any(p => ((Boolean) p.getAttribute(
↪"AT_EXTERNAL").getRawValue()) ) ]>>
```

The example checks whether an external person is involved.

- `average (Selector)` calculates the mean value of the transferred property.

```
<<[content.getSelection().getNodes("ET_ACTIVITY").average(p => ((Double)p.
↪getAttribute("AT_MATERIAL_COSTS").getRawValue()) ) ]>>
```

In this example, the average of all costs of the process is calculated.

- `concat (Iterable)` combines two lists by appending the second list to the first one.

```
<<[content.getSelection().getEntities("ET_ROLE").concat(content.getSelection().
↪getEntities("ET_DOCUMENT")).count() ]>>
```

In this example, the list of persons is linked to the list of documents.

- `union (Iterable)` concatenates two lists into one by appending the second one at the end of the first one.

```
<<[content.getSelection().getEntities("ET_ROLE").union(content.getSelection().
↪getEntities("ET_DOCUMENT")).count() ]>>
```

In this example, a list of persons are connected with a list of documents.

- `count ()` counts the items of a list.

```
<<[content.getSelection().getEntities("ET_ROLE").count() ]>>
```

In this example, the persons involved are counted.

- `count (Predicate)` counts the objects in a list that fulfill the condition.

```
<<[content.getSelection().getEntities("ET_ROLE").count(p => ((Boolean)p.getAttribute(
↪"AT_EXTERNAL").getRawValue()) ) ]>>
```

In this example, all external employees are counted.

- `first ()` selects the first object from the list.

```
<<[content.getSelection().getEntities("ET_ROLE").first().getAttribute("AT_NAME").  
↪getValue()]>>
```

In this example, the name of the first employee involved is displayed.

- `first(Predicate)` selects the first object that satisfies the condition from the list.

```
<<[content.getSelection().getEntities("ET_ROLE").first(p => ((Boolean)p.getAttribute(  
↪"AT_EXTERNAL").getRawValue()))).getAttribute("AT_NAME").getValue()]>>
```

In this example, the name of the first external employee is displayed.

- `groupBy(Selector)` sorts the objects into groups according to their properties.

```
<<foreach [type in content.getSelection().getEntities(".*").groupBy(p => p.  
↪getStereotype())]>><<[first().getStereotype()]>>  
  
<<foreach [in type]>><<[getAttribute("AT_NAME").getValue()]>>  
  
<</foreach>><</foreach>>
```

In this example, an enumeration is created in which all entities are listed sorted by stereotype.

- `last()` outputs the last object.

```
<<[content.getSelection().getEntities("ET_ROLE").last().getAttribute("AT_NAME").  
↪getValue()]>>
```

In this example, the name of the last employee is displayed.

- `last(Predicate)` returns the last object with the property.

```
<<[content.getSelection().getEntities("ET_ROLE").last(p => ((Boolean)p.getAttribute(  
↪"AT_EXTERNAL").getRawValue()))).getAttribute("AT_NAME").getValue()]>>
```

In this example, the name of the last external employee is displayed.

- `max(ComparableSelector)` returns maximum value.

```
<<[content.getSelection().getNodes("ET_ACTIVITY").max(p => (Double)p.getAttribute("AT_  
↪PROCESS_TIME").getRawValue())]>>
```

In this example, the longest process time is output.

- `min(ComparableSelector)` returns the minimum value.

```
<<[content.getSelection().getNodes("ET_ACTIVITY").min(p => (Double)p.getAttribute("AT_  
↪PROCESS_TIME").getRawValue())]>>
```

In this example, the shortest process time is output.

- `orderBy(ComparableSelector)` sorts the objects in the list according to the parameter.

```
<<foreach [in content.getSelection().getEntities("ET_ROLE").orderBy(p => ((String) p.  
↪getAttribute("AT_NAME").getValue()) )]>><<[getAttribute("AT_NAME").getValue()]>><</  
↪foreach>>
```

In this example, all employees are returned sorted by name.

- `skip(int)` skips *n* items in the list.

```
<<foreach[in content.getSelection().getNodes("ET_ACTIVITY").orderBy(p => ((Double)p.
↪getAttribute("AT_PROCESS_TIME").getRawValue())) .skip(5)]>>

<<[getAttribute("AT_NAME").getValue()]>><</foreach>>
```

In this example, all activities except the first five are displayed.

```
<<[content.getSelection().getNodes("ET_ACTIVITY").orderBy(p => p.getAttribute("AT_
↪MATERIAL_COSTS").getValue().toString()).skip(2).first().getAttribute("AT_NAME").
↪getValue()]>>
```

In this example, the third most expensive activity in the process is output.

- `skipWhile(Predicate)` skips objects until the condition is no longer fulfilled.

```
<<foreach[in content.getSelection().getNodes("ET_ACTIVITY").orderBy(p => p.
↪getAttribute("AT_PROCESS_TIME").getValue().toString()).skipWhile(p => ((Double)p.
↪getAttribute("AT_PROCESS_TIME").getRawValue()) < 5)]>>

<<[getAttribute("AT_NAME").getValue()]>><</foreach>>
```

In this example, all activities are displayed that take at least 5 minutes to process.

- `sum(Selector)` sums the attributes of the objects in the list.

```
<<[content.getSelection().getNodes("ET_ACTIVITY").sum(p => ((Double)p.getAttribute(
↪"AT_PROCESS_TIME").getRawValue()))]>>
```

In this example, the total processing time is output.

- `take(int)` selects the first n objects from the list.

```
<<foreach [in content.getSelection().getNodes("ET_ACTIVITY").orderBy(p => ((Double) (p.
↪getAttribute("AT_PROCESS_TIME").getRawValue())) .take(5)]>><<[getAttribute("AT_NAME
↪").getValue()]>><</foreach>>
```

In this example, the five activities with the shortest processing time are output.

- `takeWhile(Predicate)` selects objects until the condition is no longer fulfilled.

```
<<foreach [in content.getSelection().getNodes("ET_ACTIVITY").orderBy(p => ((Double) (p.
↪getAttribute("AT_PROCESS_TIME").getRawValue())) .takeWhile(p => ((Double)p.
↪getAttribute("AT_PROCESS_TIME").getRawValue()) < 5)]>><<[getAttribute("AT_NAME").
↪getValue()]>><</foreach>>
```

In this example, all activities that have a processing time of less than 5 minutes are displayed.

- `where(Predicate)` selects all objects that satisfy the condition.

```
<<foreach [in content.getSelection().getNodes("ET_ACTIVITY").orderBy(p => ((Double) (p.
↪getAttribute("AT_PROCESS_TIME").getRawValue())) .where(p => ((Double)p.getAttribute(
↪"AT_PROCESS_TIME").getRawValue()) < 5)]>><<[getAttribute("AT_NAME").getValue()]>><</
↪foreach>>
```

In this example, all activities are displayed that have a processing time of less than 5 minutes.

- `AT_PROCESS_TIME`, `AT_SETUP_TIME` and `AT_TRANSPORT_TIME` are needed to calculate the cycle time.

```
<<foreach [activity in content.getSelection().getEntities("ET_ACTIVITY")]>>

<<var[process = activity.getAttribute("AT_PROCESS_TIME").getRawValue().getClass().
↳getSimpleName().equals("Double")? (double) activity.getAttribute("AT_PROCESS_TIME").
↳getRawValue():0]>>

<<var[setup = activity.getAttribute("AT_SETUP_TIME").getRawValue().getClass().
↳getSimpleName().equals("Double")? (double) activity.getAttribute("AT_SETUP_TIME").
↳getRawValue():0]>>

<<var[transport = activity.getAttribute("AT_TRANSPORT_TIME").getRawValue().getClass().
↳getSimpleName().equals("Double")? (double) activity.getAttribute("AT_TRANSPORT_
↳TIME").getRawValue():0]>>

<<var[cycle =(double)process+(double)setup+(double)transport]>>

<<[activity.getAttribute("AT_NAME").getValue()]>>

<<[cycle]>>

<</foreach>>
```

In this example, the cycle time of an activity for each activity in a process is calculated.

- `<<if [...]>><</if>>` checks if a condition is true.

```
<<if [content.getSelection().getEntities("ET_ROLE").any(p => ((Boolean)p.getAttribute(
↳"AT_EXTERNAL").getRawValue()))]>>Process with external involvement.<<else>>No_
↳external involvement.<</if>>
```

In this example, the system checks whether external roles occur. In this case, a corresponding message is output. Otherwise (`<<else>>`) the system displays that “No external involvement” was found.

- `equals(...)` checks if a boolean attribute was set.

```
<<foreach [activity in content.getSelection().getEntities("ET_ACTIVITY")]>>

<<[activity.getAttribute("AT_NAME").getValue()]>>

<<if [activity.getAttribute("AT_COMPENSATION_TASK").getRawValue().equals(true)]>>YES<
↳<else>>NO<</if>>

<</foreach>>
```

This example checks whether a boolean value has been set or not. Hence, a text (YES/NO) is displayed.

- `<<foreach [in ...]>><</foreach>>` applies the method to all objects in the data collection.

```
<<foreach [in content.getSelection().getEntities("ET_ROLE")]>><<[getAttribute("AT_NAME
↳").getValue()]>>

<</foreach>>
```

In this example, the names of all roles in the diagram are listed.

Hint: Please note that the use of the `<<doc>>` tag and access to content from other files within report templates is not supported.

Cast necessity

Since the attributes of the objects from BIC Process Design are exported as an object and previously all data types are formatted as strings, which are then formatted in objects, it is necessary for predicates to parse the attributes back into strings. To do this, a (`<data type>`) must be used. This reformats the objects back to the desired data type, making the comparison possible again.

SEARCH

Use the search for keywords to search for attributes of diagrams and objects. Since the modeling data is used for the search, it is important that the corresponding attributes are maintained in the respective diagrams or objects. The content of *documents that are assigned to an entity or diagram* will also be searched. The following file formats are supported: PDF, DOC, DOCX, XLS, XLSX, PPT and PPTX.

A search always depends on the selected stage and content language. The stage does not change by navigation. If you are searching in the stage *Publication* and German is your content language, all objects and diagrams maintained in this language and existing in the publication will be listed. In addition to catalog entries, access-restricted diagrams that you cannot open are found.

Note: An exception here is the local workspace: The search is based on BIC Process Design Server. Therefore, searching in local workspace, where the new work status is stored locally in your browser, is accessing public workspace.

18.1 How can I search for content in BIC Process Design?

In order to find content, you can use the search for keywords and the *search in the catalog*. This section refers to the search for headword, which you can do as follows.

Click the *Search* in the menu bar.



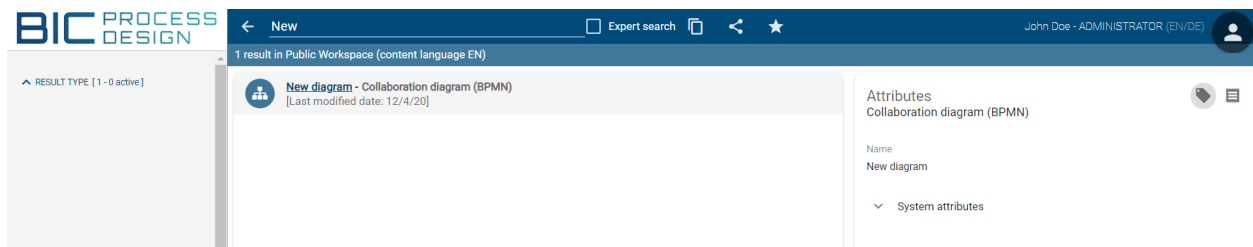
Simple search: Enter the search term into the search field and confirm by pressing the Enter key.



Expert search: Enter the search term in the search field and, before confirming with the Enter key, activate the *Expert search* checkbox. Alternatively, you can activate the expert search automatically by entering “*”. Note that the checkbox is not automatically deselected when the input is removed. This can be done manually by clicking on the checkbox.



It is searched in the currently opened repository. The number of results found, the corresponding stage and the content language are displayed below the input field. The search results are presented in a list sorted by diagram and object types found for the specified search term, and by relevance to the search term. If multiple search terms are equally relevant, the results are sorted by the last modification date. Next to the name of the search result, the type and the last modified date are listed. The details of the currently selected search result are automatically displayed on the right. In this case, the word “New” was searched for.



In the details bar you can switch between the *attributes*, that are always available here for the diagrams and for objects, and the *profile of a diagram* or the *occurrences of an object*.



The occurrences of an object allow you to navigate to a specific diagram in which the object is being used. To do so, click on the name of the diagram within the occurrences of the search entry.

Note: In case the search entry is a diagram you can open it directly with a click on the name of the entry. Note that the profile icon is only displayed if the option *to show the profile* is activated in the administration area for the corresponding diagram type.

18.2 What options do I have to search for specific terms?

Always keep in mind the search functions described below:

- The search is not case-sensitive.
- Line breaks and successive blanks are treated as one single blank.
- Phrase search: If the search term is enclosed in quotation marks, the search term is not changed, e.g. “process implementation”. Here the search term must occur exactly in the searched data, and no wildcard characters are interpreted. Special words (see below) are ignored.

Simple search: The following options are available for the search terms in the simple search.

- Search for one word: If the search term does not contain wildcard characters, the search term will be searched at every position, e.g. a search for “Process” will find “Process model” as well. Process is virtually expanded to Process* and then used to search the content.

- Search for several words: If two or more words are searched for, the words are concatenated using or. So it is sufficient, if one word exists. Here are also wildcards (*) added, e.g. process implementation is searched as process* OR implementation*.

Expert search: If you have enabled the expert search, you can use the following search options.

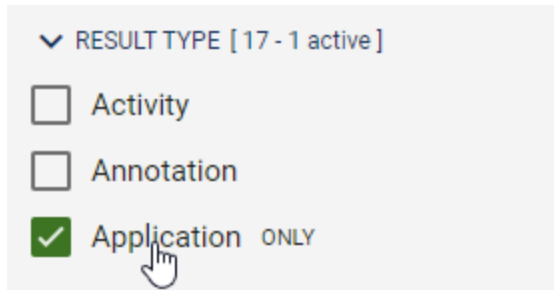
- Search with special words: The search knows special words, which are interpreted, if they are part of the search term: AND, OR and NOT:
 - AND concatenated words must both exist in the results, e.g. development AND software
 - OR concatenated words can appear in the results, but do not need to. It is sufficient, if one of the words exists.
 - A NOT concatenated search word must not exist in the results, e.g. development NOT software
 - **Note:** Do not mix up with the search for several words (see above), wildcards are added there. This is not done, if one of the special words occurs.
 - You can use “!” or “-” instead of NOT (without the quotes).
- Search with special characters: The search knows special characters, which are interpreted, if they are part of the search term: +, - and !:
 - These characters are not allowed at the beginning of a search term.
 - If a + precedes a search word, this word must exist in the results, the first search word is optional, e.g. development +software.
 - If a - or a ! precedes a search word, this word must not exist in the results, e.g. development -software or development !software.
 - Search words with NOT, - and ! give the same results.
- Search term with wildcard characters:
 - “*” stands for none, one or more characters, e.g. *rocess will find “process” and every data that ends with “rocess”
 - “?” represents exactly one character, e.g. implement?tion
- Group terms to form partial queries: The search recognizes round brackets in the sense of grouping clauses. This allows you to control the Boolean logic of a query.
 - For example, the query “a AND (b OR c)” will search for “a AND b OR a AND c”. If the brackets are not set, “a AND b OR c” is interpreted as “(a AND b) OR c”.

18.3 How can I filter search results?

For each search, you will see the types and attributes of the search results as the facets in alphabetical order in the left sidebar. By clicking on the facet headings, they can be expanded and collapsed. The number of found and active filter is also displayed next to the heading.

Expand a facet to see all filter option, that correspond to the attribute values or result types, are listed alphabetically. By setting a check mark for a filter, the search results are filtered according to this attribute value or result type. Multiple filters can be set simultaneously. In addition, there you have the option to only select a certain filter and to deselect all other filters at once. To do this, move the mouse to the desired filter and click on *Only* next to the filter. This selection can be undone by clicking on the filter again.

The example was filtered according to applications.



Available filters can be set via the *administration*.

18.4 How can I search for keywords?

In addition to the possibility to enter the respective keyword as search term and start the search, a keyword can be searched directly from the attribute tab. By clicking on the keyword in the attributes, the search is automatically started. It is regardless of whether you are looking at a diagram, the catalog or you are already in the search. You will see all the results associated with this keyword.



Note: The search by clicking on a keyword only returns results which are exactly assigned to this keyword in their attributes. If you are searching for the same word manually, you will find results, as well as keywords, matches in other attributes, such as the name.

18.5 How do I copy a search?

You can easily copy a search including search settings, such as selected filters. Clicking on *Copy* next to the search input field is sufficient to save the search to the clipboard. The URL is saved here, which can then be inserted, for example, in a new browser tab and leads back to the search.



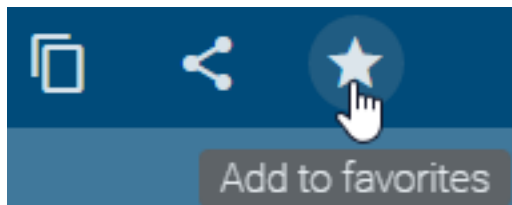
18.6 How can I save a search?

You can save your search including filter settings via the URL as a bookmark in the browser. Use the bookmark to recreate the search and see the results. Furthermore, the search is always stored on the content language.

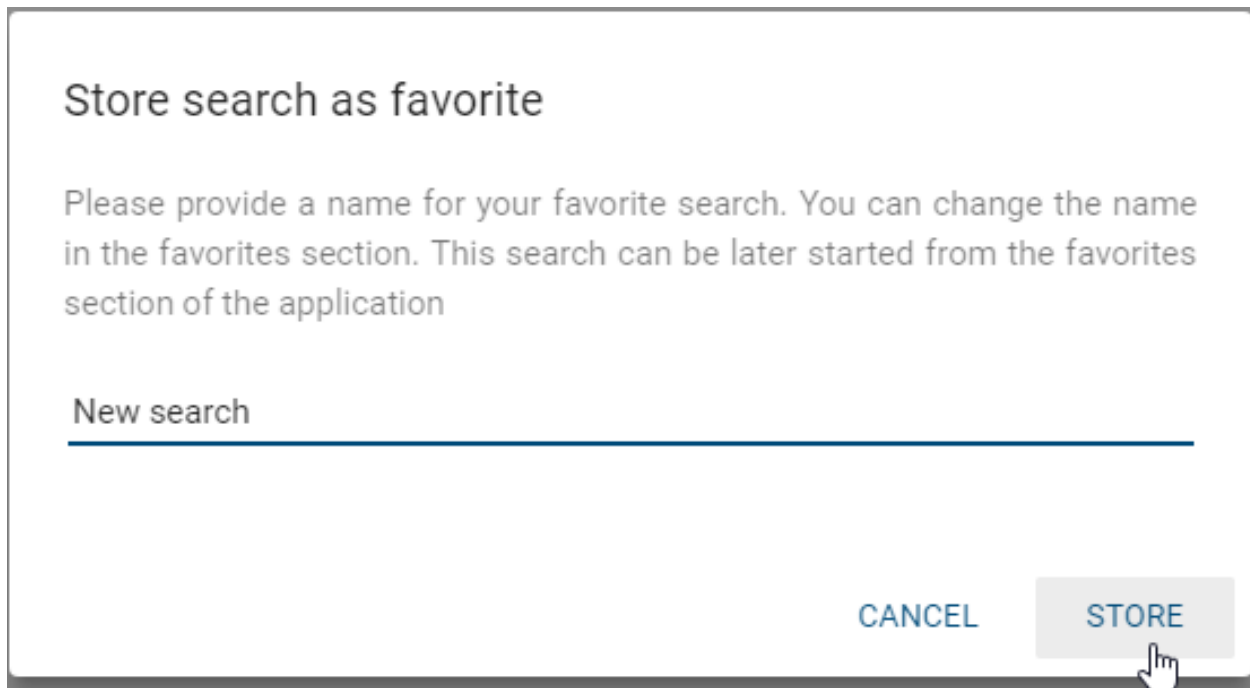
18.7 How can I store a search as favorite?

To make it easier to call up an often-needed search and the corresponding results, you can save the search including settings stage dependent as a favorite. Proceed as follows.

You are in search. Click *Add to favorites* next to the search box.



This opens a window in which you have to give the favorite a name. Then click *Store*.



In the explorer, your saved search now appears as a favorite. By clicking on the favorite entry you will immediately see your search results in the stage, in which you have stored the search.



Note: The search favorites can still be *renamed* and *removed* and additionally appear on the *MyBIC page*.

18.8 How can I share a search?

Via the function *Share by e-mail* you can easily forward your search including search settings via e-mail to other users of BIC Process Design.



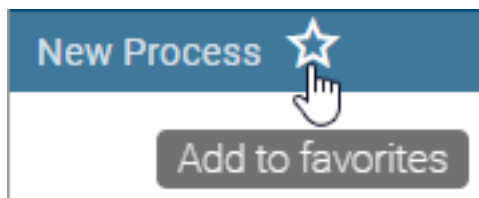
You are in the search and have made some filter settings. Now click on *Share by e-mail* next to the search input box and your e-mail client will open with an automatically inserted URL in the e-mail body. You can now send the e-mail to the e-mail address of a BIC Process Design user. If the recipient follows this link, he can see the results of your search in BIC Process Design.

FAVORITES

19.1 How do I add a diagram to my favorites?

Favorites are used to quickly find diagrams, which are often edited or are important for another reason. Diagrams marked as favorites can be found in the explorer under *Favorites*. Your personal favorites are not stored in the browser and are therefore available to you independently of the browser used.

Navigate to the diagram in the *desired stage* and open it by simply clicking on the entry in the explorer. The diagram name appears in the main navigation.



Click on *Add to favorites* represented by a star. You will receive a confirmation message that the diagram has been successfully added to your favorites.



Depending on the stage in which you added the diagram to your favorites, you will always be notified by e-mail about changes to the diagram in this area. This also applies to indirect changes to the diagram due to changed and possibly reused catalog entries. For example, in the Public Workspace, you receive a notification if the diagram is deleted or if changes are checked in.

Note: Only checked-in diagrams can be added to or removed from your favorites.

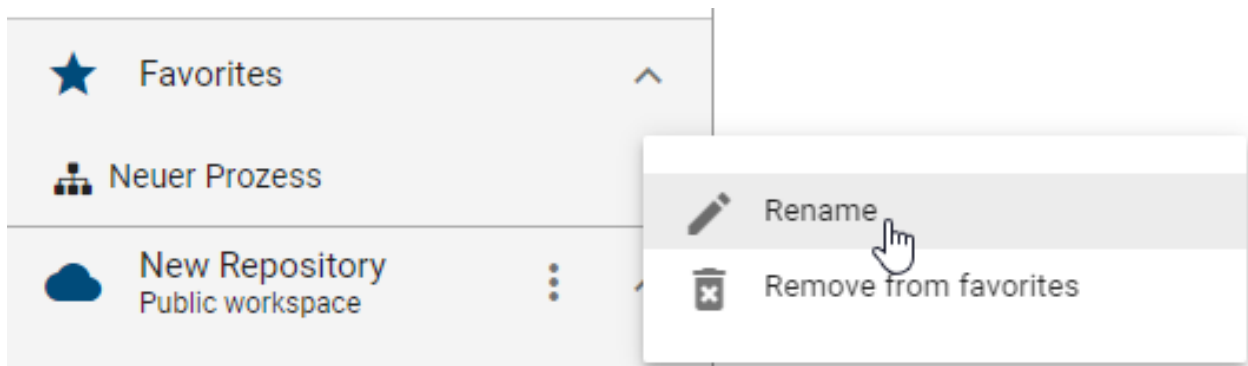
19.2 How do I rename a favorite?

You can rename your favorites. Note that renaming the favorites does not affect the name of the diagram.

Click the context menu button of a diagram in the Favorites group.



Select the *Rename* entry and enter a new name.



19.3 How do I remove a favorite?

Navigate to the desired entry, e.g. diagram, in the Explorer, or in your favorites, and open it by simply clicking on the entry. The diagram name appears in the main navigation.



Click on the star to remove the diagram from your favorites, which can be found next to the diagram name. You will receive a confirmation message that the diagram has been successfully removed from your favorites.

Optionally, you can open the context menu of an entry in the *Favorites* and select the *Remove from Favorites* entry.

USEFUL HINTS

In this chapter, you find some concluding tips that facilitate the handling of BIC Process Design.

20.1 Which is the best position for the diagram?

Align your diagrams at the 0/0 position to ensure that they will be displayed optimally in the editor after checking-in.

20.2 How can I navigate the diagram more easily?

In addition to horizontal and vertical scrolling, you can move the diagram with the right mouse button in the editor of the local and public workspace. If you look at the diagram in preview or publication stage, this works by pressing the right mouse button. In addition, the *navigator* is available.

20.3 How can I make a multi selection?

A multi selection is possible in the modeling view of the local and public workspace. Select several elements at the same time, either by dragging with pressed mouse key over the area in which these elements are located or by holding the CTRL key and clicking on the corresponding symbols. Also note the possible *shortcuts*.

20.4 How can I deselect objects in a diagram?

If you have selected too many elements at the same time, you can remove individual objects from the selection by deselecting them. To do this, hold down the Shift key and click on the wrongly selected object.

20.5 How can I extend the search for specific terms?

With *, e.g. “*word”, you can extend your *search* to show results that include the entered term.

20.6 How can I see the description of an object?

If you have maintained a *description* of an object, the corresponding attribute symbol “i” is highlighted on the object. Hold the mouse over this symbol. A tooltip with the description appears as a preview. Alternatively, you can also see the description of the object by clicking on the attribute symbol or by opening the attributes tab.

20.7 How can I invoke subprocesses easily?

You have the possibility to *invoke subprocesses by double-clicking* on the object, if you are not in the editing mode. Alternatively, click the diagram symbol for subprocesses and variants.

20.8 How can I deposit websites in the attachments?

In the attribute-tab, you can deposit websites in the *attachments* by typing in the URL and confirming with the “Return”-key.

20.9 How can I shift diagrams?

Cut the desired diagram using the functionality *Cut* in the context menu *More options* in order to shift it into another category. Use the context menu entry *Paste* of a category to finally shift the diagram. Note, that this cutting is not possible for diagrams that are locked by another user or have never been checked in before.

20.10 Where can I exercise modeling?

In order to learn new methods and test modeling, please create a repository named “Playground“. That way, you can prevent inconsistent catalog-entries in your productive repository.

20.11 Should I always use the same browser for modeling?

After checking-out, your diagrams will be saved locally in the local storage of your browser. Therefore, you should always use the same browser.

20.12 What should I look for when translating objects?

Be aware that accepted catalog-entries cannot be changed by modelers and hence cannot be translated within the editor. Please go to the catalog and open the details to change the attributes of the object in the desired language. You can swap the set content and alternative language simply by clicking on the display at the top right of your user name. For example, the application changes from (EN/DE) to (DE/EN).

20.13 What should I look for after modeling?

Please, save your diagrams regularly and *check them in*, to avoid data loss and to make them available for other users. A diagram is locked for other users, if you do not check it in.

20.14 What should I consider after working with BIC Process Design?

Please do always log out at the end of a session. This will *inform you about checked out diagrams*. These should be checked in as far as possible in order to unlock them for other users and also to avoid data loss. Local workstations are stored in the *Local Storage* of your browser and will be lost if this state is deleted.

20.15 How can I unlock a diagram?

If a diagram is checked out by another user, it is locked for you. As an administrator, you have the option to *unlock a diagram*. To do this, select the entry *Unlock diagram* in the context menu of the diagram in the public workspace. If you have at least modeling rights, but not administrator rights, it is *not possible to unlock* the diagram. You can only contact the user who locks the diagram by clicking on the lock symbol in the editor.

20.16 How can I discard changes to the diagram?

If you have edited a diagram but do not want to check in your changes, *you can “discard local changes”*. Navigate to the context menu of the diagram and select the corresponding entry.

21.1 Which stereotypes exist by default?

The following are lists that give you an overview of the default diagram, object attribute and symbol stereotypes and their IDs:

Diagram type name (EN)	Diagram type name (ES)	Diagram type ID
Collaboration diagram (BPMN)	Diagrama de colaboración (BPMN)	DT_BPMN_COLLABORATION
Customer Journey Map (CJM)	Customer Journey Map (CJM)	DT_CJM
Decision diagram (DMN)	Diagrama de decisión (DMN)	DT_DMN
Entity-Relationship Diagram (ERD)	Diagrama de entidad-relación (ERD)	DT_ERD
IT architecture	Arquitectura TI	DT_IT_ARCHITECTURE
IT landscape	Equipamiento TI	DT_IT_LANDSCAPE
Organizational chart	Organigrama	DT_ORGANIZATIONAL_CHART
Process (EPC)	Procesos (EPC)	DT_EPC
Process overview (VCD)	Vista general del proceso (VCD)	DT_VCD
Risk diagram	Diagrama de riesgo	DT_RISK
Structural diagram	Diagrama estructural	DT_STRUCTURAL

Object type name (EN)	Object type name (ES)	Object type ID
Activity	Actividad	ET_ACTIVITY
Annotation	Anotación	ET_ANNOTATION
Application	Aplicación	ET_APP_COMPONENT
Application function	Función de la aplicación	ET_APP_FUNCTION
Application interface	Interfaz de la aplicación	ET_APP_INTERFACE
Application service	Servicio de la aplicación	ET_APP_SERVICE
Attribute	Atributo	ET_ATTRIBUTE
Business object	Objeto comercial	ET_BUSINESS_OBJECT
Control	Control	ET_CONTROL
Data store	Almacenamiento de datos	ET_DATA_STORE
Document	Documento	ET_DOCUMENT
End event	Evento final	ET_END_EVENT
Entity	Entidad	ET_ENTITY
Event	Evento	ET_EVENT
Event based	Basada en evento	ET_EVENT_BASED_GATEWAY
Exclusive or	Or exclusiva	ET_XOR
Free form object	Forma libre	ET_FFO

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Table 1 – continued from previous page

Object type name (EN)	Object type name (ES)	Object type ID
Group	Grupo	ET_GROUP
Inclusive or	Or inclusiva	ET_OR
Intermediate event	Evento intermedio	ET_INTERMEDIATE_EVENT
Key performance indicator	Indicador clave de rendimiento	ET_KPI
Knowledge model	Modelo de conocimiento	ET_KNOWLEDGE
Location	Localización	ET_LOCATION
Milestone	Hito	ET_MILESTONE
Norm	Norma	ET_NORM
Organizational unit	Unidad organizacional	ET_ORG_UNIT
Parallel	Paralela	ET_AND
Person	Persona	ET_PERSON
Position	Posición	ET_ORG_POSITION
Relationship	Relación	ET_RELATIONSHIP
Requirement	Requisito	ET_REQUIREMENT
Risk	Riesgo	ET_RISK
Role	Rol	ET_ROLE
Start event	Evento inicial	ET_START_EVENT

Attribute type Name (EN)	Attribute type Name (ES)	Attribute type ID
Actual value	Valor actual	AT_ACTUAL_VALUE
Allocation model	Modelo de asignación	AT_ALLOCATION
Applicable documents	Documentos aplicables	AT_APPLICABLE_DOCUMENTS
Application consultant	Consultor de la aplicación	AT_APPLICATION_CONSULTANT
Attachment (URL)	Archivo adjunto	AT_ATTACHMENT
Author	Autor	AT_AUTHOR
Call activity	Actividad de llamada	AT_CALL_ACTIVITY
Call Conversation	Conversación de llamada	AT_CALL_CONVERSATION
Capacity (0 = unlimited)	Capacidad (0 = ilimitada)	AT_CAPACITY
Capacity (in hours)	Capacidad (en horas)	AT_ORG_RES_CAPACITY
Collection	Collección	AT_COLLECTION
Compensation task	Tarea de compensación	AT_COMPENSATION_TASK
Control effect	Efecto del control	AT_CONTROL_EFFECT
Cost rate (in € per minute)	Tasa de coste (en € por minuto)	AT_RES_COST_RATE
Damage control measures	Medidas de control de daños	AT_DAMAGE_CONTROL_MEASURES
Data source	Fuente de datos	AT_DATA_SOURCE
Data state	Estado de los datos	AT_DATA_STATE
Data type	Tipo de dato	AT_DATATYPE
Data unit	Unidad de datos	AT_DATA_UNIT
Decomposition	Descomposición	AT_DECOMPOSITION
Default value	Valor por defecto	AT_DEFAULT_VALUE
Description	Descripción	AT_DESCRIPTION
Development costs (€)	Costes de desarrollo (€)	AT_DEVELOPMENT_COSTS
Email	Email	AT_EMAIL
End of operational time	Final del funcionamiento	AT_OPERATIONAL_TIME_END
Event type	Tipo de evento final	AT_END_EVENT_TYPE
Event type	Tipo de evento	AT_EVENT_TYPE
Event type	Tipo de evento intermedio	AT_INTERMEDIATE_EVENT_TYPE
Event type	Tipo de evento inicial	AT_START_EVENT_TYPE

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Table 2 – continued from previous page

Attribute type Name (EN)	Attribute type Name (ES)	Attribute type ID
Examiner	Examinador	AT_EXAMINER
Executable process	Proceso ejecutable	AT_EXECUTABLE_PROCESS
Execution interval	Intervalo de ejecución	AT_EXECUTION_INTERVAL
Execution of control	Ejecución del control	AT_EXECUTION
Execution type	Tipo de ejecución	AT_EXECUTION_TYPE
External	Externo	AT_EXTERNAL
Focus on target	Centrarse en el objetivo	AT_FOCUS_ON_TARGET
Group	Grupo	AT_GROUP
Identifier	Identificador	AT_IDENTIFIER
Identifying	Identificando	AT_IDENTIFYING
Idle time (minutes)	Tiempo de inactividad (minutos)	AT_IDLE_TIME
Impact on occurrence	Impacto en la ocurrencia	AT_IMPACT_ON_OCCURRENCE
Input/Output	Entrada/Salida	AT_INPUT_OUTPUT
Instances	Instancias	AT_INSTANCES
Instantiate	Crear una instancia	AT_GATEWAY_INSTANTIATE
Keywords	Palabras clave	AT_KEYWORDS
Life cycle	Ciclo de vida	AT_LIFE_CYCLE
Manufacturer	Fabricante	AT_MANUFACTURER
Material costs (Euro)	Costes materiales (Euro)	AT_MATERIAL_COSTS
Multiple instance type	Tipo de instancia múltiple	AT_MULTIPLE_INSTANCE_TYPE
Multiple Instances	Instancias múltiples	AT_MULTIPLE_INSTANCES
Name	Nombre	AT_NAME
Non interrupting	Sin interrupción	AT_NON_INTERRUPTING
Occupation	Ocupación	AT_OCCUPATION
Occurrence probability	Probabilidad de ocurrencia	AT_OCCURRENCE_PROBABILITY
Phone	Teléfono	AT_PHONE
Primary Key	Clave primaria	AT_PRIMARY_KEY
Priority	Prioridad	AT_PRIORITY
Probability (%)	Probabilidad (%)	AT_PROBABILITY
Process time (minutes)	Tiempo de procesamiento (minutos)	AT_PROCESS_TIME
Process time (Days)	Tiempo de procesamiento (días)	AT_TIME_TO_PROCESS
Process type	Tipo de proceso	AT_PROCESS_TYPE
Publish as PDF	Publicar como PDF	AT_PUBLISH_AS_PDF
Release	Versión	AT_RELEASE
Responsible	Responsable	AT_RESPONSIBLE
Responsible (definition)	Responsable (definición)	AT_RESPONSIBLE_4_DEFINITION
Responsible (resubmission)	Responsable (reenvío)	AT_RESUBMISSION_RESPONSIBLE
Responsible (survey)	Responsable (estudio)	AT_RESPONSIBLE_4_SURVEY
Restricted access	Restricción de acceso	AT_ACCESS_RESTRICTION
Risk category	Categoría del riesgo	AT_RISK_CATEGORY
Risk mitigation measures	Medidas de mitigación de riesgos	AT_RISK_MITIGATION_MEASURES
Risk owner	Propietario del riesgo	AT_RISK_OWNER
Risk probability (%)	Probabilidad del riesgo (%)	AT_RISK_PROBABILITY
Risk probability (classification)	Probabilidad del riesgo (clasificación)	AT_RISK_PROBABILITY_CLASSIFICATION
Root cause	Causa principal	AT_ROOT_CAUSE
Scope	Área de aplicación	AT_SCOPE
Setup time (minutes)	Tiempo de configuración (minutos)	AT_SETUP_TIME
Source	Fuente	AT_SOURCE
Start of operational time	Inicio del funcionamiento	AT_OPERATIONAL_TIME_START

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Table 2 – continued from previous page

Attribute type Name (EN)	Attribute type Name (ES)	Attribute type ID
State	Estado	AT_STATE
System administrator	Administrador del sistema	AT_SYSTEM_ADMINISTRATOR
Target	Objetivo	AT_TARGET
Target value	Valor objetivo	AT_TARGET_VALUE
Task type	Tipo de tarea	AT_TASK_TYPE
Temporal binding (in minutes)	Tiempo de vinculación (minutos)	AT_TEMPORAL_BINDING
Transport time (minutes)	Tiempo de transporte (minutos)	AT_TRANSPORT_TIME
Type	Tipo	AT_EVENT_GATEWAY_TYPE
Unit costs (€)	Costes unitarios (€)	AT_UNIT_COSTS
Valid from	Válido desde	AT_VALID_FROM
Valid to	Válido hasta	AT_VALID_TO
Value range	Rango de valores	AT_VALUE_RANGE
Variants	Variantes	AT_VARIANTS
Version	Versión	AT_VERSION
Weak	Débil	AT_IS_WEAK

Association type Name (EN)	Association type Name (ES)	Association type ID
A - Accountable	A - Aprobador	AST_ACCOUNTABLE
acts as	actúa como	AST_ACTS_AS
Aggregates	agrega	AST_AGGREGATES
Aggregation	Agregación	AST_AGGREGATES_CONTROL
Aggregation	Agregación	AST_AGGREGATES_DATA
Aggregation	Agregación	AST_AGGREGATES_KPI
Aggregation	agrega	AST_AGGREGATES_RISK
annotate	anotar	AST_ANNOTATE
Assigned to	Asignado a	AST_ASSIGNED_TO
Association	Asociación	AST_ASSOCIATION
Attribute link	Enlace de atributo	AST_ATTRIBUTE_LINK
C - Consulted	C - Consultor	AST_CONSULTED
Composes	compone	AST_COMPOSES
contains	contiene	AST_CONTAINS
Controls	Controla	AST_CONTROLS
counteracts	contrarresta	AST_COUNTERACTS
covers	cubre	AST_COVERS
depends on	depende de	AST_DEPENDS_ON
Ends measuring	termina medición	AST_ENDS_MEASURING
I - Informed	I - Informante	AST_INFORMED
inherits from	hereda de	AST_INHERITANCE
Input	Entrada	AST_INPUT
Is superior	Es superior	AST_IS_SUPERIOR
measures	medidas	AST_MEASURES
Message Flow	Flujo de mensajes	AST_MESSAGE_FLOW
occupied by	ocupada por	AST_OCCUPIED_BY
occurs	ocurre	AST_OCCURS
Output	Salida	AST_OUTPUT
R - Responsible	R - Encargado	AST_RESPONSIBLE
Realizes	Realiza	AST_REALIZATION
realizes	necesita	AST_REALIZES

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Table 3 – continued from previous page

Association type Name (EN)	Association type Name (ES)	Association type ID
Relation link	Enlace de la relación	AST_RELATIONSHIP_LINK
Sequence Flow	Flujo de secuencia	AST_SEQUENCE_FLOW
Serving	Servicio	AST_SERVING
Specialization	Especialización	AST_SPECIALIZES
Starts measuring	empieza medición	AST_STARTS_MEASURING

Diagram type ID	Object type ID	Symbol type ID
DT_BPMN_COLLABORATION	ET_ROLE	NST_POOL
DT_BPMN_COLLABORATION	ET_APP_COMPONENT	NST_POOL
DT_BPMN_COLLABORATION	ET_ACTIVITY	NST_TASK
DT_BPMN_COLLABORATION	ET_START_EVENT	NST_START_EVENT
DT_BPMN_COLLABORATION	ET_INTERMEDIATE_EVENT	NST_INTERMEDIATE_EVENT
DT_BPMN_COLLABORATION	ET_END_EVENT	NST_END_EVENT
DT_BPMN_COLLABORATION	ET_XOR	NST_XOR
DT_BPMN_COLLABORATION	ET_AND	NST_AND
DT_BPMN_COLLABORATION	ET_OR	NST_OR
DT_BPMN_COLLABORATION	ET_EVENT_BASED_GATEWAY	NST_GATEWAY_EVENT_BASED
DT_BPMN_COLLABORATION	ET_DOCUMENT	NST_DOCUMENT_BPMN
DT_BPMN_COLLABORATION	ET_DATA_STORE	NST_DATA_STORE
DT_BPMN_COLLABORATION	ET_REQUIREMENT	NST_REQUIREMENT_BPMN
DT_BPMN_COLLABORATION	ET_ROLE	ST_ROLE_BPMN
DT_BPMN_COLLABORATION	ET_APP_COMPONENT	NST_APP_COMPONENT_BPMN
DT_BPMN_COLLABORATION	ET_RISK	NST_RISK_BPMN
DT_BPMN_COLLABORATION	ET_CONTROL	NST_CONTROL_BPMN
DT_BPMN_COLLABORATION	ET_KPI	NST_KPI_BPMN
DT_BPMN_COLLABORATION	ET_NORM	NST_NORM_BPMN
DT_BPMN_COLLABORATION	ET_GROUP	NST_GROUP
DT_BPMN_COLLABORATION	ET_ANNOTATION	NST_ANNOTATION
DT_BPMN_COLLABORATION	ET_TOUCHPOINT	NST_TOUCHPOINT
DT_EPC	ET_ACTIVITY	NST_PROCESS_INTERFACE
DT_EPC	ET_EVENT	NST_EVENT
DT_EPC	ET_ACTIVITY	NST_FUNCTION
DT_EPC	ET_XOR	NST_XOR
DT_EPC	ET_AND	NST_AND
DT_EPC	ET_OR	NST_OR
DT_EPC	ET_ROLE	NST_ROLE
DT_EPC	ET_ORG_UNIT	NST_ORG_UNIT
DT_EPC	ET_DOCUMENT	NST_DOCUMENT
DT_EPC	ET_BUSINESS_OBJECT	NST_BUSINESS_OBJECT
DT_EPC	ET_APP_COMPONENT	NST_APP_COMPONENT
DT_EPC	ET_REQUIREMENT	NST_REQUIREMENT
DT_EPC	ET_RISK	NST_RISK
DT_EPC	ET_CONTROL	NST_CONTROL
DT_EPC	ET_KPI	NST_KPI
DT_EPC	ET_NORM	NST_NORM
DT_EPC	ET_ANNOTATION	NST_ANNOTATION
DT_EPC	ET_TOUCHPOINT	NST_TOUCHPOINT
DT_CJM	ET_JOURNEY_STAGE	NST_JOURNEY_STAGE

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Table 4 – continued from previous page

Diagram type ID	Object type ID	Symbol type ID
DT_CJM	ET_CUSTOMER_STEP	NST_CUSTOMER_STEP
DT_CJM	ET_TOUCHPOINT	NST_TOUCHPOINT
DT_CJM	ET_FFO	NST_FFO_TEXT
DT_DMN	ET_ACTIVITY	NST_FUNCTION
DT_DMN	ET_DOCUMENT	NST_KNOWLEDGE_SOURCE
DT_DMN	ET_BUSINESS_OBJECT	NST_INPUT_DATA
DT_DMN	ET_KNOWLEDGE	NST_BUSINESS_KNOWLEDGE
DT_DMN	ET_ANNOTATION	NST_ANNOTATION
DT_ERD	ET_ENTITY	NST_ENTITY_CHEN
DT_ERD	ET_RELATIONSHIP	NST_RELATIONSHIP_CHEN
DT_ERD	ET_ATTRIBUTE	NST_ATTRIBUTE_CHEN
DT_ERD	ET_ANNOTATION	NST_ANNOTATION
DT_IT_ARCHITECTURE	ET_APP_COMPONENT	NST_APP_COMPONENT
DT_IT_ARCHITECTURE	ET_APP_FUNCTION	NST_APP_FUNCTION
DT_IT_ARCHITECTURE	ET_APP_SERVICE	NST_APP_SERVICE
DT_IT_ARCHITECTURE	ET_APP_INTERFACE	NST_APP_INTERFACE
DT_IT_ARCHITECTURE	ET_ENTITY	NST_DATA_OBJECT
DT_IT_ARCHITECTURE	ET_ACTIVITY	NST_FUNCTION
DT_IT_ARCHITECTURE	ET_LOCATION	NST_LOCATION
DT_IT_ARCHITECTURE	ET_RISK	NST_RISK
DT_IT_ARCHITECTURE	ET_CONTROL	NST_CONTROL
DT_IT_ARCHITECTURE	ET_DOCUMENT	NST_DOCUMENT
DT_IT_ARCHITECTURE	ET_BUSINESS_OBJECT	NST_BUSINESS_OBJECT
DT_IT_ARCHITECTURE	ET_NORM	NST_NORM
DT_IT_ARCHITECTURE	ET_ANNOTATION	NST_ANNOTATION
DT_IT_LANDSCAPE	ET_APP_COMPONENT	NST_APP_COMPONENT
DT_IT_LANDSCAPE	ET_RISK	NST_RISK
DT_IT_LANDSCAPE	ET_CONTROL	NST_CONTROL
DT_IT_LANDSCAPE	ET_ANNOTATION	NST_ANNOTATION
DT_ORGANIZATIONAL_CHART	ET_ORG_UNIT	NST_ORG_UNIT
DT_ORGANIZATIONAL_CHART	ET_ORG_POSITION	NST_ORG_POSITION
DT_ORGANIZATIONAL_CHART	ET_ROLE	NST_ROLE
DT_ORGANIZATIONAL_CHART	ET_PERSON	NST_PERSON
DT_ORGANIZATIONAL_CHART	ET_ANNOTATION	NST_ANNOTATION
DT_VCD	ET_ACTIVITY	NST_FUNCTION_VCD_START
DT_VCD	ET_ACTIVITY	NST_FUNCTION_VCD
DT_VCD	ET_ACTIVITY	NST_FUNCTION
DT_VCD	ET_ROLE	NST_ROLE
DT_VCD	ET_ORG_UNIT	NST_ORG_UNIT
DT_VCD	ET_BUSINESS_OBJECT	NST_BUSINESS_OBJECT
DT_VCD	ET_DOCUMENT	NST_DOCUMENT
DT_VCD	ET_REQUIREMENT	NST_REQUIREMENT
DT_VCD	ET_APP_COMPONENT	NST_APP_COMPONENT
DT_VCD	ET_RISK	NST_RISK
DT_VCD	ET_CONTROL	NST_CONTROL
DT_VCD	ET_KPI	NST_KPI
DT_VCD	ET_NORM	NST_NORM
DT_VCD	ET_MILESTONE	NST_MILESTONE
DT_VCD	ET_TOUCHPOINT	NST_TOUCHPOINT

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Table 4 – continued from previous page

Diagram type ID	Object type ID	Symbol type ID
DT_VCD	ET_ANNOTATION	NST_ANNOTATION
DT_RISK	ET_RISK	NST_RISK
DT_RISK	ET_CONTROL	NST_CONTROL
DT_RISK	ET_ACTIVITY	NST_FUNCTION
DT_RISK	ET_APP_COMPONENT	NST_APP_COMPONENT
DT_RISK	ET_ORG_UNIT	NST_ORG_UNIT
DT_RISK	ET_ANNOTATION	NST_ANNOTATION
DT_STRUCTURAL	ET_DOCUMENT	NST_DOCUMENT
DT_STRUCTURAL	ET_BUSINESS_OBJECT	NST_BUSINESS_OBJECT
DT_STRUCTURAL	ET_KPI	NST_KPI
DT_STRUCTURAL	ET_NORM	NST_NORM
DT_STRUCTURAL	ET_PRODUCT	NST_PRODUCT
DT_STRUCTURAL	ET_ANNOTATION	NST_ANNOTATION

21.2 Which exceptions and particularities occur when configuring the symbol type color?

If you configure the *symbol type coloring* in the administration, the definition of the border, background and font color is not clear for all types. Parts of some types cannot be colored. In the following, you can find a list of these symbol types as well as an explanation about the individual color configuration.

Intermediate Event (NST_INTERMEDIATE_EVENT): The symbol in the middle (depending on the chosen event type) is colored in the border color. The example shows the configuration

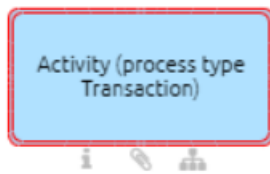
- Border color: red
- Background color: light blue
- Font color: black



Tip: If the border color does not apply to the inner symbol, the symbol definition is obsolete. You can update the symbol type using the “*Switch symbol*” function in each diagram it occurs.

Task, process type transaction (NST_TASK): If you configure an activity as task type *transaction*, the border color specifies the color of both lines edging this symbol. The example shows the configuration

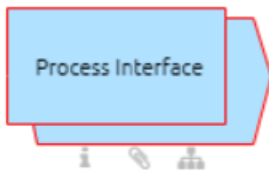
- Border color: red
- Background color: light blue
- Font color: black



Tip: In an obsolete version of this symbol type, the border color only applied to the outer line. In this case, you can change the symbol type using the “*Switch symbol*” function in your diagram to the update your symbol.

Interface (NST_PROCESS_INTERFACE): The border color defines the complete line structure of this symbol type. The example shows the configuration

- Border color: red
- Background color: light blue
- Font color: black

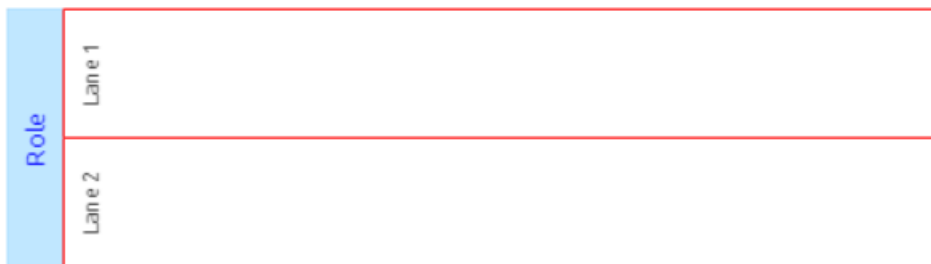


Tip: If the border color only applies to the outer border, the symbol definition is obsolete. You can update the symbol type using the “*Switch symbol*” function in each diagram it occurs.

Pool (NST_POOL, NST_VERTICAL_POOL): The font and background color only applies to the head of the pool and not to included lanes. The border color defines all borders of the lanes but not the border of the pool head. The example shows the configuration

- Border color: red
- Background color: light blue
- Font color: blue

Warning: After changing your pool colors, do not change the colors of your CI configuration. This can lead to undesired behavior. To avoid this, first change the colors of your CI configuration and only then change your pool colors.

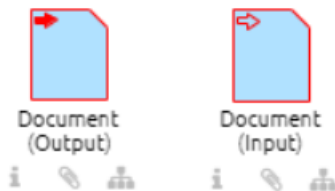


Role, Norm, Risk, Control (ST_ROLE_BPMN, NST_NORM_BPMN, NST_RISK_BPMN, NST_CONTROL_BPMN): Set the border color to configure the color of the symbol. Neither the exclamation mark of the risk symbol nor the check mark of the control symbol is changeable. The example shows the configuration

- Border color: blue - *no effect*
- Background color: red
- Font color: black

Document, type Input/ Output (NST_DOCUMENT_BPMN): If you model a document *in the attribute group* “Typing” as *Input* or *Output*, the border color also specifies the color of the arrow in the left upper corner. The example shows the configuration

- Border color: red
- Background color: light blue
- Font color: black



Tip: In an obsolete version of this symbol type, the border color does not apply to the arrow. In this case, you can change the symbol type using the “*Switch symbol*” function in your diagram to receive the coloring shown above.

^ Typing

Input/Output ▾

Input



Note: Please note that the arrow only appears when you maintain the attribute as above. The arrow is not in relation to the chosen connection type (input/ output) when adding the document object via the *mini symbol palette*.

Annotation (NST_ANNOTATION): The font color can be changed exclusively. The example shows the configuration

- Border color: red - *no effect*
- Background color: black - *no effect*
- Font color: blue

Annotation

Touchpoint, KPI (NST_TOUCHPOINT, NST_KPI_BPMN): Since the symbol color is conditional on each object, you can only change the font color of these symbol types. The example shows the configuration

- Border color: red - *no effect*
- Background color: black - *no effect*
- Font color: blue



Risk, Control (NST_RISK, NST_CONTROL): The risk resp. control icon in the upper left corner is excluded from the configuration. The example shows the configuration

- Border color: red
- Background color: light blue
- Font color: blue



Product (NST_PRODUCT): The border color applies to the complete line structure. The example shows the configuration

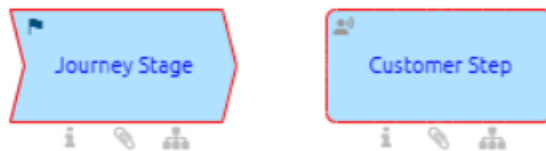
- Border color: red
- Background color: light blue
- Font color: blue



Tip: If the border color only applies to the outer border, the symbol definition is obsolete. You can update the symbol type using the “*Switch symbol*” function in each diagram it occurs.

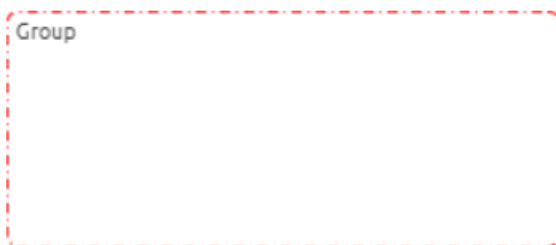
Journey Stage, Customer Step (NST_JOURNEY_STAGE, NST_CUSTOMER_STEP): The flag resp. person icon in the upper left corner is excluded from the configuration. The example shows the configuration

- Border color: red
- Background color: light blue
- Font color: blue



Group (NST_GROUP): The border color can be changed exclusively. The example shows the configuration

- Border color: red
- Background color: light blue - *no effect*
- Font color: blue - *no effect*



21.3 Notes on the use of AI features

The AI features integrated in BIC offer users innovative support in the creation and optimisation of business processes. However, it is important to be aware of the following potential risks and limitations:

- 1. Accuracy of generated content:** AI generates content based on algorithms and existing data. Incompleteness, misunderstandings or content errors may occur, resulting in inaccurate or inappropriate content. The user is responsible for the final review and adaptation of the content.
- 2. Lack of context sensitivity:** The AI may not understand the specific context or industry-specific requirements. This can lead to the generated content being either too general or not tailored to the specific situation.
- 3. Cultural and legal sensitivity:** The AI may not consider all legal, regulatory or cultural specifics that are important in certain situations. It is the user's responsibility to ensure that the generated content complies with all relevant legal requirements.

- 4. Plagiarism and intellectual property:** In individual cases, it is possible that generated content may unintentionally show similarities with existing works. Depending on how it is used, copyright issues may arise. It is recommended to check the generated content for copyright infringements and to adapt it if necessary.
- 5. Technical errors and failures:** Despite the high reliability of our AI features, technical errors or failures may occur that affect the quality or completeness of the generated content. In rare cases, this can also lead to no results being delivered
- 6. Results in another language:** The AI attempts to deliver content in the preferred language. However, there may be instances where content is generated in a different language, particularly if the information accessed by the AI is predominantly available in that language. In such cases, the user may need to manually translate and modify the content as needed.
- 7. Unsuitable content for critical processes:** In safety-critical or highly regulated processes, the generated content should only be used as a suggestion. A comprehensive review by qualified professionals is essential.

The AI features for generating process content provide valuable support in creating business processes. However, it is the user's responsibility to thoroughly review and adjust the generated content to ensure it meets the specific requirements of the company as well as legal and ethical standards. Additionally, there may be instances where no results are provided, results are incomplete or inaccurate, or content is not available in the preferred language.

Hint: Please note that GBTEC is not responsible for the legality, accuracy or completeness of the content generated.

BIC PROCESS EXECUTION

Welcome to the [BIC Process Execution](#) Documentation! BIC Process Execution is an application which is used to execute processes that have been defined and published within BIC Process Design. It allows you to actively implement modeled processes and make them available to your users for execution.

BIC Process Execution is a Progressive Web App (PWA) and therefore available on all end devices. In addition to the desktop version, you can also access the mobile view, for example, via an icon on your tablet. The mobile view is optimized and differs slightly from the desktop version, but is similar in its operation. This documentation mainly describes the desktop view to avoid redundancy. In some sections the mobile view is also discussed when the differences between the mobile view and the desktop view are relevant to your use.

22.1 Quickstart

22.1.1 BIC Process Execution content structure

Your BIC Process Execution application contains processes that have been modeled in your BIC Process Design. Cases can be created for each of these processes. Cases are concrete forms of a process flow. They contain executable *tasks* that represent the process steps of the corresponding process. The tasks can be executed automatically or manually by assigned, responsible users or user groups.

The processes for the productive work with BIC Process Execution are available to all users (unless restricted). This is because the processes are based on the published version of the corresponding diagrams. In accordance with the different stages of BIC Process Design, BIC Process Execution provides authorized users with *multiple environments* to follow the development of a process.

22.1.2 First steps

How do I log in?

To be able to use BIC Process Execution, you must be *a registered user of BIC Process Design*. Once this requirement is met, you can log in to BIC Process Execution at any time.

Logging in to BIC Process Execution is the same as logging in to *BIC Process Design*. After launching BIC Process Execution and completing the login, you will be automatically directed to *your tasks*.

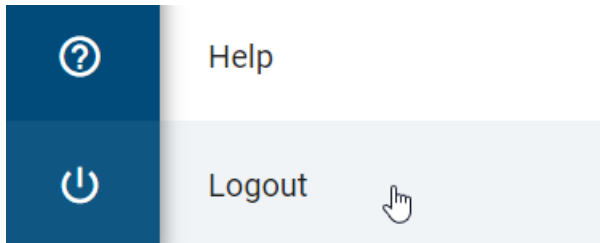
If you do not have any active tasks, you will be redirected to the *process overview*.

Tip: To make the simultaneous use of BIC Process Design and BIC Process Execution as convenient as possible, single sign-on is used. This means that a single login to one of the two applications is sufficient to be automatically logged in to the other application. This means that you do not have to log in again when you start the other application.

Warning: Please note that you will receive a notification if you attempt to access the application with an unsupported browser. The message will inform you that your browser is not compatible. It is important to note that only Internet Explorer is currently not supported.

How do I log out?

You can find the *Logout* function in the *menu*



After using this function, you will be logged out of the BIC Process Execution application.

Note: The *single sign-on function* automatically logs you out of BIC Process Design after you sign out of in BIC Process Execution.

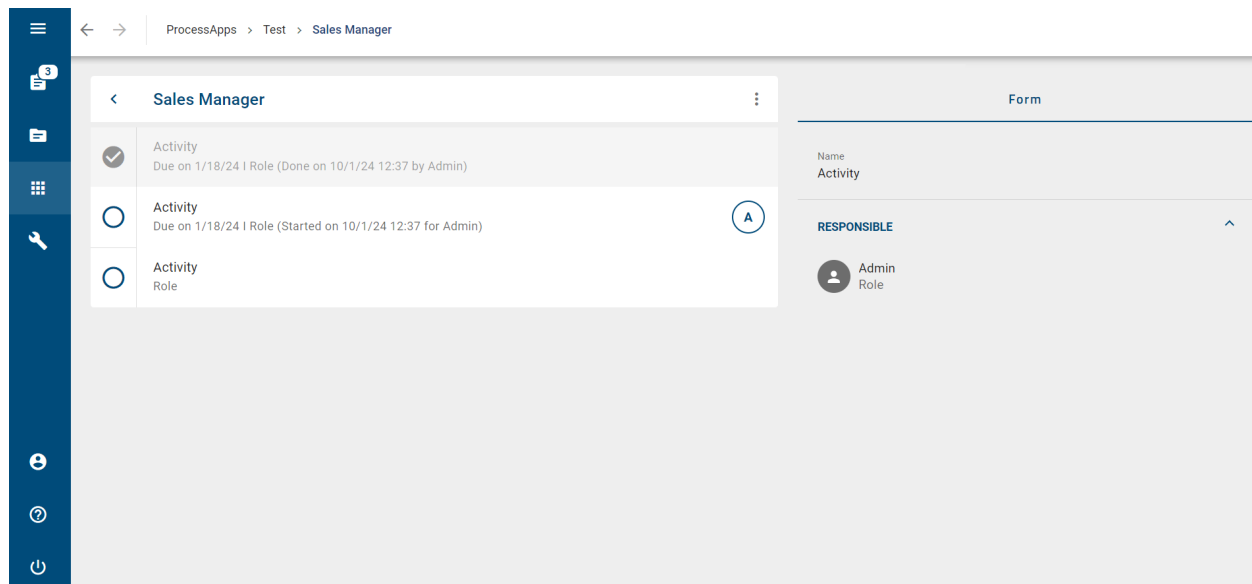
How is the interface of BIC Process Execution structured?

The BIC Process Execution interface can be divided into three parts:

Header: The header shows the area that is currently displayed. In addition, you will find some basic functionality such as the burger menu icon, which is used to show or hide the menu sidebar. In the mobile view you will also find, for example, the *back* arrow, which is used to navigate back through the different layers.

Main area: This is the central area where you can, for example, work on tasks, view processes or check the progress of the cases.

Sidebars: Navigation elements and functions, such as the menu, are provided through the sidebars of your desktop. By default, the sidebar is shown or hidden depending on your current screen size, your zoom setting and the level you are currently at. You can expand or collapse the menu as needed by clicking the *menu* icon in the top left corner.



How can I navigate through BIC Process Execution?

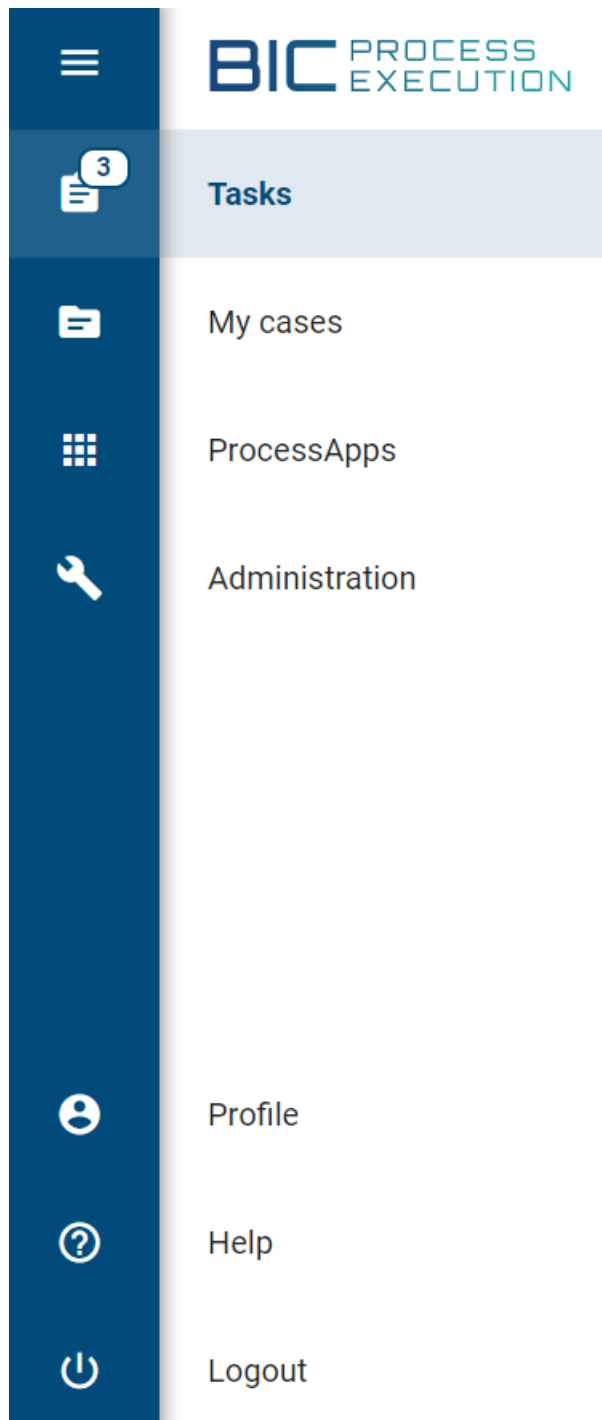
The fundamental navigation structure in BIC Process Execution is the *menu*. It is located on the left side of your screen in the form of a sidebar. The menu entries navigate you to the main areas of BIC Process Execution. For example, the menu contains the following main areas:

Tasks: Here you will find a list of all tasks from all cases that are currently outstanding for you as the person responsible or member of the responsible user group. This allows you to access your tasks collectively and clearly arranged.

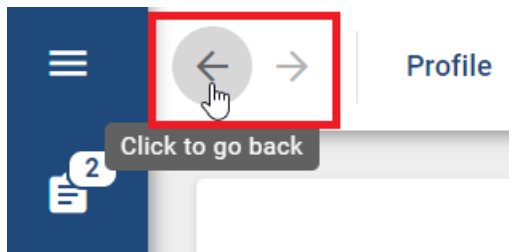
My cases: This area displays all cases which you have created and are therefore registered as the creator. This gives you a quick overview of the progress of the cases that are most relevant to you.

ProcessApps: This area contains all the processes you can use in your BIC Process Execution application. For more information on what processes are available in BIC Process Execution, click [here](#).

(Administration: As a ProcessApp Administrator, you will also find the [Administration](#) in the menu. In this section, you can manage your API keys, configure ProcessApps, and define global variables. This allows you to better manage BIC Process Execution.)

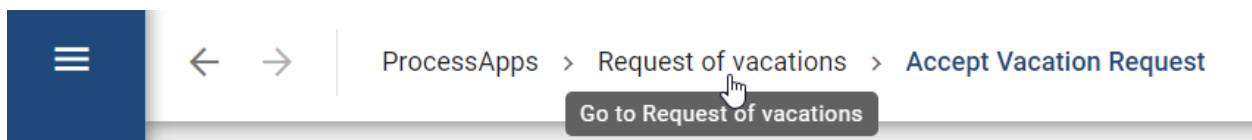


Use the arrows to move back and forth through your history.

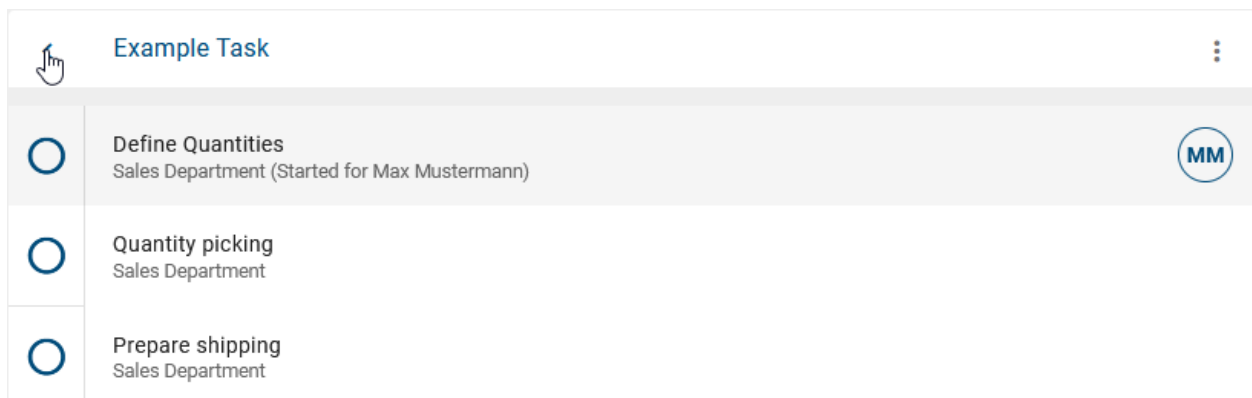


Note: To disable the arrows when moving outside of BIC Process Execution, we recommend using the **Chrome**, **Opera**, **Edge** and **Samsung** browsers. The navigation arrows **only** work when moving within BIC Process Execution.

The header contains the breadcrumb navigation. Selecting the desired name will take you from a case or case list to the higher level.



You can also use the *Up* button in the process flow of a case to navigate to the case list of the respective ProcessApp. Using the *Up* button in this list, you can go to the ProcessApps (Collections).



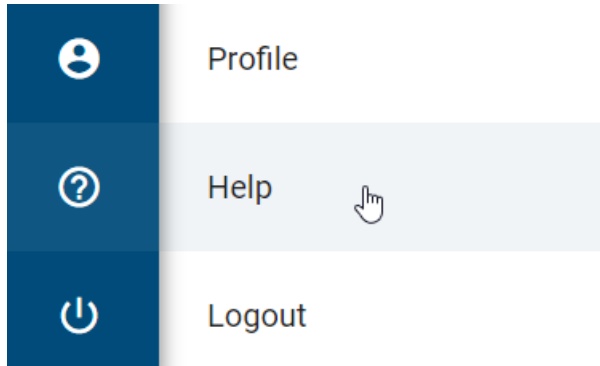
Tip: The menu can be hidden or shown by using the burger menu in the upper left corner of your screen. If your screen does not have enough space to display of the main area and the menu (for example, in the mobile view), the menu will be hidden by default.

How can I install BIC Process Execution as PWA on my device?

You can install BIC Process Execution as a Progressive Web App on your mobile device or desktop computer. This give you faster access to the application and allows you to receive *push notifications* on your mobile device even when the application is closed. The PWA installation process may vary depending on the operating system and browser on your device. For detailed instructions on how to install a PWA on your device, please refer to the corresponding help. For example, instructions for an Android device using the Google Chrome browser can be found [here](#).

Where can I find the help?

In the *menu*, click on the question mark to open the help. Here you can view the user documentation.



22.2 Modeling

If you use BIC Process Execution, BIC Process Design will allow you more possibilities than before. You can enhance *send tasks with an email template* or configure user tasks with an individual form to help users accomplish their tasks. Moreover, you can automate process steps by defining *REST calls* or *script tasks*.

If you model a process in BIC Process Design, you can *test it in BIC Process Execution* before you publish it.

22.2.1 Which processes are displayed in BIC Process Execution?

BIC Process Execution is directly connected to BIC Process Design. Processes that are displayed and can be executed in BIC Process Execution, have previously been defined as such in BIC Process Design. This can be done using the diagram attribute *Executable process* within the attribute group *Automation* of the diagram types **Business Process Model and Notation (BPMN)** and **Event-Driven Process Chain (EPC)**. This checkbox has to be activated to declare the process as executable. How to display the attributes of a diagram is explained in *this chapter*.

- ▼ Governance
- ^ Automation
 - ☒ Executable process
 - ☐ Allow users to start tasks manually
 - ☐ Hide Start Form

In the productive environment, you will only see processes in BIC Process Execution as long as the corresponding diagrams in BIC Process Design are available in the *publication*. If so, the process will be available within BIC Process Execution within the *ProcessApps*. When you depublish a diagram in BIC Process Design, you cannot create new cases of the associated process. As long as there are running or archived cases of that process, the ProcessApp will continue to be available. The associated ProcessApp will be completely removed once all cases are deleted in accordance with the configured retention period. After every change that has been made to a diagram, it has to be published again to make these changes also visible in the corresponding process of the productive environment.

Hint: In the *development und test environment* of BIC Process Execution, a process can already be tracked during its development. This reflects the modeling of the corresponding diagram in BIC Process Design.

Note: Note that *access restrictions*, defined in BIC Process Design, will also effect the visibility of processes in BIC Process Execution. This means that diagrams which have an access restriction in BIC Process Design, will only be visible to you as a process in BIC Process Execution, if you are part of the corresponding access restriction.

Additionally, ProcessApp Administrators have the option to determine whether other user groups are allowed to start tasks manually. To do this, the checkbox *Allow users to start tasks manually* can be activated. This enables the initiation of previously unstarted active segments of a task.

^ Automation

- ☒ Executable process
- ☒ Allow users to start tasks manually
- ☐ Hide Start Form

By selecting the option *Hide Start Form*, you can configure that when *creating new cases* for the process, you will be redirected directly to the process flow view, skipping the case start form. The new case will be named based on the process name and the timestamp.

^ Automation

- ☒ Executable process
- ☐ Allow users to start tasks manually
- ☒ Hide Start Form

22.2.2 How can I configure my ProcessApp icons?

The icon used to display your process in the *ProcessApp* area in BIC Process Execution can be customized in the attributes of the corresponding diagram in BIC Process Design. To configure an icon, navigate to the details of the relevant diagram in BIC Process Design. Here you will find the attributes *ProcessApp color* and *ProcessApp icon* under the attribute group *Automation*.

You can use the *ProcessApp color* attribute to specify the icon's color. As value enter the RGB color code of your desired color, for example red via 255,0,0. You can also use HEX codes, such as #FF0000 for red, or the corresponding color names. The task icon is always the same color as the ProcessApp.

The icon can be defined via the attribute *ProcessApp icon*. You can choose an icon provided by [Font Awesome](#) (v6.5.1), which is available for free. Enter the name of the icon as the value of the attribute.

An example could be as follows:

Automation

☒ Executable process

☐ Allow users to start tasks manually

☐ Hide Start Form

Case creation restriction

Retention period in days

ProcessApp color

255,0

ProcessApp icon

credit-card

The result will then be displayed like this:



Create offer
1 case

The default icon for undefined processes is a diagram icon.

Note: You can choose from all Font Awesome icons in version 5.15.4 except the trademark-protected ones.

22.2.3 How can I restrict the visibility of all cases in the ProcessApp?

If you want to restrict the visibility of processes within the *ProcessApp* section of BIC Process Execution, you can do so during modeling. Navigate to the details of the regarding diagram in BIC Process Design. Here, under the *Automation* attribute group, you will find the *Analyst* attribute.

The *Analyst* attribute allows you to maintain multiple users or user groups that can view all cases within the ProcessApp after the process is published. It is important to note that users must be assigned to the *ProcessApp Analyst* role. All other users will only be able to see the cases assigned to them within the ProcessApp.

Automation

☒ Executable process

☐ Allow users to start tasks manually

☐ Hide Start Form

Case creation restriction

Analyst

 John Doe X

 ProcessApp Analysts X

Retention period in days

If you change the users or user groups in the *Analyst* attribute, previously maintained users and user groups will no longer have access to all cases within the ProcessApp.

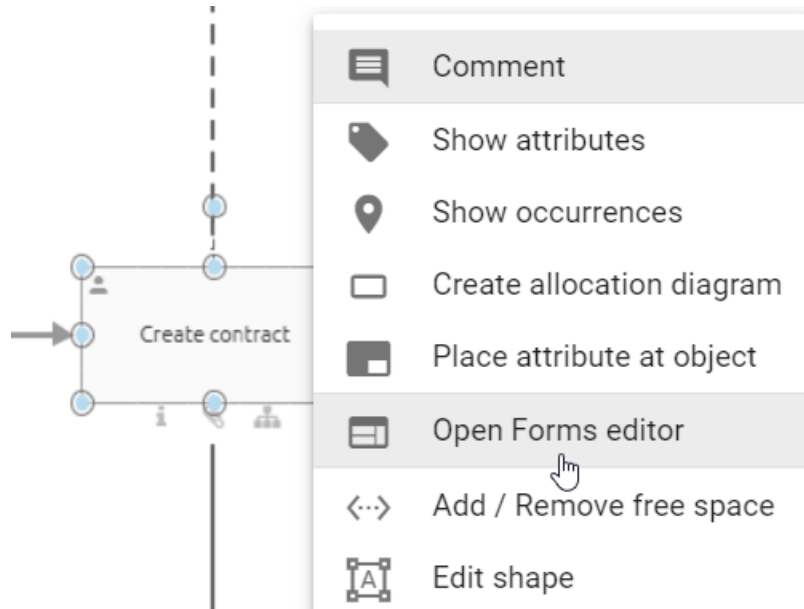
22.2.4 Form Editor

With the form editor, you can create the form of a *user task*. You can configure different form fields that will be displayed in the *form of the task* when the process is executed. The responsible of the task can fill the fields when completing the task.

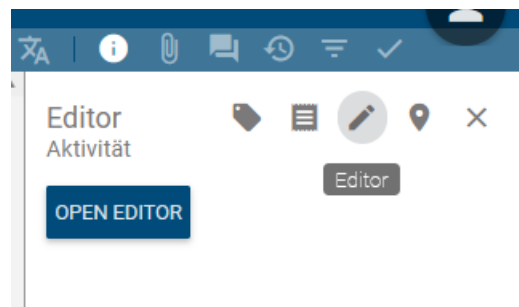
How can I create and configure my own form?

In order to use the form editor, your diagram has to be marked as *executable process* in the attributes. The *activity type* of the task has to be *User*.

Now you can open the form editor. To do so first open the context menu of the activity with a right click on it. There select the entry *Open Forms editor*.



Alternatively, you can open the form editor via the *details* of a task. To do that, select the activity and open the details on the right-hand side. There you can find the button *Open Editor*. Select this button and the form editor will open.



The form editor opens in a new dialog window. On the left side of the form editor you will find all available form fields that can be added or configured. In the middle of the editor you can see a preview of the form which contains all elements that have already been added to your form. If one of those elements has been selected you can see its details on the right side of the dialog.

Within the form editor, you can *add new elements to your form*, *adjust the position of the different form fields* within the form, change their attributes, or *remove single form fields* from the form.

To apply your changes, confirm your entries by pressing the *Save* function in the top right corner of the form editor. With *Cancel* you can leave the form editor and the changes will be discarded.



As soon as you have saved your changes and the corresponding *diagram meets all requirements to be displayed as a process in BIC Process Execution*, your form can be found in addition to the automatically generated form fields of the task.

Form

Name

Contract partner

Enter the contract partner here

Contract number

Enter the contract number here

Date of contract creation

dd.mm.yyyy

Description

B *I* U ~~S~~    

Add further information here

Note: Please note that in order for your form to be editable in a case's process flow, the appropriate task must be assigned to a user.

You can use *process variables* in your form. They need to be enclosed by two curly braces (e.g., `{{variableName}}`). If you received a data object via a *rest call*, you can use that as well in your form. The following example shows a JSON file with the data object 'address'. To use the zip-code as a variable, you need to use `address.zip`. You can nest as many data objects as you like.

```
{
  "firstName": "John",
  "lastName": "Doe",
  "address": {
    "street": "Examplestreet",
    "number": 13,
    "zip": "44801"
  }
}
```

Hint: If a data object is named with a dot in the JSON file without a nested structure, it will be replaced with an underscore. In this example, if *address.zip* is not nested, the name will automatically be renamed to *address_zip*. After the replacement, you need to use the underscore(s) to continue using the variable(s).

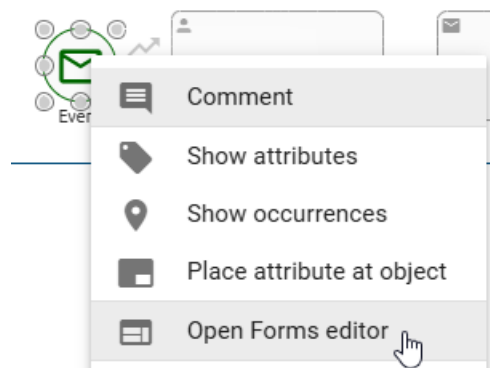
Warning: Remember to also save the diagram, after you have applied changes within the form editor. Otherwise your changes will be lost when leaving the diagram.

Note: If you have errors in your task form, the form will not close after saving. You will see an error icon on fields with errors. After solving them, the task form can be saved and closed.

How can I create a start form?

As a *ProcessApp Creator*, you can create a start form using the form editor. To do this, you need to type the start event as a *Message* during modeling in BIC Process Design. You can find this option in the *Details* of the start event in the right sidebar.

You can then open the form editor by right-clicking on the start event and selecting the *Forms editor* option from the context menu. Alternatively, you can open the editor through the *Editor* option from the *Details* in the right sidebar.



After clicking the option, the form editor opens. Here, you can configure your form by adding new elements and editing the field properties. This enables you to define relevant process information directly in the start form and start the process immediately.

Once you have saved your configured form and executed the process, your form will appear in the automatically generated task form in BIC Process Execution.

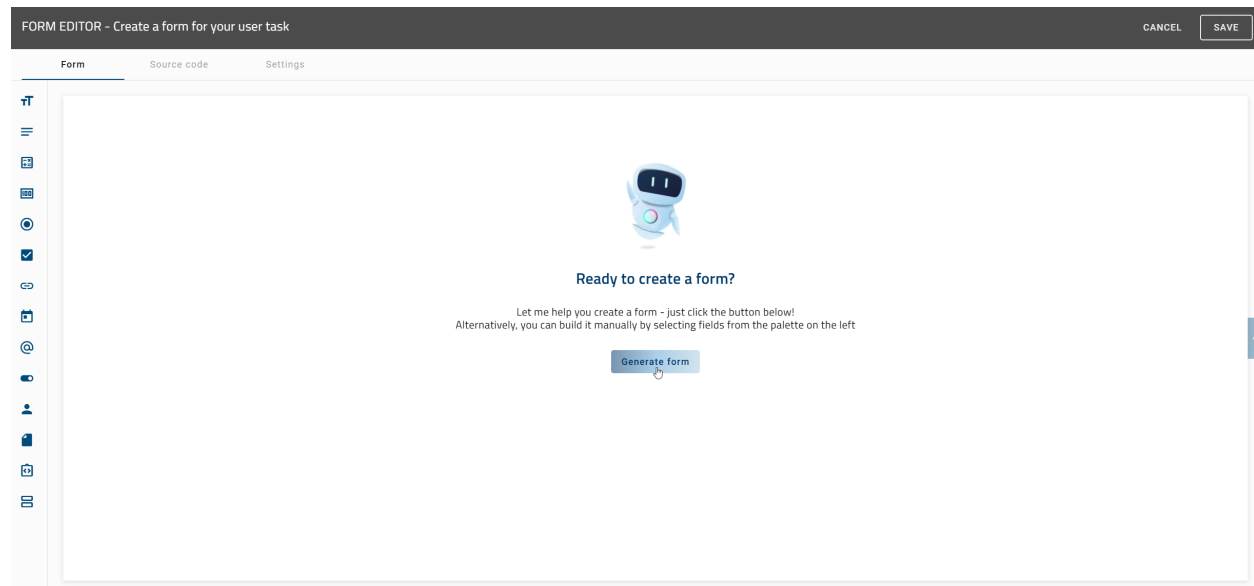
To display the start form when *creating new cases*, the *Hide Start Form* option in the *Details* tab in the right sidebar of the process must be deactivated. Now when you create new cases with a start form, the start form is displayed in the form of a user task. After filling out the start form and clicking the *Create* button, you will receive a message in the bottom right corner of the screen with a link to the corresponding case and can switch to the process flow.

Note: Please note that the start form can only be displayed in only **one** start event has been modeled in the process.

How can I create an automatically generated form?

As a *ProcessApp Creator*, you have the option to create an automatically generated form using Arty. To do this, go to BIC Process Design and check out a diagram. Then select an activity and type it as a *User* task type in the details in the right sidebar. You can then open the form editor by right-clicking on the activity or select the Editor in the Details in the right sidebar.

If the AI-supported features of Arty are enabled for you, you have the option to automatically generate the form when you open the form editor for a new form. To do this, click the *Generate form* button.



Your request will then be processed and you will receive the automatically generated form within a short period of time. Here, you can make further changes, such as adding relevant process information or *rearranging the position of individual form fields*.

Finally, save your form by clicking the *Save* button. To discard the form, click *Cancel*.

Hint: Please note that the AI-enabled feature of Arty is not included in the standard licence. Please contact your representative for more information. Please also refer to the notes on using the *AI feature*.

Tip: To generate a more accurate form for your process, we recommend that you provide the relevant information in the description of the activity.

Which form fields exist and how can I add a new form field to my form?

You have the possibility to add these form fields into your form:

- *Text*: A simple *text* field for the in- and output of alphanumeric strings.
- *Text area*: *Text field* for the input of longer text such as descriptions and comments, which also allows formatting the text.
- *Formula*: *Formula* for calculating numeric or logical values.
- *Number*: Field for the in- and output of numeric values. Can store *numbers* with decimal places.
- *Single choice*: *Choice field* where a user can choose exactly one option of several predefined options. This can be configured as a list or drop-down menu.
- *Multiple choice*: *Choice field* where a user can choose one or more options of several predefined options. This can be configured as a list or drop-down menu.
- *Date*: Field for the in- and output of *dates*.
- *Boolean*: Field with a *binary decision*.
- *Email*: Field where a user can enter an *email address* or get an email address as output to write an email.
- *URL*: Field for the in- and output of *web addresses*.
- *Users/User groups*: Field to add a *user or user group*.
- *File*: Field to upload *files*.
- *HTML*: You can use the *HTML field* to display clear and helpful instructions to help you fill in the form. These include text formatting, integrating links and the use of simple HTML tags.
- *Section*: Field to define the arrangement of *multiple columns* in a form.

To add a new form field into the form, first open the form editor at the corresponding activity. In the left sidebar, select the desired form field that you want to add to your form.

The screenshot shows the 'Form' tab of the BIC Process Design interface. A red box highlights the 'Add text field' button and the 'Text' field icon in the left sidebar. The form preview shows a 'Text' field at the top, followed by 'Texto', 'Email', and 'Date' fields.

A new entry will be created at the bottom of the form preview. If you select the new entry you can edit the form field according to your needs. Every form field has different attributes which are explained in the following sections. Alternatively you have the option to add a form field via drag & drop into the designated position.

The screenshot shows the 'Form' tab of the BIC Process Design interface. A blue line is drawn across the form preview, and a 'Number' field icon is being dragged from the left sidebar to the form preview, positioned below the blue line.

The field will be inserted underneath the blue line.

Which attributes does a form field have?

With attributes, you can configure your form fields in the right sidebar individually. For every form field there is a set of commonly available attributes:

- **ID:** If you add a new form field it automatically gets an ID. This ID is available as a *process variable* in your process and is necessary if you want you can change the ID of your form field. This can be helpful if you want to use your input again. Furthermore you have the option to use already existing *process variables* as ID's. In this way you can get the current value of the corresponding variable in your process.
- **Label:** With the label you enter a name for your form field which will be displayed to the user in the form field at the top left.
- **Placeholder text:** Here you enter a text which explains what kind of input is expected (for example, a short description or an example).
- **Mandatory:** If this checkbox is activated, the user needs to make an input before being able to continue.
- **Read-only:** Values of form fields which have activated this attribute cannot be changed by the user in BIC Process Execution. This means the corresponding process variable cannot be changed via this form field.
- **Hidden:** This attribute can be used, if you do not want the user to see the form field. When a field is *Hidden*, no validations (e.g., mandatory, minimum length, etc.) are performed.
- **Hint:** This attribute can be used to display a hint below the input field for the user.
- **Default value:** This attribute can be used to define a default value. You can decide whether you use a value or a formula that needs to be evaluated. Process variables must be enclosed by two curly braces.

With some attributes you have the possibility to choose whether they should always behave as specified or just in some cases. You have this option on the form fields *Hidden*, *Mandatory*, and *Read-only*. There are two different options possible for this. *Always* ensures that the corresponding form field always behaves as specified. *Conditionally* lets you type in a *formula* which decides whether the attribute is applied or not.

In the following screenshot you can see an example where the field will be *Hidden* if the variable *value* is bigger than 5.

☒ Hidden

☐ Always

☒ Conditionally

Enter formula function



After editing the attributes you can confirm your changes by using the function *Save*.

Note: Please note that the values of the properties apply to all content languages and cannot be defined individually for each.

The following sections explain which additional attributes each form field has.

Text field

Name of the contract partner
Example Ltd.

Contract number
XXX-YYYY-ZZ

E-Mail
example@gbtec.com

Website of partner
www.gbtec.com

Start of contract
MM/DD/YYYY

Does the company work internationally?
☐

Supported locations (Germany)
Options
Bochum
München

Details - Text

ID *
contract.partner

Label
Name of the contract partner

Default value
Provide default value or formula
The default value will be calculated when no value exists when this task is started.

Placeholder text
Example Ltd.

Hint
The name of the contract partner

Pattern
Enter a pattern

☐ Mandatory
☐ Read-only
☐ Hidden

Min length
Enter min length

Max length
100

Size

The simple text field can be used for the in- and output of short alphanumeric strings.

It has the following additional attributes:

- **Pattern:** Enter a regular expression the input must match in order to be valid.
- **Size:** This value indicates how wide the input field is (measured in characters).
- **Min length:** This value defines the minimum of characters needed to make a valid input.
- **Max length:** This value defines the maximum of characters needed to make a valid input.

Hint: An example for a pattern could be `([a-z]\d\d)+`. This regular expression indicates that a combination of a lowercase letter followed by 2 digits is valid. Those can be repeated several times. An example for a valid input would be `a14b22` or `q41c96b74e44`. Other inputs like `A54b41` or `1d23` would not be valid.

The basics of a regular expression are demonstrated below:

A regular expression (RegExp) is a pattern that is searched for in character strings.

- Syntax: `/pattern/flags`
- Pattern: The character string that is being searched for.
- Flags: Modifiers such as `g` (global), `i` (ignore case), `m` (multi-line).

Permitted patterns:

Character classes:

- `.`: Any character except line break
- `\d`: digit (0-9)
- `\w`: Alphanumeric character and underscore
- `\s`: White space character (space, tab, etc.)

Groupings and alternatives:

- `(...)`: Grouping
- `|`: Or operator

Quantifier:

- `*`: 0 or more
- `+`: 1 or more
- `?`: 0 or 1
- `{n}`: Exactly n
- `{n, }`: At least n
- `{n, m}`: Between n and m

Anchor:

- `^`: Start of the input
- `$`: End of the input

Examples:

- `^\d{5}$`: Five-digit number
- `^(https?|ftp)://`: URL that starts with http, https or ftp
- `^[a-zA-Z]+$`: Only letters (upper and lower case)

The following links allow you to view details about the RegExp class used, which the browser uses in the background for pattern checking, as well as the corresponding online tester for RegExp:

- [RegExp - JavaScript | MDN](#)
- [RegExr: Learn, create and test RegEx](#)

In a running case, the text field above results in:

The screenshot shows a web form titled "Form" with a blue header bar. Below the header, the text "Name" is followed by "Enter contract data". There are two main input sections. The first section is for the "Name of the contract partner", with the example text "Example Ltd." and a description "The name of the contract partner". The second section is for the "Contract number", with the example text "XXX-YYYY-ZZ" and a description "Contract number of the internal system". A small circular icon with a refresh symbol is located to the right of the contract number input field.

Text area field

The screenshot displays a BIC Form with a text area field and its configuration details. The form is titled "Primary mail address for contact". The text area field is labeled "Website of partner" and contains the text "www.gbtec.com". Below it, there is a date field labeled "Start of contract" with a calendar icon. To the right of the text area field, there is a toggle switch labeled "Does the company work internationally?". Below the toggle switch, there are two sections for "Supported locations". The first section is "Supported locations (Germany)" with a list of options: "Bochum" and "München". The second section is "Supported Locations (International)" with a list of options: "A Coruna - Spain", "Brisbane - Australia", "Vienn - Austria", and "Vigo - Spain". To the right of the form, there is a "Details - Text Area" panel. This panel contains the following information: ID: "contract.details", Label: "Details", Default value: "Provide default value or formula", Placeholder text: "Contact person and other details", and checkboxes for "Mandatory", "Read-only", and "Hidden". At the bottom of the panel, there are input fields for "Height" and "Width", both labeled "Enter height in pixels" and "Enter width in pixels" respectively.

The text area field can be used for longer alphanumeric strings. For example, it could be used to save or show descriptions or comments. It also allows to format the input (e.g. bold, italic, etc...).

It has the following additional attributes:

- *Height*: This value indicates how high the text area is (measured in pixels).
- *Width*: This value indicates how wide the text area is (measured in pixels).

In a running case of the example above, the text area is displayed as follows:

Details

B I U S   

Contact person and other details

Formula field

Start date of absence

MM/DD/YYYY

At which date does the absence start?

End date of absence

MM/DD/YYYY

At which date does the absence end?

Days of absence

DAYS(((enddate)),((startdate)))

Reason for absence

Options

Regular vacation
Special vacation
Reduction of overtime
Other

Details - Date

ID *

startdate

Label

Start date of absence

Default value

Provide default value or formula

The default value will be calculated when no value exists when this task is started.

Placeholder text

MM/DD/YYYY

Hint

At which date does the absence start?

☐ Mandatory

☐ Read-only

☐ Hidden

The formula field can be used to calculate a variable. It can be a numeric or logical value, even calculations with date values are possible. You can get an overview of all available formulas in [this chapter](#).

It has the following additional attribute:

- **Formula:** Here you select the formula you want to use. Possibly one or more parameters are necessary to calculate your formula.

Note: Please be aware that the attribute *read-only* is **always** active for the formula field.

When entering your formula, you must pay attention to the following:

- The formula needs to be written in capital letters.
- Parameters have to be in braces and need to be separated by a comma.
- If you want to use earlier defined *process variables*, you need to put them between two curly braces (e.g., {{VariableName}}).
- Other parameters do not need to be enclosed by curly braces.

In the example above, the formula computes the number of absence days. This is done in a running case as soon as both start and end date have been entered:

Form

Name
Request Vacation

Start date of absence
7/25/2022

At which date does the absence start?

End date of absence
7/28/2022

At which date does the absence end?

Days of absence
3

Reason for absence

☒ Regular vacation

☐ Special vacation

☐ Reduction of overtime

☐ Other

Number field

Form | Source code | Settings

Form

Text

Email

Number

Formula

Date

Details - Number

ID*
number

Label
Number

Default value
Provide default value or formula
The default value will be calculated when no value exists when this task is started

Placeholder text
Enter placeholder text

Hint
Enter a hint text

☐ Mandatory

The number field can be used to save or show numeric values. The use of decimal numbers is also possible. It has the following additional attributes:

420

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- *Min value*: Enter a value here which is the lower limit for the user input.
- *Max value*: Enter a value here which is the upper limit for the user input.
- *Step*: This value defines by how much the input value increases or decreases when using the input form. The standard step is 1. Regardless of the step size, the user can enter their own values as long as they are between the min and the max values.

In the example above, the attributes min and max value of the number field “Contract number” are maintained in such a way that the user must specify a four digit number.

Form

Name
Enter contract data

Name of the contract partner

Example Ltd.

The name of the contract partner

Contract number

XXX-YYYY-ZZ

Contract number of the internal system

Single choice field

Start date of absence

MM/DD/YYYY

At which date does the absence start?

End date of absence

MM/DD/YYYY

At which date does the absence end?

Days of absence

DAYS(((enddate))-((startdate)))

Reason for absence

Options

Regular vacation
Special vacation
Reduction of overtime
Other

Details - Single Choice

Show single choice as a dropdown ☐

ID *

absence-reason

Label

Reason for absence

Default value

Provide default value or formula

The default value will be calculated when no value exists when this task is started.

☐ Mandatory

☐ Read-only

☐ Hidden

The single choice field can be used when the user needs to choose exactly one of several predefined options.

It has the following additional attributes:

- *Options*: A list of available options from which the user can choose. The options are separated by a line break.
- *Show single choices as a dropdown*: If you activate this attribute, the user can select the desired option from a drop-down menu. These can be selected with a mouse click or entered manually. When the user makes an

input, the number of choices is reduced to match the input. If the input does not match any option, no options are displayed. Deactivating the attribute will lead to a presentation of the options in a list.

The single choice field “Reason for absence” in the example above is configured as a drop-down menu. In the following, the option “vacation” has been chosen:

Form

Name
Request Vacation

Start date of absence
7/25/2022

At which date does the absence start?

End date of absence
7/28/2022

At which date does the absence end?

Days of absence
3

Reason for absence

☒ Regular vacation

☐ Special vacation

☐ Reduction of overtime

☐ Other

Keys

You can define a key for each option that is stored as the value of the process variable instead of the actual option. You can add the key to the respective option using a semicolon as separator. If an option itself contains semicolons, the last one is detected as separator. For example, the form field “Department” will have the option-key pairs *Development* - dev, *Human Resources* - hr and *Sales* - sls:

Department

Options

- Development; dev
- Human Resources; hr
- Sales; sls

Details - Single Choice

Show single choice as a dropdown

ID *

department

If the option *Development* is selected by a user in a case, the process variable “Department” is saved with the value

"dev".

department (string)

dev

You can also make the selection options dynamic. In this case, the options can come from process variables that can change.

A screenshot of a BIC form titled "Department". Below the title is a section labeled "Options" which contains three lines of text: `{{Development}}:dev`, `Human Resources;{{hr}}`, and `{{Sales}};{{sls}}`. The text is displayed in a monospaced font.

The `{{...}}` notation is used as a placeholder and is replaced by the value of the corresponding process variable.

If the value of the process variable used as a placeholder is a comma-separated string, the string is split by the comma. Each split element is then displayed as an independent option that can change depending on other variables.

A screenshot of a BIC form titled "Department". Below the title is a section labeled "Options" which contains a single line of text: `{{MultipleDevelopments}}`. The text is displayed in a monospaced font.

In this example, `{{MultipleDevelopments}}` is specified as an option, which is a comma-separated string. The task form now displays all the options contained in the process variable.

Tip: Keys can also be defined for dynamic options using a semicolon. As with static options, the key associated with the selected option is stored as a process variable.

Multiple choice field

The screenshot displays a form configuration interface for a BIC process. On the left, a form preview shows several fields: 'Primary mail address for contact' (text), 'Website of partner' (text with value 'www.gbtec.com'), 'The website of the contract partner' (text), 'Start of contract' (date picker), 'Does the company work internationally?' (checkbox), 'Supported locations (Germany)' (list with options 'Bochum' and 'München'), and 'Supported Locations (International)' (list with options 'A Coruna - Spain', 'Brisbane - Australia', 'Vienn - Austria', and 'Vigo - Spain'). The 'Supported Locations (International)' field is highlighted with a blue border. On the right, the 'Details - Multiple Choice' configuration panel is visible. It includes toggle switches for 'Save selected options as string array' and 'Show multiple choice as a dropdown'. Below these are fields for 'ID *' (value: 'contract.locationsInternational'), 'Label' (value: 'Supported Locations (International)'), and 'Default value' (value: 'Provide default value or formula'). There are checkboxes for 'Mandatory', 'Read-only', and 'Hidden' (checked). Below these are radio buttons for 'Always' and 'Conditionally' (selected). At the bottom, a formula field contains 'NOT(((contract.international)))'.

The multiple choice field can be used when the user can or needs to choose one or more of several predefined options.

It has the following additional attributes:

- *Options*: A list of available options from which the user can choose. The options are separated by a line break.
- *Show multiple choices as a dropdown*: If you activate this attribute, the user can select the desired option in a drop-down menu. Deactivating the attribute will lead to a presentation of the options in a list.
- *Save selected options as string array*: This attribute indicates whether the *process variable* is saved as a string or as a string array. If you deactivate the attribute, the process variable is saved as a string. If you activate the attribute, the process variable is saved as an array of strings. The array contains the selected answers. Note that you can define *keys* that are stored in the process variable array. You can find an explanation below the next screenshot.

The multiple choice field “Supported Locations” above is only visible in the form if the process variable `contract.international` has the value `TRUE`. The process variable can be set to `TRUE` via the *boolean field* “Does the company supply internationally?”. In a running case, the fields are displayed as follows:

Does the company work internationally? ☒

Supported locations (Germany)

☐ Bochum

☐ München

Supported Locations (International)

☐ A Coruna - Spain

☐ Brisbane - Australia

☒ Vienna - Austria

☐ Vigo - Spain

Keys

If you activate the attribute *Save selected options as string array*, you can define a key for each option that is stored in the string array instead of the actual option. You can add the key to the respective option using a semicolon as separator. If an option itself contains semicolons, the last one is detected as separator. For example, the form field “Department” will have the option-key pairs *Development* - dev, *Human Resources* - hr and *Sales* - sls:

Department

Options

Development; dev
Human Resources; hr
Sales; sls

Details - Multiple Choice

Save selected options as string array

Show multiple choice as a dropdown

ID *

department

If the options *Development* and *Human Resources* are selected by a user in a case, the process variable “Department” is saved with the value `["dev", "hr"]`.

```
department (list)
["dev","hr"]
```

You can also make the selection options dynamic. In this case, the options can come from process variables that can change.



The `{{...}}` notation is used as a placeholder and is replaced by the value of the corresponding process variable.

If the value of the process variable used as a placeholder is a comma-separated string, the string is split by the comma. Each split element is then displayed as an independent option that can change depending on other variables.



In this example, `{{MultipleDevelopments}}` is specified as an option, which is a comma-separated string. The task form now displays all the options contained in the process variable.

Tip: Keys can also be defined for dynamic options using a semicolon. As with static options, the key associated with the selected option is stored as a process variable.

Date field

The screenshot displays the 'Form' tab of the BIC Process Design interface. On the left is a vertical toolbar with icons for different field types: Text, Email, Number, Formula, Date, and others. The main area shows a list of these field types. The 'Date' field is highlighted with a red border. It consists of a text input box with a calendar icon on the right, a three-dot menu icon in the center, and a trash icon on the far right.

Form	Source code	Settings
Text		
Email		
Number		
Formula		
Date		

The date field can be used when the user needs to enter a date or display a specific date.

In the example above, two date fields are shown to the user. The desired dates can be selected from a drop-down calendar:

The screenshot shows a form with a field labeled "Name of the contract partner" containing the text "Example Ltd.". Below this field is a date picker for "Start of contract" showing the date "7/25/2022". The date picker is open, displaying a calendar for July 2022. The date "25" is selected. A mouse cursor is pointing at the date picker icon.

Boolean field

The screenshot shows a form with several fields: "Name of the contract partner" (Example Ltd.), "Contract number" (XXX-YYYY-ZZ), "E-Mail" (example@gbtec.com), "Website of partner" (www.gbtec.com), and "Start of contract" (MM/DD/YYYY). Below these fields is a Boolean field labeled "Does the company work internationally?". The field is currently a slider, but the "Details - Boolean" panel on the right shows options to "Show boolean as checkbox", "Mandatory", "Read-only", and "Hidden". The "Show boolean as checkbox" option is selected, and the "Mandatory" checkbox is also checked.

The boolean field can be used for binary (yes/no) or logical (true/false) decisions.

It has the following additional attribute:

- *Show boolean as checkbox*: The appearance of the field will change and it will be displayed to the user as a checkbox instead of a slider.

In the example, the checkbox is deactivated so that the boolean field is displayed in the form as follows:

Does the company work internationally?



Note: If you mark a boolean field as *mandatory*, users must check this field during a case in BIC Process Execution to proceed with their case. If they are not doing that, an error message will appear to inform users that they need to complete the task to proceed further.

Email field

The screenshot shows the 'Email' field configuration in the BIC Process Design tool. The 'Email' field is highlighted with a red box. To the right, the 'Details - Email' panel is visible, showing the following fields:

- ID: email
- Label: Email
- Default value: Provide default value or formula. The default value will be calculated when no value exists when this task is started.
- Placeholder text: Enter placeholder text
- Hint: Enter a hint text
- Pattern: Enter a pattern

The email field can be used to input or display an email address.

It has the following additional attributes:

- **Pattern:** Enter a regular expression that the input must match in order to be valid. If you do not enter a custom pattern, a standard pattern will check if the input matches an email address.
- **Min length:** This value defines the minimum of characters needed to make a valid input.
- **Max length:** This value defines the maximum of characters needed to make a valid input.
- **Width:** This value indicates how wide the email field is (measured in pixels).

In the following example you can see an email field with the option *Read-only* activated. In that case the email address will be displayed as a link. When you are selecting the link, you will be redirected to your mail program, where you can send an email.

The screenshot shows an email field with the address 'john.doe@gntec.com' displayed as a link. Below the field is the text 'The Email adress of the partner' and a 'Send email' button.

URL field

The screenshot shows the BIC Process Design interface with the 'Form' tab selected. A list of fields is on the left, and the 'URL' field is highlighted with a red box. On the right, the 'Details - Url' panel is open, showing the following configuration options:

- ID***: url
- Label**: URL
- Default value**: Provide default value or formula. The default value will be calculated when no value exists when this task is started.
- Placeholder text**: Enter placeholder text
- Hint**: Enter a hint text
- Pattern**: Enter a pattern

A URL field can be used to call or enter a web address.

It has the following additional attributes:

- **Pattern**: Enter a regular expression that the input must match in order to be valid. If you do not enter a custom pattern, a standard pattern will check if the input matches a URL.
- **Min length**: This value defines the minimum of characters needed to make a valid input.
- **Max length**: This value defines the maximum of characters needed to make a valid input.
- **Width**: This value indicates how wide the URL field is (measured in pixels).

In the following example, you can see a URL field with the option *Read-only* activated. In this case, the web address will be displayed as a link. When you select the link (Ctrl + mouse click), it will open in a new tab in your browser.

The screenshot shows a form with a URL field. The value 'https://www.gbtec.com/' is displayed as a clickable link. A mouse cursor is hovering over the link. Below the link, there is a text label 'Here you can see the website of your contract partner' and a 'Go to URL' button.

Users/User groups

The screenshot shows the BIC Process Design interface with the 'Form' tab selected. A list of fields is on the left, and the 'Users/User groups' field is highlighted with a red box. On the right, the 'Details - Users/user Groups' panel is open, showing the following configuration options:

- ID***: users-usergroups
- Label**: Users/User groups
- Default value**: Provide default value or formula. The default value will be calculated when no value exists when this task is started.
- Placeholder text**: Enter placeholder text
- Attributes**:
 - ☐ Mandatory
 - ☐ Read-only
 - ☐ Hidden

A Users/User groups field can be used to enter a user or user group to be included in the case. Note that you can only add one user or group to a Users/User groups field. If you start to enter a value in this field, a list of suggestions appears

from which you can select a user (group). In the case of a user, the email address is stored as a process variable, and in case of a user group, the name is stored.

Version 7.17.0 now provides additional user information in the form of a JSON object for users/user groups. In this JSON object, you can now see the user's ID, name, email, and whether it is a single user or a user group. To access the individual user information, you must use the assigned ID for the *Users/User Groups* form field as a process variable and access the corresponding variable.

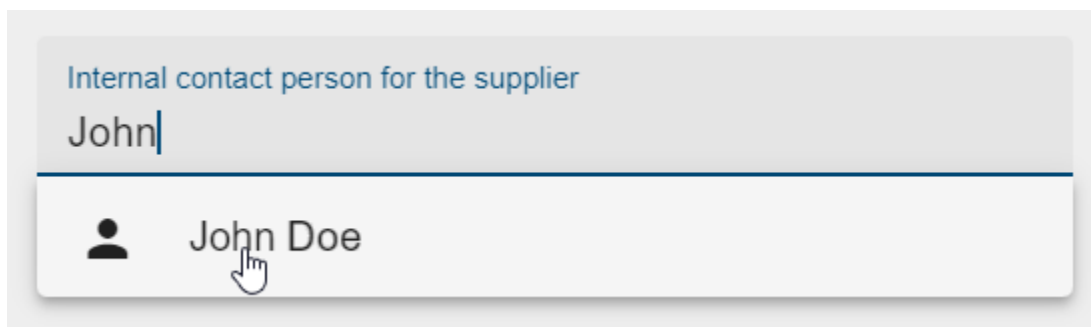
Example:

You have added the *Users/User Groups* form field to the form and named the ID of the form field **employee**. The JSON object for the user will now be generated as follows `{"id": "employee", "name": "John Doe", "email": "jd@gbtec.com", "type": "ProcessApp Participant"}`. To access the individual information, you can access the variables as follows:

- `.name`
- `.email`
- `.type`

Now you want to get the email of the user. To do this, use `employee.email`. In this example, the result is `jd@gbtec.com`.

If the ID of the form field is the same as the identifier attribute of a role in the process, then this role will be linked to the form field. This means, that the initial value of the form field will be the user (group) that occupies the role in the current case. Also, if a new user (group) is set in the form field, this user (group) will occupy the role after the corresponding task is completed.



The screenshot shows a web form interface. At the top, there is a label "Internal contact person for the supplier" in blue text. Below the label is a text input field containing the text "John". A horizontal line separates the input field from a dropdown menu below it. The dropdown menu is open, showing a list of users. The first item in the list is "John Doe", which is highlighted. To the left of the name "John Doe" is a small icon of a person. A mouse cursor is pointing at the name "John Doe".

File

The screenshot displays the BIC Process Design interface. The 'Form' tab is active, showing a list of form fields: Email, URL, Number, Users/User groups, File, and Formula. The 'File' field is highlighted with a red box. To the right, the 'Details - File' panel is open, showing configuration options for the file field. The panel includes fields for ID* (file), Label (File), Placeholder text (Enter placeholder text), and Hint (Enter a hint text). Below these fields are three checkboxes: Mandatory, Read-only, and Hidden.

The file field can be used to upload files and embed them in the process.

Note: Please note that the form field and the associated document must have the same identifier for the form field to work. The document then represents either the input or the output document.

If you define a form field as *read-only* and the input document is linked to the same identifier as the form field, the actions of that input document are applied to the read-only fields.

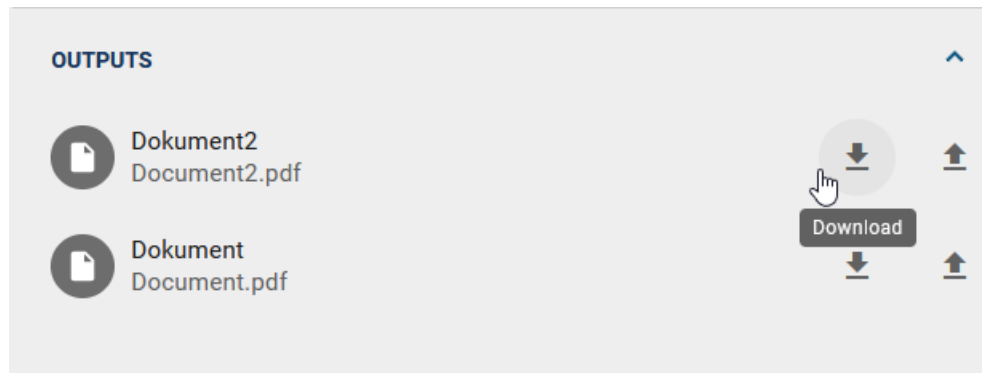
A form field that is *not read-only* allows data to be entered, while a *conditionally read-only* field is editable under certain conditions. If an output document has the same identifier as a form field, the actions of that document are applied to the field.

If multiple documents have the same identifier, only the actions of the document whose identifier is displayed in the form field are visible.

If you are using a form with a file upload option, and you have selected a file to upload, a visual representation of the file name of the uploaded file is displayed. This makes it easier to identify the uploaded file in the context of the upload process.

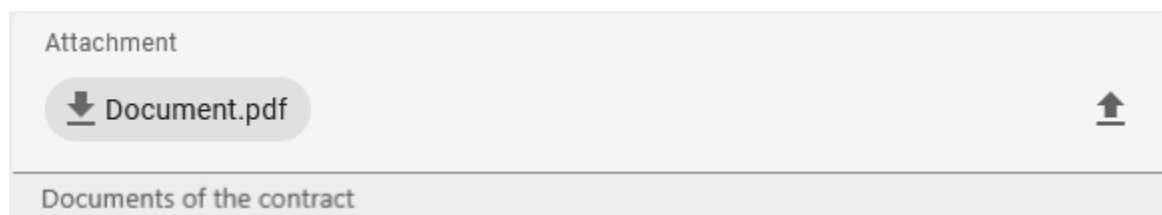
Note: You have the option to use the same file field for both input and output documents. If both the input and the output have the same identifier as the form field for files and only the input contains a document, you can use the file field to download the input file. Conversely, if the output contains a document, you can use the file field to download the output file.

Additionally, you have the option to view uploaded PDF files in the integrated browser PDF viewer by clicking on *Download*.



If an uploaded file is not supported, the file will be downloaded directly.

The above field for a file is prepared in the following way in the current process:



HTML

FORM EDITOR - Create a form for your user task

Form Source code Settings

Name des Lieferanten

Vertragsnummer

Vertragsnummer des internen Systems

Belieferung der Standorte

Options
München
Bochum

HTML Editor

Belieferung der internationalen Standorte

Options
A Coruña - Spanien
Brisbane - Australien
Vigo - Spanien
Wien - Österreich

The HTML field can be used to display clear and helpful instructions to help you fill out the form. These include text formatting, integrating links and the use of simple HTML tags.

For example, if you use the HTML text `<p>Welcome, {{first_name}} {{last_name}}! Please check the information carefully.</p>`, the content will be displayed in the preview of the form editor. When the form is executed, the placeholders `{{first_name}}` and `{{last_name}}` are dynamically replaced by the corresponding process variables.

Section

The screenshot shows a 'Section' field in a form editor. The field is a light blue box with a dashed line and the text 'Drag your form fields here'. To the right is a 'Details - Section' sidebar. The sidebar contains the following fields:

- ID*: NewSection
- Label: Section
- ☐ Mandatory
- ☐ Read-only
- ☐ Hidden

The section field can be used to create multiple sections with different column layouts. In the details in the right sidebar, you must enter an ID and can optionally select a label and the *Mandatory*, *Read-only*, and *Hidden* attributes.

To create a section with a specific column layout, open the form editor and add a new section from the left sidebar. Once a section has been added, you will receive a message informing you how to change its layout. Select the section to make further adjustments, such as adding form fields.

If the section is marked as *Mandatory*, all form field within the section must be edited by the user. If a section is marked as *Read-only*, the user cannot edit any form field within the section. If you have marked the section as *Hidden*, all form fields in the section will be hidden and will not be visible to the user.

Once you have created sections and added form fields, you can click on the corresponding form fields to display an overview with their details in the right sidebar.

The screenshot shows a 'Section' field in a form editor. The field contains two form fields: 'Email' (with a trash icon) and 'Start of contract' (with a calendar icon). Below the 'Email' field is the text 'Primary email address for contact'. To the right is a 'Details - Email' sidebar. The sidebar contains the following fields:

- ID*: contract.email
- Label: Email
- Default value: Provide default value or formula
The default value will be calculated when no value exists when this task is started
- Placeholder text: example@gbtec.com
- Hint: Primary email address for contact

You can also add multiple rows to a section to efficiently enter and organize a larger amount of data. To do this, drag any form field (except the section field) under or over a row to add it to the section. The blue lines shows the exact position.

If you rearrange or remove fields within a section, the original column arrangement will be maintained. This means that the layout of the columns remains unchanged even if changes are made to the fields. However, if you delete all field from a row, the row will be deleted.

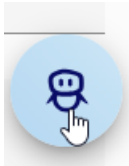
It is possible to add multiple sections to the form, each with its own independent layout for the columns of form fields.

When previewing or publishing the form, it will be displayed in accordance with the sections and fields included within them.

How can Arty help me with the configuration of a form?

As a *ProcessApp Creator*, you have the option to let our AI assistant, *Arty*, help you configure a form. To do this, go to BIC Process Design and check out a diagram. Then, right-click on an activity that is typed as *User* task type and open the form editor. [Here](#) you will find more information about creating and configuring a form.

To get help from arty, the AI-supported features of Arty must be enabled for you, and you must have already configured a form or placed at least one form field in the form editor. You will then see an *Arty* button at the bottom right of the form editor.



Clicking on this button will open a chat with Arty. Here you can enter your adjustments and changes to the form and send them to Arty by pressing Enter or clicking the send button.

Once you have sent your request to Arty, he will revise the form for you and inform you of the changes in the chat. You can then send more request to Arty.

Hi, I'm Arty! I'm here to help you with your form. What would you like to update or change?



Please add a new text field password



I've updated the form accordingly. Please review it and let me know if there's anything else I can do for you!



Describe how you want to adjust this form, and Arty



Warning: Please make sure that you provide Arty with all relevant information (e.g., position of the form field) so that the request can be processed correctly. Otherwise, Arty may not be able to process your request.

If you no longer need Arty's help, you can close the chat by clicking the *X* button. The next time you open the chat, the previous messages will no longer be visible. Save the changes by using the *Save* button in the upper right corner of the form editor.

Tip: When you, as a *ProcessApp Creator*, are configuring a new form, Arty can create a draft using the *Generate form* button. To do this, the AI-supported features of Arty must be enabled for you. For more information, click [here](#).

Hint: Please note that the AI-supported features of Arty are not included in the standard licence. Please contact your representative for more information. Please also refer to the notes on using the *AI feature*.

How can I test formulas in the form editor?

In the form editor, you can test formulas in all form fields in which a default value can be defined or the attributes *Mandatory*, *Read-only* or *Hidden* are available. To do this, select any form field in the form. In the details on the right sidebar, next to the *Provide default value or formula* input field, you will find a button that enables extended input options and the testing of formulas.

For the attributes *Mandatory*, *Read-only*, and *Hidden* in the respective form fields, the option **Conditionally** must be selected to enable the button.

FORM EDITOR - Create a form for your user task

CANCEL SAVE

Form Source code Settings

Text

Details - Text

ID* TextID

Label Text

Default value Provide default value or formula

The default value will be calculated when no value exists when this task is started

Placeholder text Enter placeholder text

Hint Enter a hint text

Pattern Enter a pattern

☒ Mandatory

☐ Always

☒ Conditionally

Enter formula function

Once you have clicked on the button, a formula editor opens in which you can enter a formula to calculate the default value. To check your formula in advance in the form editor, you can enter variables in the *Input variables* input field and use the *Evaluate* button to test the formula. The result is displayed in the *Output* field as key-value pairs in JSON format.

You can then save your formula using the *Save* option. To discard your input, click the *Close* button.

Text | TextID

Default value expression

```
1 CONCAT(first, " ",last)
```

Input variables

```
1 {  
2   "first":"John",  
3   "last":"Doe"  
4 }
```

Evaluate

Output

```
1 "John Doe"
```

Close

Save

Code to copy and test:

Default value expression:
CONCAT(first, " ",last)

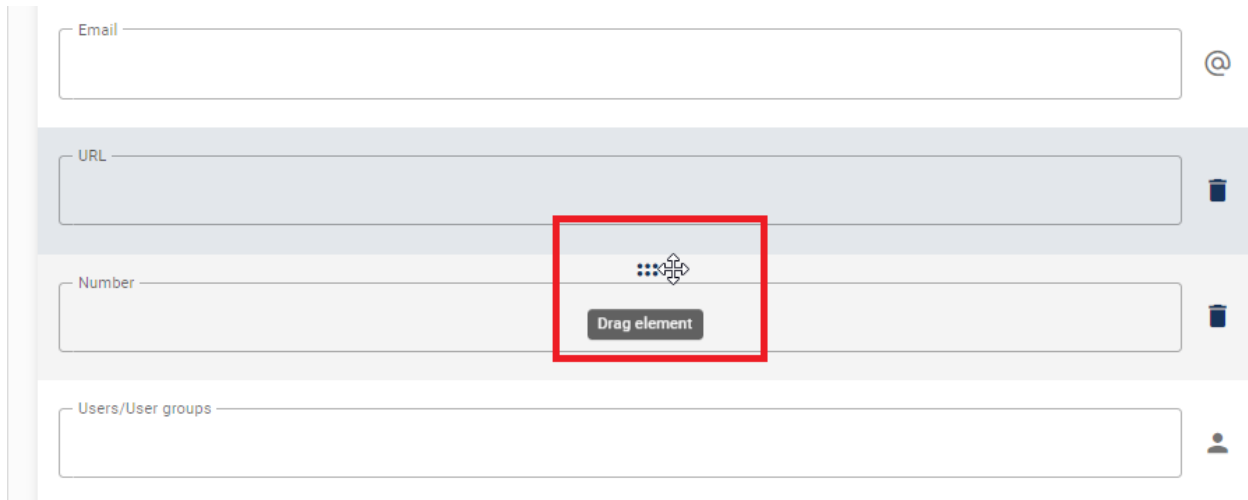
Input variables:
{
 "first":"John",
 "last":"Doe"
}

Hint: For more information about the formulas you can use, click [here](#).

How can I rearrange the position of my elements within the form?

In the form editor, you can easily customize fields by dragging and dropping. You can drag and drop fields from the palette to a section, place *fields from the base list* anywhere in sections, and move fields from a section back to the basic list. You can also rearrange fields within a section. As you drag a field, a blue line always appears to mark the possible position, regardless of how far away the next field is.

Hint: Please note that it is not possible to insert a section into another section.



The screenshot shows a vertical list of form fields in an editor. The fields are: 'Email' (with an '@' icon), 'URL' (with a trash icon), 'Number' (with a trash icon), and 'Users/User groups' (with a user icon). A red rectangular box is drawn over the 'Number' field, containing a button with a four-way arrow icon and the text 'Drag element'.

How can I remove one of my form fields from the form?

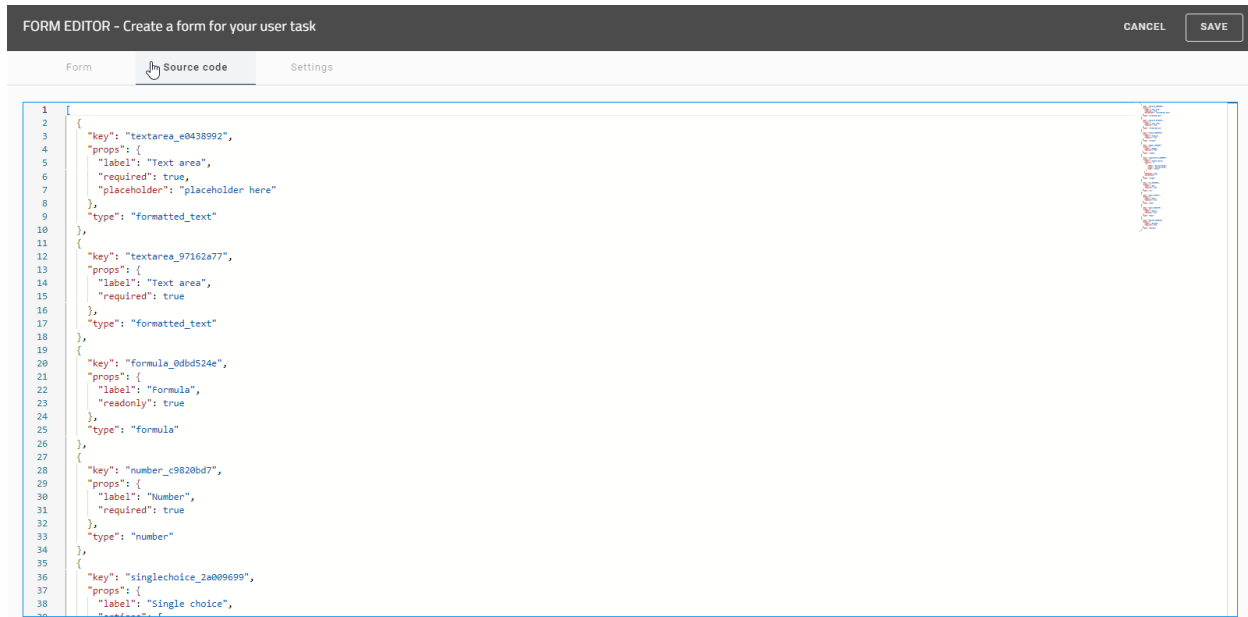
To remove a form field from the form you need to select the option *Delete Element* on the right side of the field. The entry will be removed from the list of form fields within the form.



The screenshot shows a single 'Email' field in the form editor. On the right side of the field, there is a button with a trash icon and a hand cursor, labeled 'Delete element'.

How can I view and edit the source code of a form?

As a *ProcessApp Creator*, you can view the source code of the form and adapt it if necessary. This can be done manually by typing, copying, cutting or pasting something into the source code. To do this, open the form editor and select the *Source code* tab.



You can use various keyboard shortcuts within the source text to get a better overview:

1. Search and Navigation

- Ctrl + F: Find in the current file.
- Ctrl + H: Find and replace.
- F3: Find the next match in the search.
- Ctrl + F3: Select the next occurrence of the current word or selection.
- Ctrl + G: Go to a specific line in the file.
- Ctrl + Shift + O: Go to symbol in a file.

2. Text Selection

- Ctrl + A: Select all text in the file.
- Ctrl + L: Select the current line.
- Ctrl + D: Select the next occurrence of the current word or selection.
- Ctrl + Shift + L: Select all occurrences of the current word or selection.
- Shift + ← / →: Select text left or right, character by character.
- Ctrl + Shift + ← / →: Select text left or right, word by word.
- Shift + ↑ / ↓: Select text line by line, up or down.
- Ctrl + Shift + ↑ / ↓: Move the current line up or down while maintaining selection.
- Ctrl + Shift + Home: Select from the current position to the start of the document.
- Ctrl + Shift + End: Select from the current position to the end of the document.

- Shift + Home: Select from the current position to the beginning of the line.
- Shift + End: Select from the current position to the end of the line.

3. Text Editing

- Ctrl + Z: Undo the last action.
- Ctrl + Shift + Z: Redo the last undone action.
- Ctrl + Shift + K: Delete the current line.
- Ctrl + U: Undo the last cursor action.
- Alt + Click: Insert a cursor at multiple locations (multi-cursor).
- Alt + Shift + ↓ / ↑: Move the selected line down or up.
- Ctrl + Alt + ↓ / ↑: Copy the selected line down or up.
- Alt + ↓ / ↑: Move the selected line down or up.

4. Code Formatting

- Alt + Shift + F: Format the code.

5. Code Folding

- Ctrl + Shift + [: Collapse the current JSON block.
- Ctrl + Shift +]: Expand the current JSON block.

6. Line Insertion

- Ctrl + Enter: Insert a new line below the current line.
- Ctrl + Shift + Enter: Insert a new line above the current line.

Any changes you make in the source code are immediately updated and displayed in the form.

Hint: Please note that it is not possible to save or change the view if the source code is invalid. In this case you will be informed about the invalid source code within the source code.

How can I create a signature task?

You can create your forms in a way that your users must authenticate themselves before they can complete the task. To create a signature task, the *activity* must be of the type *User*. Open the form editor of the corresponding activity and select the *Settings* tab.

FORM EDITOR - Create a form for your user task

Form

Source code

Settings

User authentication



Mark this task as a signature task

A signature task will request the user to enter their credentials when completing it

Here you have the option to select the *Mark this task as a signature task* checkbox. If you select this checkbox, your activity will be marked as a signature task and your users will have to authenticate themselves before completing the task. How the authentication process works can be found [here](#).

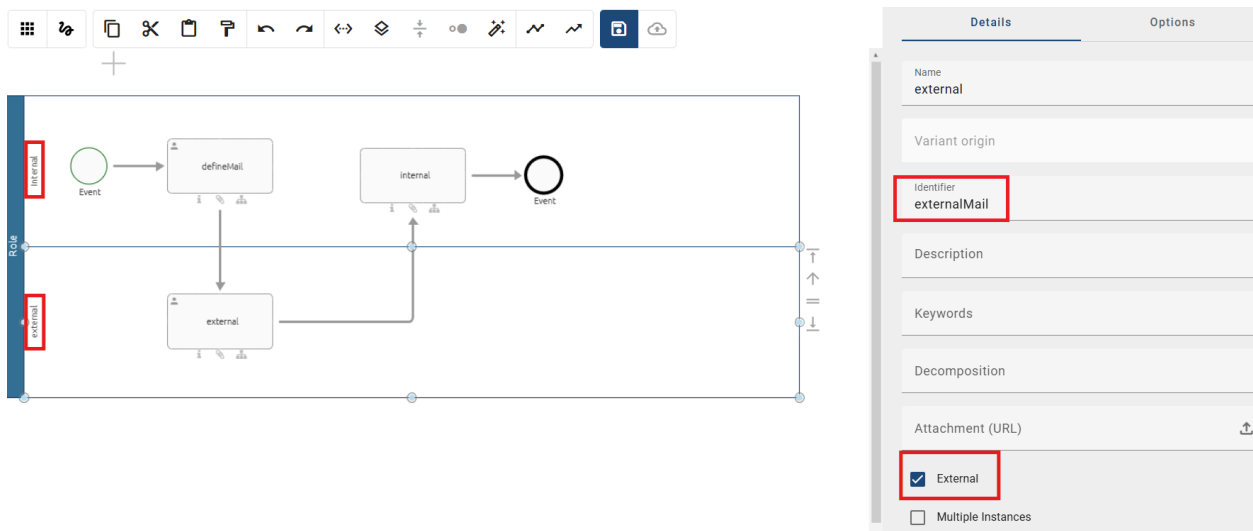
Note: Please note that this function is not activated by default in your system and must be configured. To do so, please contact your contact partner at GBTEC.

How can I create a task for an external user?

As a *ProcessApp User*, you have the ability to create and execute tasks for external users within a diagram. To start modeling, switch to BIC Process Design. Click on the *Diagrams* menu item in the left menu bar. You can either create a new diagram or check out an existing diagram.

While modeling, you can define a role by *adding a pool*. Next, create two lanes to clearly differentiate between internal and external processes. The *start event*, *end event*, and your *activities* should be placed in the internal lane, while at least one activity must be placed in the external lane.

To define a lane as external and create tasks for external users, click on the lane you want to define as external. Then, navigate to the *Details* tab in the right sidebar. There, you will find the *External* button, which you need to activate by ticking the checkbox. Additionally, enter an *ID* of your choice in the *Identifier* attribute field.



Once you have marked the lane as *external*, assign the *user* task type to the activities in both lanes. Then, right-click on the standardized activities and select the *Forms Editor* option.

In the form editor, select the *Text field* form field from the left sidebar and add it to the form. In the right sidebar, enter the previously selected *identifier* from the external lane into the *ID* attribute. In our example, it is *externalMail*. Save and close the form editor. This process must be repeated for both activities.

To send the task to external users, you must enter the user's email address. To do this, check in the diagram using the *Check In* button, then start a new process by clicking the *Test ProcessApp* button. When the process is executed, you will be directed to the process execution view, where you can insert the external email address in the first task.

Hint: You also have the option of testing an external task. Please note that an external task can only be tested in the *Publish* area.

Hint: Please note that the roles must be in the same pool. If they are not, the activities will not be able to interact with each other.

Hint: Please note that if you enter several e-mail addresses, they must be separated by a semicolon.

22.2.5 Service task with REST call

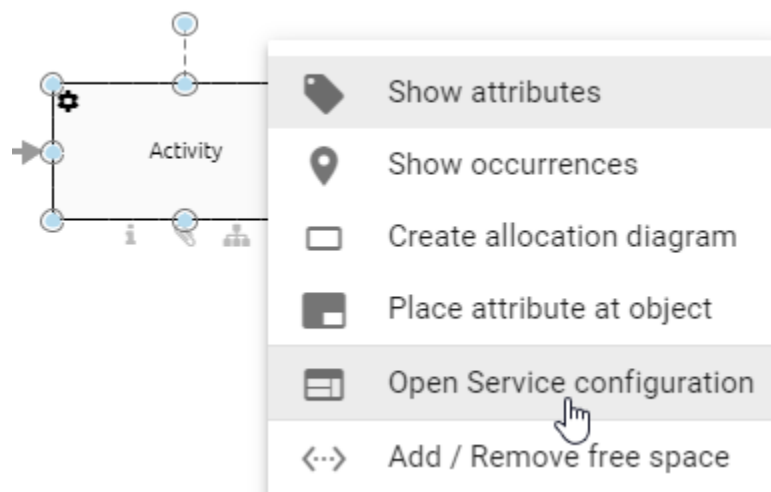
BIC Process Execution offers you the possibility, in interaction with your BIC Process Design, to exchange data via REST endpoints. The REST calls are defined in your BIC Process Design and automatically executed via the processes in BIC Process Execution. The data which is resulting from these REST calls is then be stored in *process variables* and can be used and displayed for further tasks during the process flow of the corresponding case.

Note: You have the possibility to define your REST request in the *REST configurator* described further on. This request is executed prioritized. If you have defined a REST call in a previous version via the *Service call* attributes and did not set any configuration in the REST configurator, the Service call attributes will be used as fallback.

How can I define my REST calls?

In order to define the REST call, your diagram has to be marked as *executable process* in the attributes. The *activity type* of the task has to be *Service*.

Afterwards, right-click the activity to open the context menu and select the option *Open Service configuration*.



Alternatively, you can open the editor by selecting the activity and choosing *Editor* from the *Details* menu. There you will find the button *Open Editor*. Select it and the Service configuration will be opened.

A dialog window opens where you can define your REST call. You will be guided by the following three steps. Click the fields to edit them or select the desired option.

Tip: You can also define your *REST calls dynamically via process variables*. For example: Using variables, the header data or request body can depend on the data of each case.

1. Connection

1

Connection

2

Request

3

Response

HTTP Method

GET

URL *

e.g. https://system.company.com/URIPath

Authentication

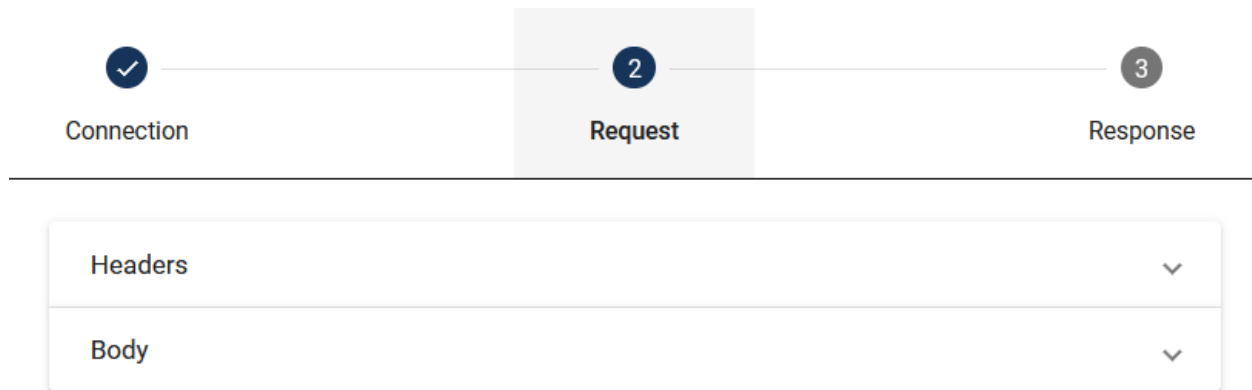
Authentication type

No Authentication

- **HTTP Method:** In this field, select the HTTP method which you want to use for your call. The supported HTTP methods are listed below. If no method is specified, the default value for this field is GET.
- *DELETE*
- *GET*
- *HEAD*
- *PATCH*
- *POST*
- *PUT*
- *OPTIONS*
- *TRACE*
- **URL:** Enter the URL path of your REST endpoint here (e.g.: *http://serviceUrl:port/service/1*).
- **Authentication:** Here you can select the type of authentication that you want to use for your REST Call. We offer you different options for authentication:
- *No Authentication:* You do not need any authentication and therefore do not need to enter more details.
- *Basic Authentication:* When you select this option, two new input fields will appear where you can enter your username and password for the desired service.
- *OAuth2:* Three new input fields will appear when you select this option. You need to enter the *Client ID*, the *Client secret* and the *Authentication URL*. Via the *eye icon* you can hide and show the *Client secret*.
- *API Key:* After selecting this option, two input fields will appear: *Key* and *Value* where you can enter your corresponding API key and its value. Below the fields you have the option to add the key-value pair to your header or to your query parameters.

Go to the second step using the button *NEXT*. Alternatively, you can click the tabs *Connection*, *Request* and *Response* to switch between the steps arbitrarily.

2. Request

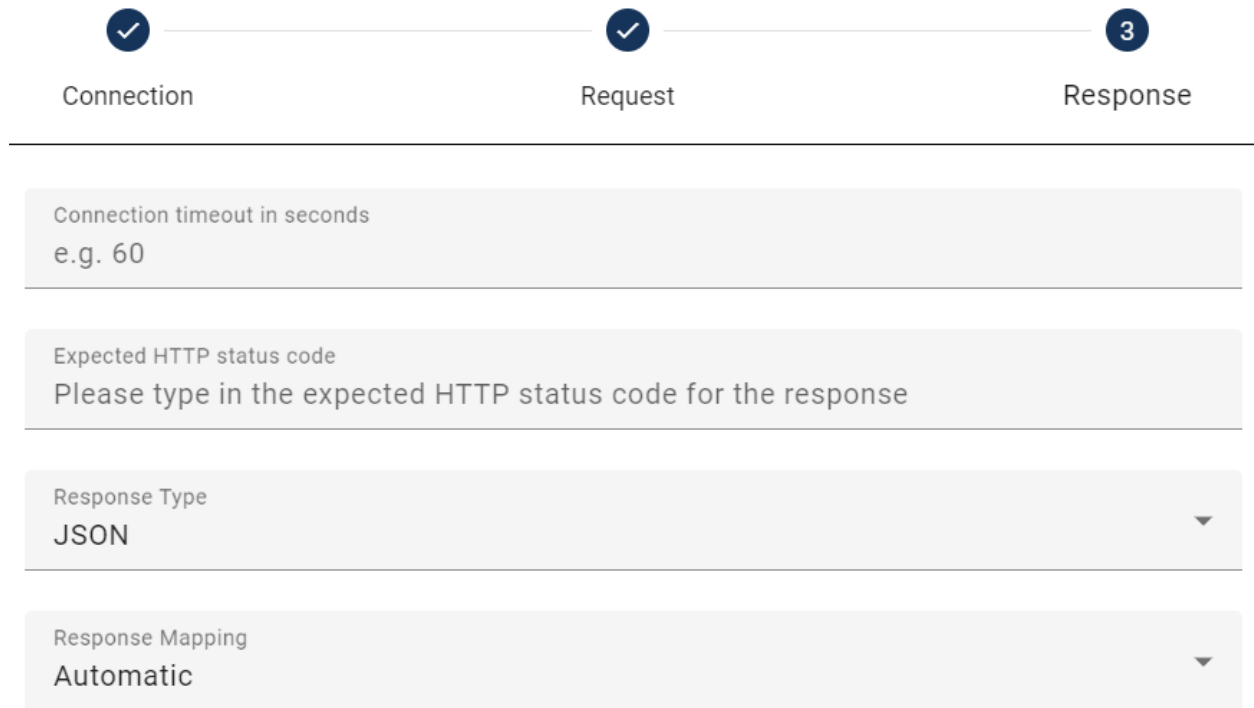


The input fields of the request options drop down if you select the respective option.

- **Request header:** Here you can enter all header data that has to be transferred in the REST call. This data is in a key-value table. Click on the plus-sign to add new entries or select the *recycle bin* icon to delete an entry.
- **Body:** Here you can enter the content that has to be transferred in the REST call. In the drop-down menu *Type*, choose one of the following options:
 - *JSON:* Here you can enter the content in the *Request body* field using JSON-structure.
 - *Binary (file):* Choose this type to read the request body from a file. In this case, the request body will contain only the contents of the file.
 - *Multipart (file):* This type displays a key-value table where the request body is partially generated from a file. Once you have entered a key, you can choose between *Text* and *File* under “Type”. If you select *Text*, you can enter text including variables as placeholders. If you choose *File*, you can specify an identifier for a file. You can also enter multiple files in the table by clicking *Add new empty row* and creating a combination of *Text* and *File*.

If you choose one of the types that *import the content from a file*, another field appears where you can link the desired file. Use the process variable defined in the identifier attribute of the file. You can find a detailed explanation in the linked section.

3. Response



Connection Request Response

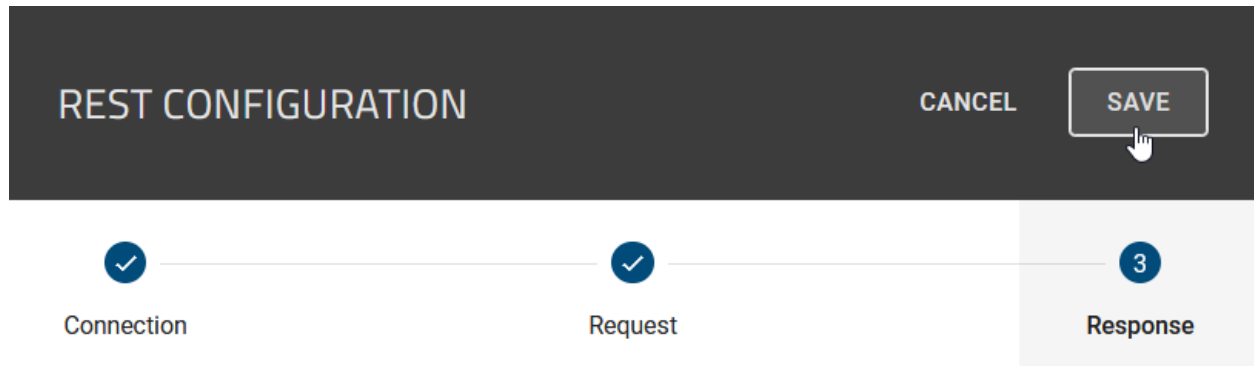
Connection timeout in seconds
e.g. 60

Expected HTTP status code
Please type in the expected HTTP status code for the response

Response Type
JSON

Response Mapping
Automatic

- **Connection timeout in seconds:** Here the time limit (in seconds) for your REST call can be set.
- **Expected HTTP status code:** Here you can set one or more expected status codes for your REST call.
- **Response Type:** Here you can enter if your output is in the JSON format or if it is a file. An explanation regarding how to include files in REST calls can be found [here](#).
- **Response Mapping:** Here you can specify whether the returned data should be stored and used as process variables. The default setting is *Automatic*. If you select *None*, the response will not be processed as process variables.



REST CONFIGURATION CANCEL SAVE

Connection Request Response

Click the equivalent button to *Save* your configuration. If you do not want to save your changes, select *Cancel* to close the dialog window.

Regardless of the Response Mapping, a `_response` variable is stored, allowing you to access *Request header* and *HTTP status code*. If you have configured multiple service tasks, the `_response` variable will be overwritten after their execution. You can access the `_response` variable, for instance, through `_response.headers.NAME[0]` or `_response.headers["NAME-NAME"][0]` for keys with a hyphen.

As a *ProcessApp Creator*, you also have the option to process JSON objects and arrays in the response of the REST

call with a variety of valid JSON structures. This allows you to ensure smooth data processing regardless of the format. Each element in the JSON object that returns a response the in REST endpoint is stored in the `_response.body` variable.

Note: Please note that if a service task with REST call returns an error status code such as 4XX or 5XX, BIC Process Execution does not store information from the `_response.headers`. Only the `_response.statusCode` will be stored.

Hint: Please note that the `_response` variable can only be used for the active main process and its subprocesses.

How can I use variables to create dynamic REST calls?

You can create dynamic REST calls by using variables from your API. Within the *REST configuration* definition, you can use your process variables in the *Request body*. Variables should be listed as follows: `{{VariableName}}`.

For example, if you used the GET REST call to get an employee's name and age, you can use these values in the following REST call by using the corresponding variables. The result of the first GET REST call could be: `{"name": "John Doe", "age": 35}`. You can then use these variables and their values in the following POST REST call within the field *Request body* (if you select *JSON* in the *Body* field) as follows: `{"managerName": "{{name}}", "managerAge": {{age}}`.

Body

Request body

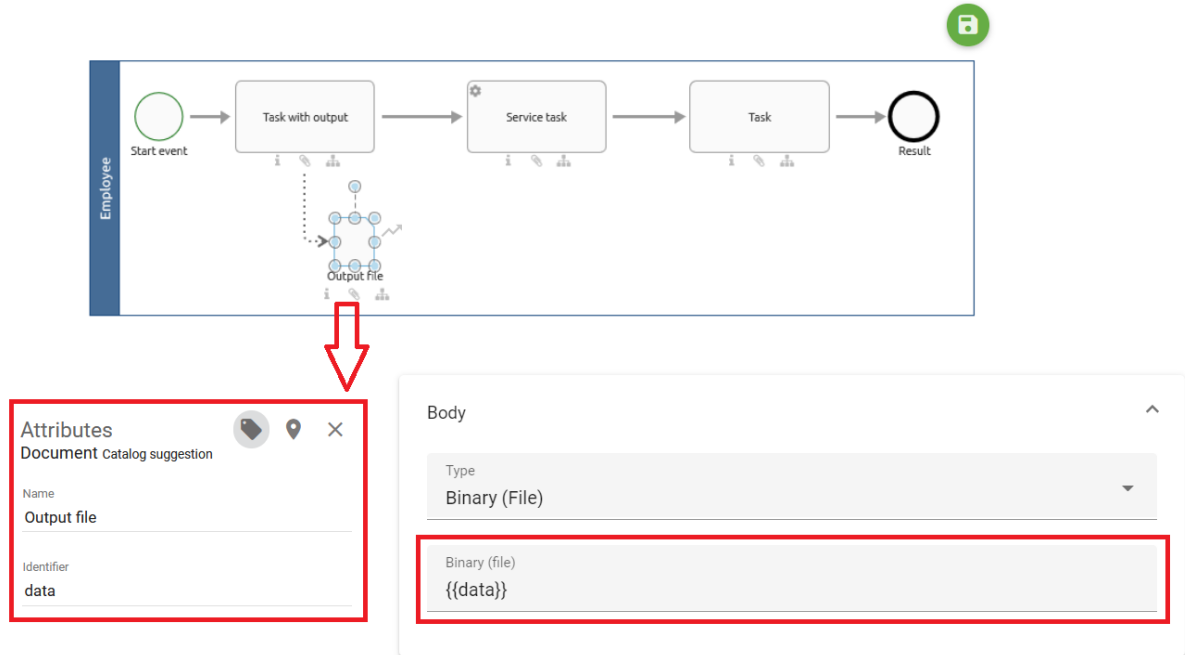
```
{ "manager": {  
  "managerName": "{{name}}",  
  "managerAge": "{{age}}"  
}
```

You can also use variables in the connection or response.

How can I use files in my REST calls?

If you *configure your REST call (i.e., a service task)*, you can read the request body from a file. The file has to be added to the case as an attachment of a previous task. Moreover, you have the possibility to define a REST call which returns a file. The system will save the file as an attachment of the service task. To configure your REST call using files, follow the next steps.

Request body as type file: If you want to read a document via a REST call and provide it as output to the user, you can do the following. In your diagram, model an activity marked as a *Service task*. On this activity, model a document and mark it as *Output*. Then, maintain the attribute *Identifier* of the document.

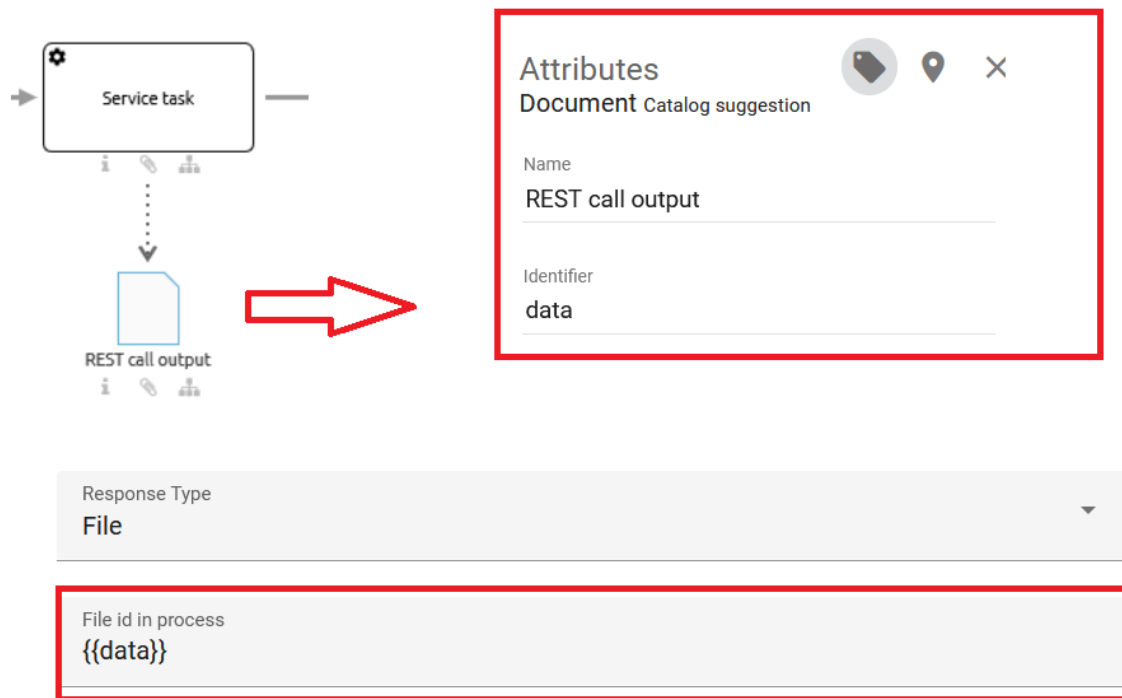


In the process flow, the service task has to occur after the task with the output. When you configure the REST call request, choose the type *Binary (file)* (or *Multipart (file)* if it is a data-form format) in the drop-down menu of the *Body*. Enter the identifier you defined previously.

If you use JSON Body Type with a corresponding Request Body (e.g., { "file": "{{fileID}}" }), you can utilize file identifiers as placeholders on service tasks. This functionality allows the substitution of the placeholder with the file content of the identifier, encoded as Base64 data.

To upload a file in your running case, you need to add a document as an *output* in a previous task. When the service task is executed, it will retrieve the latest version of the file data, incorporate it into the JSON body, and automatically replace the placeholder.

File as response: In order to link a file returned by a REST call to your case, the activity representing the service task in BIC Process Design has to be modeled with at least one document as output. The attribute *Identifier* has to be maintained for the document to link it to the REST call response. In the REST configurator choose the option *File as Response Type* and enter the identifier in the upcoming field. The Identifier needs to be enclosed by two curly braces.



If the document's *identifier* matches a property of the REST call and that property is formatted as Base64-encoded data, the file content of the property is decoded and automatically added as an output file. The name of this file will be the name of the existing file. If no name is available, the file is automatically named after the *Identifier* and the file type (e.g., *.pdf*). The name can be changed if necessary.

Note: If there are multiple files with an identifier and the REST call matches them, all files will be attached to the activity as output documents in case of Base64-encoded data.

After the REST call has been executed in your case, you can download the response file at the service task just as if it was uploaded manually.

How can I define multiple values as expected response status codes for REST calls?

As a *ProcessApp Creator*, you can define multiple values as expected response status codes for REST calls.

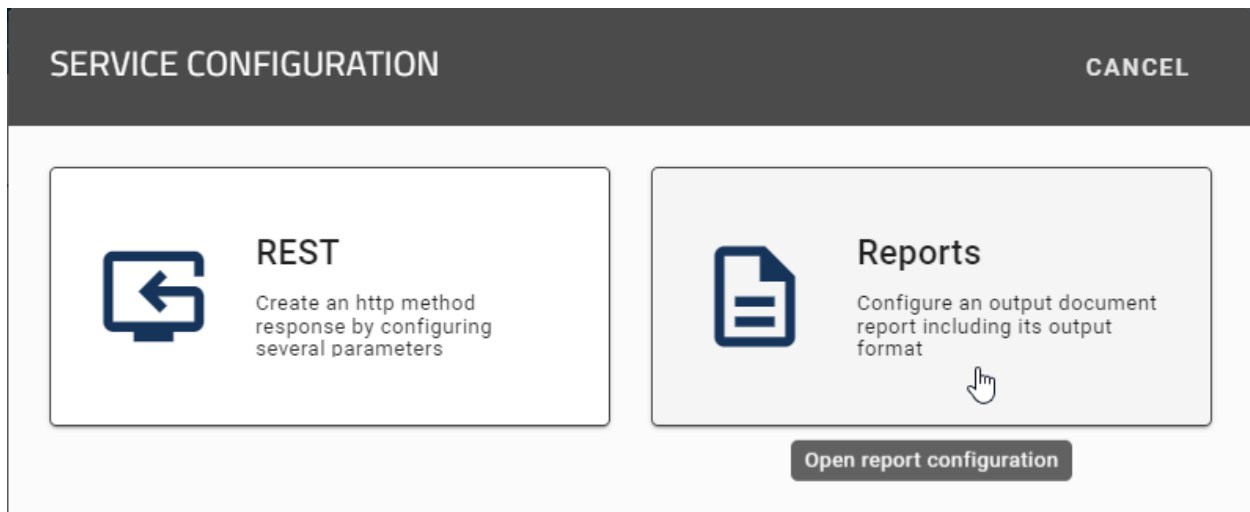
To do so, open the *REST call for service tasks* and navigate to *Response*. In the *Expected HTTP status code* input field, you can now define multiple status codes. You can define both predefined status codes (e.g., **200**) and regular expressions such as **200|201** (both status codes are accepted), **20.** (anything from 200-209 is accepted), or combinations thereof.

If you have configured a REST call and specified the expected HTTP status codes as patterns, you can consider a response from the API successful if the received status code matches the pattern. Otherwise, the response is treated as an error, and appropriate actions are taken based on the received status code.

Note: The pattern also accepts numbers, pipes, dots and queries.

How can I automatically create an output document with a service task for reports?

If you have modeled a *service task*, you can configure the report configuration for document creation in addition to the REST call in the editor.



Selecting the *REST call* option starts the REST configuration. Alternatively, selecting the *Reports* option starts the report configuration, where you can specify the output format (PDF or DOCX).

If the report task contains an input and that input has an attached file in your configured default language in DOCX format, this file is used as a template for the report. If there is an output in the report task and it is executed, the result is added to the output. The name of the output file is the same as the name of the template file.

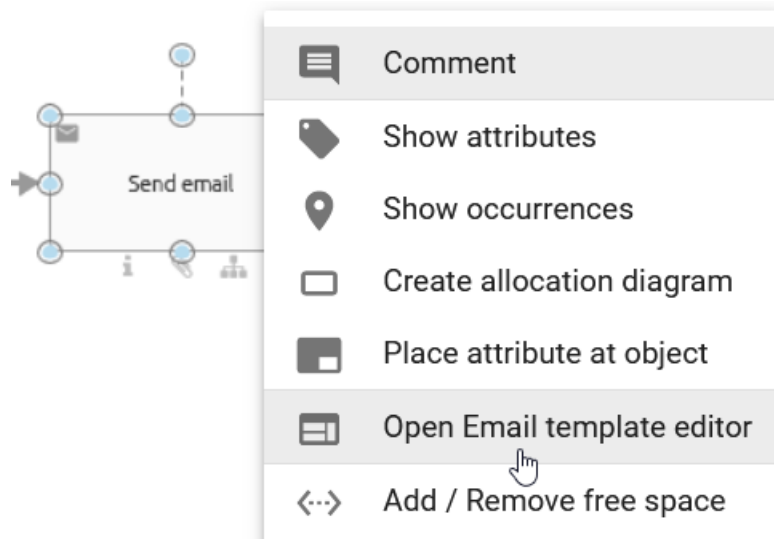
Hint: Please note that if the input or output is missing or the input has no attachment, the report will not be created and the task will be marked as an error.

Additionally, if there is a *Design Document* in the input and the input does not have an *Instance Attachment*, the template for creating the report will be the *Design Document*. If there is a *Design Document* in the input and the input has an *Instance Attachment*, the template for creating the report will be the *Instance Attachment*.

22.2.6 How can I create an email template?

You can integrate send tasks in your process to enable users to *send emails based on a template*. In order to change the email template, your diagram has to be marked as an *executable process* in the attributes. The *activity type* of the task has to be *Send*.

Afterwards, right-click on the activity to open the context menu and select the entry *Open Email template editor*.



Alternatively, you can open the email template editor via the *details* of the activity.

In the upper fields, you can enter the recipient in *To*, the email addresses in *Reply to*, *Cc* and *Bcc*, as well as a subject. The template can be written in the text field below. There you can find various formatting functions in the header.

EMAIL TEMPLATE EDITOR - Create an email template for your send task CANCEL SAVE

To
{{applicantEmail}}

Reply to
{{creatorEmail}}

Cc

Bcc

Subject
Invitation to an interview

B *I* U ~~S~~ 14 ▾
 ▾
 ▾
 ▾
 ▾
 ▾
 ▾
 ▾

Thank you for your application!

You arouse our interest to meet you personally. We would like to invite you to our company and propose the following date.

{{date}} at {{time}}

Please inform us if you can attend the appointment.

We are looking forward to your visit.

Kind Regard

{{creatorName}}

Human Resources

The **To** function also allows you to specify user groups. The email will then be sent to all members of the specified

user group.

To
UserGroup1

Note: Please note that you should not use curly braces ({{{}}}) with user groups.

By using the **Reply to** function, you can specify exactly one email address to which all responses to your sent email should be forwarded.

Reply to
{{creatorEmail}}

Note: Please note that the *Reply to* field is only taken into account if the *Send email automatically* option is activated. However, if more than one email is specified in the *Reply to* field and the email is sent automatically, the status of the send task will change from *In progress* to *Error*. For manually sent emails, the *Reply to* field is ignored.

Process variables can be used in every field in the editor and result in a dynamic template that is automatically adjusted in BIC Process Execution. The variables are replaced with the case-specific values in the form of each case as soon as they are set in prior process steps. Integrate process variables via double curly braces: `{{VariableName}}`.

Note: Please note that you can include process variables with html formatted values in the text editor. For such values, you must add a " -html" (attention: with a blank space!) to the process variable name. Otherwise the formatting will not be processed. Consider a process variable `{{CompanyName}}` for which the values are given with a formatting (for example, in bold over "GBTEC Software AG"). If you use the placeholder with the html tag `{{CompanyName -html}}` in the text editor of your template, the value will appear with the defined formatting (in bold in the example).

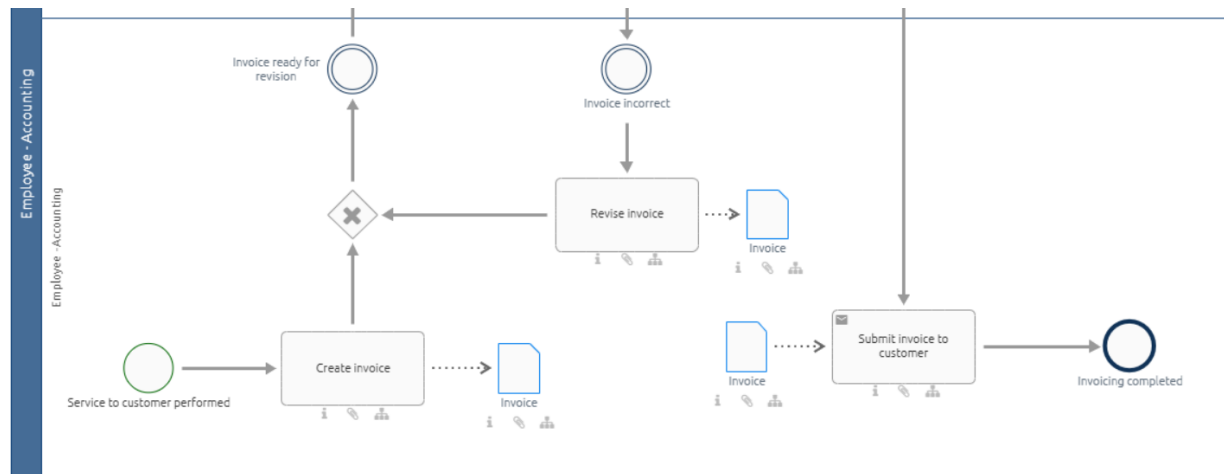
22.2.7 How can I send an email automatically?

With the help of the Email template editor, you can configure your emails to be sent automatically. To do this, activate the option *Send email automatically*. When you start this task in BIC Process Execution, your mail will automatically be sent from a *no reply* address. If you use process variables in your form, they will be automatically replaced with their corresponding value.

☐ Send email automatically

If the automatically sent email is supposed to contain an attachment, the desired file can already be included to the case in BIC Process Execution. Model a preceding activity connected to an output object which is either a *document*, *business object*, *norm* or *data store*. Add the same object as input to the send activity. Then, the responsible of the corresponding task can *upload a file* in the form and complete the task. When the *send task* is started, the file is automatically attached.

Note: Please note that the input is only attached if the email is sent automatically (option *Send email automatically* activated).



In the example above, the document “Invoice” is the output of the task “Create invoice” and the input of the send task “Submit invoice to customer”. The attachment of the email will be the latest version of the file in case. Thus, if the responsible uploads a new file (version) when working on the task “Revise invoice”, this file is attached to the email.

If your process variables are empty or not existing, BIC Process Execution will display an error icon and you have to send the mail manually via a human task. Alternatively, you got the option to replace these kinds of process variables with empty strings. For that you need to select the option *Replace placeholders with empty values if process variables are missing*.

☐ Replace placeholders with empty values if process variables are missing

Tip: Use the *form editor* to enable users to define the process variables in prior steps.

Warning: If an email is sent manually, there is a restriction for the length of the template. If your template is longer than a certain length, BIC Process Execution will automatically truncate the mail and only a part of it will be displayed in your email client. If the email is sent automatically, this restriction does not hold.

22.2.8 Script task

How can I create a script task?

You can *execute tasks automatically* in your process by integrating *script tasks*. The supported script languages are *JavaScript* and *Groovy*. Starting from version 7.12.0, the *JavaScript* scripting language is based on the GraalVM Script Engine. The JavaScript ECMA version 5.1 is backward compatible, supporting the new components introduced in version 13.0. You can find detailed information about the used JavaScript Standard ECMA and the Groovy Engine in the following links.

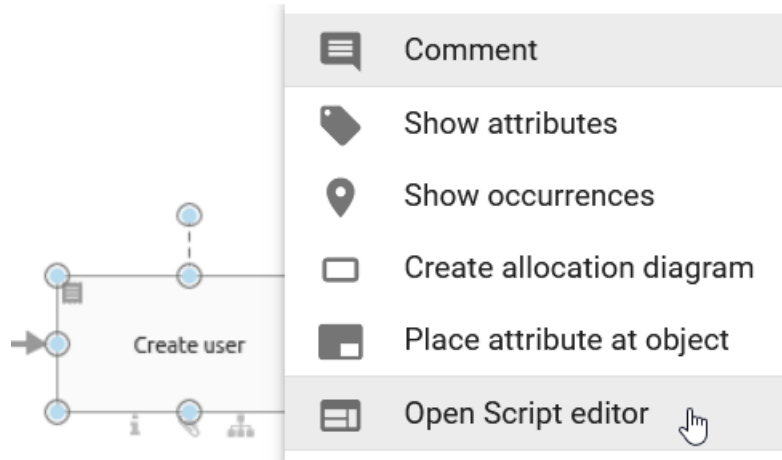
- [JavaScript ECMA Version 5.1](#)
- [JavaScript ECMA Version 13.0](#)
- [Groovy Language Version 4.0.12](#)

Hint: The Nashorn JavaScript Engine is no longer supported starting from version 7.12.0.

Hint: The version of the Groovy engine used to execute and create script tasks has been updated to version 4.0.12.

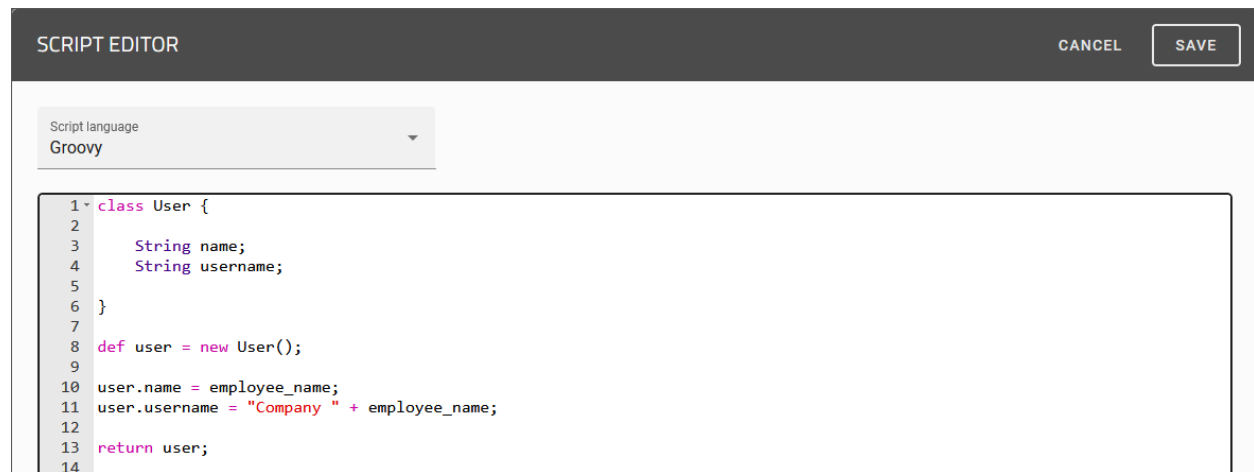
First, open the corresponding diagram in BIC Process Design. In order to define a script task, your diagram must be marked as *executable process* in the attributes. The *activity type* of the task has to be *Script*.

Afterwards, right-click on the activity to open the context menu and select the entry *Open Script editor*.



Alternatively, you can open the editor by selecting the activity and choosing *Editor* in the *Details* menu. There you will find the button *Open Editor*. Select it and the script editor will be opened.

You can select the desired script language from the drop-down menu, and then write the script which will be executed during the runtime of a case. Use *process variables* to dynamically adapt the script to each case. The example below shows a *Groovy* script that uses the process variable `employee_name` as an attribute of a new object `user`. This object is then returned as a new process variable in line 13.



You can work with the process variables in a JavaScript in a similar way. The example below leads to the same behavior as above. The last statement of the script is the return. Thus, the new object `user` is returned to the process variables of the case in line 9.

SCRIPT EDITOR

CANCEL

SAVE

Script language

Javascript

```

1 var user = {
2
3   name: employee_name,
4
5   username: "Company " + employee_name
6
7 };
8
9 user;

```

Warning: If the result is declared with `var result = ...`, it is necessary to explicitly specify `result` again in the ending line.

As a *ProcessApp Creator*, you also have the option of saving the data entered in order to check the result before completing the task. To do this, click on the *Test your script* button.

SCRIPT EDITOR

CANCEL

SAVE

Script language

Javascript

```

1
2 var number1 = num1;
3 var number2 = num2;
4
5 var sum = number1 + number2;
6
7
8 var result = {
9   sum: sum
10 };
11
12 result;
13

```

Input Variables for the test

```

1 {
2   "num1": 2,
3   "num2": 20
4 }

```

Test your script

Output

```

1

```

If the script has been executed successfully you will receive the result as key-value pairs in JSON format.

Note: Please note that outputs larger than 64 KB will not be displayed.

Afterwards, select *Save* to store your script and close the editor. If you click the button *Cancel*, the editor will close without saving your changes.

Hint: Please use the correct JavaScript syntax to add a list from a script task to the process variables. This is demonstrated in the following.

```
*JavaScript*
var userList = ["John Doe", "Max Mustermann"];
vars = {
    scriptListVar:userList
}
```

If you define your list via the syntax above, each entry in the list will be stored as a single process variable (here of type *string*). The following two alternatives should be used instead to store the entire list as a single process variable of type *list*.

```
*JavaScript*
var List = Java.type("java.util.List");
var userList = List.of("John Doe", "Max Mustermann");

vars = {
    scriptListVar:userList
}
```

```
*JavaScript*
var Arrays = Java.type("java.util.Arrays");
var userList = ["John Doe", "Max Mustermann"];

vars = {
    scriptListVar:Arrays.asList(userList)
}
```

You can also use date values as output variables in the script. Date values in process variables are stored as **String**. However, there is an exception for JavaScript: If a *Date* object is returned as part of a response instead of formatting the object value, the variable can contain the value *null*. The following examples illustrate the different behavior of the two scripting languages.

Hint: Please note that scripts cannot return date values of the datatype *Date*.

Using Javascript:

```
let localdate = new Date()
output = {
    javascriptDate: localdate,
    javascriptDate_String: localdate.toISOString()
};
```

If you want to return the *javascriptDate* object as a variable value, the output of the script will be *null*. To return the date as a string, methods such as *toISOString()* or *toJSON()* must be used, as in *javascriptDate_string*.

Using Groovy:

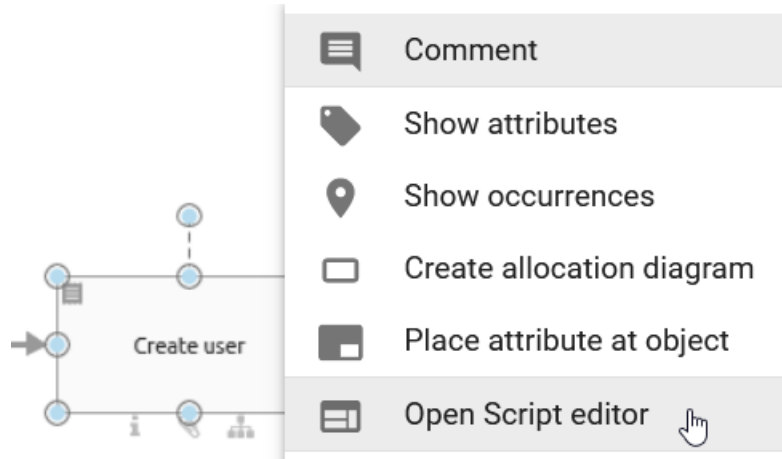
```
Map output = new HashMap();
Date testDate = new Date();
output.put("groovyDate", testDate);
return output;
```

Returning a *Map* with a *Date* object, as shown in the previous code, **always** returns the date value as a string, unlike JavaScript.

How can I create a script task with the help of AI?

As a *ProcessApp Creator*, you can create a script task with the help of our AI assistant *Arty*. To do so, open the script editor in the corresponding diagram in BIC Process Design. The corresponding diagram must be marked as *executable process* and the *task type* of the activity must be of type *Script*.

Afterwards, right-click on the activity to open the context menu and select the entry *Open Script editor*.



Alternatively, you can open the editor by selecting the activity and choosing *Editor* in the *Details* menu. There you will find the button *Open Editor*. Select it and the script editor will be opened.

In the *Script language* field, you can select *AI Prompt* from the drop-down menu. You can then enter a prompt for *Arty* in the upper input field and enter the corresponding variables in the *Input Variables for the test* input field. To check the result before completing the script task, you can click the *Run test* button.

SCRIPT EDITOR

Script language *
AI Prompt ▼

```
1 Give me the first name and the last name for {{user_name}}
```

Input Variables for the test

```
1 {  
2   "user_name": "John Doe"  
3 }
```

Run test

Output

```
1 {  
2   "firstName": "John",  
3   "lastName": "Doe"  
4 }
```

The placeholders in the upper input field will then be replaced with the specified input variables and the defined prompt will be executed as *Output*. If the script runs successfully, you will receive the output as key-value pairs in JSON format.

Hint: Please note that the AI-enabled feature of Arty is not included in the standard licence. Please contact your representative for more information. Please also refer to the notes on using the *AI feature*.

22.2.9 Development and test environment

In addition to the productive environment where processes can be executed, BIC Process Execution offers two more environments where processes can be examined and tested while the diagram is still being modeled in BIC Process Design.

A process in the studio or development environment is based on the version of its related diagram in the *public workspace*. If you have modeled a diagram as *executable process* in BIC Process Design, it will be visible in the development environment right after check-in.

As soon as this diagram is available in *preview* stage of BIC Process Design, it also appears in the test environment.

The development and test environments perform as follows: If there is a former version in the respective environment, it will be replaced when the corresponding diagram in the public workspace or preview has changed. All existing cases of the process in the environment will be deleted. This helps authors to view and examine changes in the process right after modeling the corresponding diagram.

Which environments are existing?

The execution of established processes is done in the *productive environment* of BIC Process Execution. This environment is accessible for all *registered users of BIC Process Design*. A process is displayed and usable in the productive environment if the corresponding diagram is *published* in BIC Process Design.

There are two more environments: the *development* and the *test environment*. Users with the user role *ProcessApp Creator* or higher can access these environments to test processes before publishing them. More information can be found in the chapter “*Development and test environment*”.

How can I change the environment?

You are viewing the productive environment if the URL of your browser contains the keyword “app”:

`https://XXX/process-execution/app/...`

You can access the development or test environment by modifying the URL. Add the keyword “studio” or “test” behind `.../process-execution/`:

- Use `https://XXX/process-execution/studio` to enter the development environment/the studio.
- Use `https://XXX/process-execution/test` to enter the test environment.

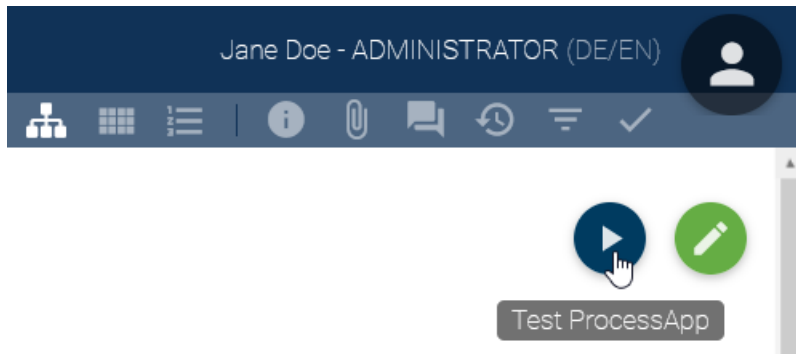
The following table serves as a short overview of the environments:

	Development environment	Test environment	Productive environment
Diagram version	public workspace	preview	publication
URL key word	studio	test	app

How can I test a process while it is modeled?

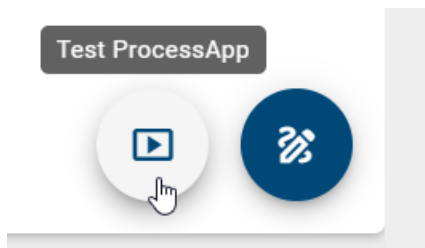
If you define a process by modeling a diagram in BIC Process Design, you can test it directly. You simply have to mark the diagram as an *executable process* in the attributes.

As soon as you check-in the diagram, the *Test ProcessApp* button appears.



Select the button to open the studio of BIC Process Execution in a new browser tab. A new case of the modeled process will be created there automatically. The case name is maintained by the system with the name of the process and a timestamp. All roles will be assigned to you (even if the roles have a *default allocation*). This enables you to quickly test the process flow, as no further manual configuration of the test case is required.

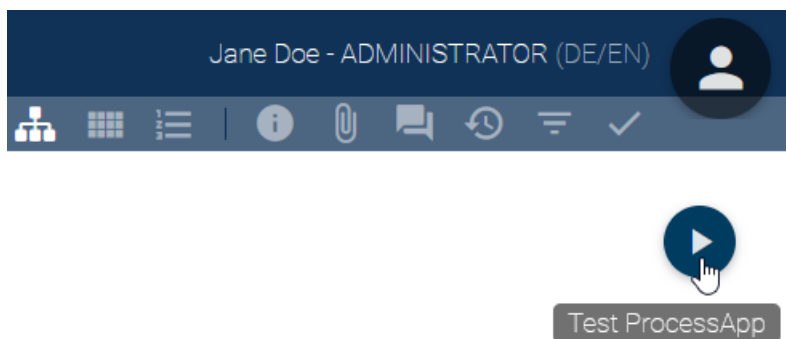
Testing a ProcessApp can also be started from public workspace of the new user interface. When you open the diagram in the diagram view, the button appears at the bottom right corner.



How can I test a process before publication?

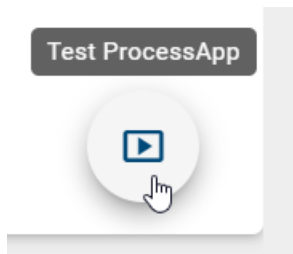
New processes modeled in BIC Process Design can be tested while the concerning diagram is in preview stage. This enables you to create a final test case in the scope of reviewing the diagram before it is published. Note that the diagram has to be marked as *executable process* in the attributes.

In the diagram view, you will find the button *Test ProcessApp*.



Select the button to open the test environment of BIC Process Execution in a new browser tab. A dialog window to *create a new case* of the defined process will open there. Follow the steps as in the productive environment to configure your test case.

Testing a ProcessApp in preview stage can be started from the new user interface as well. When you open the corresponding diagram, the button is displayed at the bottom right corner of the diagram view.



22.2.10 How can I define a default role allocation for the process instantiation?

In BIC Process Design, you have the possibility to assign users or organizational units to roles so that they are automatically set during *the process instantiation* in BIC Process Execution. If it is known in advance that the same users or organizational units are nearly always responsible for all cases of a process, you can speed up the process instantiation for that particular process.

To use this function, navigate to the relevant role in the desired diagram in BIC Process Design. In the attribute *Staffing* enter the *user or organizational unit*. You can find this attribute within the attribute group *Automation*.

Automation

Staffing

After the users as well as user groups or organizational have been entered, the diagram has *to be published* afterwards to apply the changes to the process in the productive environment. Once the new version of the diagram has been published, the user or organizational unit is assigned to the role of Responsible in the instantiation process by default.

Tip: During the instantiation process the allocation can then still be changed if needed.

Note: If no user or user group was defined for a role when the case was created, the case creator is responsible for executing the task as soon as the case is started.

22.2.11 How can I model a dynamic due date for my activities?

You can model your activities with a dynamic due date. This means that the resulting tasks have to be completed in a certain number of days or on a certain date. An explanation of how to work with due dates in BIC Process Execution can be found *here*

To do this, go to the *Details* of the activity and there go to the attribute group *Automation*. Here you will find the attribute *Due date*.

Automation

Due date

BIC Process Design

Here you can enter how many days after the start of the task or on what date the task is due. BIC Process Execution will automatically calculate the correct due date.

Note: If you do not give any input in the field, the due date will be set to the same value as the case due date.

Tip: Declare at least one date field in advance in the *form editor* to determine a due date with this value as well.

In the following, some examples of how to determine the due date using at least one date field are provided. Here, two date fields are created in the form editor and declared with the IDs “DueDate1” and “DueDate2”. For these examples, *DueDate1* is always set to 03/28/2023 and *DueDate2* to 04/05/2023.

The screenshot displays the 'FORM EDITOR - Create a form for your user task' interface. On the left, a 'Form fields' sidebar lists various field types: Text, Text area, Formula, Number, Single choice, Multiple choice, URL, Date, Email, Boolean, and Users/User groups. The main workspace shows two date fields: 'First due date' and 'Second due date'. The 'Second due date' field is highlighted. On the right, the 'Details - Date' configuration panel is visible, showing the ID 'DueDate2' (highlighted with a red box), the label 'Second due date', and options for default value, placeholder text, hint, and field properties (Mandatory, Read-only, Hidden). Below the editor, a preview shows the rendered form with the dates '3/28/2023' and '4/5/2023' and a 'COMPLETE' button.

Hint: You can also determine dates in ISO 8601 format when using the form field *Text* and millisecond timestamps by using the form field *Number* through the following commands.

To move the due date by *X* days/weeks/months/years, you can use the commands:

```
nameID.plusDays (X) .plusWeeks (X) .plusMonths (X) .plusYears (X)
nameID.minusDays (X) .minusWeeks (X) .minusMonths (X) .minusYears (X)
```

- nameID here stands for your declared date field ID.
- plusDays (X) / minusDays (X) allows you to move the due date back or forward by X days.
- plusWeeks (X) / minusWeeks (X) allows you to move the due date back or forward by X weeks.
- plusMonths (X) / minusMonths (X) allows you to move the due date back or forward by X months.
- plusYears (X) / minusYears (X) allows you to move the due date back or forward by X years.

Examples:

```
DueDate1.plusDays (4)
```

gives the output 04/01/2023.

```
DueDate1.plusWeeks (2) .minusDays (1)
```

gives the output 04/10/2023.

```
DueDate2.plusYears (1) .minusMonths (2) .plusWeeks (3)
```

gives the output 02/26/2024.

```
DueDate2.minusWeeks (3) .minusYears (1) .plusDays (10) .plusMonths (6)
```

gives the output 09/25/2022.

To set the due date to the first day of the month, you can use the command

```
.withDayOfMonth (X)
```

Set X to the number 1 to give the first day of the month as the output.

Examples:

```
DueDate1.withDayOfMonth (1)
```

gives the output 03/01/2023.

```
DueDate2.plusYears (2) .withDayofMonth (1)
```

gives the output 04/01/2025.

```
DueDate2.plusMonths (3) .minusYears (1) .withDayofMonth (1)
```

gives the output 07/01/2022.

Alternatively, you can choose any number between 1-31 for X.

```
DueDate1.plusYears (1) .minusMonths (2) .withDayOfMonth (15)
```

gives the output 01/15/2024.

Hint: Avoid numbers above 28, since not every month has the same number of days. For a number higher than 28, proceed as in the next example.

To set the due date to the last day of the month, you can use the command

```
nameID.plusMonths(X).withDayOfMonth(1).minusDays(X)
```

where nameID stands for your declared date field ID.

Examples:

```
DueDate1.plusMonths(1).withDayOfMonth(1).minusDays(1)
```

gives the output 03/31/2023.

```
DueDate1.plusMonths(2).withDayOfMonth(1).minusDays(1)
```

gives the output 04/30/2023.

```
DueDate2.plusMonths(1).withDayOfMonth(1).minusDays(1).plusYears(3)
```

gives the output 03/31/2026.

```
DueDate2.plusMonths(1).withDayOfMonth(1).minusDays(2)
```

gives the output 04/29/2023.

You can also use an if-else-then-statement to determine the due date if the output is determined by a *Boolean* value. For this, you need the operators `?` and `:`, and a *TRUE* and *FALSE* condition. In addition, at least two date field IDs must be declared.

To compare two dates with each other, use the command:

```
nameID_1.equals(nameID_2) ? X : Y
```

- `equals()` is the command to compare two dates with each other.
- `nameID_1 / nameID_2` stand for your declared date field IDs.
- `?` terminates the request, followed by the *TRUE* and *FALSE* conditions.
- `X` is the output if the request is *TRUE*.
- `Y` is the output if the request is *FALSE*.
- `:` is inserted to separate the *TRUE* condition from the *FALSE* condition.

Examples:

```
DueDate1.equals(DueDate2) ? 5 : DueDate1.plusWeeks(1)
```

gives the output 04/04/2023, because the condition is *FALSE*.

```
DueDate2.equals(DueDate1) ? DueDate2.plusWeeks(2) : DueDate2.minusDays(3).  
↪plusMonths(1)
```

gives the output 05/02/2023, because the condition is *TRUE*.

```
DueDate1.equals(DueDate2) ? 5 : 10
```

adds 10 days to the date when the task was created since the condition is *FALSE*. For example, if this date is set to 01.04.2023, the output will be 04/11/2023.

To check whether a date is before or after another date, you can use the following commands:

```
nameID_1.isBefore(nameID_2) ? X : Y
```

```
nameID_1.isAfter(nameID_2) ? X : Y
```

- `isBefore()` checks if the date (`nameID_1`) is before the other date (`nameID_2`).
- `isAfter()` checks if the date (`nameID_1`) is after the other date (`nameID_2`).

Examples:

```
DueDate1.isBefore(DueDate2) ? DueDate1.plusMonths(1).withDayOfMonth(15) : DueDate2
```

gives the output 04/15/2023, because the condition is *TRUE*.

```
DueDate2.isBefore(DueDate1) ? DueDate2.minusDays(5) : DueDate2.plusWeeks(2).  
↪plusMonths(1)
```

gives the output 05/19/2023, because the condition is *FALSE*.

```
DueDate1.isAfter(DueDate2) ? 10 : DueDate2.minusMonths(1).withDayOfMonth(20)
```

gives the output 02/20/2023, because the condition is *FALSE*.

```
DueDate2.isAfter(DueDate1) ? 20 : DueDate2.plusYears(1)
```

adds 20 days to the date when the task was created because the condition is *TRUE*. For example, if this date is set to 04/01/2023, the output will be 21/04/2023.

Hint: If the output value of a *TRUE* or *FALSE* condition is deposited with a numeric number, this number will **always** be added to the date on which the task was created.

22.2.12 How can I set up a case creation restriction?

In BIC Process Design, you have the possibility to define a case creation restriction for diagrams, which will be executed with BIC Process Execution. This enables you to decide, individually for every process, which users have the possibility to create new cases.

To define such a restriction navigate to the *Details* of the relevant diagram. You will find the attribute *Case creation restriction* within the attribute group *Automation*.

Automation

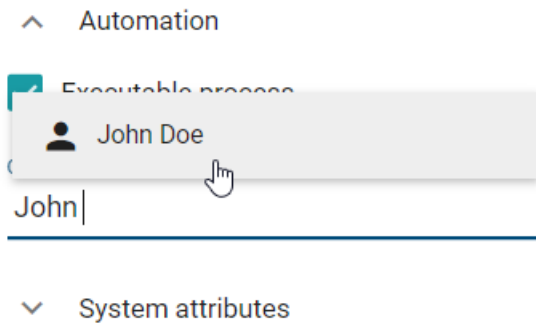
☒ Executable process

Case creation restriction

|

System attributes

Analog to the diagram or repository *access restriction*, you can set the names of multiple users or whole user groups. As soon as you start typing in the input field, a list of suggestions is displayed to you to choose from.



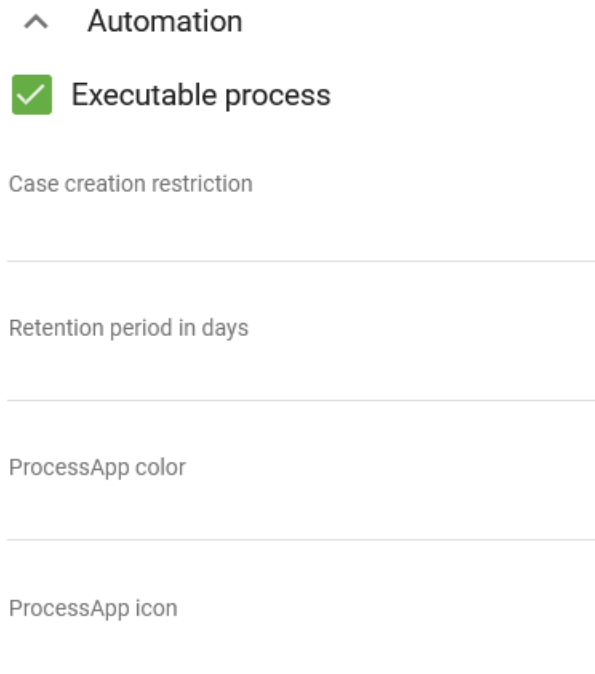
Once a case creation restriction is set and the diagram meets all requirements in order to be displayed also in BIC Process Execution, the case creation restriction behaves as follows:

All users included in the case creation restriction are enabled *to create cases for the corresponding process as usual*. Same goes for users who are part of user groups which have been included in the case creation restriction.

All other users will still see the process, but will not be able to create cases for this process. This means that the *Create a new case* function will neither be displayed in the menu of the corresponding ProcessApp nor in the case list of the process.

22.2.13 How can I set a retention period for the archived cases of my process?

If you model a process in BIC Process Design, you can configure a retention period for all archived cases of the process. When a case is archived, it is stored in the archive until the retention period expires. Then the case will be automatically and irrevocably deleted. You can set the time period in the attribute *Retention period*, which is part of the attribute group *Automation*. Enter a time period in *days*, e.g. “365” in order to store the archived cases for one year.



Automation

☒ Executable process

Case creation restriction

Retention period in days

ProcessApp color

ProcessApp icon

When the retention period of a case expires while you are viewing the list of archived cases, the case will be removed

from the list and you will be informed by a message. In case you are viewing the process flow of an archived case and the retention period of this case expires, the system deletes the case and you will be redirected to the case list of the corresponding process. You receive a message informing you of this automatic action.

Warning: Maintaining a retention period leads to the **irrevocable deletion** of archived cases. For each case, the period starts to expire from the time it was *moved to the archive*.

22.2.14 How can I add a process to a ProcessApp Collection?

If you want to add a process to a *ProcessApp Collection*, you need to do the following.

In BIC Process Design, open the diagram of the process you want to add and open its attributes. In the attribute group *Automation*, you will find the attribute *ProcessApp Collections*.

ProcessApp Collections

Here you can enter as many ProcessApp Collection IDs as you want.

ProcessApp Collections

Sales X

Costumer related X

+ProcessApp Collections

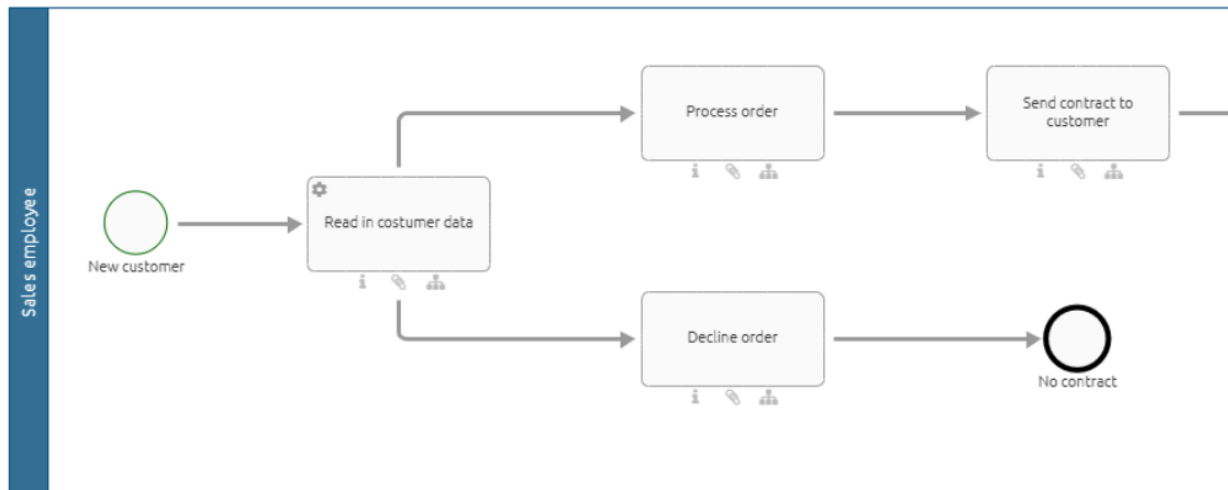
22.2.15 How can I model the process flow with gateways?

Usually, a process does not follow one exact flow linearly. Based on decisions, the path splits into multiple flows, which can also run parallel. In BIC Process Design, you can model this with sequence flows and gateways. In a concrete case in BIC Process Execution, gateways result in decisions or introduce parallel flows (and reunite them).

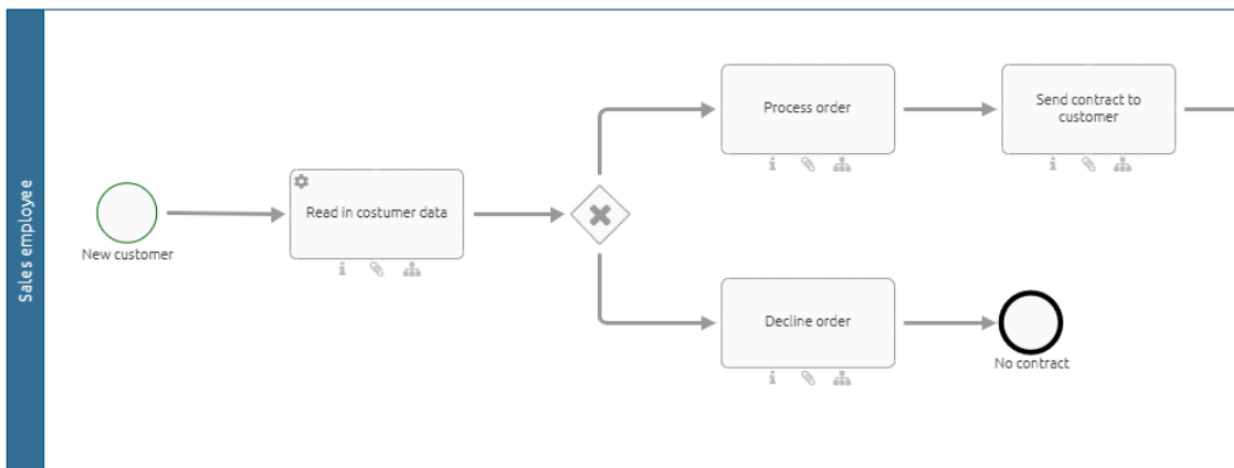
You can use the following three types of gateways:

- **Exclusive gateway:** After this gateway, exactly one sequence flow is followed. You can automate the decision of which one to choose in a particular case.
- **Inclusive gateway:** After this gateway, one or more of the following sequence flows can be executed.
- **Parallel gateway:** With a parallel gateway, all subsequent sequence flows are executed.

Note that it is possible to model multiple outgoing sequence flows at an activity without using gateways.



In the case of the image above, you have to define *expressions for an automatic decision* about the course of the process flow. Otherwise, the process will get stuck. If you do not want to work with expressions and automated decisions, you must model the process with a gateway (see below). The case owner then receives a *task for manual decision*.



22.2.16 How can I model an automated decision?

During the execution of one of your cases, you can have decisions made automatically in order to archive the right result for your process. To use this function, you must define expressions in the sequence flow in BIC Process Design that specify the conditions under which the respective decision is made.

To do this, first navigate to the diagram in BIC Process Design that represents the basis for the process in BIC Process Execution in which you want decisions to be made automatically. Here, for each sequence flow after a split gateway, you have to define an expression which specifies the condition under which the next path is to be followed. To define the expression, first select the corresponding sequence flow. Within the section *Automation* in the attributes of the sequence flow, you will find the input field *Expression*.

Attributes Sequence Flow



Name

Offer declined

Automation

Expression



System attributes

Note: If you use the parallel gateway in your process, the definition of expressions is not necessary since every outgoing path is executed.

Here you can define your expression using the syntax of the programming language Java (an overview about the notation can be found in the table below). The return value of this expression should then be of the type boolean. The basis for the conditions are always *process variables* which receive their value before reaching the gateway within the process flow in BIC Process Execution. For example you can use process variables from previously executed *REST calls*, or process variables from previously executed *rule-based tasks*.

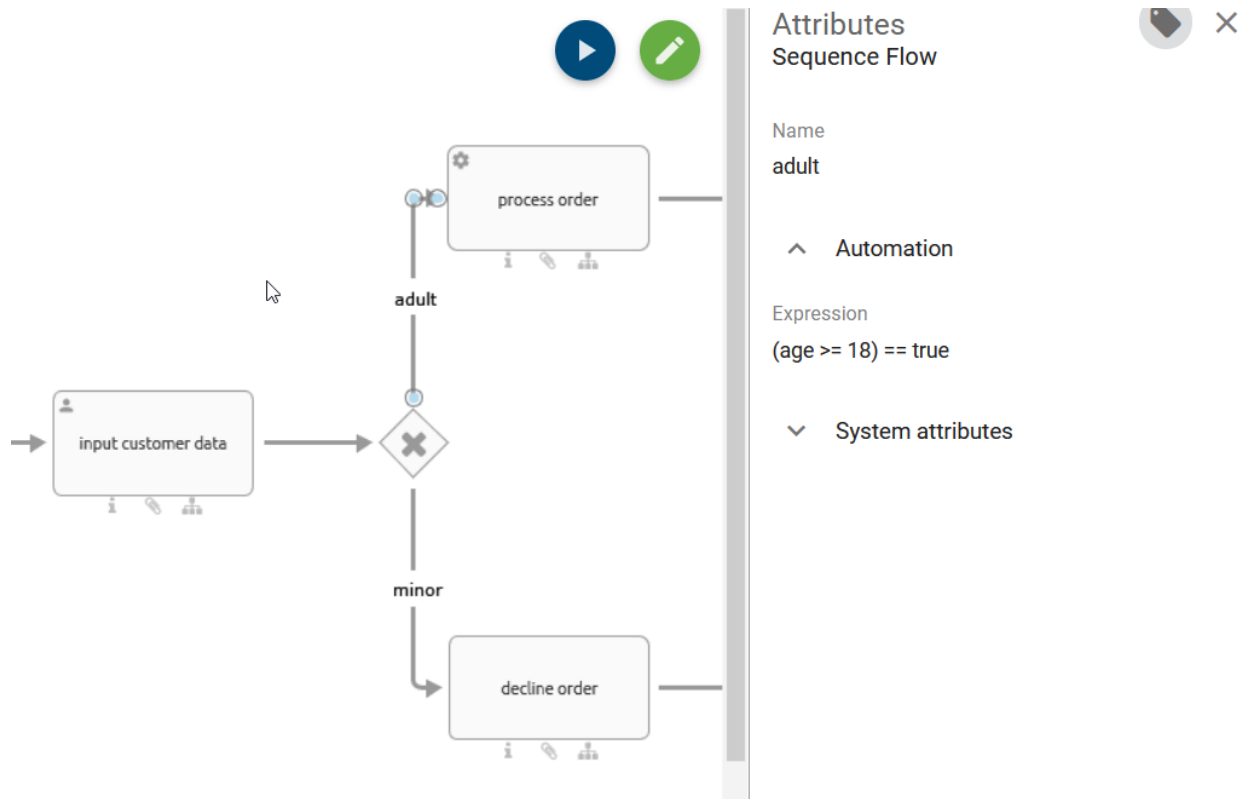


Table 1: Overview about the notation

Symbol	Description	Symbol	Description
&&	logic and	<	smaller than
	logic or	<=	smaller or equal
==	comparison of expressions (is used with <code>true</code> and <code>false</code>)	=	equal
<code>true</code>	expression is true	!=	not equal
<code>false</code>	expression is wrong	>=	bigger or equal
		>	bigger than

Therefore, the expression `(age >= 18) == true` checks whether the value of the process variable `age` is greater than or equal to 18. If this is true, the corresponding path will be taken.

As soon as you have defined your expressions and the diagram meets all *requirements*, you can access the respective process with the automated decision in BIC Process Execution.

In BIC Process Execution, when the value of a process variable changes, for example due to a change within a *decision table* or due to a *manual change by a ProcessApp Administrator*, all expressions which include that process variable are checked for their return value.

When the return value of the first expression returns the value *true* for a gateway of the type *Exclusive Or*, the corresponding path in the process flow of the case is selected and displayed. If the return value of the expression is *false*, the next expression is checked.

With gateways of the type *Inclusive Or*, all expressions are checked regardless of their order. For all expressions that return the value *true*, the corresponding path is displayed in the process flow.

If none of the expressions return the value *true* by the time the decision is made, the process stops at that point as no next step can be selected. To avoid this situation, the process must be planned in such a way that a decision can always be made. Alternatively, a *manual decision* can be provided instead of an automated decision.

Warning: If you model an activity with one or more outgoing sequence flows **without** a gateway, you must automate the decision via expressions. Otherwise, undesirable behavior may occur since manual decision tasks are created only at gateways. Please find an example [here](#).

Note: Be aware that only automated decisions that are still open can be changed. This means that decisions which have already been set by starting a task in the respecting path, cannot be changed anymore.

Hint: If a task which is the last task before an automated decision is completed, the following task resulting from the decision path is automatically started.

22.2.17 How can I configure an automatic time event?

Start Timer Event

You can manually [create a new case](#) in BIC Process Execution. Alternatively, you can model a timer in your process so your cases will be started automatically (recurring).

Hint: Please note that start timer events are only executed in the productive environment (i. e. for published processes). The following Cron definition is not applied in the test and development environments.

Hint: Please note that start timer events only apply to BPMN modeling, not to EPC modeling.

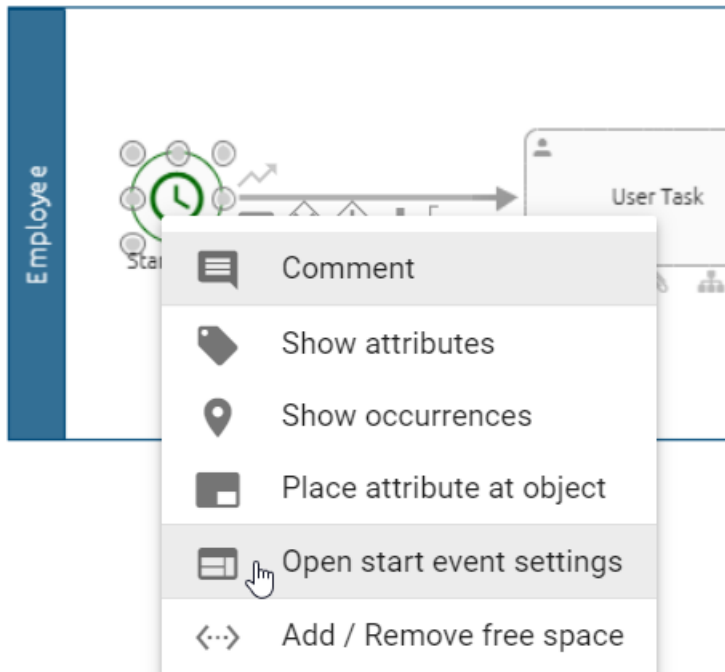
To do that, open the concerning diagram in BIC Process Design. In the attributes of the start event, select the event type *Timer* (in the attribute group *Typing*).

^ Typing

Event type ⓘ

Timer ▼

Then, open the context menu of the start event via a right-click on the symbol. Choose the option *Open start event settings*.



Selecting this option opens a dialog window. In the field *Starting timer configuration*, you can enter a *Cron expression* to define the (temporal) logic that will be applied to start new cases of the process in BIC Process Execution.

START EVENT SETTINGS
CANCEL

SAVE

Starting timer configuration

Enter a cron definition as starting timer configuration

Save your configuration to close the dialog, or use the *Cancel* button in order to discard your changes.

As soon as your process is published, it will automatically start a new case each time the timer is triggered. Such a case is always named by the start time of the case, and participating roles are assigned to their *default staffing*. Note that the case *does not have an owner* which implies that tasks without a default staffing have to be *delegated manually*. If there is no responsible user assigned for a started task, the task has to be *delegated* before you can *complete* it.

Note: If the diagram is depublished or no longer marked as *executable*, the automatic case creation will be stopped.

Tip: ProcessApp Administrators can edit the case name *in the process variables*.

Cron Expression:

A *Cron expression* is a chain of fields which are separated by blank spaces. The fields define the time units in the order **<Second> <Minute> <Hour> <Day-Of-Month> <Month> <Day-Of-Week>**.

A field can consist of one or a combination of the following valid values and/or characters.

Field	Rang of values	Valid characters
Second	0-59	, - * /
Minute	0-59	, - * /
Hour	0-23	, - * /
Day-Of-Month	1-31	, - * ? / L W
Month	0-11 or JAN-DEC	, - * /
Day-Of-Week	1-7 or SUN-SAT	, - * ? / L #

Hint: Please note that support for specifying both a *day-of-week* and a *day-of-month* parameter at the same time is not implemented.

By combining these characters, you can configure the start event (“set a timer”) in such a way that cases are started at recurring times. The following section gives an explanation of the possible characters based on [this page](#).

Tip: On [Freeformatter.com](https://www.freeformatter.com), you can find a free tool to generate Cron expressions.

***: The timer is set for every <time-unit>.** Example: ‘*’ as <Month> means that a new case is started every month (JAN-DEC).

? [The timer is set on each <Day-Of-Week> resp. on each <Day-Of-Month>.] Example: ‘?’ as <Day-Of-Week> means that a new case is started regardless of the day of the week.

- [The timer is defined for a *time span* (from-to).] Example: ‘MON-SAT’ as <Day-Of-Week> means that a new case is started on each working day.

, [The comma can be used to enumerate multiple values for one time unit. List the values without blank spaces.] Example: ‘8,15’ as <Hour> means that new cases are started at 8 AM and 3 PM.

/ [The timer can be defined using individual increments.] Example: ‘1/7’ as <Day-Of-Month> means that new cases are started every 7 days starting on the first day of a month.

L [The last value of the <time-unit>. It is also possible to combine this character with numerical values, e.g. using ‘L-2’ to get the second last value.] Example: ‘L’ as <Month> means that a new case is started on the last day of each month, i.e. on 31.01, 28./29.02., 31.03. usw.

W [The timer is set dynamically on the nearest week day (MON-FRI).] Example: ‘1W’ as <Day-Of-Month> means that a new case is started on the nearest week day to the first day of the month. If the first day of the month is a Saturday, the new case will already be started on Friday. If the first day of the month is a Sunday, the case will be started on the following Monday.

#<n> [The timer is set to the <n>-th occurrence of the <Day-Of-Week> where <n> is a natural number.] Example: ‘2#1’ as <Day-Of-Week> means that a new case is started on the first Monday of a month.

Hint: Note that the system calculates the case start times in the **time zone of the server**. If your local time differs from the server time, be sure to take the difference into account when defining the Cron expression.

For example, if you want a case to start at 8 AM in Germany (UTC+1), but the server is located in the UTC+0 time zone, you have to set the timer to 7 AM.

The following three examples show some possibilities to configure a recurring start using the values and characters:

0 30 8 ? * MON-FRI New cases start each day from Monday to Friday at 8 AM.

0 0 15 1 * ? New cases start each first day of a month at 3 PM.

0 0 12 ? JAN,JUN 2#1 New cases start at the first Monday of January and June at 1 PM.

Intermediate Timer Events

You have the option to pause your case for a specified period before it continues. This can be especially useful, e.g., when waiting for a payment confirmation. This way, you can set the case to resume, for instance, after 3 days.

Hint: Please note that intermediate timer events are only executed in the productive environment (i. e. for published processes). The following ISO8601 definition is not applied in the test and development environments.

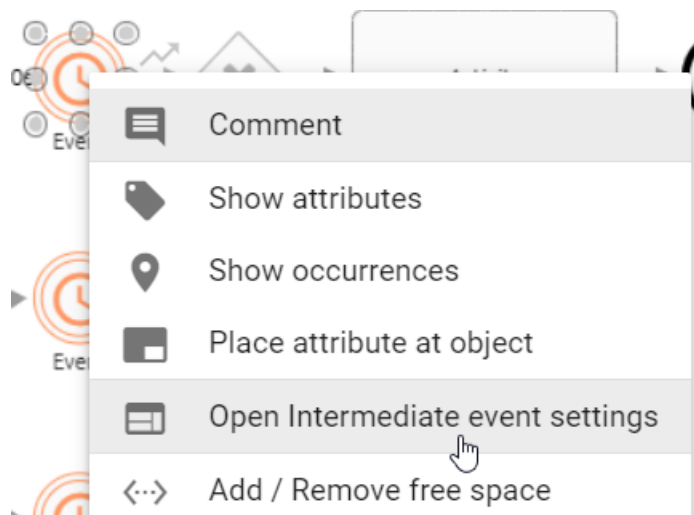
Hint: Please note that intermediate timer events only apply to BPMN modeling, not to EPC modeling.

To do that, open the concerning diagram in BIC Process Design. In the attributes of the intermediate event, select the event type *Timer* (in the attribute group *Typing*).

Event type 
Timer 

☐ Non interrupting 

Then open the context menu of the intermediate event via a right-click on the symbol. Choose the option *Open intermediate event settings*.



Selecting this option opens a dialog window. In the *Timer definition* field, you have the option of defining the duration using the *ISO8601 format* or a *variable*. This defines the time logic according to which a case of the process is to be continued in BIC Process Execution.

INTERMEDIATE EVENT SETTINGS

CANCEL

SAVE

Timer definition*

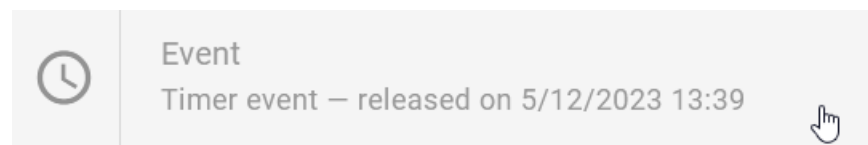
PT10S

10 seconds

Save your configuration to close the dialog, or use the *Cancel* button in order to discard your changes.

Once an intermediate event is integrated into the corresponding process diagram, it becomes visible in the process flow. Subsequently, the publication date and time for the intermediate event and the configured timing will be displayed to you.

When the release time is reached, the intermediate timer event is marked as *done*, and the date and time of release are displayed.



Warning: When selecting an intermediate time event in the process flow of a process diagram, only the name and description of the event are displayed in the task form.

After the diagram has been published, the case will only continue when the intermediate event is reached and the configured time is triggered. If you are in a different stage, the case will resume immediately. This also applies for incorrectly or not configured times and for times configured in the past.

Note: If the configured time is triggered while the servers are down, the case will only resume once the servers are restarted.

Hint: If an active case is aborted, all timers will be stopped.

ISO8601 format:

An *ISO8601 format* is a string of fields that specifies the time span of a time interval and is represented by the format **P(n)Y(n)M(n)DT(n)H(n)M(n)S**. The capital letters P, Y, M, W, D, T, H, M, and S are identifiers for each of the date and time elements and are not replaced, but can be omitted.

P : is the duration designator (for period) at the beginning of the duration representation.

Y : is the year designator that follows the value for the number of years.

M : is the month designator that follows the value for the number of months.

W : is the week designator that follows the value for the number of weeks.

D : is the day designator that follows the value for the number of days.

T : is the time designator that precedes the time components of the representation.

H : is the hour designator that follows the value for the number of hours.

M : is the minute designator that follows the value for the number of minutes.

S : is the seconds designator that follows the value for the number of seconds.

The fields define the time units in order:

<year> <month> <day> <hour> <minute> <second> <millisecond>.

Each field can contain one or a combination of the permitted values and/or characters.

Representation according to ISO 8601	Value range
Year (Y)	YYYY, four digits, shortened to two digits
Month (M)	MM, 01 to 12
Week (W)	WW, 01 to 53
day (T)	T, day of the week, 1 to 7
Hour (h)	hh, 00 to 23, 24:00:00 as end time
minute (m)	mm, 00 to 59
second (s)	ss, 00 to 59
Decimal fraction (f)	Fractions of a second, any accuracy

Examples:

PT15S - 15 seconds

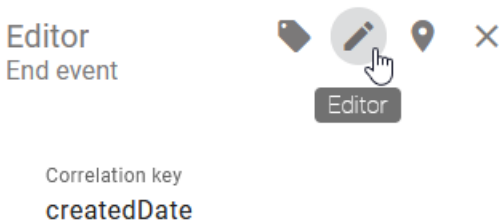
P14DT1H30M - 14 days, 1 hour and 30 minutes

P3Y6M4DT12H30M5S - 3 years, 6 months, 4 days, 12 hours, 30 minutes and 5 seconds

Note: Please note that the *n* is replaced by the value for each of the date and time elements that follow the n.

22.2.18 How do I define a correlation key for a throwing event?

In a process initiated by a throwing event, there is an option to access specific configurations through the *Details* menu of the editor. Here, you can set a JUEL expression as a correlation key.



When the predefined throwing event occurs, a message is automatically generated. This message contains a specified event ID and the previously defined correlation key. At the same time, when the event occurs, the associated process step is triggered and marked as completed.

Note: The defined correlation key is retrievable in the context of the process instance.

22.2.19 How can I process waiting events using the REST API?

With the BIC Process Execution REST API, in addition to *creating new cases from external applications*, you can also process waiting events. To use this feature, you need the REST endpoint and an *API key* that you pass along in the *Request Header*.

You can use the following link to the [Swagger UI](#) to view the available public endpoints and process a waiting event. At the top right of the screen, under *Select a definition*, select **BIC Process Execution API**. In the list that appears then, you will find the *Throw a signal event* endpoint, where you can edit the variables and process a waiting event.

Tip: If the link to the Swagger UI **does not** work, please enter the following URL manually: `https://{{host}}/public/webjars/swagger-ui/index.html`, where `{{host}}` represents your host.

Hint: The old `{{host}}/process-execution/external/tenants/{{tenantId}}/stages/{{stageId}}/signal-events` REST endpoint is currently still available. However, please use the new endpoint in the future.

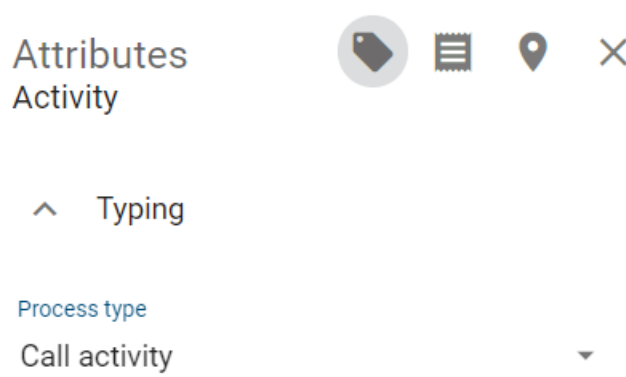
Hint: If you have previously worked with the old REST endpoint and are now working with the Swagger UI, you will need to generate a **new** API key. Please note that the new API key will need to be adjusted accordingly in the REST call.

22.2.20 How can I start subprocesses from a process?

If you want to call another process from within a case, you can use *call activities*. This enables you to start any number of new subordinated cases. If you want to call a process in BIC Process Execution, it needs to be marked as *executable* as well. If the called process is not marked as executable, the task will be handled as a normal user task and needs to be done manually.

[Here](#) you can find an explanation of how you can work with a call activity.

Model an activity in your diagram and set its process type to *Call activity*. You will find the attribute in the attribute group *Typing*.



Open the context menu of your call activity with a right-click on it. Select *Open Call activity settings*.

CALL ACTIVITY SETTINGS

CANCEL

SAVE

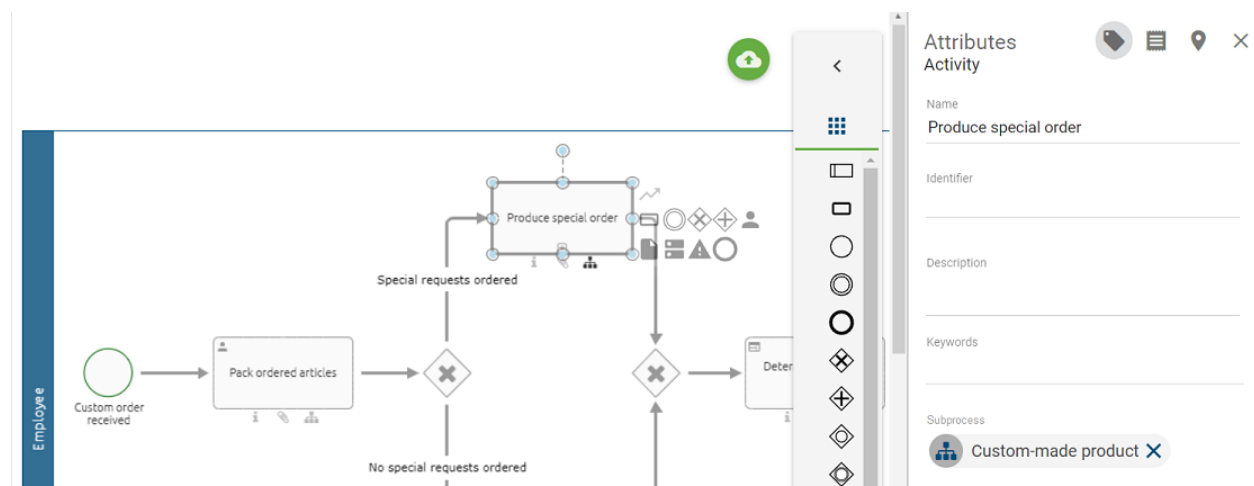
Run sub case asynchronously

When you run a sub case asynchronously, the call activity task in the main case will be completed as soon as the sub case was created. No data will be returned to the main case when the sub case is completed. When the sub case is not executed asynchronously, then the call activity task will be completed as soon as the sub case was completed.

Here you can choose whether your call activity shall be synchronous or asynchronous.

- *Synchronous* call activities will be executed immediately and stop the main case. The *process variables* will be handed over to the sub case. After the completion of the sub case, the process variables will be handed back to the main case. If the ProcessApp Administrator manually completes the synchronous call activity, nothing will change in the existing sub case and it can continue to be processed.
- *Asynchronous* call activities will also be started immediately, but will not pause the main case. The process variables will also be handed over to the sub case at the start, but they will not be handed back when the sub case completes. Furthermore, one can continue their work on the main case before the sub case is completed. If the main case is archived, nothing will change in the existing sub case, and it can continue to be processed.

Maintain the attribute *Subprocess* of the call activity with the desired process to link it. The following example shows the attribute of the call activity “Produce special order” which is part of an order process. The subprocess diagram “Custom-made product” is an executable BPMN diagram.



If the order process is executed in BIC Process Execution, a new case is automatically started for the called process as soon as the *task of the call activity* is started. The case is named after the call activity plus “- name of the main case”. In the example, the call activity “Produce special order” of the the main case “Order 2503” triggered the creation of a new case of the process “Custom-made product”.

Main case “Order 2503”:

Example Task		Form
☒	Define Quantities Sales Department (Durchgeföhrt von Max Mustermann)	Name Quantity picking ERLEDIGT
☐	Quantity picking Sales Department (Gestartet für Max Mustermann) > MM	
☐	Prepare shipping Sales Department	
		VERANTWORTLICHER ^ MM Max Mustermann Sales Department
		KOMMENTAR ^ MM Ihr Kommentar

Sub case (new case of the process “Custom-made product”):

Quantity Picking - Example Task		Form
☐	Define storage location Warehouse logistics (Started for Max Mustermann) MM	Define storage location COMPLETE
☐	Order Picking Warehouse logistics	
		RESPONSIBLE ^ MM Max Mustermann Warehouse logistics
		COMMENT ^

Max Mustermann is responsible for the tasks of the sub case because he is the *default assignee* of the corresponding role. The system is defined as the creator of the subprocesses of the call activities.

22.2.21 How can I provide input documents for my subprocess?

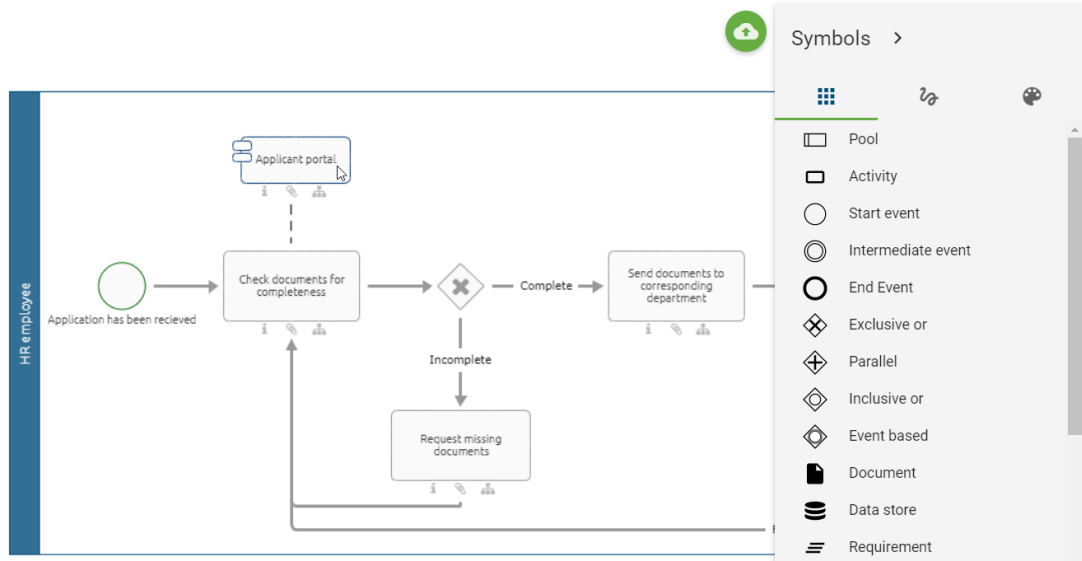
Once an input document has been modeled for a call activity task, the uploaded document is made available for use in that input within the subprocess. If an input document has been provided in a subprocess, the identifier of that document matches that of the input document for the corresponding call activity in the main process, the input document is made available in the subprocess.

Hint: Multiple input documents can be modeled, all of which are available in the subprocess. In each case, the most recent uploaded document is used as the input document.

In both cases, whether within the same case or when the input originates from a main case, the subprocess can either not override the input or override it. This also applies in cases where the subprocess decides to override the input or when parallel paths result in both an override and no override.

22.2.22 How can I integrate an application into a task form?

Application objects that you have modeled in BIC Process Design can also be integrated into BIC Process Execution. They are available to the users within the process flow. In order to be able to integrate an application object, it must have a connection to an activity object in your diagram in BIC Process Design.



Within the *Details* of the application object, you can link the application of your choice to make it accessible in BIC Process Execution. To do so, use the attribute *Integration link* within the section *Automation*. Analog to the attribute Attachment (URL), you can add links or alternatively upload documents.

Automation

Integration link

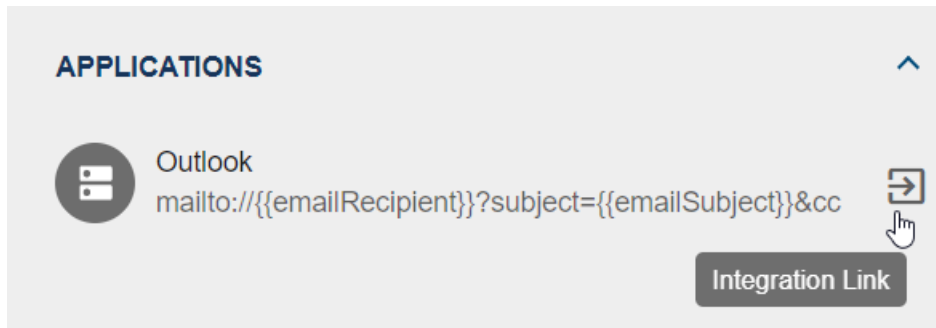


When adding a link to one of your applications, you can also integrate *process variables* if you know that they will be defined before the respective task is reached. To do so, add the respecting variable name between two curly braces at the appropriate place in the path. Here you can see an example of what such a path could look like:

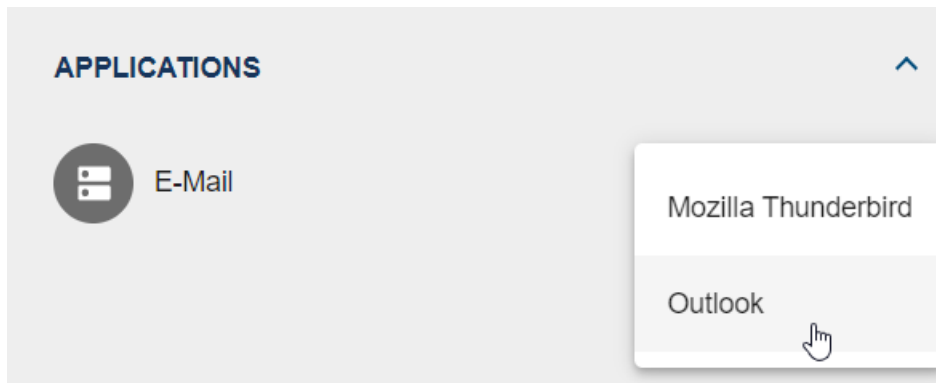
```
mailto://{{emailRecipient}}?subject={{emailSubject}}&cc={{emailRecipientCC}}&body={{emailText}}
```

In this example, the process variables are “emailRecipient”, “emailSubject”, “emailRecipientCC” and “emailText”.

Once you have defined your attribute and your diagram meets all *requirements to be displayed in BIC Process Execution*, the application will be displayed under the section *Applications* within the *task form*. If a title is available for the link, it will be displayed below the application name. Otherwise, the URL is displayed. You can access the application via the *Integration Link*.



Multiple links can also be integrated into an application. When this is the case, a context menu containing all the links is displayed after the *Integration Link* has been selected. You can then open the desired link by clicking on it.



22.2.23 Formulas

Formulas can be used for different purposes. For example, you can use them in the *form editor* to calculate values. You can also use them to make your task forms more dynamic.

This chapter provides an overview of all existing formulas and how to use them correctly. At the end of this chapter, you will find some *examples* of what you can calculate with these formulas. Additionally, you will find an example which explains how you can make your form dynamic.

Most of the formulas you can use in Microsoft Office Excel are supported and work the same as in Excel. It is also possible to write formulas using simple JavaScript syntax. For example, `2+6` would also be a valid formula and would return 8.

Some formulas use parameters. Of course, you can also use existing *process variables*. If you want to use already existing process variables, you need to enclose them in two curly braces (e.g. `{{VariableName}}`).

If you use dates or strings as the data type for parameters, you need to enclose them in single quotation marks (e.g. `LEN('example')`).

Tip: Formulas can be nested within each other. That means you can use a formula as an input parameter for another formula.

Which formulas exist?

Note: This section is currently under revision and therefore not complete. A complete overview of all usable formulas can be found in the [documentation of Formula.js](#).

The formulas can be separated into six different categories:

- *Date formulas*
- *Logic formulas*
- *String formulas*
- *Math formulas*
- *Conversion into different number systems*
- *Statistical formulas*

Date formulas

When using date formulas, you will often need parameters in the *datetime* format.

The data type *datetime* can be written in different formats. If you are not using predefined *process variables*, you need to make sure that you are using the correct form. A *datetime* without time looks like the following: 'month/day/year', e.g. '06/14/2021' for June 14, 2021. Alternatively, you can use 'day-month-year', e.g. '14-Jun-2021'. Note that it is important to abbreviate the month according to the table below. If you also want to use a timestamp, you need to use one of the formatting options above and append 'hh:mm:ss AM/PM'. The use of seconds is optional. For example, '06/14/2021 10:47:32 AM' would represent 10:47 AM on June 14 2021. More examples using datetime variables can be found [here](#).

Table 2: Abbreviations for months

Month	January	February	March	April	May	June
Abbr.	Jan	Feb	Mar	Apr	May	Jun
Month	July	August	September	October	November	December
Abbr.	Jul	Aug	Sep	Oct	Nov	Dec

Extract data from dates

There are various date formulas that you can use to extract specific data from a date.

- `YEAR({{datetime}})` returns the year of a *datetime* value in the range of 1900-9999.
- `MONTH({{datetime}})` returns the month of a *datetime* value in the range of 1-12.
- `WEEKNUM({{datetime}}, [{mode}])` returns the week number of a *datetime* value in the range of 1-53. The parameter *mode* defines whether the week starts on Sunday (*mode* = 1) or on Monday (*mode* = 2). If you do not use this parameter, the default value is *mode* = 1.
- `ISOWEEKNUM({{datetime}})` returns the week number of a *datetime* value. The first week of the year is the week which has the first Thursday in it.
- `WEEKDAY({{datetime}}, [{mode}])` returns the number of the day of a *datetime* value in the range of 1-7. The parameter *mode* behaves equivalent to the one in the formula `WEEKNUM`.
- `DAY({{datetime}})` returns the day of a *datetime* value in the range of 1-31.
- `HOURL({{datetime}})` returns the hour of a *datetime* value in the range of 0-23.

- `MINUTE({{datetime}})` returns the minute of a *datetime* value in the range of 0-59.
- `SECOND({{datetime}})` returns the second of a *datetime* value in the range of 0-59.

Calculate time spans

The following table shows you the different modes and which parts of the week belong to the weekend.

<mode>	Weekend	<mode>	Weekend
1	Saturday and Sunday	11	only Sunday
2	Sunday and Monday	12	only Monday
3	Monday and Tuesday	13	only Tuesday
4	Tuesday and Wednesday	14	only Wednesday
5	Wednesday and Thursday	15	only Thursday
6	Thursday and Friday	16	only Friday
7	Friday and Saturday	17	only Saturday

With the following formulas you can measure the time span between two dates.

- `DAYS({{enddate}}, {{startdate}})` returns the difference in days between a start date and an end date. You can find a concrete example [here](#).
- `WORKDAY({{date}}, {{k}})` returns the *k*-th next workday starting at *date*. Workdays are all days of the week except Saturday and Sunday.
- `WORKDAYINTL({{date}}, {{k}}, {{mode}})` returns the *k*-th next workday from *date*. *mode* defines which part of the week belongs to the weekend. Above you can find a table with an overview of all available weekend definitions.
- `NETWORKDAYS({{startdate}}, {{enddate}}, [{{listOfHolidays}}])` returns the number of work days (Monday-Friday) between two dates. Optionally, you have the possibility of adding holidays. They will also be excluded from counting. A more specific example can be found [here](#).
- `NETWORKDAYSINTL({{startdate}}, {{enddate}}, {{mode}}, [{{listOfHolidays}}])` returns the number of workdays between two dates. *mode* defines which part of the week belongs to the weekend. Above you can find a table with an overview of all available weekend definitions.
- **`DAYS360({{start}}, {{end}}, {{method}})` returns the difference in days between a start and an end date. The**
 - *European method*: If the start or end date falls on the 31st of a month, the formula will calculate with the 30th day of the month instead.
 - *US-american method*: If the start date falls on the 31st of a month, the formula will calculate with the 30th instead. If the end date falls on the 31st of a month, what the formula calculates depends on the start date. If the start date is earlier than the 30th of a month, the end date is set to the 1st day of the following month. Otherwise, the end date is set to the 30th.
- **`YEARFRAC({{start}}, {{end}}, {{mode}})` returns the time span between two dates as a number. With the par**
 - *mode* = 0: The difference will be calculated with the 30-day month US-American definition (see formula `DAYS360`) and divided by 360.
 - *mode* = 1: The actual difference in days will be divided by the actual number of days in the year.
 - *mode* = 2: The actual difference in days will be divided by 360.
 - *mode* = 3: The actual difference in days will be divided by 365.
 - *mode* = 4: The difference will be calculated with the 30-day month european definition (see formula `DAYS360`) and divided by 360.

- **DATEDIF**({{startdate}}, {{enddate}}, {{unit}}) returns the difference between two dates in a specified unit.
 - *Y*: Difference of fully completed years.
 - *M*: Difference of fully completed months.
 - *D*: Difference of days.
 - *MD*: Difference of days; months and years are being ignored.
 - *YM*: Difference of months; days and years are being ignored.
 - *YD*: Difference of days; years are being ignored.

Current date

You can use the following formulas to get the current date.

- **TODAY**() returns the current date in the *datetime* format.
- **NOW**() returns the current date, including the current time in the *datetime* format.

Convert into datetime format

With the following formulas you can convert dates or other data types into the *datetime* format.

- **DATE**({{year}}, {{month}}, {{day}}) lets you create a variable in the *datetime* format.
- **TIME**({{hour}}, {{minute}}, {{second}}) returns a time span as floating point number in days. Therefore 24 hours correspond to the value 1, 12 hours to the value 0.5, etc.
- **DATEVALUE**({{string}}) converts a string, if possible, into a valid *datetime* format.
- **TIMEVALUE**({{string}}) converts a string, if possible, into a time span as floating point number (see **TIME**).

Adding timespans

- **EDATE**({{start}}, {{k}}) will add *k* months to *start* and return the result. *k* can be negative to calculate dates in the past. For example, **EDATE**('2/5/2021', 3) will return the *5th May 2021*.
- **EOMONTH**({{start}}, {{k}}) will add *k* months to *start* and return the end of the corresponding month. *k* can be negative or zero. For example, **EOMONTH**('2/1/2021', 3) will return the *31st May 2021*.

Note: If you receive an error message when entering a formula, the problem may be related to the date function. In this case the error can be resolved by using `.toISOString()`, as in the following example `WORKDAY({{createdDate}}, 10).toISOString()`.

Logic formulas

Logic formulas can be used for evaluating logical expressions.

Note: Logical expressions are always *TRUE* or *FALSE*.

- **TRUE**() returns the logic value *TRUE*.
 - **FALSE**() returns the logic value *FALSE*.
-

Logical operators

- `AND({{log_a}}, {{log_b}}, ...)` returns *TRUE* if **all expressions** are *TRUE*. Returns *FALSE* otherwise.
- `OR({{log_a}}, {{log_b}}, ...)` returns *TRUE* if **at least one expression** is *TRUE*. Returns *FALSE* otherwise.
- `XOR({{log_a}}, {{log_b}}, ...)` returns *TRUE* if **exactly one expression** is *TRUE*. Returns *FALSE* otherwise.
- `NOT({{log_a}})` negates the parameter. *TRUE* becomes *FALSE*, *FALSE* becomes *TRUE*.

Conditional expressions

- `IF({{cond}}, {{value1}}, {{value2}})` returns depending on the condition a different value. If *cond* evaluates to *TRUE*, *value1* will be returned, otherwise *value2* will be returned.
- `IFS({{cond1}}, {{value1}}, {{cond2}}, {{value2}}, ...)` allows the possibility of multiple evaluations. It will be checked if one of the conditions evaluates to *TRUE*, the corresponding value will be returned. If a condition is *FALSE* the next condition will be checked until a condition which is *TRUE* is found. But only the first condition that evaluates to *TRUE* will return a value. For example, `IFS(TRUE, 2, TRUE, 5)` returns 2.
- `SWITCH({{value}}, {{check_1}}, {{return_1}}, {{check_2}}, {{return_2}})` compares the parameter *value* with *check_1*, *check_2*, etc. until a match is found. The formula returns the corresponding return value then. For example, `SWITCH(7, 9, 'nine', 7, 'seven')` would return *seven*.
- `IFERROR({{formula}}, {{expression}})` evaluates the inner formula *formula* and returns its return value. If the formula returns an error, *expression* is returned. For example, `IFERROR(8/2, 'Error')` would return 4, but `IFERROR(8/0, 'Error')` would return *Error*. Of course, you can nest any other formula inside this formula.

String formulas

If your formula requires a parameter of the type *string*, then you need to enclose it in single quotation marks, for example, `LEN('Example')`. Alternatively, you can use predefined process variables. You can find an explanation for that [here](#).

String extraction

With the following formulas you can extract strings or specific information out of a string.

- `RIGHT({{string}}, {{num}})` returns the *num* right characters of *string*. For example, `RIGHT('Profit margin', 6)` would return *margin*.
- `LEFT({{string}}, {{num}})` returns the *num* left characters of *string*.
- `MID({{string}}, {{startPos}}, {{num}})` returns a part of *string*. Starting at *startPos*, *num* characters will be returned. For example, `MID('Pete drives his car', 6, 6)` returns *drives*.
- `LEN({{string}})` returns the number of characters in *string*.
- `REPT({{string}}, {{num}})` repeats *string* *num*-times. For example, `REPT('x', 5)` returns *xxxxx*.
- `SEARCH({{searchTerm}}, {{string}})` searches in *string* for *searchTerm* and returns the character index at which the searched string starts. For example, `SEARCH('margin', 'Profit Margin')` would return 8. If the string cannot be found, the formula returns an error.
- `FIND({{searchTerm}}, {{string}}, [{{startPos}}])` searches in a string *string* for a search term *searchTerm* and returns the first occurrence of it. *startPos* allows you to start the search at a different character. For example, `FIND('i', 'Pete drives his car', 10)` would return 14. If you do not use the parameter *startPos*, the formula starts searching at the first character.

- `REGEXEXTRACT({{string}}, {{expression}})` searches in *string* for the regular expression *expression* and returns the index of the first occurrence.

String manipulation

With the following formulas, you can manipulate a string.

- `LOWER({{string}})` converts *string* into lowercase letters.
- `UPPER({{string}})` converts *string* into uppercase letters.
- `PROPER({{string}})` converts the first character of *string* into an uppercase letter and the following characters into lowercase letters. For example, `PROPER('bicYcLe')` returns *Bicycle*.
- `TRIM({{string}})` deletes multiple spaces in *string*.
- `CLEAN({{string}})` returns *string* without non-printable characters.
- `CONCATENATE({{string1}}, {{string2}}, ...)` concatenates two or more strings into one string. For example, `CONCATENATE('John', ' ', 'Doe')` returns *John Doe*.
- `REPLACE({{string}}, {{pos}}, {{num}}, {{replace}})` replaces a character in a string with another character. Starting with the character at the position *pos*, *num* characters are replaced by the string *replace*. For example, `REPLACE('abcdefghijk', 6, 5, '*')` will return *abcde*k*.
- `SUBSTITUTE({{string}}, {{old}}, {{new}}, [{{pos}}])` substitutes in *string* the character *old* by *new*. If you do not want to replace all occurrences of *old*, you need to add the parameter *pos*. This will define which character gets replaced. For example, `SUBSTITUTE('Q1-2011', '1', '2')` would replace all 1's by 2's, therefore returning *Q2-2022*, but `SUBSTITUTE('Q1-2011', '1', '2', 1)` would replace only the first occurrence of 1 therefore returning *Q2-2011*.
- `SPLIT({{string}}, {{delimiter}})` will split *string* at every position where *delimiter* is and returns the results as a list. For example, `SPLIT('Peter&Max&Antonia', '&')` will return [*Peter*, *Max*, *Antonia*].

String comparison

With the following formula, you are able to check whether two strings are the same or not.

- `EXACT({{string1}}, {{string2}})` checks if two strings are the same. This function is case-sensitive. It will return *TRUE* if the strings are the same, otherwise it will return *FALSE*.
- `REGEXMATCH({{string}}, {{expression}})` checks whether the regular expression *expression* is in *string* or not. It will return *TRUE* if the regular expression matches at least once and will return *FALSE* otherwise.
- `T({{var}})` checks if *var* is a string. If *var* is a string, it will be returned, otherwise an empty string will be returned.

Convert strings

With the following formulas, you can convert numbers into strings and vice versa. These formulas use the unicode standard.

- `UNICHAR({{number}})` formats a value and converts it into a string.
- `UNICODE({{character}})` formats a string and converts it to a number.
- `ARABIC({{string}})` converts a roman number *string* into the Arabic number system. For example, `ARABIC('XVI')` would return *16*.
- `ROMAN({{number}})` converts an Arabic decimal number *number* into the roman number system. For example, `ROMAN(16)` would return *XVI*.

Math formulas

Round numbers

With the following formulas you can round numeric values.

- `ROUND({{number}}, {{n}})` rounds *number* to *n* decimal places.
- `ROUNDDOWN({{number}}, {{n}})` rounds *number* down to *n* decimal places.
- `ROUNDUP({{number}}, {{n}})` rounds *number* up to *n* decimal places.
- `INT({{number}})` rounds *number* down to the next integer.
- `FLOOR({{number}}, {{i}})` rounds *number* down to the nearest multiple of *i* (for example, `FLOOR(3.1415, 2)` will return 2).
- `FLOORMATH({{number}}, {{i}}, {{mode}})` rounds *number* down to the nearest multiple of *i*. *mode* decides whether you want to round away or towards zero. *mode* = 0 rounds away from zero (`FLOORMATH(-12.1, 1, 0)` returns -13). *mode* = 1 rounds towards zero (`FLOORMATH(-12.1, 1, 1)` returns -12).
- `CEILING({{number}}, {{i}})` rounds *number* up to the nearest multiple of *i* (for example, `CEILING(3.1415, 3)` returns 6).
- `CEILINGMATH({{number}}, {{i}}, {{mode}})` rounds *number* up to the nearest multiple of *i*. *mode* decides whether you want to round away or towards zero. *mode* = 1 rounds away from zero (`CEILINGMATH(-4.1, 1, 1)` returns -5). *mode* = 0 rounds towards zero (`CEILINGMATH(-4.1, 1, 0)` returns -4).
- `TRUNC({{number}}, {{n}})` truncates a number to an integer by removing the decimal.
- `ODD({{number}})` rounds *number* up to the nearest odd number.
- `EVEN({{number}})` rounds *number* up to the nearest even number.
- `SIGN({{number}})` determines the sign of a number. Returns 1 if the number is positive, returns -1 if the number is negative and returns 0 if the number is 0.

Arithmetic operations

- `QUOTIENT({{dividend}}, {{divisor}})` performs division and returns only the integer portion of the division result. Use this function when you want to discard the remainder of the division.
- `MOD({{dividend}}, {{divisor}})` returns the remainder after a number is divided by a divisor.
- `POWER({{number}}, {{power}})` returns the result of *number* to the power of *power*.
- `FACT({{number}})` returns the factorial of *number*.
- `ABS({{number}})` returns the absolute value of *number*.
- `SQRT({{number}})` returns the square root of *number*.
- `SQRTPI({{number}})` returns the square root of *number* * Pi.
- `MAX({{num1}}, {{num2}}, ...)` returns the largest number value of the parameters. Logical values and text are being ignored.
- `MAXA({{num1}}, {{num2}}, ...)` returns the largest number value of the parameters. Logical values and text are not being ignored.
- `MIN({{num1}}, {{num2}}, ...)` returns the smallest number value of the parameters. Logical values and text are being ignored.

- `MINA({{num1}}, {{num2}}, ...)` returns the smallest number value of the parameters. Logical values and text are not being ignored.
- `SUM({{num1}}, {{num2}}, ...)` returns the sum of all parameters.
- `SUMIF({{range}}, {{criterion}}, {[sum_range]})` returns the sum of numbers in a list that meet a specific criterion. The criterion is applied to the list *range*. If that is not the list that should be summed up, the parameter *sum_range* must be used.
- `SUMPRODUCT({{list1}}, {{list2}})` returns the sum of the products of the lists.
- `SUMSQ({{num1}}, {{num2}}, ...)` returns the sum of the squares of the numbers.
- `SUMX2PY2({{list1}}, {{list2}})` returns the sum of the sum of squares of the corresponding values in two lists.
- `SUMXMY2({{list1}}, {{list2}})` returns the sum of squares of differences of corresponding values in two arrays.
- `PRODUCT({{num1}}, {{num2}}, ...)` returns the product of all parameters.
- `LCM({{num1}}, {{num2}}, ...)` returns the least common multiple of all parameters.
- `GCD({{num1}}, {{num2}}, ...)` returns the greatest common divisor of all parameters.

Information functions

- `ISEVEN({{number}})` returns *TRUE* when *number* is even. Otherwise it will return false.
- `ISODD({{number}})` returns *TRUE* when *number* is odd. Otherwise it will return false.

Trigonometric functions

- `RADIANS({{number}})` converts degrees into radians. For example, `RADIANS(180)` returns *3.14159*.
- `SIN({{number}})` returns the sine of *number*.
- `SINH({{number}})` returns the hyperbolic sine of *number*.
- `COS({{number}})` returns the cosine of *number*.
- `COSH({{number}})` returns the hyperbolic cosine of *number*.
- `COT({{number}})` returns the cotangent of *number*.
- `COTH({{number}})` returns the hyperbolic cotangent of *number*.
- `CSC({{number}})` returns the cosecant of *number*.
- `CSCH({{number}})` returns the hyperbolic cosecant of *number*.
- `SEC({{number}})` returns the secant of *number*.
- `SECH({{number}})` returns the hyperbolic secant of *number*.
- `TAN({{number}})` returns the tangent of *number*.
- `TANH({{number}})` returns the hyperbolic tangent of *number*.
- `ASIN({{number}})` returns the inverse sine of *number*.
- `ASINH({{number}})` returns the inverse hyperbolic sine of *number*.
- `ACOS({{number}})` returns the inverse cosine of *number*.
- `ACOSH({{number}})` returns the inverse hyperbolic cosine of *number*.
- `ACOT({{number}})` returns the inverse cotangent of *number*.
- `ACOTH({{number}})` returns the inverse hyperbolic cotangent of *number*.

- `ATAN({{number}})` returns the inverse tangent of *number*.
- `ATANH({{number}})` returns the inverse hyperbolic tangent of *number*.

Logarithm functions

- `LN({{number}})` returns the natural logarithm of *number*.
- `LOG({{number}}, {{base}})` returns the logarithm of *number* to the *base*. If the parameter *base* is not given, the standard value will be 10.
- `LOG10({{number}})` returns the logarithm of *number* to the base 10.

Random numbers

- `RAND()` returns a random decimal number between 0 and 1.
- `RANDBETWEEN({{num1}}, {{num2}})` returns a random integer between *num1* and *num2*.

Finance formulas

Table 3: Some regularly used variables in the finance formulas

Variable	Meaning
<code>nper</code>	describes the number of periods
<code>nperv</code>	describes the number of periods per year
<code>PV</code>	describes the present / current value of an investment
<code>FV</code>	describes the future value of an investment
<code>type</code>	describes whether a payment is due at the end of the payment (<i>type</i> = 0) or at the beginning of the payment (<i>type</i> = 1)
<code>per</code>	describes the period you want to inspect. The value can only be between 1 and <code>{{nper}}</code>
<code>pmt</code>	describes the payment made each period

Other variables will be explained with the formula.

- `ACCRINT({{issue}}, {{first_interest}}, {{settlement}}, {{rate}}, {{par}}, {{frequency}}, {{[basis]}}, {{[calc_method]}})` returns the accrued interest for a security that pays periodic interest. *Issue* is the security's issue date. *Settlement* is the date after the issue date when the security is traded to the buyer. *Frequency* describes the number of payments in a year.
- `CUMINT({{rate}}, {{nper}}, {{pv}}, {{start_period}}, {{end_period}}, {{type}})` returns the cumulative interest paid on a loan between *start_period* and *end_period*.
- `CUMPRINC({{rate}}, {{nper}}, {{pv}}, {{start_period}}, {{end_period}}, {{type}})` returns the cumulative principal paid on a loan between two dates.
- `DB({{cost}}, {{salvage}}, {{life}}, {{period}}, {{[month]}})` returns the depreciation of an asset using the fixed-declining balance method. *cost* describes the initial cost of the asset. *Period* describes the period for which you want to calculate the depreciation. It must have the same unit as the variable *life*.
- `DDB({{cost}}, {{salvage}}, {{life}}, {{period}}, {{[factor]}})` returns the depreciation using the double-declining balance method. The needed variables are the same as in the formula `DB`.
- `DOLLARDE({{fractional_Dollar}}, {{fraction}})` converts a number expressed as an integer part and a fraction part into a decimal number, for example, `DOLLARDE(1.02, 16)` returns the value 1,125 (1 + 2/16).
- `DOLLARFR({{decimal_Dollar}}, {{fraction}})` converts a decimal number into a number that has an integer and a fraction part, for example, `DOLLARFR(1.125, 16)` returns 1,02.

- `EFFECT({{nominal_rate}}, {{npery}})` returns the effective annual interest rate.
- `FV({{rate}}, {{nper}}, {{pmt}}, {{[pv]}}, {{[type]}})` returns the future value of an investment.
- `FVSCHEDULE({{Principal}}, {{Schedule}})` returns the future value of an investment where interest rates are not constant. The variable *Schedule* must be given in list form.
- `IPMT({{rate}}, {{per}}, {{nper}}, {{pv}}, {{[fv]}}, {{[type]}})` returns the interest payment for a given period.
- `IRR([{{value1}}, {{value2}}, ...], {{guess}})` returns the internal rate of return of an investment. *guess* is used to determine at which return rate the algorithm starts to calculate. The closer *guess* is to the real rate, the preciser is the value calculated by the formula. Normally, 0.1 (10%) is a good estimation for the IRR.
- `ISPMT({{rate}}, {{per}}, {{nper}}, {{pv}})` returns the interest over a specific time, with even interest rates and principal payments.
- `MIRR({{values}}, {{finance_rate}}, {{reinvest_rate}})` returns the modified internal rate of return for a series of periodic cash flows. *values* must be given in list form. *finance_rate* is the interest rate you pay on the money, *reinvest_rate* is the interest rate you receive from reinvesting the cash flows.
- `NOMINAL({{effect_rate}}, {{npery}})` returns the nominal annual interest rate.
- `NPER({{rate}}, {{pmt}}, {{pv}}, {{[fv]}}, {{[type]}})` returns the number of periods for an investment.
- `NPV({{rate}}, {{value1}}, {{value2}}, ...)` returns the net present value of an investment by using the discount rate *rate*. *value1*, *value2* ... represent the corresponding cash flows.
- `PDURATION({{rate}}, {{presentValue}}, {{futureValue}})` returns the number of periods needed by an investment *presentValue* to reach *futureValue*. *rate* is the interest rate per period.
- `PMT({{rate}}, {{payments}}, {{presentValue}})` calculates the payment for a loan based on constant payments and a constant interest rate *rate*. *payments* denotes the number of payments. *presentValue* is the amount of the loan.
- `PPMT({{rate}}, {{per}}, {{nper}}, {{pv}}, {{[fv]}}, {{[type]}})` returns the payment on the principal for a given period.
- `PV({{rate}}, {{nper}}, {{pmt}}, {{[fv]}}, {{[type]}})` returns the present value of an investment.
- `RATE({{nper}}, {{pmt}}, {{pv}}, {{[fv]}}, {{[type]}}, {{[guess]}})` returns the interest rate per period of an annuity.

Conversion into different numeral systems

The formulas for converting numbers into different numeral systems are similar to each other: `XXX2YYY({{number}})`. Here XXX stands for the original numeral system and YYY for the target numeral system. In the table below you can find the abbreviations and the usable numbers and characters of the different numeral systems. For example, `BIN2DEC({{number}})` will convert *number* from the binary system to the decimal system.

Numeral system	Abbreviation	Usable characters
Binary	BIN	0-1
Decimal	DEC	0-9
Hexadecimal	HEX	0-F
Octal	OCT	0-7

Additionally, there are two more general formulas which you can use to convert numbers into different numeral systems.

- `BASE({{number}}, {{base}})` converts a decimal *number* into a number of a numeral system with the *base*.
- `DECIMAL({{string}}, {{base}})` converts a number of a different numeral system with the base *base* into the decimal system.

Therefore, the formula `DECIMAL('101', 2)` and the formula `BIN2DEC(101)` have the same output.

Statistic formulas

Basics

- `AVERAGE({{num1}}, {{num2}}, ...)` returns the arithmetic mean of all numeric parameters.
- `AVERAGEA({{num_1}}, {{num_2}}, ...)` returns the average of all variables. Logical values and texts are not ignored.
- `AVERAGEIF({{range}}, {{criteria}}, {[average_range]})` returns the average of the parameters that meet the given criterion. The parameter with the exception of the criterion must be given in form of a list.
- `AVERAGEIFS({{average_range}}, {{criteria_range1}}, {{criterial1}}, {{criteria_range2}}, {{criteria2}}, ...)` returns the average of the parameters that meet the given criteria. The parameter, with the exception of the criteria, must be given in form of lists.
- `MEDIAN({{num1}}, {{num2}}, ...)` returns the median of all numeric parameters.
- `COUNT({{num1}}, {{num2}}, ...)` returns the number of values.
- `COUNTIF({{range}}, {{criteria}})` returns the number of elements in a list, that meet a given criterion.
- `COUNTIFS({{criteria_range1}}, {{criterial1}}, {{criteria_range2}}, {{criteria2}}, ...)` returns the number of elements in a list that meet the given criteria.
- `LARGE([{{num1}}, {{num2}}, ...], {{k}})` returns the *k*-th largest number. For example: `LARGE([2, 3, 5], 2)` returns the second largest number 3.
- `SMALL([{{num1}}, {{num2}}, ...], {{k}})` returns the *k*-th smallest number.

Examples for formulas

How do I calculate a leap year?

If you want to calculate whether a year is a leap year, you cannot use a predefined formula. But you can easily create your own formula to do this. First, you need a *number input field* in your form. In this case, the variable is called `year`. In BIC Process Execution, you can enter the year you would like to check in the number field.

Now use the following formula:

Leap year

`EXACT(MONTH(DATE({{year}}, 02, 29)), 2)`



As you can see, the formula consists of multiple nested formulas. First, you create a valid variable in the *datetime* format with `DATE ({{year}}, 02, 29)`. Depending on the year, the date will be March 1 (if the year is not a leap year) or February 29 (if the year is a leap year).

Using the formula `MONTH` will return the month of the given date as an integer. As already explained, the return value will be 2 (if the year is a leap year and therefore the month is February) or 3 (if the month is March).

Last but not least, we use the formula `EXACT` to check whether our result is 2 or not. If it is true and the year is a leap year, it returns *TRUE*, otherwise it returns *FALSE*.

In BIC Process Execution it will look like this:

Form

Name

calculate leap year

Year

2021

Leap year

false

Form

Name

calculate leap year

Year

2020

Leap year

true

How do I calculate workdays?

In the following, we provide an example of how to use different formulas (for example, how to calculate the number of workdays between two dates).

In this example, you want to carry out a project and want to calculate how many working hours the company can offer in a given period of time.

This example is deliberately kept simple and does not reflect all relevant activities and aspects. It is intended to give you an overview of what you can accomplish with formulas.

First, you could use form fields to enter some key aspects of our project. Alternatively, you could get the data from other processes as well. In this example, we only consider the start and end dates of the project, the number of participating employees, and their average hours they worked on the project.

Project start date	project start		
Project end date	project end		
Number of employees	How many employees will work on the project		
Median work hours	How many hours will the employees work		

The start date and end date fields are *date fields*. The fields for entering the number of employees and their average hours worked are *number fields*. The IDs of the corresponding form fields in this example are:

- start date: *start*
- end date: *end*
- number of employees: *people*
- number of working hours: *hours*

With these values, it is now possible to calculate the following variables.

Available work days	NETWORKDAYS({{start}},{{end}})	
Available work power per day	{{hours}}*{{people}}	
Available work power for the project	{{workPower}}*{{workDays}}	

The first formula calculates the number of workdays (the variable ID is *workDays*) between the start and the end dates. [Here](#) you can find the details of the formula NETWORKDAYS.

The second calculation is the available work power per day (variable: *workPower*). To do this, we simply multiply the number of employees by their average working hours per day.

Finally, the total project capacity is calculated by multiplying the number of workdays by the available work power

per day.

When you now open your process in BIC Process Execution, it will look like the following. The three calculated values are automatically updated as soon as you enter new values.

Form

Name
Enter project data

Project start date

7/5/2021

Project end date

7/23/2021

Number of employees

4

Median work hours

7,5

Available work days

15

Available work power per day

30

Available work power for the project

450

Note: If you receive an error message when entering a formula, the problem may be related to the date function. In this case the error can be resolved by using `.toISOString()`, as in the following example `WORKDAY({{createdDate}}, 10).toISOString()`.

Create dynamic forms

You can also use formulas to create dynamic forms, which means that the attributes of form fields can be manipulated by user input. The following example uses a process to sell auto insurance. Our form in the form editor looks like this:

The screenshot shows a form editor interface with four form fields, each with a label and a dynamic value or icon to its right:

- Name**: The field contains the text "Name". To its right is a small icon of a document with a checkmark.
- Birthdate**: The field is empty. To its right is a small calendar icon.
- Age**: The field contains the formula `DATEDIF({{birthdate}}, TODAY(), 'Y')`. To its right is a small icon of a calculator.
- Name of a parent or legal guardian**: The field is empty. To its right is a small icon of a document with a checkmark.

Note: If you receive an error message when entering a formula, the problem may be related to the date function. In this case the error can be resolved by using `.toISOString()`, as in the following example `WORKDAY({{createdDate}}, 10).toISOString()`.

The name of a legal guardian or parent is only required if the person to be insured is younger than 21. For this, we use the attribute *Hidden* and choose the option *Conditionally*. Here we can enter a condition or formula under which circumstances the field should be hidden. In this example, it will be the case if the variable *age* is greater than or equal to 21. If the person is younger than 21, the field will be mandatory.

DETAILS - TEXT

ID *	Label
nameParent	Name of a parent or legal guardian
Placeholder text	Pattern
Enter placeholder text	Enter a pattern
☒ Mandatory	
☐ Always	
☒ Conditionally	
{{age}}<21 	
☐ Read-only	
☒ Hidden	
☐ Always	
☒ Conditionally	
{{age}}>=21 	

Another way to make your form dynamic is to use the attribute *read-only*. Below you can see a form field of the type *boolean* that is used to indicate whether the insurance includes fully comprehensive or not. As you can see, the field is read-only (and therefore not changeable) if the person is younger than 25, which means you can only select fully comprehensive cover if the person to be insured is older than 25.

DETAILS - BOOLEAN

Show boolean as checkbox 

ID *

boolKasko

Label

Comprehensive cover?

☒ Read-only

☐ Always

☒ Conditionally

{{age}}<25



☐ Hidden

In BIC Process Execution it is possible to start this case and see the form. In the following you can see that the field *comprehensive cover* cannot be changed because the person is younger than 25. However, due to the fact that the person is older than 21, you cannot enter the name of a parent or legal guardian.

Form

Name

calculate insurance rate

Name

John Doe

Birthdate

10/2/1998



Age

22

Age-related surcharge

120

☐ Comprehensive cover?

Monthly Cost

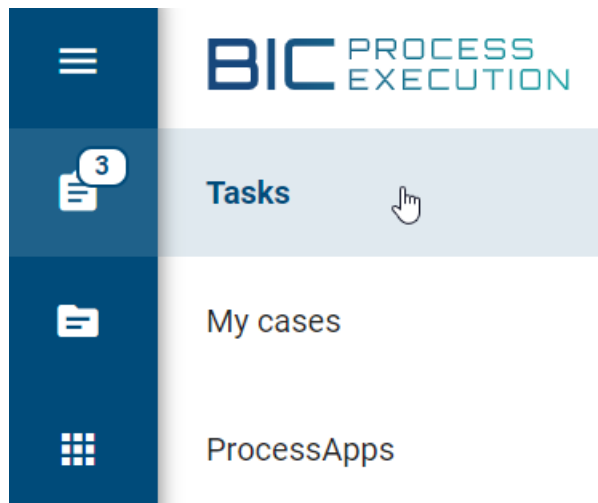
240

22.3 Tasks

BIC Process Execution offers you a variety of functions to help you manage the tasks that result from your processes. When using these functions, the following questions may arise.

22.3.1 Where do I see my tasks?

Use the menu to switch to the *Tasks* section.



On the right side of the menu entry you can already see how many of your tasks are still open. As soon as you select the menu entry, you will be directed to the *My tasks* area.

Task name	Task assignment	Start date	Due date	Status
Examine application Sales Manager	Admin	6/25/24	6/24/24	OVERDUE TO DO
Enter data for offer Offer Example GmbH	Admin	6/25/24	6/24/24	OVERDUE TO DO
Approve holiday HR	Admin	6/25/24	6/21/24	ERROR OVERDUE TO DO

In the main area you will see all tasks assigned to you. Any new task, whether you started it, it was started for you, or an existing task was delegated to you, is displayed at the top of the task list. Below the name of each task you will see the name of the corresponding case. On the same line of each entry, you will see the *start date* of the case, the status and the *due date of the task*, if the latter has been defined in *BIC Process Design*. When the status of a task changes, the entry will be updated. The status of each task is displayed with the corresponding labels *Error* (red), *Overdue* (orange), *To do* (gray) and *Done* (green). Further explanations of the status can be found [here](#).

The chip of a task is based on the *icon of the underlying ProcessApp*. You can directly navigate to the *case list of the ProcessApp* by a click on the chip.

Create invoice Example Inc. 3	10/27/22	- OPEN	Employee - Account...	John Doe	>
Create invoice Example Inc. 2	10/27/22	- OPEN	Employee - Account...	John Doe	>
Create invoice Example Inc. 3	10/27/22	- OPEN	Employee - Account...	John Doe	>

A click on the list entry itself leads you to a *pop-up window of the task*. Alternatively, you can select *Navigate to case flow* to see the full process flow view.

Create invoice Example Inc. 6	10/27/22	- OPEN	Employee - Account...	John Doe	>
Create invoice Example Inc. 5	10/27/22	- OPEN	Employee - Account...	John Doe	>

Your personal task list contains all *started tasks* assigned to you during a *case creation process*. This list also contains tasks that have been *delegated to you* or *group tasks which you have claimed*. If you created a case and did not specify

a responsible for a role, the corresponding tasks will appear in your task list (one by one) as soon as they are started. Moreover, if you have created a case which includes a task without a responsible role, that task will be delegated to you as soon as it is started. This also applies to failed *script tasks*.

Personal tasks remain part of your task list until they are *completed*.

Your task list may contain *tasks that require manual decisions*. These tasks are created by the system if a gateway is not *modeled with an automation*. Decision tasks are assigned to the case owner.

Note: If you are working on your task list and *the status of a task* has been changed, it will automatically be displayed in your task list.

22.3.2 How can I filter and sort the task list?

Filter and Search:

On the right side of the main area of your task list, you will see the filter panel where you can search and filter for specific tasks.

You can filter your task list by *ProcessApps*. When you select the *ProcessApps* facet, all existing ProcessApps are displayed for filtering. Once you select a specific ProcessApp, only its tasks are displayed in the task list.

FILTER		
PROCESSAPPS		^
☐	Plan Shipping	8
☐	Plan Audit	8
☐	Cancel Order	3
☐	Place Order	3

Additionally, you can filter your tasks using predefined date range options. When you select the *Due Date* facet, the different date range options are displayed. Once you select a predefined date range, your task list is updated. You will only see the tasks that are due within the selected date range.

FILTER

PROCESSAPPS
▼

DUE DATE
▲

☐ Overdue
 2

☐ Today
 3

☐ This Week
 4

☐ Next Week
 0

☐ This Month
 7

☐ Next Month
 3

In the *Filter* panel on the right sidebar, you can also enter a search term in the input field to search for specific tasks.

When you search for a task name, the task list will be updated and you will see all the results of this search. If there are no search results, you will see a corresponding message in the main area. You also have the option to use both “a AND b” and “a OR b” to display all results that contain either “a” *and/or* “b”.

Note: If you have applied a filter, the search will include the search term and any selected filter options. If you reset the search, you will get results that match the previously selected filter options.

Sort:

When you view the task list in the main area, whether you have applied a filter or not, you have the option to sort the tasks by a specific column. To do this, click on the column header.

MY TASK		GROUP TASKS				
Task name ↑	Start date	Due date	Status	Role	Task owner	

If no sorting was applied before, the tasks are sorted in ascending order based on the selected column. At the same time, you will be scrolled to the top of the task list.

If you have already sorted by a column and the tasks are displayed in ascending order, you can change the sorting direction by clicking on the same column heading again. This will reverse the sorting and take you back to the top of the task list.

Hint: Please note that when entering the task list, tasks are sorted by default according to their creation date in ascending order. This serves as the starting point if no specific column sorting has been selected.

Note: Sorting is done for one column at a time.

22.3.3 What does the status of my task mean?

In your *personal task list*, each task has an entry in the *Status* column. This status gives you at least one of the following information:

Task name	Task assignment	Start date	Due date	Status	
 Examine application Sales Manager	Admin	6/25/24	6/24/24	OVERDUE TO DO	>
 Enter data for offer Offer Example GmbH	Admin	6/25/24	6/24/24	OVERDUE TO DO	>
 Approve holiday HR	Admin	6/25/24	6/21/24	ERROR OVERDUE TO DO	>
 Create invoice Example LLC	Admin	6/25/24	6/21/24	ERROR OVERDUE TO DO	>

- **To Do:** This task has been started and you have to work on it or *delegate* it to another user.
- **In progress:** This task has been started and you have started to work on its task form. But the task is not been yet completed.
- **Done:** If the task has been completed by you or another user, the task name is displayed crossed out. The completed task disappears from the list as soon as you leave the task list.
- **Overdue:** The task is past its *due date*. The urgency is highlighted in red.
- **Error:** The task has an error.

When you are currently in *your personal task list* and the status of a task changes, the change is automatically displayed. This way you will always have a good overview of which tasks you need to work on.

If there is an error in your task, the entry will be marked with a red error icon on the right side. Next to the *error* icon, you can navigate to the corresponding case to receive further information about the error (if available).

 Create Invoice Example Inc. 9	10/25/22	10/24/22	OVERDUE	Employee Accounti...	John Doe	 > Error

Hint: If you are in the pop-up window of your task and someone else completes the task, the *Complete* Button will be disabled and you will receive an information about the completion of the task.

22.3.4 When is my task due?

The due date of a task is displayed in the task list. When the due date has been exceeded, the *status* becomes *overdue*.

Task name	Task assignment	Start date	Due date	Status	
 Create Invoice Incoming calls	John Doe Aftersales service	8/13/24	8/15/24	OVERDUE	>

Moreover, you can see the due date in the process flow view.

	Define Quantities Due on 12/7/22 Sales Department (Started for Max Mustermann)	

If your task is overdue the due date will be shown in red.

	Define Quantities Due on 12/7/22 Sales Department (Started for Max Mustermann)	

Note: If you want your tasks to have a due date, you have to model it in BIC Process Design first. An explanation of how to do this can be found [here](#).

Hint: If you are assigned to a task that is due within one day, you will receive an email notification immediately. Please note that if you are assigned an urgent task that is due within one day and is not completed within one hour of being assigned, you will receive an email reminder of the unfinished task.

22.3.5 How am I notified about my tasks?

BIC Process Execution notifies you of upcoming tasks via email. The notification cycle described below includes *your personal tasks* as well as open *group tasks* if you are a member of the group and no member *has claimed the respective task* yet. You will also receive an email notification about which group is responsible for a group task.

As the owner of a task in your case, you will receive a notification in your overdue task reminder emails if the task is overdue. Even if you do not have any overdue tasks, but there are overdue tasks in your cases that are assigned or not assigned to other users or groups, you will still receive the email notification.

Notification cycle

Weekdays:

- At the beginning of each week, you will receive an email informing you of tasks that are *Overdue*, *Due today*, *Upcoming*, and *New tasks*. *Upcoming* indicates *tasks that are due* within the current week. The email also contains a link to BIC Process Execution, which takes you directly to the corresponding tasks.
- On the other weekdays, you will receive an email notifying you of tasks that are *Overdue*, *Due today* or *New tasks*. Tasks that are longer overdue than others are displayed at the top of the list.

Note: If a new task has been assigned to one of your group members or to you within the last 24 hours and has not yet been completed, that task will appear in the *New tasks* section. However, if the task has been assigned to multiple users, only the most recently assigned user will receive a notification.

Weekends:

- You will not receive any task reminder emails on weekends. However, the Friday email will include any tasks that are due on the weekend or Monday.

In the default configuration, if you receive a reminder email regarding the due date or a new task on Monday, you will not receive information about Friday and Saturday.

Note: In order to receive daily reminders also on weekends, you need to update the default configuration. This means that on Saturday and Sunday you can receive reminders for the previous days (Friday and Saturday).

Hint: You are immediately notified by email when a new task is assigned to you that is overdue or due in the next 24 hours.

22.3.6 What is a task form and what is it used for?

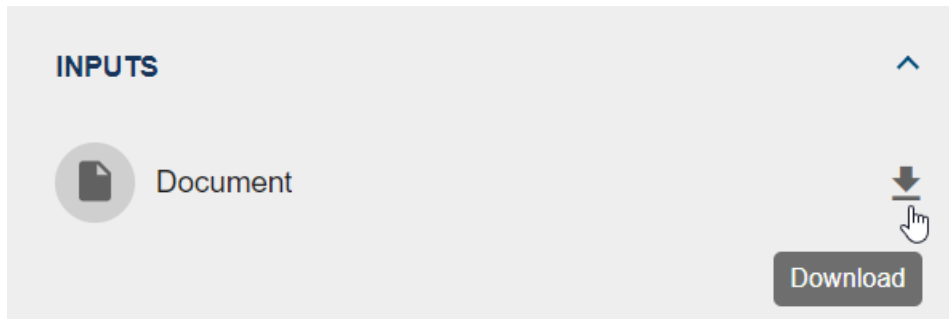
In BIC Process Execution, a form is generated for each task when the corresponding *case is created*. This serves as a source of information for a specific task, but also provides you with many options for performing the necessary steps to complete the corresponding task. The information is derived from the information provided in the corresponding diagram in BIC Process Design for that task. However, be aware that the task form is not the same as the profile that you know from BIC Process Design. The form gives you much more. For example, you can see the responsible users and the attributes of the task, or you can access its input and output documents. To give you get a better idea of what the task form is, the following explains a few of the options available and how you can access the form.

You can access your own task form in your task list once the task has been started. Simply select the desired task there and the form will open as a pop-up window.

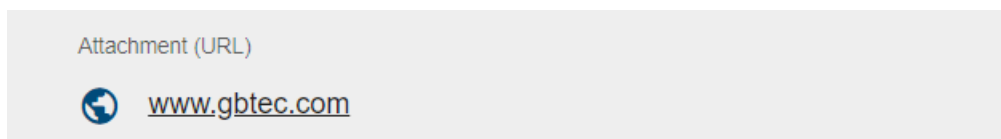
To access the form of any task, you must first navigate to the *corresponding ProcessApp* and select the desired case. The task form will open in the right sidebar. If you are using the mobile view of the application, the task form is automatically displayed after selecting the task.

Here you will find the name of the task, the responsible user or the responsible roles, a description and other attributes of the task. This information is based on the modeled task and its properties in the respective diagram of BIC Process Design.

In addition to the information that you can get, it also provides you with some functions. For example, you can *download input documents or upload output documents for the task*.



You can also access document services and other web applications or websites by selecting individual *attachments*. For example, depending on the hyperlink, if it is a link to a document service, the download of a document will be started automatically. If a hyperlink is activated which contains a URL to a website, the website will automatically open in a new browser window.



You can also make use of *decision tables* within the form. This provides your users with the decision making support they need to complete their task.

A screenshot of a form titled "Form" in blue. The form has several sections: "Name" with the value "Activity", "Dispatch" with the value "International", and "Weight" with the value "5". Below these is a button labeled "Calculate result" with a small icon. At the bottom is a button labeled "COMPLETE".

You have the option of saving the decision table data entered in order to check the result before completing the task. To do this, click on the *Calculate result* button. If the result is “null”, you will receive a message indicating that the result is empty.

In addition to these functions and information, you can also *make decisions* and (if you have the permission) *delegate tasks* within a task form.

Form

Name

Contract partner

Enter the contract partner here

Contract number

Enter the contract number here

Date of contract creation

dd.mm.yyyy

Description

B *I* U ~~S~~    

Add further information here

Most of the form fields in the task form are automatically obtained from the information derived from your diagram in BIC Process Design. In addition, additional form fields can be added to a user task form of a user task using the *form editor*. The responsible for the task can fill in these form fields when executing the case.

22.3.7 How do I start a task?

In BIC Process Execution, tasks are usually started automatically as soon as the corresponding step in the process flow is reached. This means that if a task is in the first place in the process flow, it will be automatically started as soon as *the case is created*.

< Example Task		
☐	Define Quantities Sales Department (Started for Max Mustermann)	MM
☐	Quantity picking Sales Department	

All subsequent tasks are automatically started as soon as the direct predecessor task in the sequence is *completed*.

< Example Task		
☒	Define Quantities Sales Department (Done by Max Mustermann)	
☐	Quantity picking Sales Department (Started for Max Mustermann)	MM
☐	Prepare shipping Sales Department	

In this way, multiple tasks can be started automatically at the same time, for example, by using a parallel gateway. When the task in front of this gateway is completed, all tasks directly following it are started at the same time.

< Example Task		
☒	Activity A Sales Department (Done by Max Mustermann)	
☐	Activity B after parallel Gateway Sales Department (Started for Max Mustermann)	MM
☐	Activity C after parallel Gateway Sales Department (Started for Max Mustermann)	MM
☐	Activity D after parallel Gateway Sales Department (Started for Max Mustermann)	MM

Depending on the definition of your process, the first task of a process may have to be started manually because the user can decide which task to start first. Note, however, that this is only possible if the *Allow users to start tasks manually* checkbox is selected. As a *ProcessApp Administrator*, you can start any task manually. Tasks are displayed

and can be started in the process flow view of a case as soon as the first task of its segment is started, which means, when the segment is *active*.

Note: A **segment** of the process flow is defined by its corresponding diagram and consists of a sequence of activities (the tasks) between gateways and events.

To start a task manually, navigate in the process flow view to a task for which you or another user has role responsibility. You can identify this by the user name displayed in small letters below the task. If you select the task entry and the task segment is active, you will see the option *Start task manually* in the *task form*.

In this example, in the case “A new offer”, you cannot manually start the “Verify order” task until the case has progressed to the corresponding segment:

The task is started manually as soon as this function is activated. After the manual start, the chip is filled with the user's initials.

Now all users can directly see that this task in this case has been started. The task also appears in the *task list of the responsible user*, who can now work on it.

Hint: When a group is assigned to a role and the first task of that role is started, the group task must be claimed by a group member. Subsequent tasks of that role are automatically assigned to that member (as soon as they are started). Further information about this rule can be found [here](#).

22.3.8 How can I delegate a task?

If a task is assigned to you and has already been started, you can delegate it to another user. As a ProcessApp Administrator or as a case owner, you can delegate all started tasks, whether they are owned by you or by other users. The delegation option is also displayed to ProcessApp Administrators and case owners when a task is started but not yet assigned to a user. A delegation only affects the respective task. All other tasks keep the assignment that was defined when the case was created.

In your *task list*, navigate to the pending task that you want to delegate. When you click on the task, the task form opens as a pop-up window. Within the form, you will find the *Responsible* section. Next to your username, you can select the *Delegate task* function on the right side.

RESPONSIBLE



Jane Doe



Delegate task

Alternatively, you can find this function in the form of the started task in the process flow view. ProcessApp Administrators and case owners can delegate the tasks of other users this way.

The screenshot shows a task list on the left and a task form on the right. The task list includes 'Define Quantities', 'Quantity picking', and 'Prepare shipping'. The 'Quantity picking' task is selected, and its form is displayed on the right. The form shows the task name 'Quantity picking', a 'COMPLETE' button, and a 'RESPONSIBLE' section with a user profile for 'Max Mustermann' and a 'Delegate task' button.

When you use this function, a window appears where you can then search for a user (group) using the input field. You can then select a search result from the list of suggestions.

The screenshot shows a 'Delegate task' dialog box. It has a title 'Delegate task' and a label 'Enter user or group' above an empty text input field. At the bottom right, there are two buttons: 'CANCEL' and 'DELEGATE'.

Your selection will be displayed as a chip. If you have accidentally not made the desired selection, you can remove the chip via the *x*, or select and delete it on the desktop with the backspace key. In general, you can select all users and user groups for delegation. If you want to *Cancel* the delegation, select the corresponding option.

The screenshot shows the 'Delegate task' dialog box with the same input field. Now, a chip is displayed below the input field, showing a user profile icon, the name 'Jane Doe', and a close button (x). The 'DELEGATE' button is now highlighted with a blue border.

Otherwise, click *Delegate* to complete the delegation. The window closes and the task no longer appears in your task list. The initials of the newly assigned user (group) will now appear in the process flow view of the relevant case. In addition, the task appears in the task list of the affected users.

22.3.9 How do I complete a task?

In general, a task can be completed after it has been started *and* assigned to a user. You can see your own started tasks in “*Tasks*”. In BIC Process Execution, tasks are completed using *the task form*. The form provides more information and links to applications relevant to your task. You may also be able to *upload or download files* or enter other data in a *user task*. There are two ways to find the task form. The pop-up window allows you to complete single tasks more quickly because you do not need to open the corresponding process flow view of each task.

In a pop-up window:

Navigate to your *tasks*. There you will find your own, already started tasks. Click on the name of a task to open it in a pop-up window and see the associated task form. An overview of the task is displayed at the top of the form to make sure you are working on the correct task. This header includes the case name and associated ProcessApp, the user responsible, the start date, the due date, and the current status. At the bottom of the form, you will find a *comment field* where you can enter a note before completing the task via the *complete* button. The pop-up window will close automatically.

	Assignee	Start date	Due date	Status
 Send offer to costumer	John Doe	4/8/25	5/8/25	OVERDUE TO DO

Name

Text

Text

Text

RESPONSIBLE

 John Doe

COMMENT

 Your comment

CLOSE
COMPLETE

Hint: The possibility to complete a call activity is only available to the user who has the role of the ProcessApp Administrator. If you are the owner of a task but do not have the ProcessApp Administrator role, you cannot complete the task manually.

In a process flow view:

Alternatively, you have the possibility to open the process flow view. To do so, select the *Navigate to case flow* button. The affected task will be highlighted in the process flow with a filled chip with your initials. If you are using the mobile view of BIC Process Execution, the form will open when you select the task. In the desktop view, the form is located in the right sidebar.

The screenshot displays the BIC Process Execution interface. On the left, a task list titled 'Example Task' contains three items: 'Define Quantities Sales Department (Started for Max Mustermann)' with a blue circle icon and 'MM' chip, 'Quantity picking Sales Department' with a blue circle icon, and 'Prepare shipping Sales Department' with a blue circle icon. On the right, a 'Form' is open for the 'Define Quantities' task. The form includes a 'Name' field with the value 'Define Quantities', a 'COMPLETE' button, a 'Complete task' button, a 'RESPONSIBLE' section with a user icon and the text 'Max Mustermann Sales Department', and a right arrow button.

In the form of your task, you will find a comment field where you can enter a *comment* before completing the task via the *Complete* button.

After completing the task, a check mark will appear in the chip of the task and the task's text will turn gray, which will be directly visible to all users. In the form, you can see the comment that may have been submitted. The task is no longer listed in your tasks. This cannot be undone.

The screenshot shows the BIC Process Execution interface after a task has been completed. The task list 'Example Task' now shows 'Define Quantities Sales Department (Done by Max Mustermann)' with a grayed-out text and a checkmark icon, and 'Quantity picking Sales Department (Started for Max Mustermann)' with a blue circle icon and 'MM' chip. The 'Define Quantities' task is no longer listed in the task list.

If a task is started but no user is assigned, it cannot be completed. The hint *No user assigned* will be shown in the *Responsible* section of the form. In this case, ProcessApp Administrators can *delegate* the task to a user (group). This user (group) can then complete the task as described above.

When a task is completed, the next task in the sequence is automatically started and thus appears in the task list of the responsible user. This happens if the next task is a clear successor or the following activity. If the following task has already been completed, the next task in the sequence is started. When the last task of a case has been completed, the case will be *finished*.

Hint: Please note the difference between a role being responsible for a task and an explicit user being assigned to the task. A user can be assigned to a role during the *case creation* or *later in the case details*. In this case, the user is automatically assigned to a task of the role when the task is started. If the responsible role of a task cannot be assigned to a user when the task is started, the task cannot be completed.

Tip: As a ProcessApp Administrator, you can complete every task by *delegating* it to yourself and then completing it

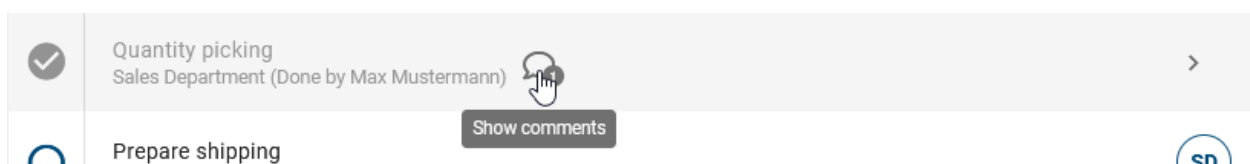
as described above.

Note: A task started without an assigned user can occur in cases started by the system. These cases have no owner who would be responsible if no other role responsibility has been defined.

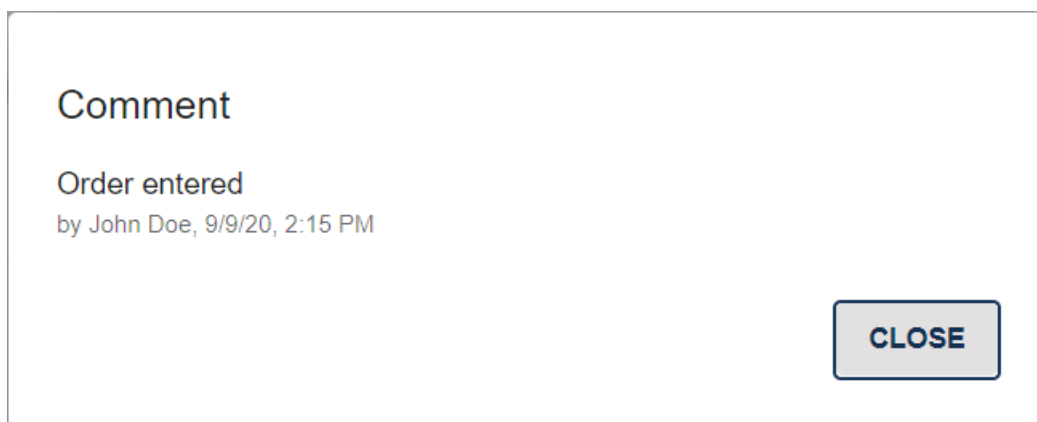
Warning: Please note that only users with the roles *ProcessApp User* or *ProcessApp Participant* can work on tasks. If a task is assigned to you and you do not have one of these roles, you will not be able to perform any actions for this task. You will then receive a notification stating that you do not have the required role. If you open BIC Process Execution without the user role *ProcessApp User* or *ProcessApp Participant* and you have been assigned tasks, you can view them in your *task list*. In this case, however, you will be informed in the task forms that you do not have the necessary role for processing. If no tasks are assigned to you, the menu item *Tasks* will not be available.

22.3.10 Where can I see comments of completed tasks?

When *completing a task*, users can add additional comments. These comments are then visible to all users. To view a comment, first navigate to the process flow view of a running case. When a task is completed, you will see a *Show comments* icon to the right of the entry.

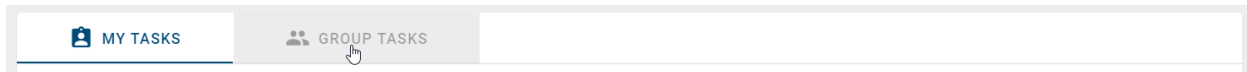


Clicking on this button opens the comment window. In addition to the comment itself, this window displays the author of the comment and the comment timestamp. The comment is in read-only mode and cannot be edited. Click on *Close* to return to the original view.



22.3.11 Where can I find my group tasks?

In order to find your group tasks, navigate to the *Tasks* area via the menu. You can access to all your group tasks over the *Group tasks* tab.



This area lists all started tasks assigned to the user groups you are part of. Under the name of each task, you can see the name of the corresponding case. Next to the task, you can see when the task was started, the due date of the task, the status of the task, the role and the task owner. The due date is empty if the corresponding attribute has not been maintained in BIC Process Design. In case there is a chip with initials to the right of the entry, the task *has already been claimed* by a user.

MY TASKS		GROUP TASKS				
Task name	Start date	Due date	Status	Role	Task owner	
 Examine application formally Quality Manager	1/11/23	1/10/23	OVERDUE	Employee HR	Group	⋮
 Examine application formally Softwaredeveloper	1/11/23	1/10/23	OVERDUE	Employee HR	Group	⋮

As soon as one of these tasks is successfully completed by one of the users of the group, it disappears from the personal task list of all involved users.

22.3.12 How can I claim a group task?

To claim a group task, first navigate to the *group tasks* list or to the relevant case. Both views show whether the task has already been claimed. If a group member has claimed the task, that user will be assigned as the responsible user in the task form in the process flow view. The corresponding entry in the group task list also shows the initials of this user.

 Prepare delivery Test 3	11/7/22	-	OPEN	Outound Logistics	John Doe	>

Tasks that can be claimed have a context menu to the right of the entry instead.

 Check Invoice Example Inc.	10/18/22	10/23/22	OPEN	Employee Accounti...	John Doe	 Open menu

By clicking on the context menu, you can select the *Claim task* option. Once you have claimed a task, your initials will be displayed at the entry and the context menu will disappear. From then on, you will find the task in your *personal list of tasks* as well.

If your group task has not yet been claimed, you will also find the button *Claim task* in the task form when you view the process flow of the corresponding case. By clicking this button you can claim the task directly in the case.

< Example Task

Define Quantities
Sales Department (Started for Sales Department)

Quantity picking
Sales Department (Sales Department)

Name
Define Quantities

CLAIM TASK

Claim Task

If you complete the group task and another task is started for this group in the same case, this task will be assigned to you automatically. You do not have to claim it manually. Note that this is only the case for tasks arising from the same role.

Consider the following example: In a case, the group “Team Development” is responsible for the roles “Software developer” and “Software tester”. As a member of this group, you have claimed and completed the first group task which was defined for the “Software developer” role. If another group task of the case is started for which this role is responsible, this task is automatically assigned to you. However, if a task with the responsibility “Software tester” is started in the case, this task has to be claimed by a group member - unless a user has already completed a previous task as software tester and is therefore assigned to this task as well.

Alternatively, you can assign group tasks to yourself while viewing the group tasks in the *Group Task* tab of *your task list*. Users with the role *ProcessApp Administrator* or *ProcessApp Analyst* can also assign group tasks to themselves in the *corresponding task list of a case*. Each task that is not assigned contains an *Assign to me* link. As soon as you select this, the task will be assigned to you and the list will be updated accordingly. If you cannot assign a task to yourself, either the *Assign to me* link will not appear or the message *Self-assignment not possible* will appear when you move the mouse pointer over the link.

MY TASKS		GROUP TASKS			
Task name	Task assignment	Start date	Due date	Status	
 Group Task 1 Example	Assign to me Example Group	1/22/25	-	TO DO	>

Note: If you claim a group task, then delegate it to a user, and the user completes the task, the next task of that group in the case will be assigned to that user (when the task is started).

22.3.13 How can I edit a task as an external user?

If you have the role of an external user, you can edit a task assigned to you in the task form to provide the required information.

Once a task is started and your email address is stored in the process as an external user identifier, you will receive an email notifying you of the pending task.

This email will contain a link to a task form where you should complete all mandatory and/or optional fields. By clicking on *Submit*, the task form will be successfully submitted and you should receive a confirmation message. Once the task form has been submitted, you will no longer be able to edit the task. If you click the link again, you will only be able to view the task form in read-only mode.

Hint: Please note that the link is only valid as long as the task is assigned to you as an external user.

Hint: It is not possible to delegate the task to another external user.

Hint: Please note that *signing tasks* cannot be performed by external users.

22.3.14 How can I make a manual decision task for a gateway?

If a gateway is not *modeled with an automation*, the case owner receives a task to decide which path to executed.

As a case owner, you will find the manual decision task in your task list once the previous task has been completed. Select this task to open its pop-up window. Based on the options displayed in the window, you can see whether your decision is an *Exclusive Or* or an *Inclusive Or* gateway. *Exclusive Or* gateways only allow you to select one decision option.

Did customer accept the offer?

Name
Did customer accept the offer?

Did customer accept the offer? *

☒ Offer not accepted

☐ Offer accepted

RESPONSIBLE 

 Jane Doe 

COMMENT 



CANCEL

COMPLETE

Inclusive Or gateways, on the other hand, have checkboxes for the decision options that allow multiple selections.

Name

Where do we advertise the job?

Where do we advertise the job?*



Post job internally



Post job externally

Select one or more options (depending on the type of gateway) and confirm your selection with the *Complete* button.

Warning: If an activity is modeled with one or more outgoing sequence flows **without** a gateway, the decision must be automated via expressions. Otherwise, undesired behavior may occur. Please find an example [here](#).

22.3.15 How can I use attachments in BIC Process Execution?

In BIC Process Execution, you can use attachments that have been defined on the corresponding objects in BIC Process Design. You can use all attachment types that are available for *the “Attachment (URL)” attribute in BIC Process Design*. In BIC Process Execution, these are displayed in various places in *the corresponding task form*.

If the *Attachment (URL)* attribute has been defined for an activity, you will find these attachments in BIC Process Execution in the corresponding task form under *Attachment (URL)*.

Form

Name

Activity with attachments

Attachment (URL)

🔗
[Example document.docx](#)

🌐
[gbtec.com](#)

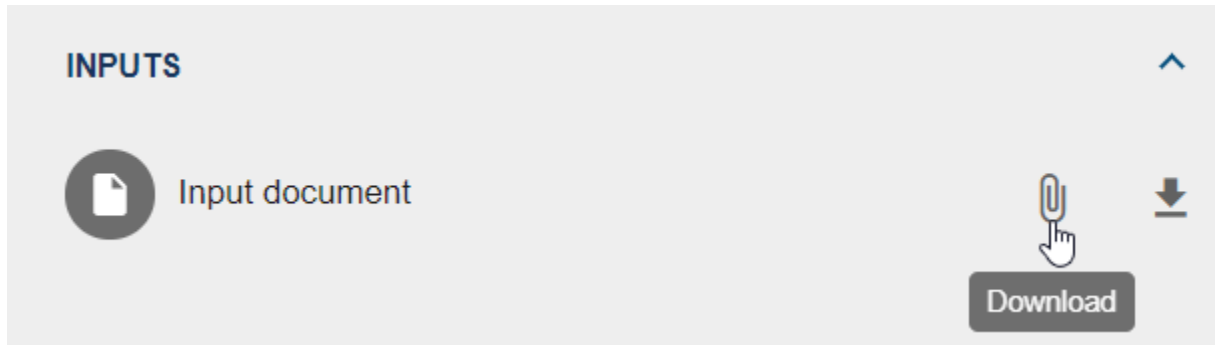
MANUAL START

RESPONSIBLE ^

P

John Doe (User)

If you have defined an attachment in the attributes of a document object that represents an input or output of an activity, you will find the attachment in the *Inputs* or *Outputs* section of the corresponding task form. The attachment is represented by a paperclip icon. You can access the attachment by clicking the paperclip icon.

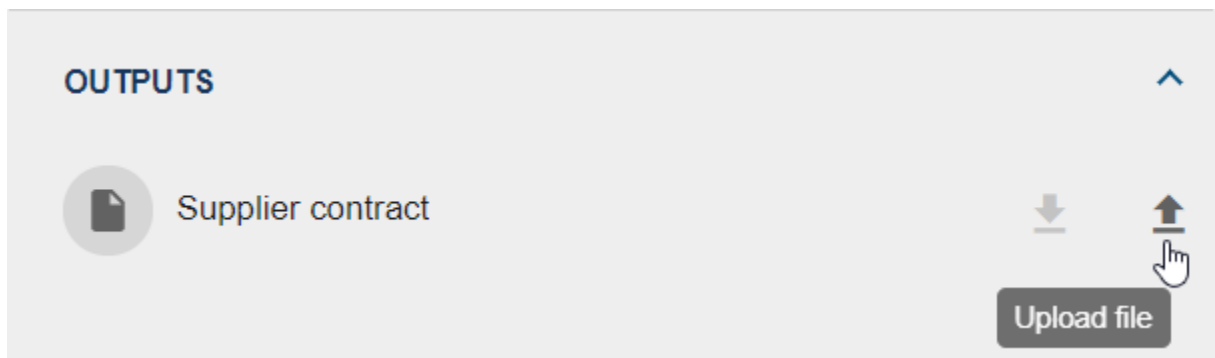


22.3.16 How can I upload or download files to my tasks?

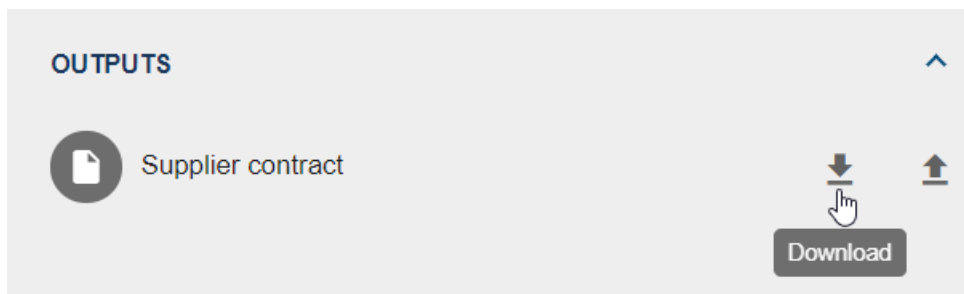
If files have been modeled in your diagram in BIC Process Design, you can make use of them in BIC Process Execution to upload or download documents in the tasks of your case. This allows you to provide important documents for the process flow. You can also use these files for a *REST call*. They are always assigned to individual tasks in your case. The following section explains in more detail how to use these functions.

Outputs

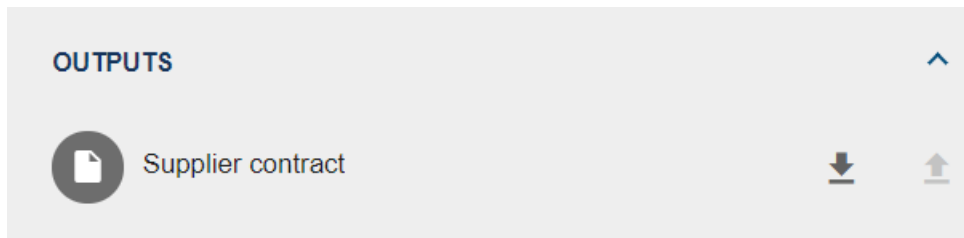
If an output document has been modeled for an activity in BIC Process Design, you will find a corresponding entry in your *task form* in BIC Process Execution. In order to upload a document, you have to be the responsible of the relevant task and the task must already be started. If this is the case, you can use the *Upload file* function to select and upload the desired document via a corresponding dialog window.



Once you have successfully uploaded a document, the document icon on the left side of the entry will turn white to indicate that the upload process is complete. Documents that have been uploaded as output can be downloaded at any time using the *Download* function.

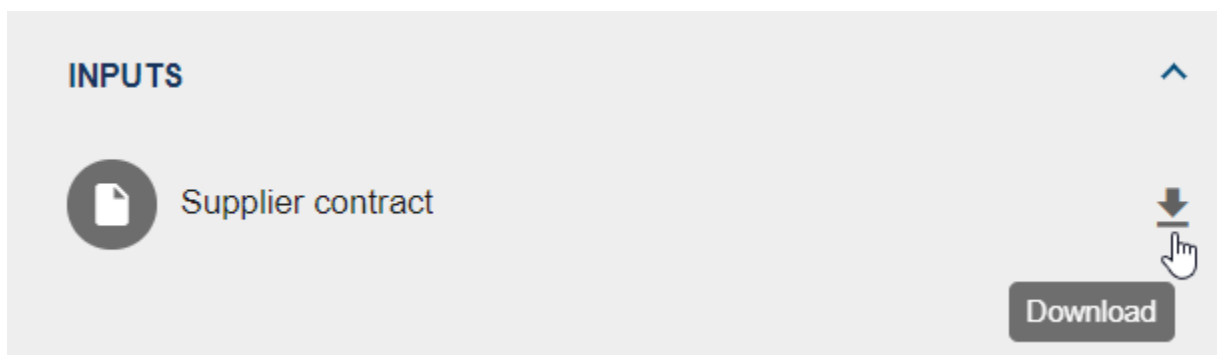


If the *Upload file* function is used when a document has already been uploaded, that document will be replaced by the newly selected document. This means that only one file can be provided per output entry. Once the corresponding task is completed, the *Upload file* function is grayed out and no more files can be uploaded for the relevant output.

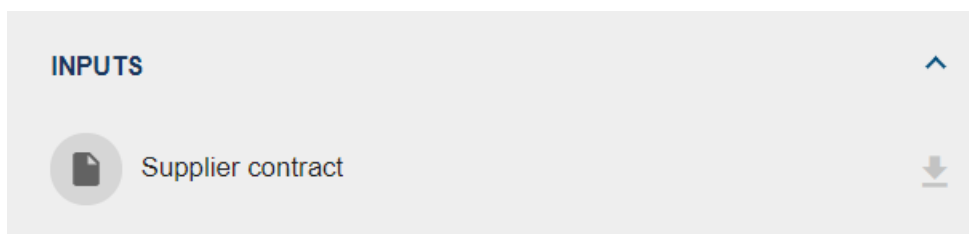


Inputs

As with outputs, you will find inputs in the corresponding task form. If an input exists for a task, you can access the relevant document by using the *Download* function.



All inputs are the result of outputs from previously processed tasks in the process flow. You can only download the document if the task containing the output has been successfully completed and the task containing the input has been started. If this is not the case, or if no file has been uploaded for the input, the *Download* function is grayed out and cannot be used.



Note: You can use the following objects to upload or download files: *Document*, *Business object*, *Norm*, and *Data store*.

Tip: *Attachments* that have already been added to the document object in BIC Process Design can also be accessed via the corresponding input/output entries.

22.3.17 How do I work with decision tables?

If a task in BIC Process Design is of the type “*Business Rule*”, the defined decision table will also be found in *the task form* in BIC Process Execution.

In the processes, you will see the *Input variables* in the form of input fields in the form of the corresponding task. To use the input fields within the decision table, *the task must be started*. Once you have filled in all the input fields with valid data, the result is automatically displayed in the output field of your decision table.

Form

Name
Activity

Dispatch
International

Weight
5

🧮 Calculate result

COMPLETE

For each of your input fields, there is a *process variable* that contains the value of your input. In addition to the information you can get from the table, you can use the individual data in other ways, such as *automated decisions*.

If the value of the process variable is defined before the *Business Rule* task is reached, the corresponding input field is automatically filled with the value of the process variable. For example, *REST calls* can be used to automatically provide information that is then used in a decision table. Once you have filled in all the input fields with valid data, you can click on the Calculate result button and check the result before completing the task. If the result is “null”, you will receive a message indicating that the result is empty.

For *Business Rule* tasks where all input fields are automatically filled in, the output of the decision table is determined and the task is then automatically completed.

Tip: Within *the default case*, you can also make use of the decision tables without starting the corresponding tasks. This allows you to access these tables without the need for a specific case.

Note: Be aware that the output value may be different if you use the *COLLECT hit policy*. This depends on whether the hit policy was selected with or without aggregation. In case the *COLLECT* hit policy was selected with aggregation, the output value is equal to the result out of the matching rules’ output values. The result can be the greatest matching value (MAX), the minimum (MIN), the number of matching rules (COUNT), or all the matching values combined (SUM). Otherwise, the value of the *output variable* is a comma-separated string with all the results for the matching rules if the *COLLECT* hit policy was selected without aggregation.

22.3.18 How can I be notified when one of my tasks is started independently of me?

In BIC Process Execution, you have the option to be notified every time one of your tasks is started independently of you. This means that if one of your tasks is started automatically or by another user, you will receive a push notification.

New task Review vacation request

Task Review vacation request was assigned to you in case Summer holiday.

When you then select this, you will be taken directly to the corresponding case and the corresponding task will be highlighted with a short visual animation. In order to use this function, you must first configure some settings on your device. Since these settings differ depending on whether you are using a mobile device or the desktop version, both types are discussed separately below.

Desktop version:

If you are using the desktop version, you will need to allow push notifications in your browser when using the BIC Process Execution Application. Depending on the browser you are using, you will find this setting in a different location in your browser. The documentation on how to find this setting is linked below for the three most common browsers.

- [Google Chrome](#)
- [Mozilla Firefox](#)
- [Microsoft Edge](#) (Privacy -> Change website permissions)

Mobile version:

If you have a mobile device and you are using the application through your device's browser, you will also need to allow notifications. Please refer to the help of your respective application/browser to find out how you can activate the notifications.

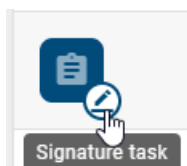
In case you have *BIC Process Execution installed* on your mobile device, you will receive notifications about your started tasks even if your application is not open. In this case, your application, may need to be authorized first to send notifications. The documentation on how to find this setting is linked below for the two most common operating systems.

- [Android](#)
- [IOS](#)

Hint: If you are using a desktop computer and the PWA has been installed, you will only receive the messages when the application is open.

22.3.19 How do I identify signature tasks in my task list?

If you check your task list and a task is configured as a signature task, you can see this directly in the task list. This is indicated by a tooltip that appears when you hover over the task icon.



22.3.20 How do I work with a signature task?

There are tasks that are marked as *signature tasks*. To successfully complete these tasks, you need to authenticate yourself. To authenticate, you will need to log in again. After a successful login, you will be redirected back to your task.

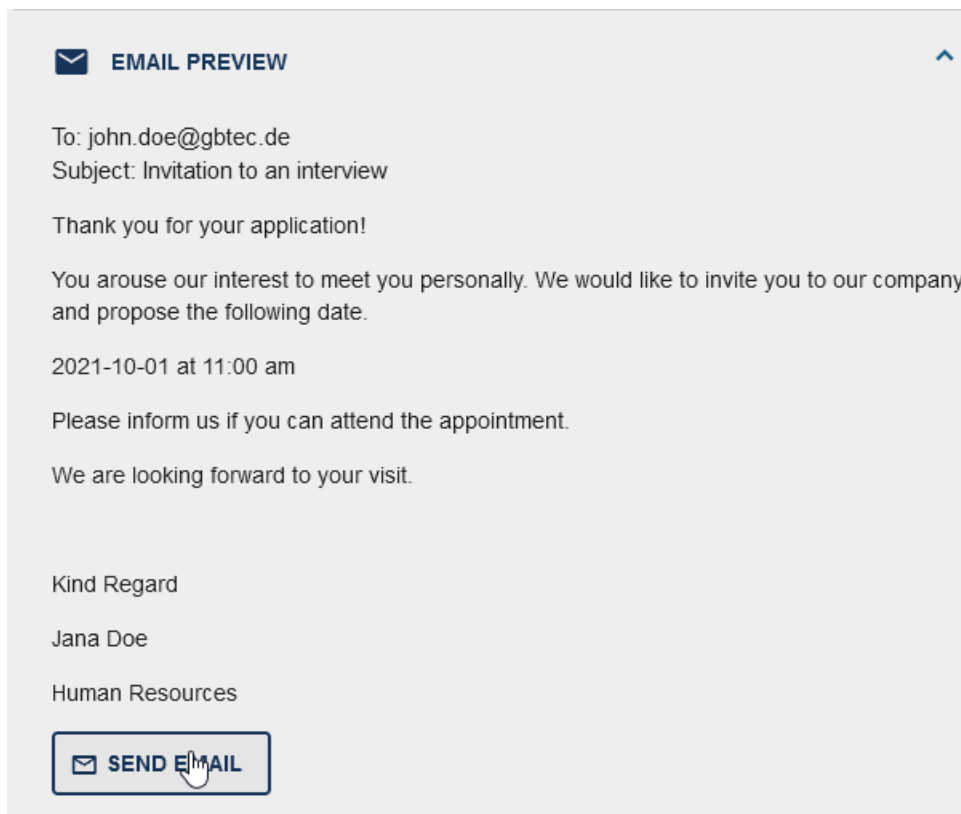
Until authentication is successful, the task cannot be marked as completed. If you are assigned to more than one signature task, you need to authenticate for each task individually.

Note: If you are working on a signature task while being in the *pop-up window*, the pop-up will automatically close after you authenticate.

22.3.21 How can I send the email of a send task?

In BIC Process Design, tasks typed as *Send* can be linked to sending an email in BIC Process Execution. *This section explains how to create a template* for these tasks.

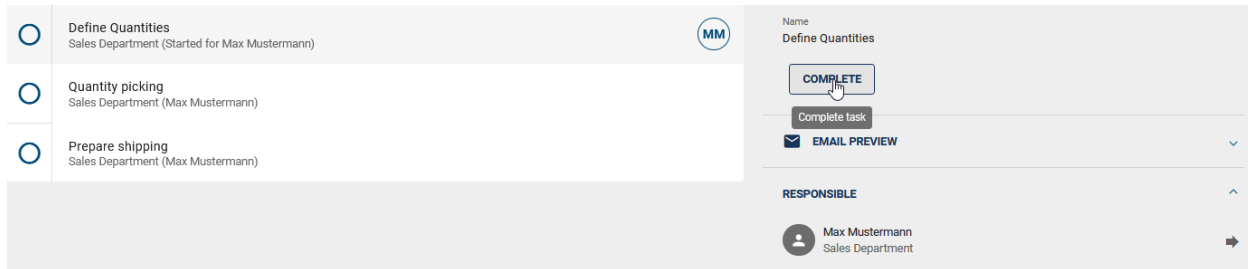
When a send task is assigned to you, navigate to the *process flow view of the case* by a click on the task. The task form for that step contains an email preview provided by template you created. If you have specified a user group as the recipient, it will be displayed as the recipient.



The image shows a screenshot of an 'EMAIL PREVIEW' window. At the top left is an envelope icon and the text 'EMAIL PREVIEW'. At the top right is an upward-pointing arrow. The main content area contains the following text: 'To: john.doe@gbtec.de', 'Subject: Invitation to an interview', 'Thank you for your application!', 'You arouse our interest to meet you personally. We would like to invite you to our company and propose the following date.', '2021-10-01 at 11:00 am', 'Please inform us if you can attend the appointment.', and 'We are looking forward to your visit.' Below this is a signature block: 'Kind Regard', 'Jana Doe', and 'Human Resources'. At the bottom is a button with an envelope icon and the text 'SEND EMAIL', with a mouse cursor clicking on it.

If process variables have been included in the template, they will be replaced with the actual values defined in the case. The form can display an *Input* section. Here you can *upload a file* that will be automatically attached to the email.

Click *Send Email* to open a new email in your email client that looks like the preview. You can edit the email (if necessary) and send it from there. You can then complete your task by clicking *Complete* in the form.



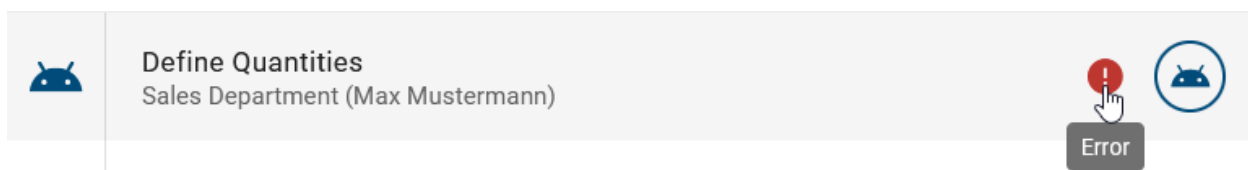
Note: If the *Send mail automatically* option is activated, the task will start automatically. The email is sent and the task is set to done. If an error occurs during automatic sending you will receive an error message in the process flow view. Here you have the option to send the email manually.

Note: If an automatic send task is defined in the development or test environment of a process, only the creator of the case receives an automatic email when it is executed. However, the configured recipients are displayed in the email preview. When the case is executed in a production environment, all configured recipients receive the automatically sent email.

Hint: If you send an email *manually* as described above, you should check the formatting in your email client. The preview in BIC Process Execution will show the email formatted as defined in the editor, but some settings may be lost when it is converted to the text in your client. Indentations and tables will be lost and bulleted lists will be marked with the character “*” instead. *Automatically* sent emails do not lose their formatting. They are formatted according to the html definition in the [template editor](#).

22.3.22 How can I execute a script task?

Script tasks are executed by the system. If an error occurs during execution, the task is marked with a red chip containing an exclamation mark. In such cases, the task is assigned to the responsible role and appears in the task list of the corresponding user. If the role has not been modeled or set, the task is assigned to the case owner.



You can click the error mark to open a dialog displaying the system’s error message. At the bottom of the dialog, you can close it by clicking on *Cancel*.

Error

An error occurred while executing this Script.

```
org.codehaus.groovy.control.MultipleCompilationErrorsException: startup failed:
Script14.groovy: 8: unable to resolve class User
@ line 8, column 9.
    user = new User();
            ^

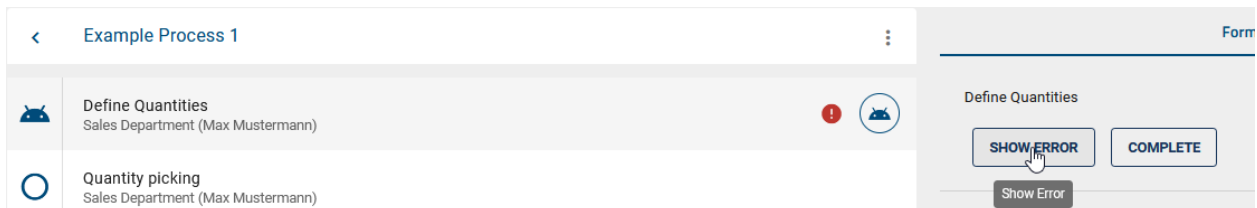
Script14.groovy: 14: unable to resolve class User
@ line 14, column 9.
    user = new User();
            ^

2 errors
```

CANCEL

RETRY

Failed script tasks can be restarted or completed manually. To restart a task, click the *Retry* button in the error dialog or next to the script task in the process flow view.



As a *ProcessApp Creator*, you also have the option of saving the data entered in order to check the result before completing the task. To do this, click on the *Test your script* button.

If the script has been executed successfully you will receive the result as key-value pairs in JSON format.

Note: Please note that outputs larger than 64 KB will not be displayed.

Alternatively, you can manually *complete* the task by clicking the equivalent button.

22.3.23 How do I work with a call activity task?

When a call activity task is started within a case, a new case is automatically created for the called process. The responsible of the task is the owner of the case. If a group is responsible for the task, the case is owned by the case owner of the main case instead. The case is named according to the call activity plus “- *name of the main case*”.

- If the call activity is *synchronous*, the main case is blocked while you are working on the called sub case. You cannot continue working on the main case until the called sub case has been successfully completed.
- If the call activity is *asynchronous*, the main case is not blocked. Therefore, you can work on both processes independently and in parallel. The call activity is immediately marked as *complete*.

The *process variables* of the main case are copied to the sub case and *can be edited* there. If the roles of the main case are present in the sub case, they are inherited from the main case. New roles are assigned to the *default user (group)* (if the attribute has been maintained) or can be *set in the details* of the sub case.

- If the call activity was *synchronous* and the sub case is completed, the process variables are handed over to the main case. If they have been changed, the process variables of the main case are updated. Variables defined exclusively in the sub case are not be copied to the main case. Moreover, the sub case is *automatically archived* after its completion.
- If the call activity was *asynchronous*, the process variables are not returned to the main case.

Note: As a ProcessApp Administrator or case owner, you can also complete the sub case manually. In this case, you will receive a warning notifying you about an ongoing call activity task.

22.3.24 How do I work with a parallel multi-instance activity?

When you mark an activity as a parallel multi-instance activity, you can define a process variable that serves as input. You also define a name for the variable that holds the data from each array element for that task.

Once the multi-instance activity is reached within a case, a task is created in BIC Process Execution for each element in the input array. The data of each element is accessible under the defined variable name. Additionally, there is a smart variable (`_loopCounter`) that stores the index of its own task. After all tasks have been completed, the next step in the process is activated. In the event that the input array is empty or contains no elements, the multi-instance activity will be immediately completed.

Additionally, there is the option to configure an output variable for a multi-instance activity, which will be available as an object in the output variables after a task is completed. If the output variable is identical to the input variable, the contents of the input variable are replaced by the output. If no output is defined for the task, the corresponding element in the output variables is *null*.

Warning: If no output variable is specified, the outputs of the tasks are not saved.

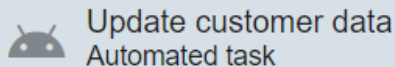
Hint: Please note that you are not allowed to use the same name for the output variable in different multi-instance activities that could be executed at the same time.

Hint: Please note that DMN tasks are currently not supported.

22.3.25 How will my REST calls be executed?

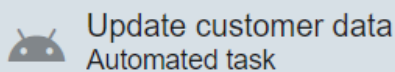
If you have defined REST calls and published the corresponding diagram in your BIC Process Design, they can be executed automatically in BIC Process Execution. This means that tasks that execute REST calls do not need to be started manually, but are started automatically as soon as the previous task is completed or if they are the first tasks in sequence.

You can identify tasks which are executed automatically by the *Automated task* label below the corresponding entry and the robot icon inside the task chip.



The REST call is will be executed once the task is started. If the status code of the REST call matches the status code defined for this task in your BIC Process Design, the task is marked as completed, analogous to *the manual execution*. The data, which is resulting from this REST call is stored in *process variables in the corresponding case*. They can then be used for further processing, for example, in *other REST calls*.

If the transmitted status code does not match the expected status code, the task is marked as incorrect. This is indicated by a red chip with an exclamation mark to the right of the entry.



Tasks that fail can be restarted at any time. This allows you to re-run your REST call at any time. To manually restart a failed task, click on the red *Error* chip of the relevant entry in the case overview.

You will receive a message informing you of the failed attempt. Click on *Retry* to start the task again. You can also select this button from the task form. The REST call is then restarted.

Error

An error occurred during the service call.



If the automated *service task* is a task that has not been *configured*, it can also be completed manually by the responsible user (the linked role or the case owner) after the first failed attempt to execute it automatically. To do this, use the *Complete task* button on the right side of the entry, as usual. For more information about completing tasks manually, see [here](#).

22.3.26 How can I automatically activate a task after receiving a message from an intermediate event in a task?

There is a possibility that the subsequent task is automatically activated when an intermediate event intercepts a message in a case. In this context, the event contains an attribute called “*correlation key*”.

If your process contains an intercepting intermediate event, and that event has an identifier reached in a case, the sequence is automatically paused at that event.

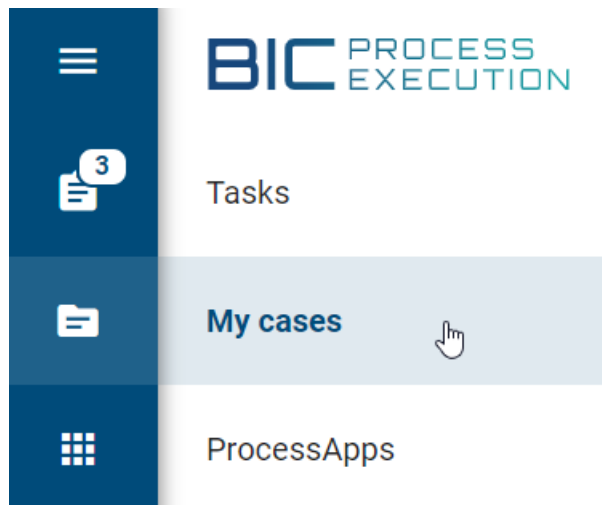
When an event that triggers a message is executed in any process, the message is received if the message event has the same identifier and the same correlation key. The entry is then marked as complete and the process flow continues.

Additionally, you can trigger a signal event by sending an *HTTP POST request* to proceed with an intermediate event. See [here](#) for how to configure the REST call.

22.4 Cases

22.4.1 Where do I find my cases?

The *My cases* menu entry allows you to view all cases in which you are involved and view them collectively. This includes cases where you are *the creator*, *the owner* or *the task owner*.



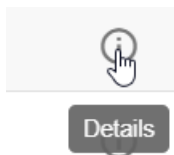
In the main area, you will now see a list of your ongoing, not yet completed cases. For each case, the case name, creation and due dates, owner, and case progress are displayed. The list is sorted by creation date in descending order, with the oldest case shown at the top. You can change the sorting by column by clicking on a column name. The arrow indicates whether you have sorted in ascending or descending order.

The right sidebar provides additional filtering options. Here, you can search for cases or filter by completion state, creator, owner, overdue state, due date, creation date, or status.

My cases						Filter	
Name	↑ Creation date	Owner	Due date	Progress	Status	Enter term to filter cases by name	
Test	3/24/25	John Doe		Progress not available		Completion State ☐ In Progress 2 ☐ Archived 1	
Test 2	3/24/25	John Doe	3/24/25	Progress not available			
Test 3	3/26/25	John Doe		0%			
						Creator ☐ John Doe 3	

The *Progress* shows the percentage of the total progress of each case. The percentage is calculated based on the currently selected path in the case and the tasks completed in that path. The progress bar shows how many tasks have been completed, started (color gradient), and not yet started (dotted line).

Clicking on an entry will take you directly to the process flow view of the running or archived case. Furthermore, the *Details* for each are also available. These can be accessed by clicking on the *i* to the right of the entry.



The details show the creator, the owner, the due date, the creation date and the name of the case. In the *Team* section, you can see all the roles that are involved in the process and the assigned users for this case.

22.4.2 Where do I find all cases of a process?

To find all cases for a process, go to the *ProcessApps* section, navigate to the desired process in a *ProcessApp*, and click on the corresponding entry. This will take you to the case list for that process.

←

→

ProcessApps > Test ProcessApp

CASES

TASKS

MONITORING

Name	↑ Creation d...	Owner	Due date	Progress	Status
Test 1	8/16/24	John Doe		Progress not available	
Test 2	8/16/24	John Doe		Progress not available	
Test 3	3/3/25	Jane Doe		Progress not available	

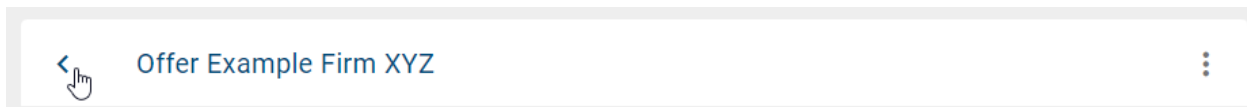
Hint: If the *Analyst* attribute is maintained in the process, you will not be able to see all cases in the process.

All running cases and archived in which you are involved are listed here with the corresponding *ProcessApp icons*. This means that you can see any case, if you created it, if you have the “*ProcessApp Administrator*” *user role*, if you are assigned to a role or task of the case, or if you are part of a user group that is assigned to a role or task. For each entry in the case list, you can see the following information:

- **Name:** Name of the case
- **Creation date:** Start date of a case
- **Creator:** User who started the case
- **Owner:** User to whom the case is assigned. The owner can be changed when you are in the case details.
- **Progress:** The *Progress* defines the percentage of the total progress of the respective case. The percentage is calculated based on the currently selected path in the case and the tasks completed in that path. The progress bar shows how many tasks have been completed, started (colored gradient) and not yet started (dotted line).
- **Due date:** Date by which the case should be completed

The list is sorted by creation date in descending order, with the oldest case at the top.

Click on an entry in the list to open the process flow view of the case. Use the *Back* arrow to return to the list of cases.



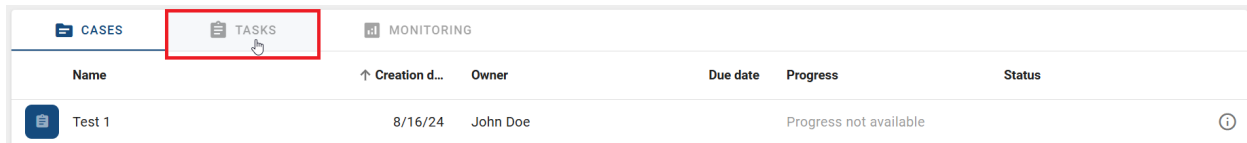
In addition, you can use the circled *i* icon to access the *details view of a case*. You can also use the *Create a new case* function to *create a new case* for this process.

Note: If there are no cases for a process, you will navigate to an empty list.

22.4.3 How do I switch from the case list to the corresponding task list?

As an *ProcessApp Administrator* and *ProcessApp Analyst*, you can switch between the case list and the task list using the tabs. To do this, click on the *Tasks* tab, which is located next to the *Cases* tab.

The *Tasks* tab appears in the ProcessApp when a case list is selected. This tab is only displayed when you select a case list from a ProcessApp in the *ProcessApps* menu entry, when you click on a *ProcessApp icon* in *My cases/ Tasks*, or when you open the process flow view of a case and then navigate to the corresponding case list of the ProcessApp using the back arrow. How to work with tasks, see [this chapter](#).



NAME	↑ Creation d...	Owner	Due date	Progress	Status
Test 1	8/16/24	John Doe		Progress not available	

Hint: As a *ProcessApp Analyst*, you can only see this tab if you are entered in the corresponding process in the *Automation* attribute group in the *Analyst* attribute.

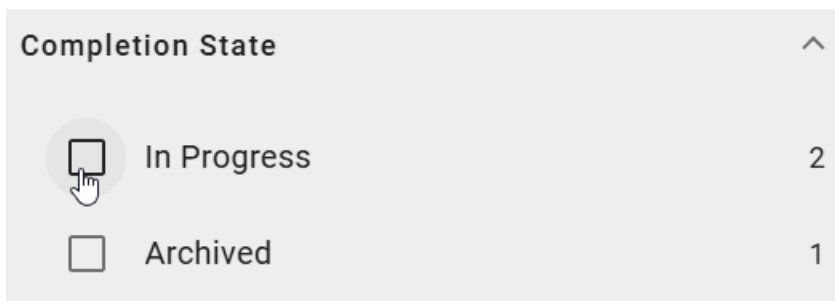
Within the *Tasks* tab, you will find the filter tab on the right side, which is different from the usual filters in cases and tasks. Only the *Assignee* and *Due Date* filters are available here, and the filtering is limited to the tasks of the current case.

22.4.4 How can I filter and sort the case list?

Filter and Search:

On the right side of the case list, you will see the *Filter* panel where you can search and filter for specific cases. You can do this in your own case list as well as in the case list of a process.

In order to get a better overview of the current and archived cases, you can filter either current cases (In Progress) or archived cases (Archived) in the *Completion Status* filter facet.



Completion State	
☒ In Progress	2
☐ Archived	1

You can filter the case list entries by specific case creator and case owner. To do so, select the *Creator* and/or *Owner* filter facet and select the corresponding person whose case you want to view. The case list is updated automatically.

Creator		^
	John Doe	3
Owner		^
☐	John Doe	3

In addition, you can filter the entries by the due date and creation date of the case. When you select the *Due Date* and/or *Creation Date* facet on the right, you will see the different date range options. Once you select a predefined date range, your case list will automatically update. You will see only those cases that are due or created within the selected date range. You also have the option of filtering *archived cases* and *Process Apps* by end date, among other things. The end date corresponds to the date used in the *monitoring view* in the *Closed cases by status* tile.

Due Date		^
☒	Overdue	1
☐	Today	0
☐	This week	1
☐	Next week	0
☐	This Month	1
☐	Next Month	0

Creation Date		^
☐	This Week	3
☐	This Month	3
☐	Last 3 Months	3
☐	Last 6 Months	3
☐	This Year	3

For a better overview of the overdue state of the cases, you can use the *Overdue State* facet and filter by the *At risk*, *Off track*, and *On track* statuses to reduce the risk of falling behind.

- **At risk:** Open cases that have at least one overdue active task and aren't already off track.
- **Off track:** Open cases that are already overdue.
- **On track:** Open cases that are not overdue and have no overdue active task.

Overdue State ^		
☐	At risk	0
☐	Off track	1
☒	On track	2

The *Status* filter facet is also available. Here you can filter according to the defined status values of a case. If no status values have been defined, you will see the entry (*Blanks*) in the filter facet.

Status ^		
☒	Waiting	4
☐	Completed	2
☐	Started	1
☐	in Progress	1

In the *Filter* panel on the right sidebar, you can also enter a search term in the input field to search for specific cases.

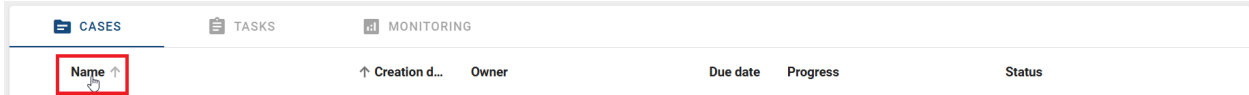
Filter

When you search for a case name, the case list will be updated and you will see all the results of this search. In the case list of all cases of a process, you can search for variables of type String/Text in addition to the case name in order to display the corresponding cases. If there are no search results, you will see a corresponding message in the case list. You also have the option to use both “a *AND* b” and “a *OR* b” to display all results that contain either “a” *and/or* “b”.

Note: If you have applied a filter, the search will include the search term and any selected filter options. If you reset the search, you will get results that match the previously selected filter options.

Sort:

When you view the case list of a process or your own cases in *My cases*, whether you have applied a filter or not, you have the option to sort the cases by a specific column. The list can be sorted by *Name*, *Creation date*, *Owner*, *Due date*, *Progress* or *Status*. To do this, click on the column header.



↑ Name ↑	↑ Creation d...	Owner	Due date	Progress	Status

If no sorting was applied before, the cases are sorted in ascending order based on the selected column. At the same time, you will be scrolled to the top of the case list.

If you have already sorted by a column and the cases are displayed in ascending order, you can change the sorting direction by clicking on the same column heading again. This will reverse the sorting and take you back to the top of the case list.

Hint: Please note that when entering the case list, cases are sorted by default according to their creation date in ascending order. This serves as the starting point if no specific column sorting has been selected.

Note: Sorting is done for one column at a time.

22.4.5 How is the case process flow view organized?

The process flow view of a case is the same as that of the *default case*. Unlike the default case, you can use the process flow view of one of your cases to design its specific sequence. Therefore, this is the central view, for example, when you want to edit tasks, change decisions, or see the current status of the case.

To access the process flow view of a case, simply select the entry of the desired case in *the case list of the corresponding process*. If you are the case owner, you will also find the case in your *personal case list*.

Once you have selected the case, the process flow view of this case will appear in the main area of the application. Similar to the default case, the process flow view here consists of tasks, decisions, and the start and end events. If multiple end events have been modeled, they will all be visible in the process flow view. The process flow view of a running case shows the completed and next up process steps (tasks of the active segment). In addition, there may be more steps coming up and the end event may not be visible yet.

Depending on the *fully completed cases* of the active process, a forecast is generated for subsequent runs. The forecast is based on the sequence of archived cases. The most frequently completed task among all possible subsequent tasks is identified, and the process flow of the active process is completed accordingly. If a different path is taken in the process that has not been taken by any other completed case of the same process version, or if the process is run for the first time, no forecast can be made. Additionally, forecasts are not applicable across different process versions.

Note: Please note that an updated ProcessApp can calculate forecasts using the process sequences from previous versions only if the updates do not alter the execution sequence or the basic structure of the ProcessApp. Changes can be categorized as non-structural or structural. Non-structural changes, such as renaming diagrams or activities, updating IDs and forms, or rearranging elements in the diagram, do not affect the execution sequence, allowing the history of completed instances to still be used for forecasts. Structural changes, such as adding or removing segments or nodes, alter the process sequence, making it impossible to use the existing execution history for forecasts in the updated version.

When you select one of the elements, the right sidebar gives you more information about the element and allows you to edit or change it. This sidebar is called the *task form*. In the mobile view, these options will appear as soon as you select one of these elements.

The case owner can select a desired start if there are multiple start events in the corresponding process modeling. The selection can be made from a single choice field in the form of the start event in BIC Process Execution. If you are the case owner, select the desired start and confirm by clicking the *Complete* button.

The path of a case can be changed by decisions (so-called *gateways*). The gateways *Inclusive Or*, *Exclusive Or* and *Parallel* are taken from the process modeling in BIC Process Design and displayed as entries in the process flow view. You can recognize these entries by the diamond-shaped symbol with an arrow in the middle. In this way, the gateways divide the process flow view into segments containing the decisions and resulting tasks. This means that you can always see where in the process flow view a decision needs to be made.

Note: Gateways of the *Parallel* type can only be recognized by the segmentation in the process flow view, as no decision can be made there.

Ideally, decisions can be made *automatically* at inclusive or exclusive gateways base on predefined expressions that determine the outcome. If the modeling does not support automated decisions, they have to be made manually. In this case, the case owner receives a decision task once the previous task is completed. His decision will determine the case's path after the gateway.

BIC Process Execution allows multiple users to work on the same process flow at the same time. To ensure this parallel work, your case is automatically updated when a task is changed by another user (e.g. *completed* or *delegated*). This allows you to keep track of the current status. If the *case is archived* while you are viewing it, the application will show you the corresponding case in the archive.

Tip: We recommend to *automate decisions using expressions*. You may use process variables which are set (for example) in a *user task*. In the end, this configuration prevents manual decisions from being overlooked and further automates your process flow.

Depending on the decision is made at the gateways, the path of the process flow changes and can therefore lead to different results. The changed path is automatically displayed. If the path calculation is not resolved immediately, a load indicator is displayed in the gateway step.

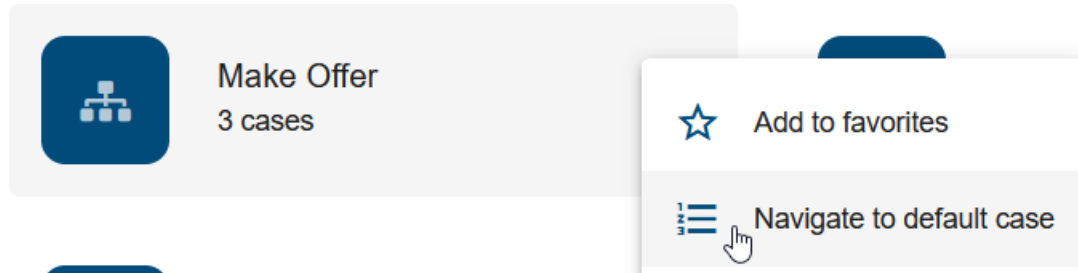
Note: When a *throwing event* occurs, a message is sent with the associated event ID. At the same time, the event with the corresponding identifier is thrown and the step is marked as completed.

Note: Once a task positioned after a decision in the process flow has been started, the decision can no longer be changed.

22.4.6 How is the default case structured?

The default case displays the default process flow, which is the basis for *every case that is created for the respective process*.

To display a default case, first navigate to the *ProcessApps*. Open the menu of the desired ProcessApp and select the option *Navigate to default case*.



This view shows you the process flow from the first task of your process to its end event. Here you can navigate through the process, for example, by making decisions and being shown the corresponding tasks of the process. The chronological sequence of the process flow is displayed from the top to the bottom.

Each process flow consists of tasks, gateways, and the start and end events. You can distinguish between these elements by the chip icon on the left side of each entry. End events are represented by a chip with a flag icon in it. Gateways are represented by a diamond-shaped icon with an arrow in the middle. Tasks, on the other hand, are represented by a number that indicates when a task has to be done in the process.

By selecting individual entries, the right sidebar provides additional information and options for each element. For example, you can display the form of a task to see which role is responsible for that task. Gateways and decisions can also be adapted to show alternative paths of the process.

Since this is the default view, which is not based on a running case, no tasks are assigned to users here, nor can you start or complete tasks here. To do this, you must first *create a case* for the process.

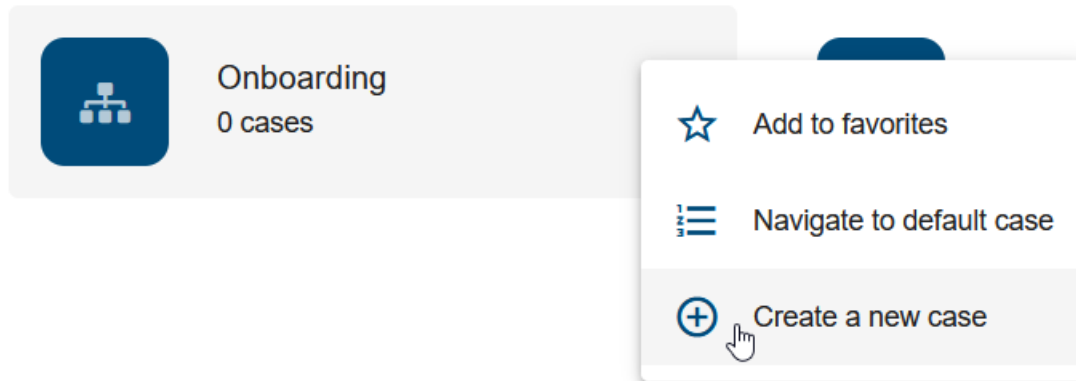
22.4.7 How can I create a new case for a process?

Cases represent the concrete, executable form of your processes. In BIC Process Execution and BIC Process Design, you initiate the case creation in different places.

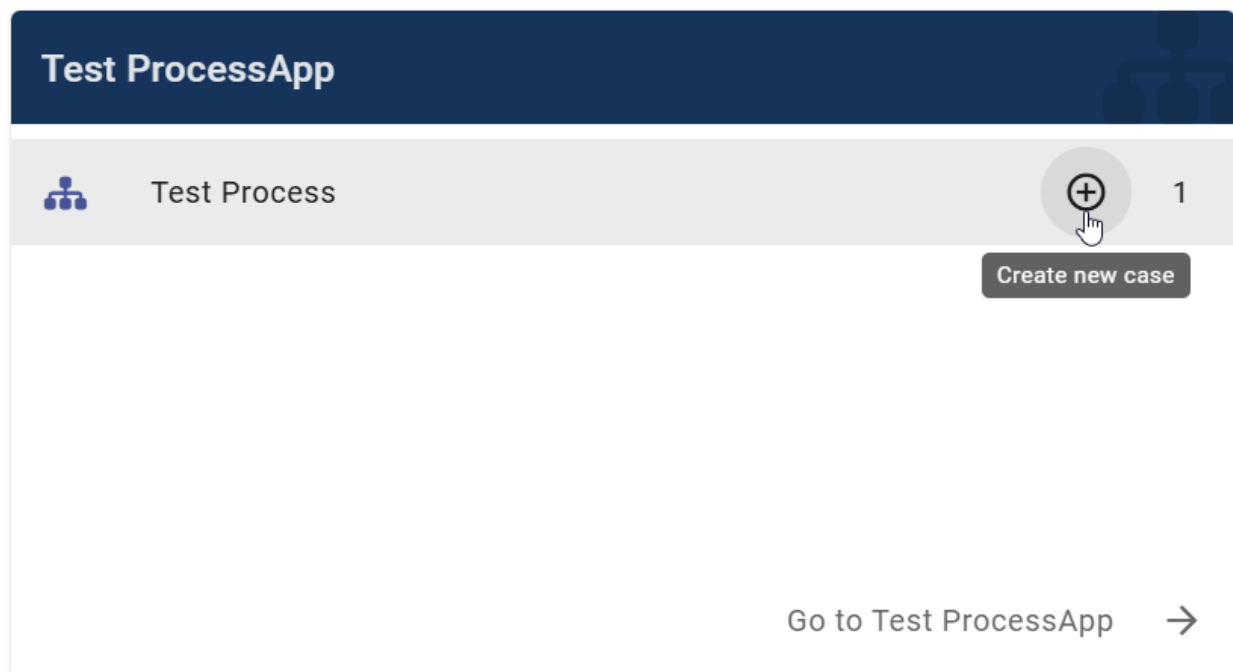
In the public workspace and preview, the ability to initiate a new case is restricted to users with the *ProcessApp Creator* user role. In the published version, however, this option is available only to users with the *ProcessApp User* user role.

Create case from a ProcessApp:

To start a new case directly from the ProcessApp, go to the *ProcessApps* area and navigate to the desired ProcessApp (possibly in a collection). Click on the three dots on the desired ProcessApp to *open its menu* and select the *Create a new case* option.

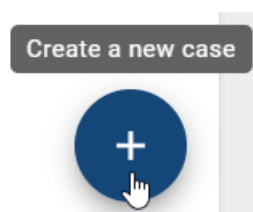


Alternatively, you can find the *Create new case* option next to a process within a ProcessApp.



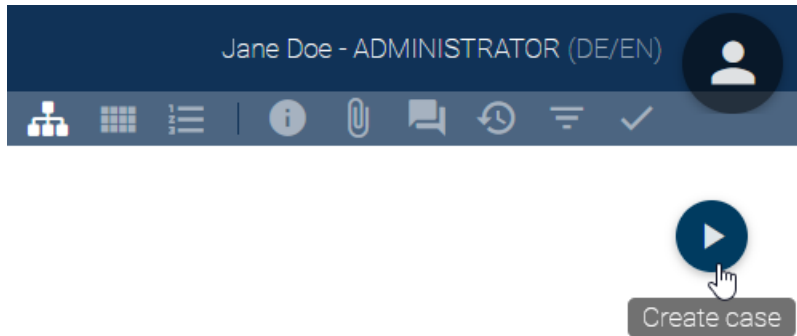
Create case from case list:

The case creation process can be initiated by using the *Create a new case* option. You can find this function within the *case list of a process*.



Create case in BIC Process Design:

The creation process for a new case can be started when you are viewing the corresponding diagram in BIC Process Design. The *Create case* button is displayed in the upper right corner of the diagram view, but it is only visible to users who are authorized to create a case for that process.



Hint: Diagrams with a *start timer event* cannot be started manually in the publication. If multiple start events are modeled and at least one start event does not have a configured time, the case for that start event can be started manually.

Once you have started the creation process in one of the ways described above, a dialog will appear asking you to assign a name to your new case by default. In the second field you can set a *due date* for this case. Furthermore, you can select representatives from your users for each role that occurs in the process. This user will then appear as responsible person for each task assigned to the corresponding role. Entire user groups can also be set as responsible persons. In such a case, all users of this user group will be able to see the tasks of the role assigned to them in their *personal task list*.

New case

New case *

Set due date of new case 

Define the team

HR

IT Support

Vorgesetzter

CANCEL

CREATE

Users and user groups can be set as a *default person in charge* within BIC Process Design. They are automatically set, when a new case of the corresponding process is created. If no user is assigned to a role, the case owner is automatically responsible for the tasks of this role once they are started. You as the case owner are not assigned to the role itself, but any *started* task of the role will be delegated to you.

New case

New case *

Onboarding for Jon Doe

Set due date of new case

3/31/2021 

Define the team

HR

 HR 

IT Support

 Support 

Vorgesetzter

 Erika Sample 

CANCEL

CREATE

If you have defined a custom *custom start form* for a case with one start event, when you create a new case, the custom start form appears as a user task instead of the default form. After you create a new case using the start form, you receive a message at the bottom right of the screen with a link to the corresponding case.

A new case is added when you confirm your entries by clicking on *Create*. You will be taken directly to the process flow view of the case. If the process always starts at a single possible starting point, the first task will be started automatically. If there are multiple starting points, you (as the case owner) have to select a starting point in the form of the start event and confirm your selection with the *Complete* button. Then the first tasks after the starting point will start automatically.

< My new case

⋮

Choose your start

Started for John Doe

Form

Choose your start *

☒ Start event 1

☐ Start event 2

COMPLETE

Hint: If the *Hide Start Form* option was selected during *modeling*, no dialog is displayed. Instead, you are redirected directly to the process flow view of the case. The name of the case is named after the process name and the timestamp.

Note: If the corresponding diagram has been depublished within BIC Process Design, you will see a corresponding message when you tap or hover over the *plus* icon. In this case, you can still edit and complete all existing cases, but you cannot create new cases. If the *plus* icon is not visible, a *case creation restriction* has been set.

Tip: In case you want to create cases from other applications, you can either use *run links* or *the BIC Process Execution REST API*.

22.4.8 How can I create a case with a run link from outside the application?

BIC Process Execution provides the opportunity to start the case creation from outside the application. The run link corresponding to your process navigates to the dialog window of the case creation. If you use a run link when you are not logged in to BIC Process Execution, you will be asked to enter your login data. You will then be navigated to the case creation dialog.

New case

New case *

Set due date of new case

Define the team

HR

IT Support

Vorgesetzter

CANCEL

CREATE

You can simply copy the link of your process from the address bar of your browser when you open all *cases of the process*. Note that this is possible even if there are no existing cases yet.

```
https://XXX/process-execution/app/processes/YOUR-PROCESS-ID/instances
```

In order to generate the run link for the case creation of your process, simply add “/run” after the process ID. You can use this link to navigate directly to the window for case creation.

```
https://XXX/process-execution/app/processes/YOUR-PROCESS-ID/run
```

Furthermore, you can create a case directly by adding the case name to the link with ?name=NAME-OF-CASE:

```
https://XXX/process-execution/app/processes/YOUR-PROCESS-ID/run?
name=NAME-OF-CASE
```

When you use this link, the process flow view of the new case *NAME-OF-CASE* is displayed directly and you do not have to confirm the dialog window.

In addition, you can set process variables by adding &caseVariable=VALUE to the link, where *caseVariable* is the name of a process variable and *VALUE* is a valid input for this variable. It is possible to specify any number of process variables for your case:

```
https://XXX/process-execution/app/processes/YOUR-PROCESS-ID/run?
name=NAME-OF-CASE&caseVariable1=VALUE1&caseVariable2=VALUE2
```

Subsequently, you can *add the team members* in the *details*.

Tip: The links mentioned above are executed through the frontend. Alternatively, you can create a case directly through the backend. To do so use the following format: `https://XXX/process-execution/api/run/processes/YOUR-PROCESS-ID/instances?name=NAME-OF-CASE`. Please be aware that this kind of run link can only be used by external applications that also include an authentication header.

Hint: Please note that you must be in the *Public Workspace* or *Preview* in order to create a case with a run link from outside the application. This option is only available to users with the *ProcessApp Creator* role. In *Publication*, however, this function is only available to users with the *ProcessApp User* role.

22.4.9 How can I create a new case using the REST API?

The BIC Process Execution REST API allows you to create new cases from external applications. To use this function, you will need the REST endpoint of the desired process for which you want to create a new case and a *valid API key* which you pass along in the *Request Header*.

You can use the following link to the [Swagger UI](#) to view the available public endpoints and create a new case. At the top right of the screen, under *Select a definition*, select **BIC Process Execution API**. In the list that appears then, you will find the *Create instance* endpoint, where you can edit the variables and create a new case.

Tip: If the link to the Swagger UI **does not** work, please enter the following URL manually: `https://{{host}}/public/webjars/swagger-ui/index.html`, where `{{host}}` represents your host.

Hint: The old `{{host}}/process-execution/external/tenants/{{tenantId}}/stages/{{stageId}}/processes/{{processAppId}}/instances?apiKey={{apiKey}}` REST endpoint is currently still available. However, please use the new endpoint in the future.

Hint: If you have previously worked with the old REST endpoint and are now working with the Swagger UI, you will need to generate a **new** API key. Please note that the new API key will need to be adjusted accordingly in the REST call.

Hint: Please be aware that the ProcessApp ID depends on your stage. Make sure that you use the ProcessApp ID of the stage you want to address.

Note: Cases generated using the REST API do not have a unique owner. The owner of these cases is set with the value *REST API*.

22.4.10 How can I create a case from a start form as an external user?

As an external user, you can create a case using a form that is either embedded in a website or available as a separate URL. In this case, you do not need to be logged in to BIC Process Execution to start the case.

To do this, go to BIC Process Design and check out a diagram. Then, select the start event and set its event type to *Message* in the details section on the right sidebar. Next, you can open the form editor by right-clicking on the start event or by selecting the Editor option from the Details tab in the right sidebar.

In the form editor, you can customize the properties of the *form fields* and define relevant process information. In the top sidebar, you will find the *Settings* tab. Here, you can configure the start form as a web form. When you enable this option, a URL will be generated that you can copy and send to external users. Additionally, you can specify which environment (**Studio** - public workspace / **Test** - preview / **Production** - publication) should be included.

FORM EDITOR - Create a form for your user task

Form
Source code
Settings

Web form

☒

Set this task as ProcessApp web integration

Stage
▼

Production

Generated URL
📋

<https://pe-659.ansible.gbtecdev.net/process-execution/app/guest/start-form>

To save your settings, click the *Save* button. Alternatively, you can exit without saving by clicking *Cancel*.

Once the start form is saved, external users can fill it out without logging in to BIC Process Execution. They only need access to the generated web form URL, which can be embedded in a website or used as a separate URL.

After completing the form, external users can click *Complete* and confirm their input.

Hint: Please note the following limitations for web forms regarding certain form fields:

- The *File* form field will not be displayed. Therefore, external users cannot upload files.
 - The *Users/User Groups* form field does not suggest users or user groups. External users must manually enter them.
-

Hint: The title and description of the start event will not be displayed in the web form.

Tip: If your process has multiple start events and one of the start events is defined as a web form, you must first

select which start event to start. Therefore, we recommend that you model only **one** start event when configuring a web form.

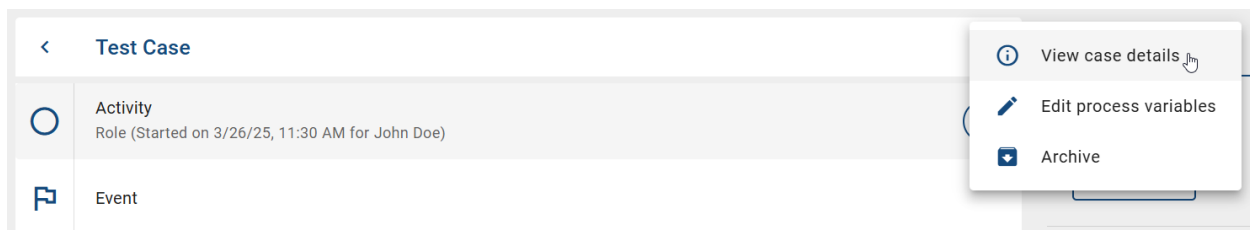
22.4.11 How do I access the case details view?

The case details view allows you to view detailed information about a specific case. There are two ways to access the detailed view of a case. The first way is through the case list. To do this, first navigate to *the case list of the corresponding process*.

Then use the *Details* function to get to the details view of the desired case. You will find the function in the form of a circled *i* icon to the right of the list entry.

Case name	Process name	Creation date	Progress	Due date	
Onboarding for Jon Doe	Onboarding	3/12/21	 0%	3/31/21	
New Offer to Example Firm	Create Offer	3/12/21	 0%	5/1/21	Details

The second option is via the case itself. You can open the context menu next to the title of your case. Click on *View case details* and the details of your case will appear.



The details view displays the following information: the creator, the owner, the creation date, the optional due date, and the case name. In addition, under the *Team* section, you will see all roles involved in the corresponding process and all users assigned to those roles.

[<](#) Details

Creator

Erika Sample

Owner

Jon Doe

Due date

1/28/2024

Created

1/24/24

Name

Onboarding for Jon Doe

Team

Team member

Add team member

You can also *reassign the team members* here.

Note: Please note that only ProcessApp Administrators and owners can modify the details of a case.

22.4.12 How can I set or change the due date of a case?

The due date defines when a case should be completed. If the due date has exceeded but the case has not been completed yet, the progress of the case is highlighted in red color in the personal as well as in the case list of the corresponding process. Cases that contain one or more overdue tasks are highlighted in the case list with a red marker on the ProcessApp icon. Cases with overdue tasks that have since been completed appear with a grey marker. You receive more information if you move your mouse over the marker. If all tasks are within their due dates or have been completed on time, the cases appear in the list without a marker.

Name	↓ Creation ...	Owner	Due date	Progress	Status
 Example Name	7/20/24	John Doe		Progress not available	
 Example Name	4/26/24	John Doe		Progress not available	

When you *create a new case*, you can set a due date directly in the corresponding field. This statement is optional. Enter a date in the format MM/DD/YY or click the calendar button and select a date from the calendar that appears.

New case

New case *

Set due date of new case

Define the team

HR

IT Support

Vorgesetzter

CANCEL

CREATE

As a ProcessApp Administrator or case creator, you can set and change the due date of your case later. Navigate to the *case details*. The *Due date* is located below the owner. If no date has been set, the field is empty. Click the *Due date* placeholder to enter a date, or click the calendar to select a date.

[<](#) Details

Owner

 Jane Doe

Due date



In case a due date was previously set, you can change it here. Click the date to enter a new date, or use the calendar as described above.

22.4.13 How can I define status changes for a process?

As a *ProcessApp Creator*, you can define the status of a process so that the status of a case can be easily read. When you are working on a process diagram and open the *Process Execution Editor* for an object such as a task, event or gateway, you have the option of entering a status value as text (string) in addition to the due date.

Editor
Aktivität

Status

Status of the element

Due date

Due date of the element

For example, if a node in an instance is completed or started and that node has a status change value, the status of the case is set to that value.

The status of a ProcessApp can be viewed at any time in the [case list](#) of the ProcessApp in the *Status* column. This status is also available as a facet. If a case has a status and an active task is completed while the next task has no status, the case retains the last active status. This status is also available as a facet.

CASES TASKS MONITORING						
Name	↑ Creation d...	Owner	Due date	Progress	Status	
 1	10/24/24	John Doe		Progress not available	Completed	
 2	10/24/24	John Doe		100%	Completed	
 3	10/24/24	John Doe		50%	Started	

Hint: Please note that the due date only applies to tasks.

Hint: The custom status status field may contain a maximum of 255 characters.

22.4.14 How can I reassign team members of a case?

As the case owner, you can reassign team members to your case at any time. To do so, first navigate to the *case details view*.

Here you can see all roles of the corresponding case. Below the role description is the name of the user or user group currently assigned to the role. If no one has been assigned to the role yet, the *Add team member* button is displayed.

Team



Commercial employee

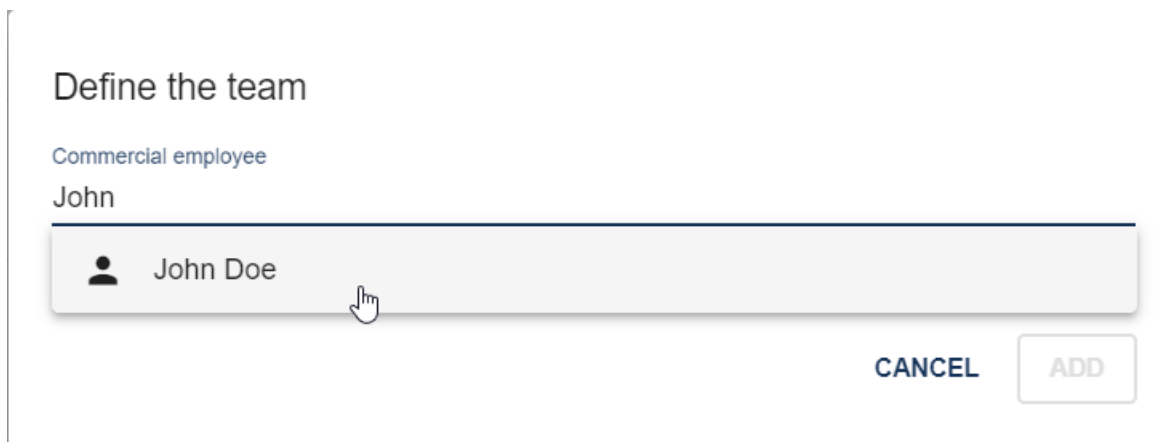
Add team member

Edit team member

To reassign a role to your team, simply click on the name of the currently assigned user or user group, or if no one has been assigned, click *Add team member*. A dialog will appear allowing you to reassign the corresponding role.



Simply enter the name of the user or user group in the input field and then select the corresponding entry from the drop-down menu.



Select the *Add* button to apply your changes and reassign the role. The name of the assigned user or user group will now appear below the relevant tasks in the *process flow of the case* and in the *case details view*.

Note: Tasks that were started before the reassignment are not be reassigned. These tasks will still be visible in *the personal task list* of the corresponding user. If you want them to be processed by the reassigned user or user groups you have to *delegate* them.

Note: If no user or user group was assigned to a role when the case was created, the case creator becomes responsible for each task of the role once the task is started. This means that the user who created the case can complete the tasks of this role, but is not assigned to the role. He becomes responsible for the tasks at a time when a task is started.

22.4.15 How can I export an event log from a ProcessApp?

In the case list of a ProcessApp, you have the option of downloading an event log. To do this, navigate to the case list of the desired ProcessApp and open the options in the right-hand sidebar. If you only want to export the log for certain cases and tasks, you can restrict the list accordingly in advance using the filters.

Then select the *Export cases* option by clicking on the *Export cases to Excel file* icon. The export takes the currently applied filters into account so that only relevant cases and the associated tasks are included.



Once the export is available, you will see a *Download Excel* button next to the *Export completed cases* option. Note that this event log is only available to you. Other users will need to create an event log themselves in order to download it. Select the arrow button to download the created event log.



The file contains two sheets, one sheet lists all cases, the other sheet contains the associated tasks.

The first sheet contains the following data for each case:

- Case ID
- Case name
- Creation date (in ISO format)
- Owner
- Due date (in ISO format)
- Progress
- Status (defined in the process in BIC Process Design)
- Case status

The second sheet contains the following data for each task:

- Case ID
- Case name
- Task ID
- Task name (in your content language)
- Task start date (in ISO format)
- Task end date (in ISO format)
- Task due date (in ISO format)
- Task performer role (in your content language)

In addition to the role of the task, the email address and the name of the user who performed the task are also exported.

Hint: If your *UI language* is not maintained, the default template is English.

Note: The export function is not available in the mobile version of BIC Process Execution.

Tip: If your user role allows, you will find additional tabs in the process list of your ProcessApp. The *monitoring view* provides an overview of the status of active processes.

22.4.16 When is a case completed?

A case is completed when all tasks within the process flow have been completed. From that moment on, no elements of the case can be changed. For each completed case, the end event at which the case was completed is recorded.

Hint: Please note that a process will be successfully completed immediately upon reaching an end event with the event type *Terminate*, even if other sequence flows are still active.

Once the case is completed, it is *archived* and the sequence of events is stored in the system. These are used for predicting subsequent flows of new cases for the same process.

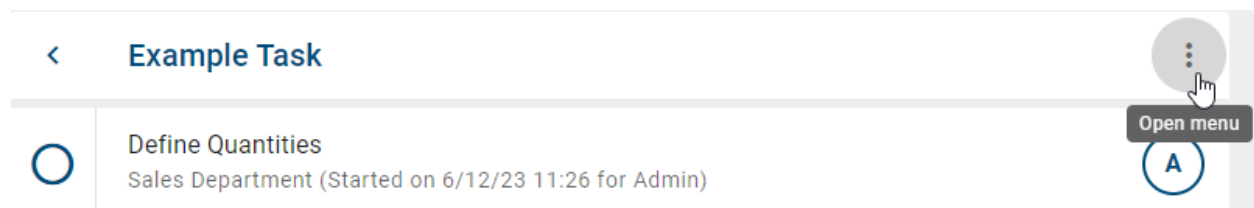
Note: The completion time or end time of a task is displayed when a step is completed in a given case.

Note: In a given case, the start time is displayed if the step is considered as an activity in progress. The start time is also displayed if the step has an error.

22.4.17 How can I archive cases?

By default, all cases are archived as soon as they are *completed*. However, you have the option to archive cases that are not yet completed.

To do this, open the case list for the relevant process and select the desired case.



There, click on the context menu with the three dots to the right of the entry and select the option *Archive*.



View case details



Edit process variables



Archive



A dialog will appear informing you that some tasks have not yet been completed. If you want to archive the case anyway, select the *Do it anyway* option. All uncompleted tasks will be canceled and the case will be archived.

Warning

This case contains uncompleted tasks. Are you sure you want to mark it as archived?

CANCEL

DO IT ANYWAY

After the case is archived, a message informs you that the case has been successfully archived. The case will now be greyed out in the case lists.

CASES						
TASKS						
MONITORING						
Name	↑ Creation d...	Owner	Due date	Progress	Status	
1	9/21/24	John Doe		Progress not available		
2	9/21/24	John Doe		Progress not available		
3	9/21/24	John Doe		Progress not available		
4	9/21/24	John Doe		Progress not available		

Warning: If you cancel a synchronized call activity early and archive the case, its sub cases are also archived.

Note: If the case was the last case unarchived of a depublished diagram in your BIC Process Design, the corresponding process will also disappear from the *process overview*.

22.4.18 Where do I find archived cases?

Archived cases are displayed in your personal case list and in the case list for a case along with the ongoing cases. They are displayed in gray and can be filtered by the completion status *Archived* in the *Filter* tab to the right of the case list.

To do this, open your *personal case list* or the *case list of a process*. In the list, the archived case will be grayed out.

CASES TASKS MONITORING						
Name	↑ Creation d...	Owner	Due date	Progress	Status	
 1	9/21/24	John Doe		Progress not available		
 2	9/21/24	John Doe		Progress not available		
 3	9/21/24	John Doe		Progress not available		
 4	9/21/24	John Doe		Progress not available		

If you only want to see archived cases in the case list, you can filter by the completion state *Archived* in the right sidebar in the *Filter* tab. The case list will be updated immediately.

Completion State

1 active ^

☐ In Progress 3

☒ Archived 2

As with ongoing cases, you can view the *details* of a case by clicking the *i* button. You can also view the history of a case by clicking on it.

22.4.19 What are process variables used for in my cases?

In BIC Process Execution, you have the option to use process variables in your cases in order to dynamically process data during the process flow. Some *process variables are created by default*, while others are generated by *executing REST calls*, *script tasks*, or *decision tables of rule-based tasks*.

These process variables can be used during the process flow to provide users with data that they can use to successfully *complete their tasks*. Process variables can be used in *task forms*. In addition, the data provided can also be used in other automated tasks, such as *new REST calls* or script tasks.

Note: Note that the values of process variables change *locally in the task* until the task is completed.

Which process variables are created by default?

In BIC Process Execution, a set of process variables is provided by default for each case. The following process variables and associated values are therefore available for each case:

Table 4: Default Process Variables

Name of the variable	Default value
createdDate	Date when the case was created
creatorEmail	Email of the user who created the case
creatorName	Name of the user who created the case
caseName	Case name

Additionally, a process variable is created for each role used that has an *Identifier*. The name of the variable is the *Identifier* used and the value is the corresponding email of the assigned role.

Within the process flow view of a case, you can [view the values of all process variables](#). ProcessApp Administrators can also change the case name there (value of *caseName*).

How can the default process variables be grouped as smart variables in a case object?

When a case of a new process is created, a case object is automatically created that contains all the required process variables.

The following variables are available in the `_case` object:

- “name” (changeable)
- “url” (not changeable)
- “dueDate” (changeable)
- “creationDate” (not changeable)
- “owner” (not changeable)
- “creator” (not changeable)
- “progress” (not changeable - automatically)
- “customStatus” (not changeable - automatically)

Note: In this context it should be noted that the **.name** and **.email** variables belong to the owner and creator objects.

Note: Please note that while the *owner* variable can be changed, its properties are unchangeable. Changing the properties (e.g. `_case.owner.name`) is not supported. Instead, the entire *owner object* must be replaced, as it represents a user or a user group.

The variables are accessible in the following way:

- `_case.name`
- `_case.url`
- `_case.dueDate`
- `_case.creationDate`

- `_case.owner.type / _case.creator.type`
- `_case.owner.id / _case.creator.id`
- `_case.creator.ATTRIBUTE`
- `_case.progress`
- `_case.customStatus`

You can set a new value for a process variable. If the variable is modifiable, the changes will be reflected throughout the application. If the process variable is not modifiable, the changes are not saved and the process variable remains unchanged.

When viewing the process variables of a case, both the attributes of the case variable and the “old” default variables are visible. If you open an older case where the case object did not exist, only the “old” default variables will be displayed when reviewing the process variables.

Hint: Please note that the new object only applies to newly created cases. Existing cases do not have this updated element. While the previous method of accessing these variables is still supported, it is deprecated.

How can I see process variables for archived cases?

When a case is archived, there are different permissions to access the process variable dialog:

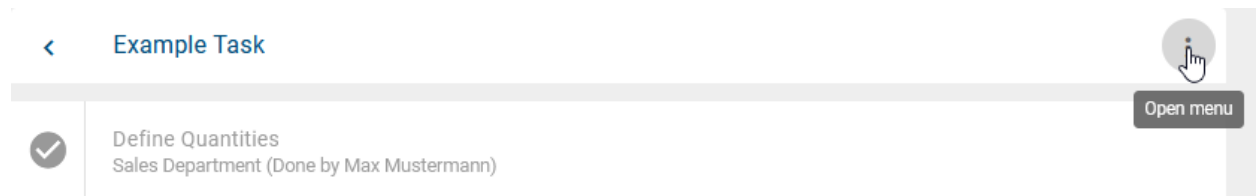
As a *ProcessApp Administrator*, you have the option to open the process variable dialog and view the process variables in all stages.

As a *ProcessApp Creator*, on the other hand, you can open the process variable dialog to read the process variables only in the public workspace and the preview stage.

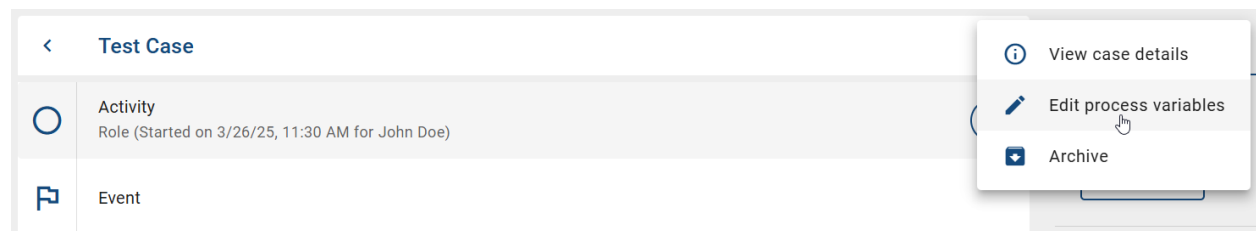
How can I find and edit process variables within the process flow view?

Within the process flow of a case, users with the *ProcessApp Administrator* user role and case owners have the possibility to view and change the value of your process variables. This enables you to adapt the data of your process variables to your needs in case something changes during the case completion.

To do this, first navigate to the process flow view of the corresponding case. There, open the context menu in the upper right corner of the main area.



You can then click on the *Edit process variables* option.



A dialog will appear listing all available process variables, their data type and their values for this case. In this dialog you can edit the values of the process variables. When you have edited the value of a process variable, you can confirm the changes by clicking the *Save* button.

Edit process variables

createdDate (date)	2023-03-06T14:19:41.061+00:00
creatorEmail (string)	john.doe@xy.com
creatorName (string)	John Doe
caseName (string)	TestCase

CANCEL
SAVE

If you just want to exit the dialog or if you do not to save your changes, click the *Cancel* button.

Note: By default, each case has a set of *default process variables*.

How do the values of process variables change when working on a task?

When a task is started, the current values of the process variables are loaded into a local scope. If you work with the task and change the variables, for example, by editing or adding values in the form, the variables are updated locally. The list of process variables still shows the values set before the task was started. When the task is completed, the local variables are transferred to the process variables of the case. They are then available for use in subsequent tasks.

How can I link a role to a process variable?

When modeling a process in BIC Process Design, you can maintain the *identifier* attribute of a role and use it as a process variable. This can allow process participants to select the responsible of subsequent tasks in a user form, or the responsible can be determined by a previous *REST call*. In addition, you can use this process variable as a parameter to create a new case via a REST call against BIC Process Execution or via a *run link*.

If a value (i.e. a name or email address) is set for the identifier in a case, the identifier is transferred to the process variable. When a task of the identified role is started, the user (or user group) set in the variable is entered as the person responsible for the task, provided a BIC Process Execution user or user group can be found for the value. If no user or user group was defined for a role when the case was created, the case creator is responsible for executing the task as soon as the case is started. Please note, however, that the user (or user group) is only responsible for started tasks and not for all tasks in the role. It is therefore possible to change the responsibility during the course of the case by editing

the *process variable of the identifier*. If another task of the relevant role is then started, the latest value determines the responsibility.

For example, the role “Executive Manager” is part of the “Selection process” and the *Identifier* is set as `executive-manager`. In this process, the HR employee should enter the name of the responsible executive manager in a user task to assign him to the task of the role. Therefore, a user form is modeled with a text field where the ID of the field is equal to the *Identifier*.

The screenshot shows the 'FORM EDITOR' interface with the title 'Create a form for your user task'. On the left, the 'FORM FIELDS' panel lists 'Text', 'Text area', 'Formula', and 'Number'. The main canvas shows a text field with the label 'Name of Executive Manager' and a value 'Responsible Executive Manager'. A modal window titled 'Attributes' is open, showing 'Role Catalog item' with 'Name' 'Executive Manager' and 'Identifier' 'executive-manager'. On the right, the 'DETAILS - TEXT' panel shows 'ID *' as 'executive-manager' and 'Label' as 'Responsible Executive Manager'. Red boxes highlight the 'Identifier' field in the modal and the 'ID *' field in the details panel.

In a concrete case, this results in the user task “Examine application formally”. The role “Executive Manager” (responsible for the last task) is not yet assigned to a user.

The screenshot shows a user task interface. On the left, a list of tasks is displayed: 'Define Quantities' (Sales Department, Done by Max Mustermann), 'Quantity picking' (Sales Department, Started for Max Mustermann), and 'Prepare shipping' (Sales Department). The 'Quantity picking' task is selected. On the right, the 'Form' for 'Quantity picking' is shown, with a 'COMPLETE' button. Below the form, the 'RESPONSIBLE' section shows 'Max Mustermann' (Sales Department) with a red box around it.

After the user task is completed, the identifier can be viewed and edited in the process variables.

Edit process variables

createdDate (date)
2022-06-13T13:58:04.634+00:00

creatorEmail (string)
john.doe@gbtec.com

creatorName (string)
John Doe

caseName (string)
Job Application - Junior Software Engineer

executive-manager (string)
Max Mustermann

CANCEL SAVE

When the task of the “Executive Manager” role is started, the corresponding user is assigned as responsible.

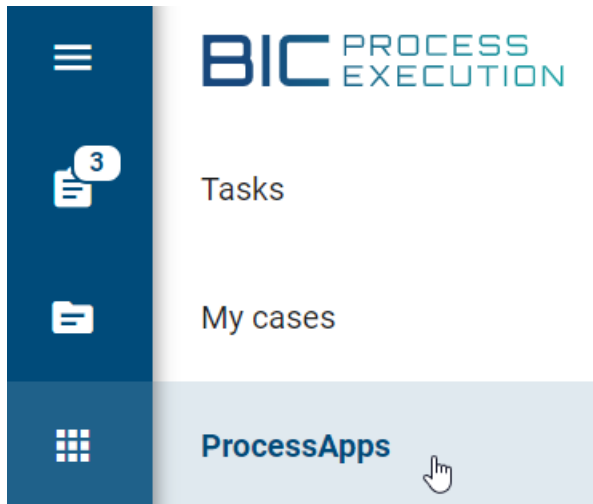
☒	Define Quantities Sales Department (Done by Max Mustermann)	
☐	Quantity picking Sales Department (Started for Max Mustermann)	

22.5 ProcessApps

In the ProcessApp overview, you can find all your organization’s processes that are relevant (to you) as *ProcessApps*. They can be grouped by departments, teams, or other structure using ProcessApp Collections. ProcessApp Administrators have a list of all available ProcessApp Collections in the *administration* and can *edit the Collections* as well as *create new ones*.

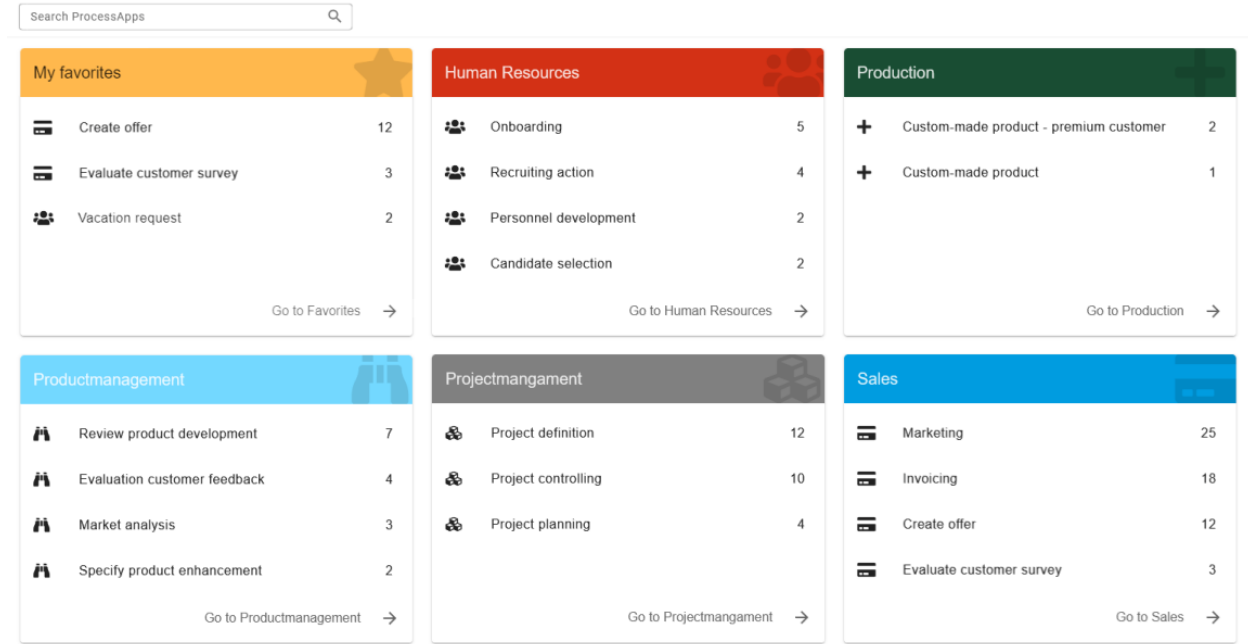
22.5.1 Where are all available ProcessApps displayed?

Go to the *ProcessApps* from the menu.



Depending on the configuration, this area may vary. However, you will find all *executable*, published processes (BPMN and EPC) of your tenant, displayed as *ProcessApps*.

If *ProcessApps Collections defined* are defined in your tenant, you will see the ProcessApps grouped into these Collections. Collections are arranged alphabetically from left to right and top to bottom. Depending on your device and zoom factor, they are displayed in a single-column or multi-column list. The first Collection in the upper left corner is always the *My favorites* tile.

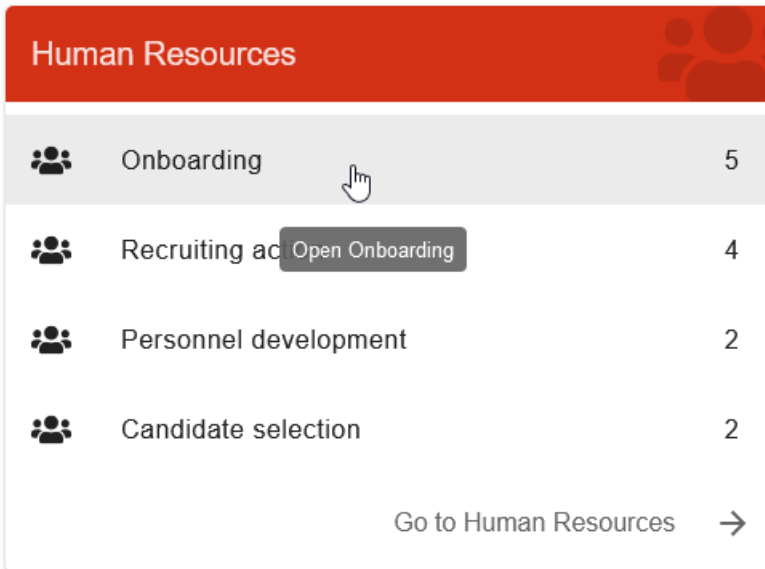


Note: Please note that a ProcessApp Collection only appears in this area if it has at least one *ProcessApp assigned* to it. Therefore, not all Collections *created in the administration* may be included here.

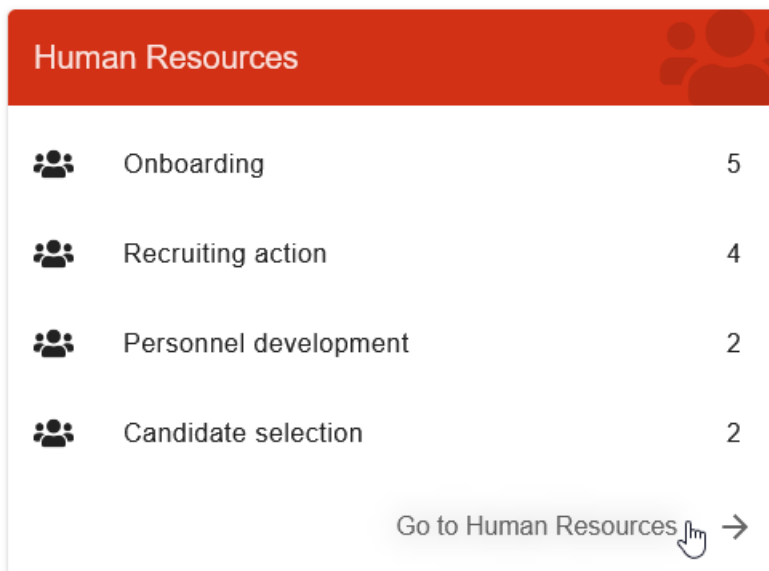
If you have ProcessApps that are not grouped into a ProcessApp Collection, you will see a Collection called *More*

ProcessApps as the last Collection on this screen.

As a preview, the assigned ProcessApps with the highest number of running cases are displayed for each Collection. This allows you to access frequently used ProcessApps more quickly. If you select a ProcessApp in the preview, you will be navigated to the *list of all running cases* for that process.



If you select the header of a ProcessApp Collection or the *Go to* button at a ProcessApp Collection, you will see a list of all ProcessApps of that Collection.



When you click on the header of a ProcessApp Collection, its ProcessApps are represented by an icon and the name of the process in the selected content language. The number of the running cases in which you are involved is also noted. The ProcessApps are displayed in a multi-column list that varies depending on your device and zoom factor.

Search ProcessApps 



Onboarding
5 cases



Recruiting action
4 cases



Personnel development
2 cases



Candidate selection
2 cases

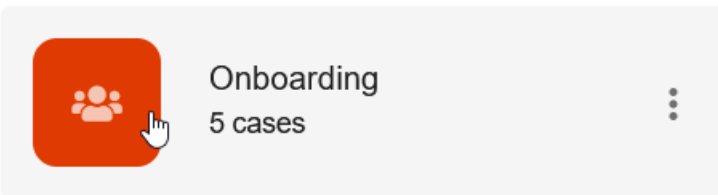


Vacation request
1 cases



Resource Planning
0 cases

Selecting the ProcessApp itself will take you to the *list of current cases for the process*. When you hover over a ProcessApp, a menu (three dots) appears at the entry. You can *open the menu* by selecting the three dots once.



The menu (usually) contains three options for the respective process. The first option allows you to (un)mark the process as a *favorite*. The second option allows you to *navigate to the corresponding diagram in BIC Process Design*. Finally, if no *case creation restriction* is defined for the corresponding ProcessApp, you will find the option to *create a new case* for the process.

If no ProcessApp Collections have been configured, the *ProcessApps* area directly displays a multi-column list of all *ProcessApps*. For each ProcessApp, you have the same options as described above.

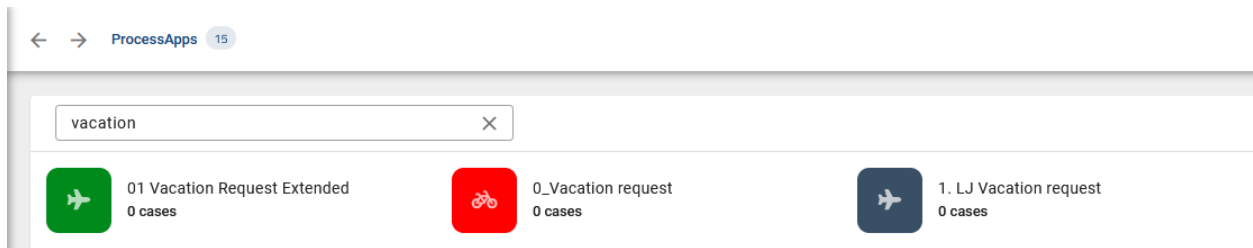
Note: Users with the *ProcessApp Administrator* user role have access to all running cases, even if they are not involved in those cases.

Users with the *ProcessApp Creator* role or higher can *switch environments* to view the processes of *executable* but still unpublished diagrams.

Tip: You can *configure* each process icon individually. You can also *search* for specific processes or add them as *favorites to your favorites list* for quick access.

22.5.2 How can I search for a specific ProcessApp?

Within the *ProcessApps* area, you can search for specific processes. To do so, use the search field in BIC Process Execution while you are in the *ProcessApps* area. Enter the term you want to search for. The search is started as soon as you click on the magnifying glass icon or press *Enter*. The result will be all ProcessApps that contain the term in the selected content language. The search results are not grouped into ProcessApp Collections.

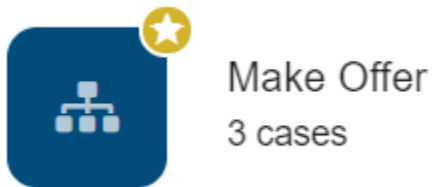


If the name of a process has not been maintained, the corresponding ProcessApps are not displayed.

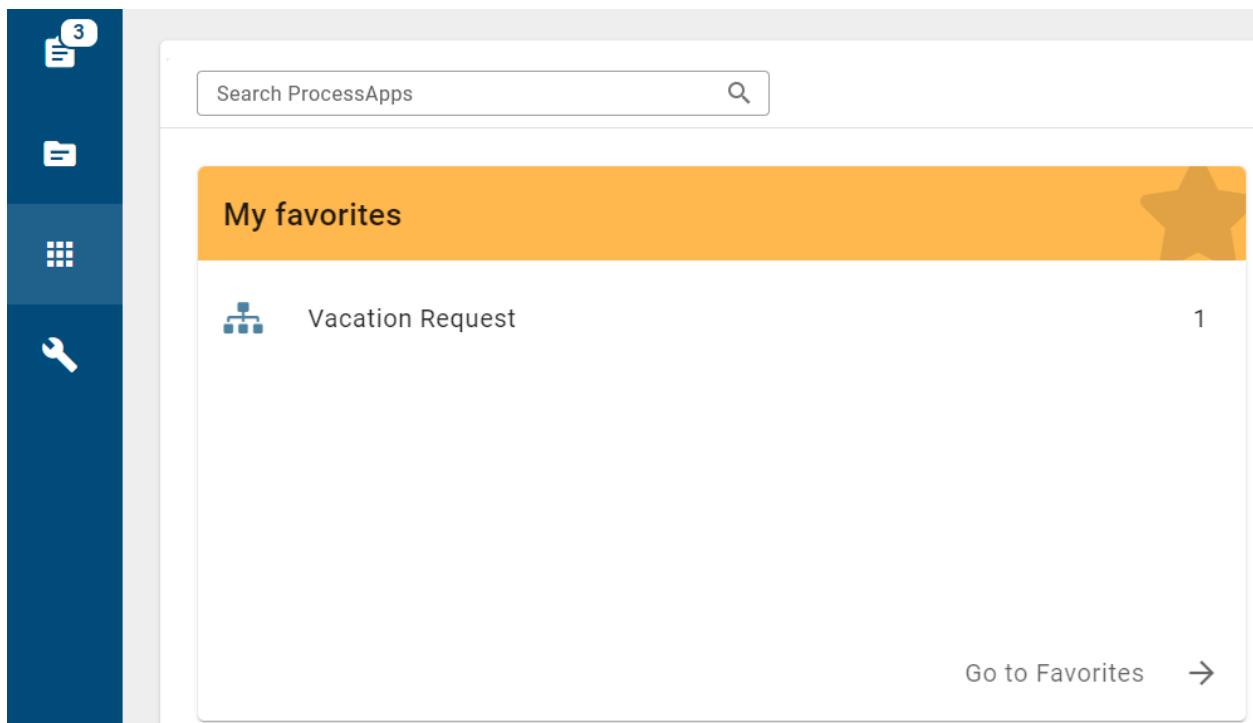
Note: The search is case-insensitive. The search does not support expressions such as wildcards.

22.5.3 How do I add a ProcessApps to my favorites and view my favorites?

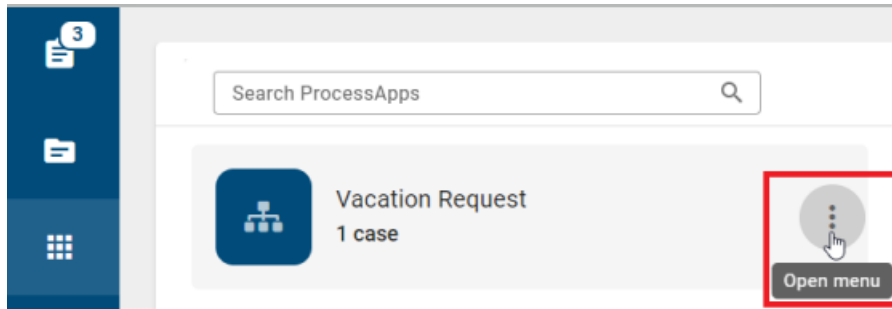
In BIC Process Execution, you can mark individual ProcessApps as your favorites. They are marked with a star icon.



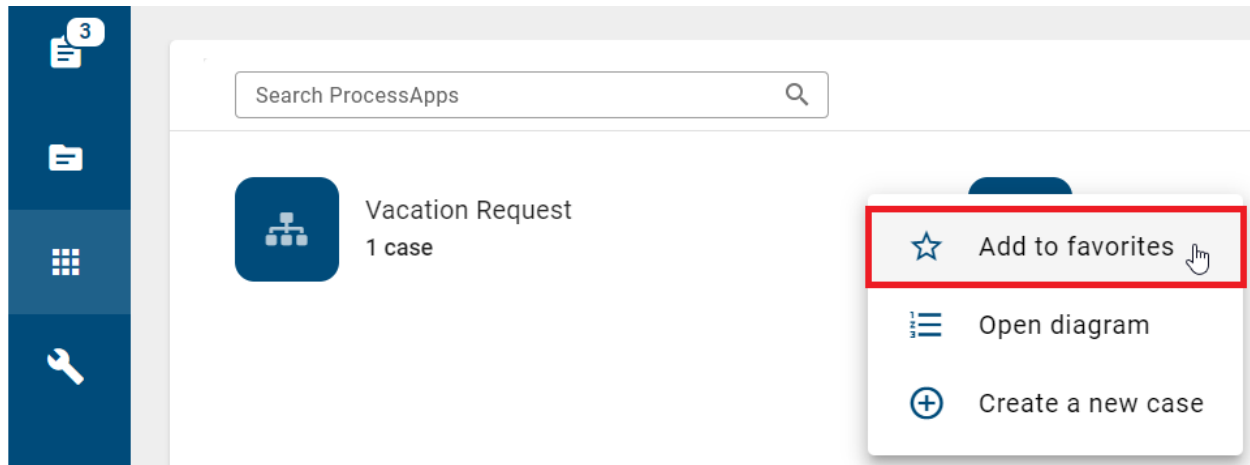
In the ProcessApp overview, these favorites will appear in the *My favorites* Collection.



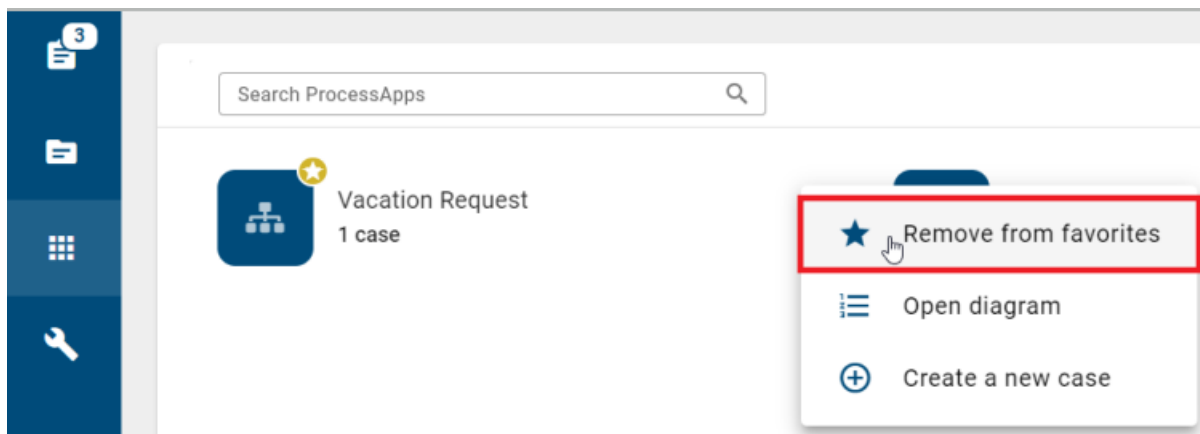
To add a ProcessApp to your favorites, go to the *ProcessApps* and navigate to the desired ProcessApp (possibly in a Collection first). Then use the three dots to open the menu of the ProcessApp.



When you select the *Add to favorites* function, the ProcessApp is displayed with a yellow star icon.



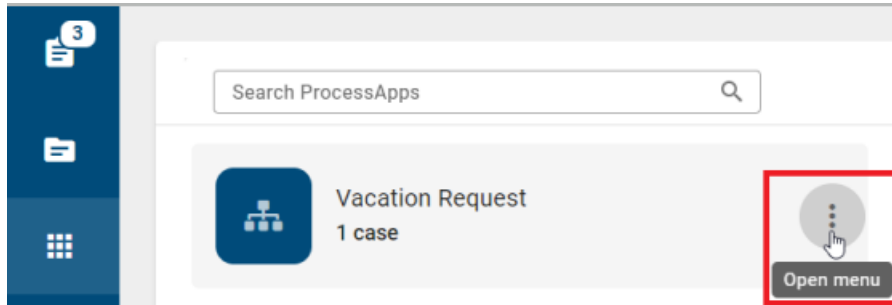
If you want to remove a ProcessApp from your favorites, you have to use the *Remove from favorites* function, which you will find in the menu of the ProcessApp.



The star icon of the corresponding ProcessApp will disappear then.

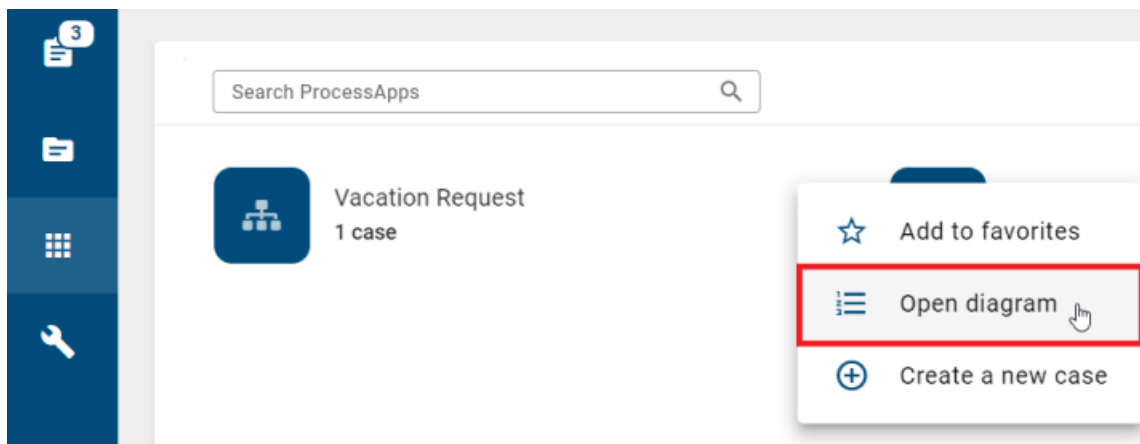
22.5.4 How do I navigate from my ProcessApp to the corresponding diagram in BIC Process Design?

When you are in the ProcessApp overview and open the context menu of a specific ProcessApp, you will find the option to navigate to the corresponding diagram in BIC Process Design.



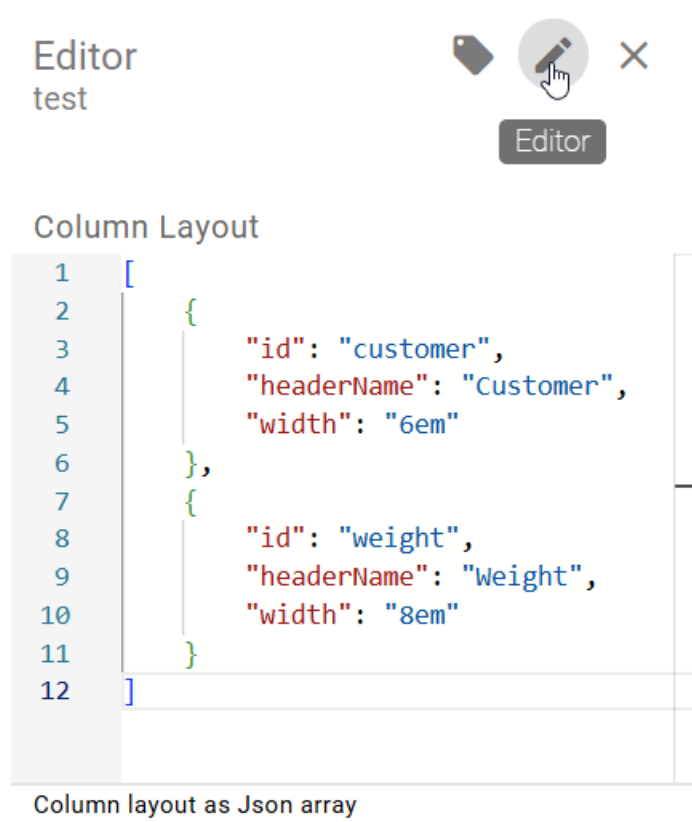
Selecting the *Open diagram* option will take you to the corresponding diagram. The diagram for that ProcessApp will open in a new browser tab and will automatically display the corresponding stage of the process in BIC Process Design.

Hint: If a diagram with active cases has been depublished, you can still click on the option to view the diagram. Please note that it is now in the archived state.



22.5.5 How can I add custom columns with my own variables to a ProcessApp?

As a *ProcessApp Creator*, you have the ability to define custom columns with your own variables for the processes within a ProcessApp. To do this, go to the *Modeling* section and mark the process as an *Executable process*. Then, open the *ProcessApp Quick Editor*.



Here, you can define the layout for your custom columns. The layout must be entered as an array in JSON format and contain the following objects:

- **id:** Here you need to enter the name of the variable to be used.
- **headerName:** Here you need to enter the column name that should be displayed in the ProcessApp.
- **width:** [Optional] Here you can enter the width of the column (E.g., *150px*, *10em*, *75%*).
- **type:** [Optional] Here you can enter the output type of the variable. Allowed types are *text*, *string*, *date*, *datetime*, *time*, and *boolean*. If no type is specified, the output will be *string*, *number* or *boolean*.
- **hide:** [Optional] Here you have the option to hide a column (*true/false*).

Code to copy and test:

```
[
  {
    "id": "customer",
    "headerName": "Customer",
    "width": "6em"
  },
  {
    "id": "weight",
    "headerName": "Weight",
```

(continues on next page)

(continued from previous page)

```

    "width": "8em"
  }
]

```

After checking in the diagram and creating an instance for this process, your custom columns and associated variables will now be displayed in the ProcessApp. The columns are displayed in the order in which you have defined them.

CASES		ARCHIVE		MONITORING	
Name	↑ Creation date	Owner	Due date	Progress	New Column Customer
 New case	7/1/24	Admin		Progress not available	

If the variable *customer* (taken from the example) in the **id** object contains multiple objects with different values, such as

```

customer = {
  "address": "addr",
  "email": "emailAddr"
}

```

the custom column is not displayed. To display a custom column correctly for a variable with multiple objects, the individual object must be explicitly specified in the **id** object. For example, to display a customer's email address from the *customer* variable in a custom column, *customer.email* must be specified in the **id** object.

You can also apply the **headerName**, **width** and **hide** objects to the default columns of a ProcessApp. This allows you to customize the name and width of the default column, or to hide the default column.

Note: The default columns can be accessed through the *_case object*. To do this, enter the *_case* object in the **id** object. For example, you can access the *Name* default column through *_case.name* and edit the column name through the **headerName** object.

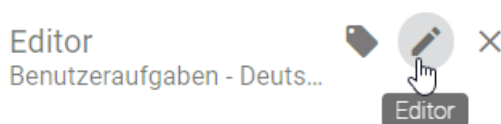
Example: { "id": "_case.name", "headerName": "Name of Case", "width": "10em" }
The default column *Name* was renamed to *Name of Case*.

If a ProcessApp has configured columns, you have the option of filtering all instances of a process according to their respective process data. If user-defined columns are available for the process, these are displayed as new facets at the top of the filter area.

Hint: Please note that the facets displayed represent unique values for which no type or string type is defined.

22.5.6 How can I apply (conditional) formatting to a ProcessApp?

As a *ProcessApp Creator*, you have the ability to apply (conditional) formatting to a ProcessApp. To do this, go to the *Modeling* section and mark the process as an *Executable process*. Then, open the *ProcessApp Quick Editor*.



In the *Conditional Styles* section, you can define the configuration in JSON format and apply CSS styles to individual rows or cells based on expressions. The following objects must be included:

- **expression:** Here you must enter the condition to be evaluated.
- **style:** Here you must enter the CSS style to be applied if the condition evaluates to TRUE.
- **target:** Here you must specify whether the CSS style should be applied to the entire row or only to a specific cell.
- **columnId:** [Optional] Here you can specify the column(s) to which to apply the style when it is applied to a cell. This can be a single column or an array of columns.

Example:

Editor
test



Column Layout

```

1  [
2    {
3      "id": "customer",
4      "headerName": "Customer",
5      "width": "6em"
6    },
7    {
8      "id": "weight",
9      "headerName": "Weight",
10     "width": "8em"
11   }
12 ]

```

Column layout as Json array

Conditional Styles

```

1  [
2    {
3      "expression": "contains
4      (customer, 'Max')",
5      "style": "color:red;
6      font-family: courier;
7      font-weight: bold; border:
8      2px solid powderblue;",
9      "target": "cell",
10     "columnId": "name"
11   }
12 ]

```

Conditional Styles as Json array

Column Layout:

```

[
  {
    "id": "customer",
    "headerName": "Customer",

```

(continues on next page)

(continued from previous page)

```

        "width": "6em"
    }
]
Conditional Styles:
[
  {
    "expression": "contains(customer, 'Max')",
    "style": "color:red; font-family: courier; font-weight: bold; border: 2px_
↪solid powderblue;",
    "target": "cell",
    "columnId": "name"
  }
]

```

After checking in the diagram and creating an instance for this process, your (conditional) formatting will be displayed in the ProcessApp if the condition is evaluated as true.

Name	↑ Creation ...	Owner	Due date	Progress	Status	B...
 Process	11/12/24	John Doe		Progress not available		50 
 Process	11/12/24	John Doe		Progress not available		150 
 Process	11/12/24	Max Mustermann		Progress not available		550 
 Process	11/12/24	Max Mustermann		Progress not available		1100 

Hint:

Follow the links below for more information on using (conditional) formatting:

- [FEEL](#)
- [CSS](#)

Note: You can also apply the (conditional) formatting to (individual) default columns. To do this, enter the corresponding *_case object* in the **columnId** object. For example, you can use `_case.name` to apply the (conditional) formatting to the default column *Name*.

22.5.7 Dashboard

As a *ProcessApp Administrator*, you can view a dashboard for each ProcessApp that provides you with information about the status of all running cases. You can switch to the *Monitoring* tab from the *case list of a ProcessApp*.

CASES

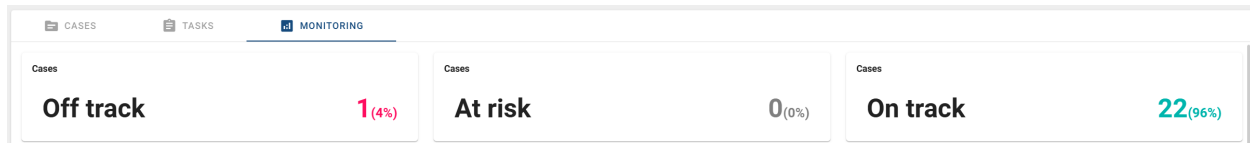
TASKS

MONITORING

Name	Creation d...	Owner	Due date	Progress	Status
Test 1	10/23/24	John Doe		Progress not available	

How can I monitor the status of all open cases for a ProcessApp?

When you open the *Monitoring* for a ProcessApp as a *ProcessApp Administrator*, you will see three tiles at the top showing the current status of all open cases in terms of number and percentage.



The tiles are divided into different categories to give you a better overview of open cases and to reduce the risk of falling behind. The three categories are:

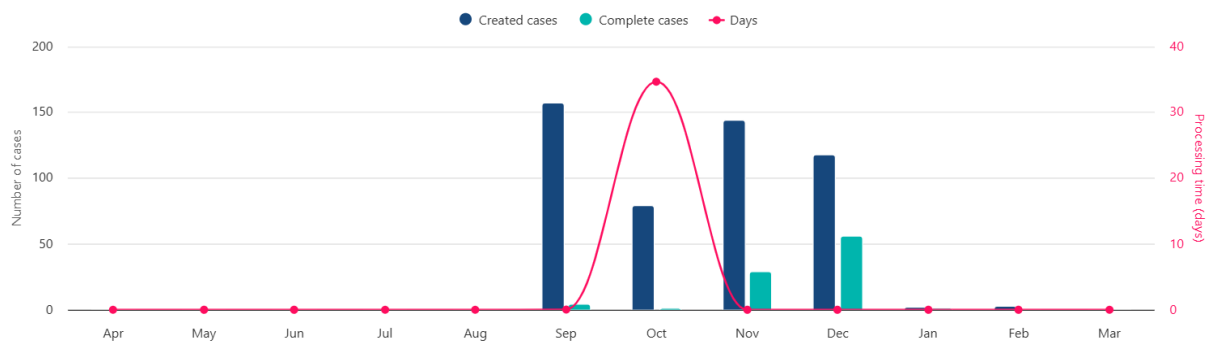
- **Off track:** Open cases that are already overdue.
- **At risk:** Open cases that have at least one overdue active task and aren't already *off track*.
- **On track:** Open cases that are not overdue and have no overdue active task.

Clicking one of these tiles takes you to the case list of the ProcessApp which is filtered by the selected status. You can then [set additional filters](#) and customize the view of the case list according to your needs.

How can I monitor completed cases and the average processing time?

When you open the *Monitoring* for a ProcessApp as a *ProcessApp Administrator*, you will see a *Case completion and average processing time* tile with a summary of all completed cases and their average processing time as a bar chart.

Case completion and average processing time



The bar chart shows the last 12 months, e.g. from January to December. The left y-axis shows the number of tasks created (turquoise) and completed (blue) per month, while the right y-axis shows the average performance of the completed tasks. A line (magenta) representing the average performance lies above the bars, highlighting the performance values for each month.

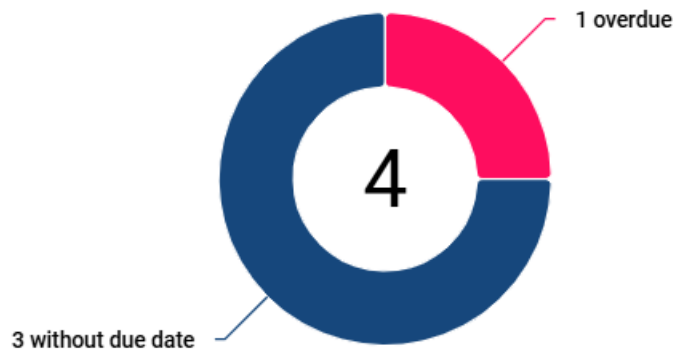
You can also move the mouse along the magenta line to see detailed information about the tasks and the average completion time. To hide individual pieces of information, click on the corresponding entry in the legend above the bar chart. To show the information again, click on the entry in the legend again.

How can I monitor the status of the running cases for a ProcessApp?

When you open the *Monitoring* for a ProcessApp as a *ProcessApp Administrator*, you will see a *Cases* tile with a summary of the status of the running tasks in a donut chart:

- (current) processes that are running on time, meaning the due date is in the future.
- Transactions without a due date
- Overdue cases (according to the server's time zone, UTC)

Cases



The number in the center of the diagram indicates the number of ongoing tasks for the selected ProcessApp.

How can I monitor the status of open tasks for a ProcessApp?

When you open the *Monitoring* for a ProcessApp as a *ProcessApp Administrator*, you will see a *Tasks* tile with a summary of the status of the active tasks accessible in a donut chart.

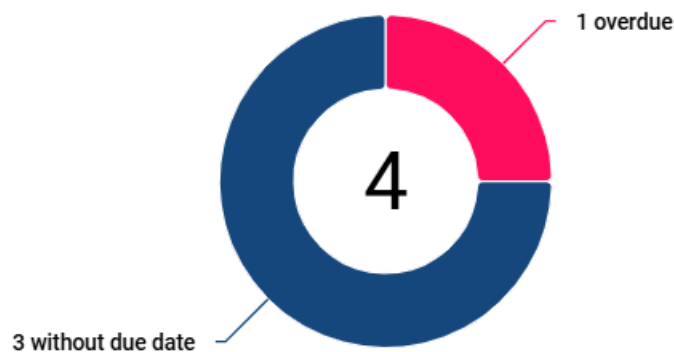
The donut chart is designed to visually display the task data. It is sorted clockwise and displays the following information in a specific order:

- **Number of open tasks:** This value is displayed in the center of the chart and indicates the total number of tasks that are currently open and assigned to you.
- **Number of tasks completed on time:** This data point is represented by a specific segment area on the chart. It represents the number of tasks that have been successfully completed within your designated time frame.
- **Number of overdue tasks:** Another segment on the chart represents the number of tasks that have passed their designated due date and are now overdue.

- **Number of tasks with no due date:** The chart also includes a segment that represents tasks that do not have a due date.

By viewing this donut chart, you can get quickly assess the distribution of your active tasks based on their status.

Tasks



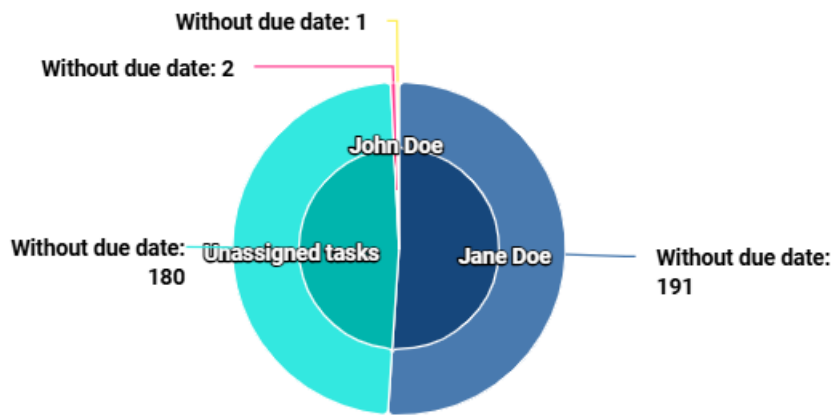
How can I monitor the status of started tasks for a ProcessApp?

When you open the *Monitoring* for a ProcessApp as a *ProcessApp Administrator*, you will see a *Open task by assignee (Top 10 results)* tile with a summary of the status of all started tasks in a donut chart. The donut chart consists of two circles that are sorted clockwise:

- The inner circle represents the assignees for the tasks. The names of the assignees are displayed with the number of tasks in braces.
- The outer circle represents the task status of the started tasks for the assignees. The ring is divided into different segments that display the following information:
 - **Number of tasks completed on time:** This segment of the chart represents the number of tasks assigned to the particular assignee that have been successfully completed within their designated time frame.
 - **Number of overdue tasks:** Another segment of the chart represents the number of tasks that have passed their designated due date and are therefore overdue.
 - **Number of tasks with no due date:** The last segment in the chart shows the number of tasks that do not have a due date.

The donut chart gives you an overview of the current statistics of the started tasks, grouped by their respective assignees. The number of assignees displayed is reduced to the top 10 results.

Open task by assignee (Top 10 results)



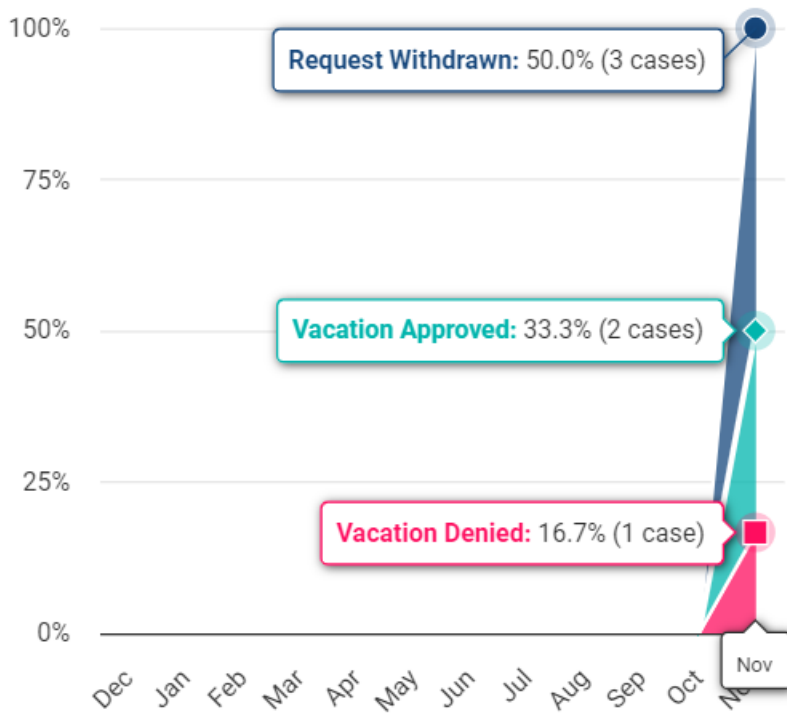
How can I monitor the end status of completed cases for a ProcessApp?

When you open the *Monitoring* for a ProcessApp as a *ProcessApp Administrator*, the *Closed cases by status* tile displays a graph that shows the end status, provided they were performed in the last 12 months. In order for the graph to be displayed, you must first set the *status in your process*.

Once you have defined the status, a graph appears to visually represent the closed cases. The Y-axis shows the percentage of end states achieved. The X-axis shows the last 12 months.

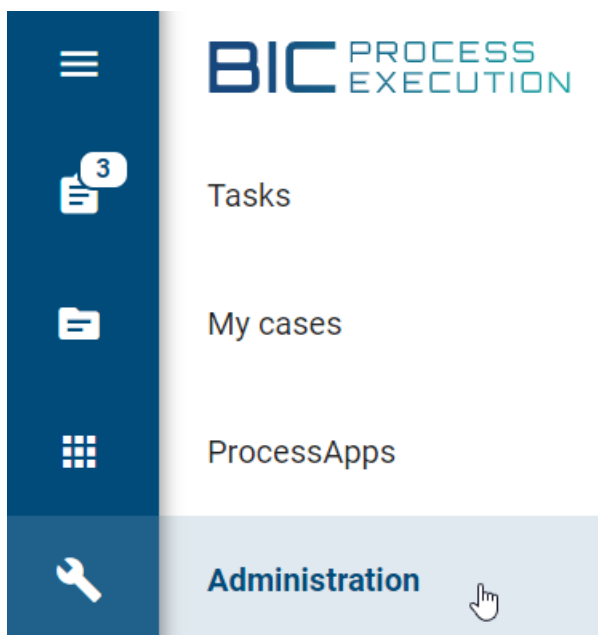
You can move your mouse over the graph to get more detailed information about the closed cases and your end status.

Closed cases by status (6)



22.6 Administration

To access the administration area, you need to select the *Administration* button in the left sidebar.



To have full access to the administration, you need to be assigned to the *ProcessApp Administrator* role. You can edit

your user details [here](#).

Process Design Role

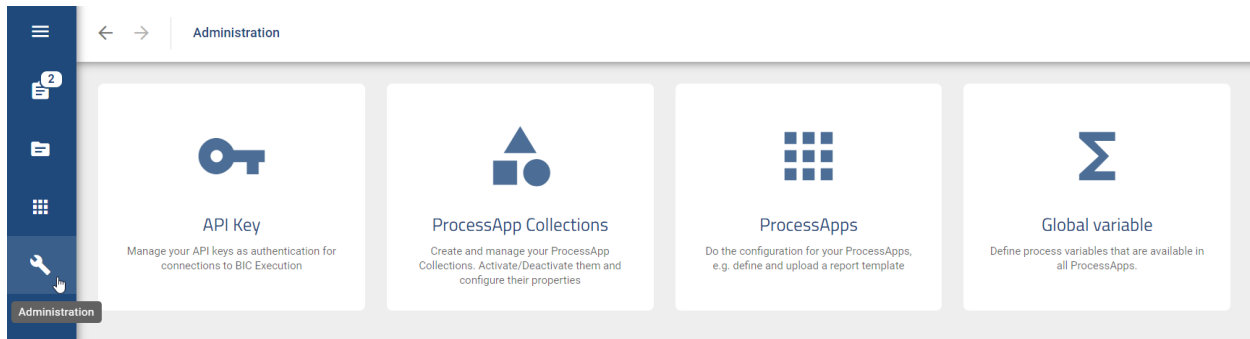
User role

Administrator

Process Execution Roles

- ☒ ProcessApp Administrator
- ☐ ProcessApp Analyst
- ☐ ProcessApp Creator
- ☐ ProcessApp User
- ☐ ProcessApp Participant

Here you see an overview of all the options you can manage.



Warning: The functions *update case details*, *archive a case*, *open the case variables dialog* and *change values of case variables* are available only to ProcessApp Administrators.

22.6.1 BIC Process Execution API

How can I manage my API key?

To ensure that only authenticated users can access your BIC Process Execution API, each ProcessApp Administrator can create an API key. This can then be used in the respecting REST calls for authentication.

To create an API key, you must first navigate to the administration area. To do this, select the entry *Administration* from the menu. Select the *API Key* option.

Here you can manage your personal API key. If no API key has been created yet, you can see this information in the main area. There you will also find the *Create API Key* button. If you click on, it a new key will be created.



No API key generated yet

You can generate an API key by pressing the button. An API key is needed to connect BIC Process Execution with another system.



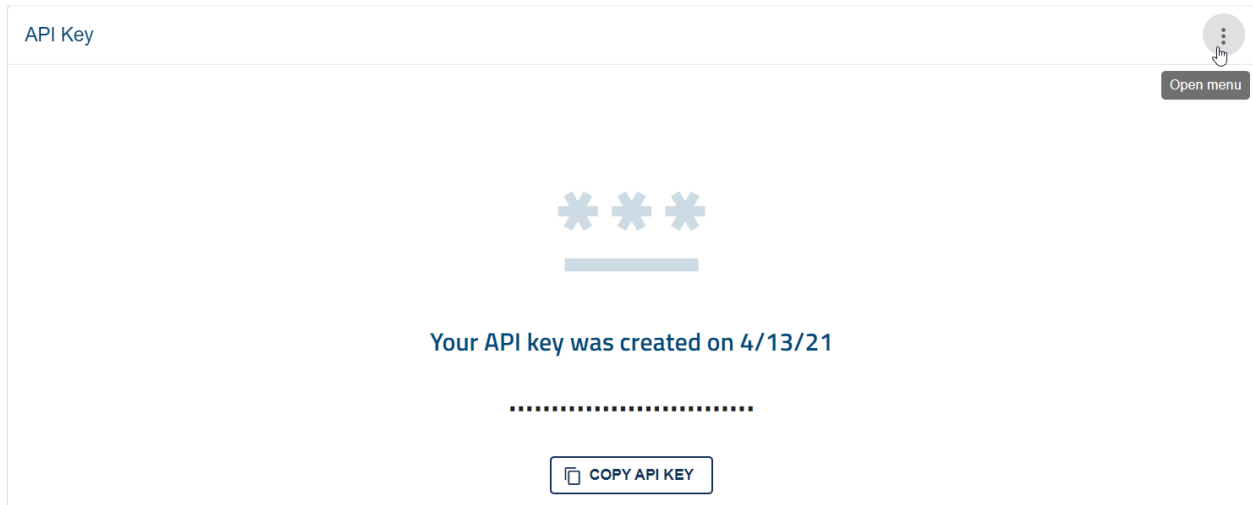
The generated key is now available and valid. The creation date of the key is now displayed in the main area. In addition, the *Copy API Key* button is displayed, which you can use to copy the key to the clipboard of your device.



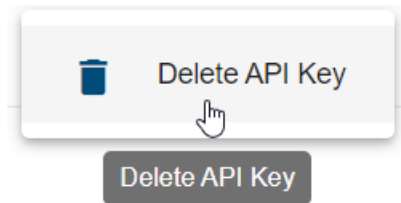
Your API key was created on 4/13/21



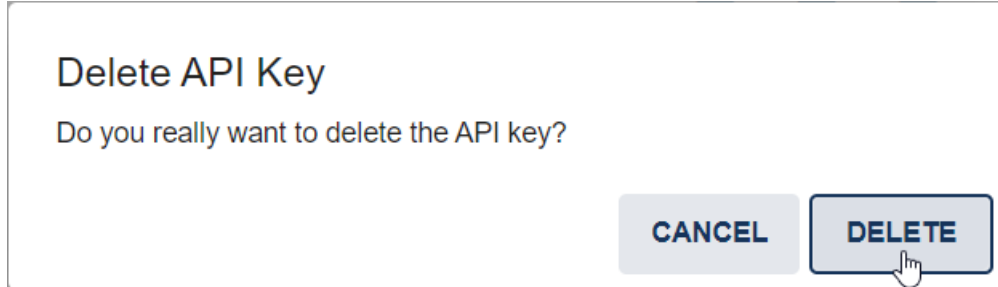
If the API Key is no longer used or is out of date, you can remove it. To do this, open the context menu with the three dots in the upper right corner of the main area.



Then select the entry *Delete API Key*.



A dialog will appear. The API key is deleted and can no longer be used once you click *Delete*.



Within the administration area you can then create a new API key.

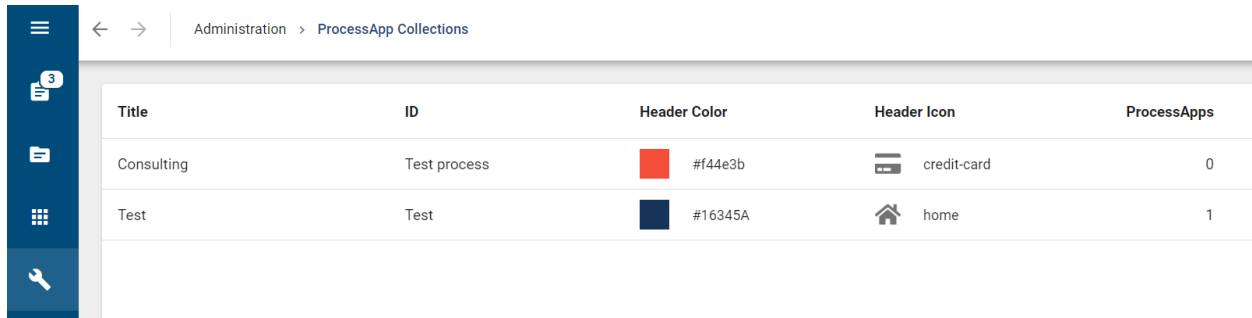
22.6.2 ProcessApp Collections

You can use ProcessApp Collections to group different ProcessApps together. For example, you might group the ProcessApps for a specific department into a ProcessApp Collection. A ProcessApp can be included in as many ProcessApp Collections as you like. In the administration, you can view a list of all available ProcessApp Collections and create new ones.

Tip: In the upcoming versions of BIC Process Execution, the functions of ProcessApp Collections will be extended. You will be able to better structure your ProcessApps so that your users can more quickly identify and execute the cases that are relevant to them.

Where can I find an overview of all ProcessApp Collections?

If you want to get an overview of all ProcessApp Collections, you must first navigate to the [Administration](#). Select the *ProcessApp Collections* option.

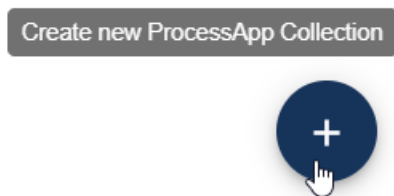


Title	ID	Header Color	Header Icon	ProcessApps
Consulting	Test process	 #f44e3b	 credit-card	0
Test	Test	 #16345A	 home	1

Here you can see an overview of all ProcessApp Collections in alphabetical order.

How can I create a new ProcessApp Collection?

To create a new ProcessApp Collection, navigate to the [overview of all ProcessApp Collections](#). In the bottom right corner, you find the *Create new ProcessApp Collection* button.



When you click it, a dialog will appear where you can enter the details of the new ProcessApp Collection.

New ProcessApp Collection

ID *

Define identifier, e.g. sales, energy, germany

Title

Header

Icon

Color

#16345A



CANCEL

CREATE

You must assign a unique ID to your ProcessApp Collection. This is used to [add a process to your ProcessApp Collection](#).

The title will be seen by users when they use this ProcessApp Collection. You also have the option to use a free icon from [Font Awesome](#) (v5.15.4) and a color of your choice to make your ProcessApp Collection more prominent.

Then choose *Create* to create your Collection.

Note: You can choose from all Font Awesome v5.15.4 icons except the trademarked ones.

How can I edit a ProcessApp Collection?

To edit a ProcessApp Collection, navigate to the [overview of all ProcessApp Collections](#). When you hover over an entry, a context menu appears on the right. Open the menu of the desired Collection and select *Edit collection*.

Title	ID	Header Color	Header Icon	ProcessApps
Consulting	consulting	 #f44e3b	 credit-card	0
Human Resources	human-resources	 #68bc00	 home	
Sales	sales	 #9f0500	 hippo	

Edit collection
Delete collection

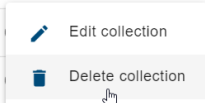
Then, a dialog window opens, allowing you to edit the title, icon, and color of your Collection. Note that the ID is read-only. To confirm your changes, press the *Save* button. Use the *Cancel* button if you want to discard your changes.

Note: You can choose from all Font Awesome v5.15.4 icons except the trademarked ones.

How can I delete a ProcessApp Collection?

To delete a ProcessApp Collection, navigate to the *overview of all ProcessApp Collections*. Hover over the entry of the desired Collection. You can then open the context menu that appears to the right of the entry.

Title	ID	Header Color	Header Icon	ProcessApps
Consulting	consulting	 #f44e3b	 credit-card	0
Human Resources	human-resources	 #68bc00	 home	
Sales	sales	 #9f0500	 hippo	



Here you will find the option *Delete collection*. When you select this option, a confirmation window appears. If you select *Delete*, your ProcessApp Collection will be deleted. The ProcessApps that it contains are not deleted.

22.6.3 ProcessApps

Where can I find a list of all ProcessApps?

The *administration* provides an overview of all ProcessApps. To access it, first navigate to the *Administration* and select the *ProcessApp* option. You will then see an overview of all available ProcessApps. Furthermore, you can see how many processes of each ProcessApp are currently active or archived.

ProcessApp	Active Cases	Archived Cases	Report Template
 Job advertisement	3	36	
 Vacation request	0	15	
 Onboarding	14	83	
 plan company event	0	5	
 evaluate performance	3	14	
 BPM tool evaluation	14	76	

Note: Please note that the administration is accessible only to users with the *ProcessApp Administrator* role.

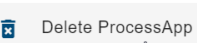
How can I delete a ProcessApp?

If you have tested a ProcessApp in the studio and in the test environment in different cases, you may no longer need this data. In the administration you can delete the ProcessApp including all cases. All started and future tasks of the cases are also removed. The data is deleted only in your current stage (studio or test environment). This is irreversible.

Navigate to the *administration* area and select the *ProcessApps* option. Scroll to the desired ProcessApp in the list of all ProcessApps in the environment. When you hover of the entry, you can select the three dots to *open the menu*.

ProcessApp	Active Cases	Archived Cases	
 Selection process	5	0	
 Make offer	1	0	

Then select the *Delete ProcessApp* option.

ProcessApp	Active Cases	Archived Cases	
 Selection process	5		
 Make offer	1		

Confirm the deletion with the *Delete* button in the dialog that appears. Alternatively, you can *Cancel* the deletion.

Delete ProcessApp?

Are you sure that you want to delete the ProcessApp "Selection process"? The ProcessApp and all related data like cases and tasks will be deleted in this stage.

CANCELDELETE

Note: Please note that the administration is accessible only to users with the *ProcessApp Administrator* role.

22.6.4 Global Variables

Where do I find an overview of all global variables?

Global variables are *process variables* that can be used in all ProcessApps. You can define them in the *administration area* of BIC Process Execution. It is possible to define the value of the variable separately for each stage (Public workspace, Preview and Publication).

To open the overview of all existing global variables, open the *administration area* and select the option *Global Variables*.

A list of all globally created variables will open. You can see the name and the values of the variables for the corresponding stages. The variables are sorted alphabetically by name.

Variable name	Studio	Test	Production (App)
stage_name	development	test	production
Test	False	True	False
ID_066			1233



How can I add a new global variable?

If you want to add a new global variable, you need to do the following. First, open the [overview of all global variables](#). In the bottom right corner you will see a *Plus* button *Add new global variable*.

When you select this button, a new dialog window appears. Here you can enter the *Variable name* and the values for the different stages.

New Global Variable

Variable name *

Value in development stage

Value in test stage

Value in production stage

CANCEL
ADD

Afterwards, you can press *Add* to save your new global variable. Alternatively, you can *Cancel* its creation.

If the name of a global variable contains special characters, punctuation marks, or spaces (e.g., +, /, =, >, ?, ., ;), it

cannot be saved. In addition, the name of a global variable cannot contain accents and specific letters (e.g., á, à, ß, ç, ñ, ö, ü). In these cases, you will receive an error message in the bottom right corner of the page.

Hint: For existing global variables with a dot in the name, the dot is replaced by an underscore. If this creates a duplicate, the global variable is removed.

Note: If you do not specify a value for one (or more) stage(s), the value is stored as an empty string.

How can I edit a global variable?

When you are in the *overview of all global variables*, you have the option to edit global variables. To do so, select the context menu (three dots) of the desired global variable and click on *Edit variable*.

Variable name	Studio	Test	Production (App)	
variable_name	40	40	40	 Edit variable  Delete variable
variableName	Dev1	Test1	Productive1	
variableName1	Dev2	Test2	Productive2	

A dialog box will appear where you can edit the existing values of the different stages. Please note that the name of the global variable cannot be changed.

Edit Global Variable

Variable name*

variable_name

Value in development stage

40

Value in test stage

40

Value in production stage

40

Cancel

Save

Confirm with *Save* if you want to save the changes, or select *Cancel* to discard the changes.

How can I delete a global variable?

When you are on the *overview of all global variables*, you have the option to delete global variables. To do so, select the context menu (three dots) of the desired global variable and click on *Delete variable*.

Variable name	Studio	Test	Production (App)	
variable_name	40	40	40	⋮
variableName	Dev1	Test1	Productive1	⋮
variableName1	Dev2	Test2	Productive2	⋮

 Edit variable

 Delete variable

A pop-up window will appear asking you to confirm the deletion. Once you click *Delete*, the deleted global variable will appear in your list with a strikethrough and will be permanently removed when you reload. If a global variable has been deleted by another user, it will also appear with a strikethrough in your list.

< >
 Administration > Global Variable

Variable name	Studio	Test	Production (App)
~~variable_name~~	~~400~~	~~400~~	~~400~~

How are global variables used in the process?

If you use a placeholder in your process that is not defined within the process, the system checks to see if a global variable with the provided name exists. The system then requests the value for the stage at which the case is being executed.

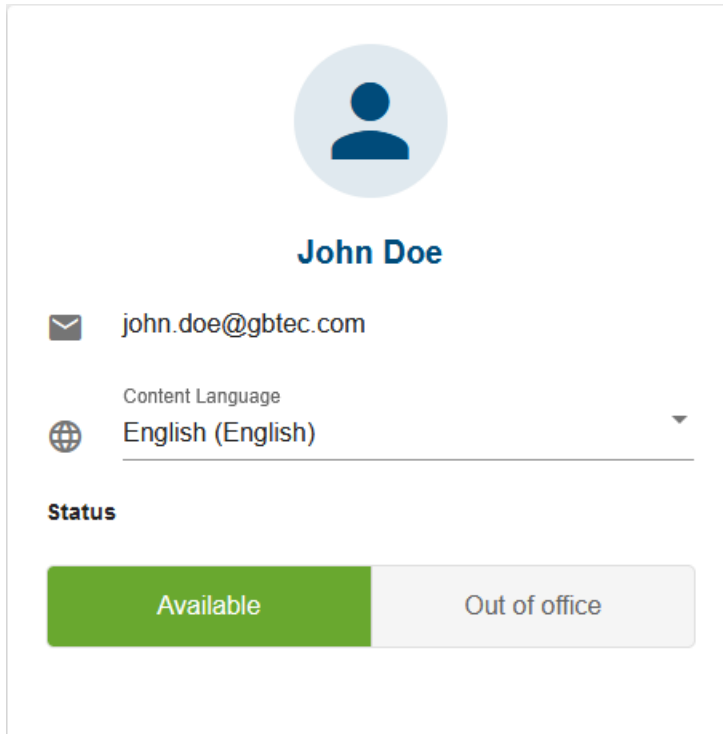
If no value has been set for the stage in which the case is being executed, the placeholder is replaced with an empty string.

If a global variable is modified within a task, the value is modified within the context of that task. If a global variable is not modified within a task, its value is not transferred to the context of the case.

If the value of a global variable is changed within the context of a task and the task is not yet complete, the change is only valid within that task.

22.7 Profile

The *Profile* area allows you to make adjustments to your BIC Process Execution interface. For example, you can change your content language or settings regarding your deputy.



A user profile card for John Doe. At the top is a circular placeholder for a profile picture. Below it is the name "John Doe" in bold. Underneath is an email address "john.doe@gbtec.com" preceded by an envelope icon. Below the email is a "Content Language" dropdown menu with a globe icon and the text "English (English)". At the bottom is a "Status" section with two buttons: "Available" (highlighted in green) and "Out of office" (in light gray).

22.7.1 Deputy

If you are going to be unavailable for an extended period of time, you can change your availability status. You can set a general deputy, who will be responsible for your tasks while you are out of the office. This ensures that important tasks are not forgotten and the normal workflow continues as usual.

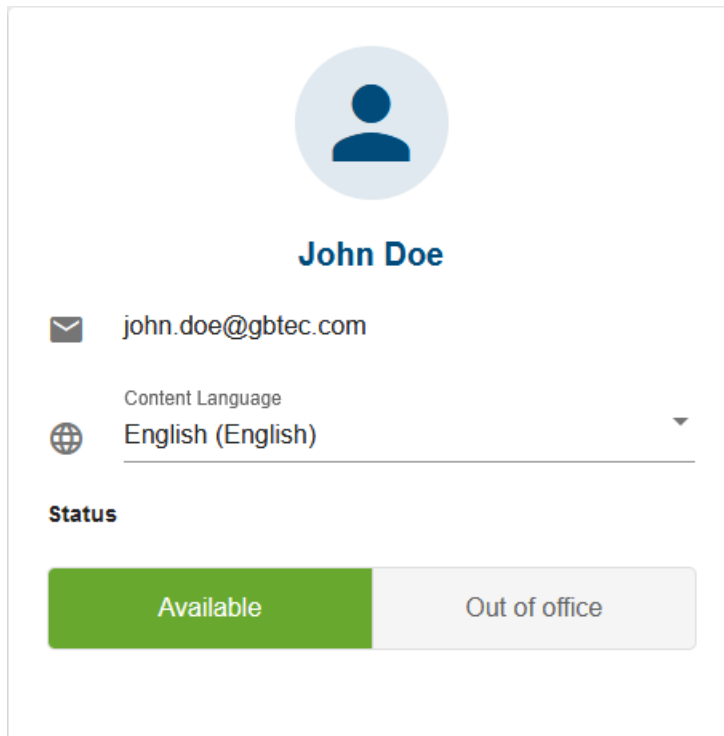
If you set your availability status to *out of office* and have a deputy set, your new tasks will automatically be assigned to your deputy.

Note: If your deputy has also set a deputy and is also *out of office*, your tasks will not be assigned to their deputy. This way you can ensure that your tasks are only be assigned to people you have personally selected.

Note: You will not receive any *email notifications* or *push notifications* if your task is automatically delegated to your deputy. If you are automatically assigned to a task, you will receive all notifications related to that task.

How can I change my availability status?

Your availability status indicates whether you are currently available to work on your tasks or whether you are unavailable (for example, vacation or sick). If you want to change your availability status, you must first navigate to your *profile*. Here you can see your current status. Your selected option is highlighted.



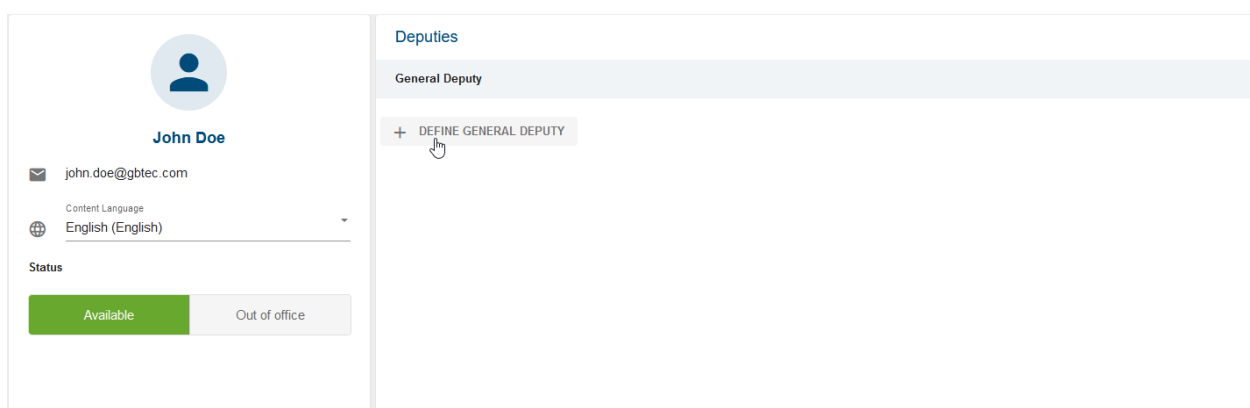
A user profile card for John Doe. At the top is a circular placeholder for a profile picture. Below it is the name "John Doe" in bold. Underneath is an email address "john.doe@gbtec.com" with an envelope icon. Below the email is a "Content Language" dropdown menu with a globe icon and the text "English (English)". At the bottom is a "Status" section with two buttons: "Available" (green) and "Out of office" (grey).

You have the possibility to switch between *Available* and *Out of office*.

Note: Your availability status does not reset, so it will remain as you set it until you change it again.

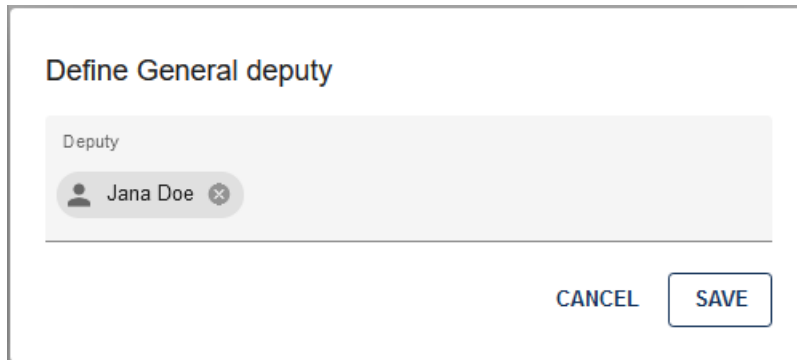
How can I set my general deputy?

If you want to set your *general deputy*, you must first open your [profile](#). On the right side you can see the *Deputy* overview. Here you can set up a *General Deputy*. To do this, select the *Define General Deputy* option.



A screenshot showing a user profile card on the left and a "Deputies" overview on the right. The profile card is identical to the one in the previous image. The "Deputies" section has a header "Deputies" and a sub-header "General Deputy". Below this is a button with a plus sign and the text "DEFINE GENERAL DEPUTY". A mouse cursor is pointing at this button.

An input field will appear where you can enter your general deputy.



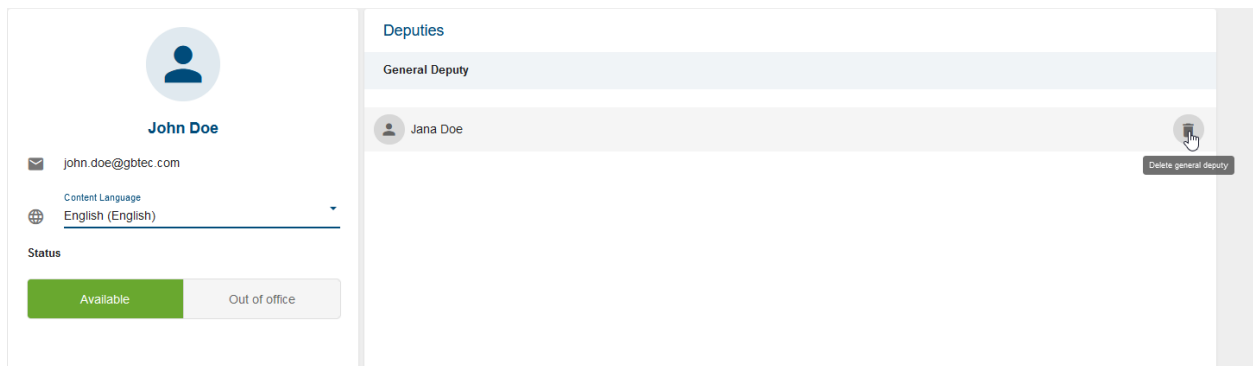
The dialog box titled "Define General deputy" contains a text input field labeled "Deputy" with the value "Jana Doe" and a small 'x' icon to its right. Below the input field are two buttons: "CANCEL" and "SAVE".

Use the *Save* button to save your general deputy. After the confirmation your deputy will appear in the list on the right.

How can I remove my current general deputy?

To remove your *general deputy*, you must first open your *profile*. On the right side you can see the *Deputy* overview and your *General Deputy*.

To the right of your Deputy's name is a *trash can* icon. Select this icon.

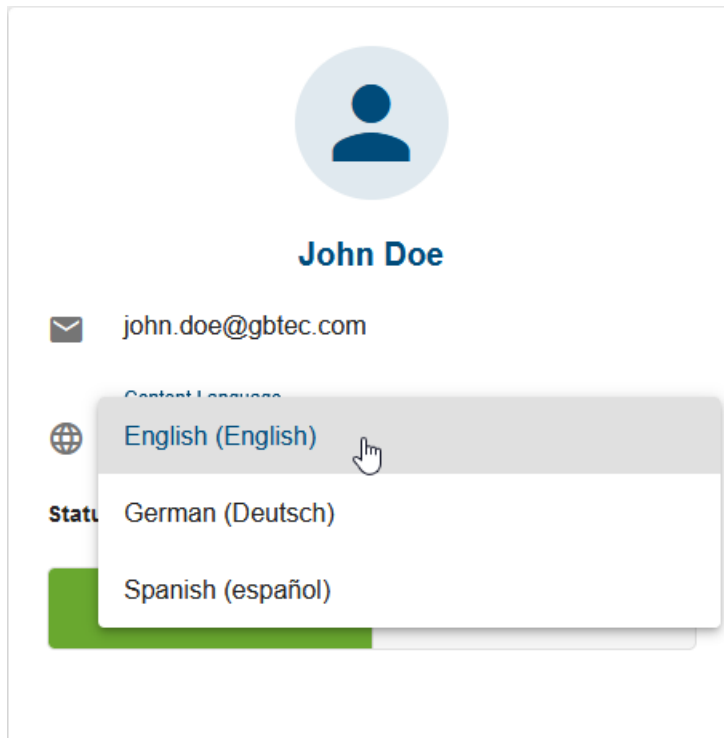


The image shows a user profile on the left and a "Deputies" overview on the right. The profile for "John Doe" includes an email address "john.doe@gbtec.com", a language dropdown set to "English (English)", and status buttons for "Available" (highlighted in green) and "Out of office". The "Deputies" section has a header "General Deputy" and a list containing "Jana Doe". To the right of "Jana Doe" is a trash can icon with a tooltip that says "Delete general deputy".

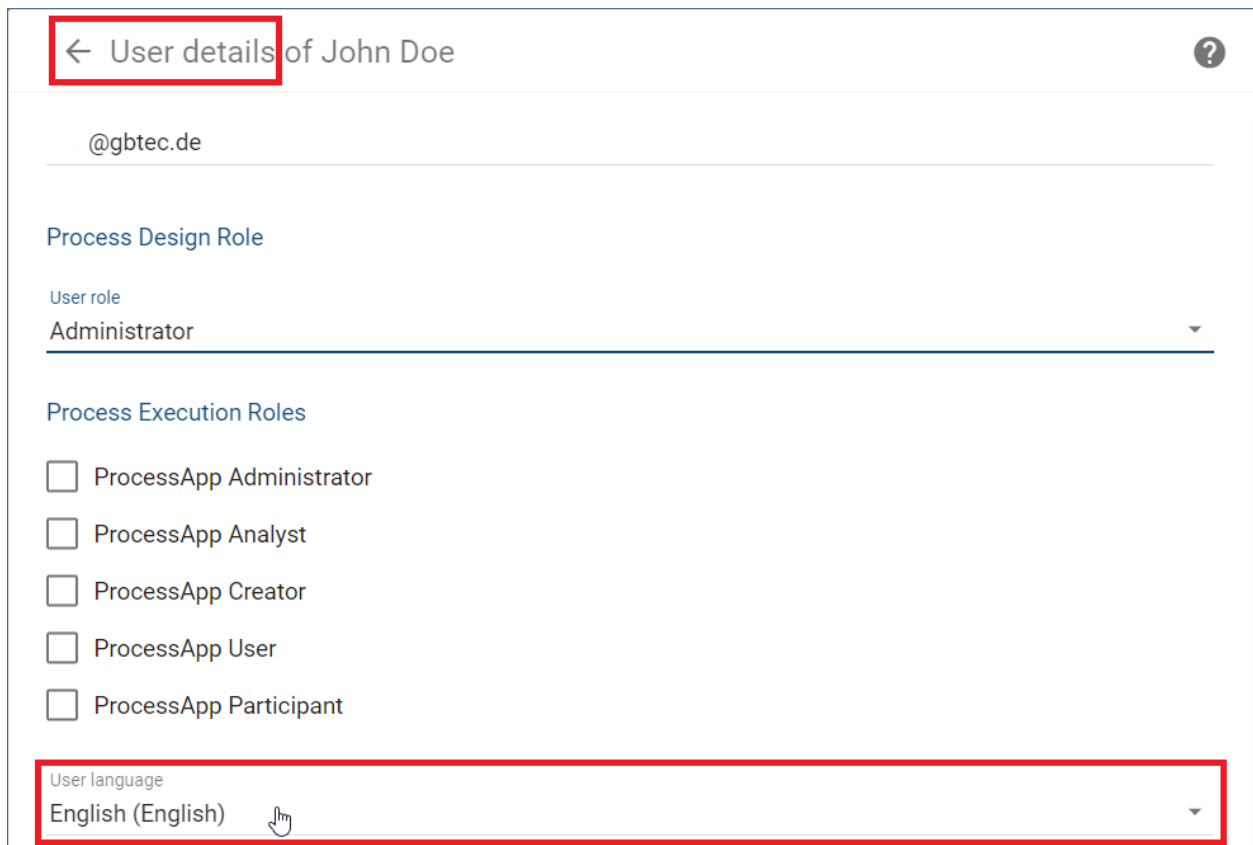
A dialog will appear asking you to confirm the removal of your general deputy. After confirming your general deputy will be removed.

22.7.2 How do I change language settings?

To change the content language of your BIC Process Execution application, navigate to the *Profile* from the menu.



Here you can select the desired content language from the drop-down menu. If you have not selected anything else, the default content language will be the language that was specified as the preferred language in the *User language* under the *User Details* in your administration in BIC Process Design.



← User details of John Doe ?

@gbtec.de

Process Design Role

User role
Administrator

Process Execution Roles

- ☐ ProcessApp Administrator
- ☐ ProcessApp Analyst
- ☐ ProcessApp Creator
- ☐ ProcessApp User
- ☐ ProcessApp Participant

User language
English (English)

Once you have selected a suitable content language, your settings will be adopted in BIC Process Execution. This setting is persistent even if you close the application or clear the cache from your browser.

Note: Changes to the content language applied to the BIC Process Execution application do not effect on the content language settings of your BIC Process Design. This allows you to set different content languages in the two applications.

Note: The content languages available to the users are derived from the languages specified in *the administration area* of your BIC Process Design.

Hint: Please note that when switching to the alternative language, process names, descriptions and forms are displayed in this language if a translation is available. Otherwise, the content remains in the original content language. The user interface and system messages remain unchanged and continue to be displayed in your browser language.

Hint: Please note that notifications and emails are displayed in the content language even if you have switched to the alternative language.

22.7.3 How can I change the language of the user interface (UI)?

You have the possibility to change the language of your user interface. As in your BIC Process Design, the UI language depends on the browser settings that have been selected for that browser. For more information about this topic, click [here](#).

Note: If the UI language settings cannot be applied, the user interface will be displayed in English by default.

RELEASE NOTES

23.1 Version 7.17.28

23.1.1 Resolved bugs

- [PT-20861] Service reliability improvement

23.2 Version 7.17.27

23.2.1 New Features

- [PE-10362] Setting Automatic tasks to Error when interrupted due to a service restart
- [PE-11227] Notify Assignee when a task was set to Error state

23.3 Version 7.17.26

23.3.1 Resolved bugs

- [PT-18822] Service reliability improvement
- [PT-20514] Catalog facets are not updated correctly when using the replace option for attributes on multiple catalog objects

23.4 Version 7.17.25

23.4.1 Resolved bugs

- [PE-13148] Security Improvement
- [PT-20688] Editing approved objects copied from another diagram does not convert them into suggestions

23.5 Version 7.17.24

23.5.1 Resolved bugs

- [PT-20509] Distribute SVG generation on clients
- [PT-20416] If a category has 500 child categories or more, the diagram list appears empty without the possibility to load new elements
- [PT-20143] Entity publication fails for PDF 2.0 file attachments

23.6 Version 7.17.23

23.6.1 Resolved bugs

- [DES-8228] Entity attributes are duplicated in the node when Arty creates the diagram
- [PT-19630] Reports cannot be generated when the requesting user is assigned to a large amount of user groups
- [PE-11349] Wrong text color in Date picker input fields
- [PE-12948] Date element vanishes when switching pages in date picker input field
- [PE-12827] Permission checks failing for user groups
- [PE-12897] API Gateway restarts due to insufficient memory limit

23.7 Version 7.17.22

23.7.1 Resolved bugs

- [PT-19027] AI chat does not respect content or UI language

23.8 Version 7.17.21

23.8.1 Resolved bugs

- [PE-12415] Enhance the docs regarding the use of keys and Save selected options as string arrays configuration for multi-choice inputs
- [PE-12658] Unclear Documentation for Manual Start of Timer Events
- [PT-20048] Check in a new diagram fails with a not found error (404)
- [PT-20177] Loading the category tree highly impacts the system performance when there are lots of categories
- [PT-20359] Internal Improvement

23.9 Version 7.17.20

23.9.1 Resolved bugs

- [PT-19814] Readers can not access preview stage using a shared link
- [PT-19932] Diagram name gets automatically replaced with the file name in AI diagram generation dialog
- [PT-19589] Service reliability improvement
- [PT-19806] Access token validity check fails
- [PT-19813] Catalog links in Preview stage are not correctly redirected to the new UI

23.10 Version 7.17.19

23.10.1 Resolved bugs

- [PE-10891] ProcessApp Deletion fails with OutOfMemoryError on Apps with many cases
- [PE-11587] DMN task output doesn't show the complete text

23.11 Version 7.17.18

23.11.1 Resolved bugs

- [DES-7348] Generated diagrams misses default diagram attribute values
- [PT-19581] Stage is switched to publication when refreshing some pages
- [PT-12260] PDF output of diagram printing is sometimes incompatible with Adobe Acrobat Reader
- [PT-17570] Uploading custom report templates does not replace the existing one and creates new entry
- [PT-17699] Attribute types with specific data types cannot be displayed on profile view
- [PT-18013] Profile view does not work for entities
- [PT-19015] Catalog configuration for "Annotation" cannot be disabled
- [PT-19176] Certain custom method extensions can cause failing checkins
- [PT-19281] Date filter facets instantly autocompletes dates after typing the first number
- [PT-19370] Service reliability improvement
- [PT-19505] Removing a text attribute value saves an empty string
- [PT-19506] Canceling diagram unsaved changes dialog results in infinite loading spinner
- [PT-19516] Category tree only shows first 100 categories at root level
- [PT-19524] Browser translations are not suppressed
- [PT-19720] "Go To New Interface" button is missing

23.12 Version 7.17.17

23.12.1 Resolved bugs

- [PE-10086] Case Creation Restriction Not Enforced for API Requests
- [PE-11919] Inconsistent handling of Dates (UI and Process Variable)
- [PE-12242] Multiple choice & Users/User groups can't complete when are read-only and mandatory
- [PE-12357] Assigning user to a task in a subcase does not work right if there is default staffing
- [PE-12384] OutOfMemoryError while updating a diagram with too many instances

23.13 Version 7.17.16

23.13.1 New Features

Control visibility of “New user interface banner”

Administrators can now control the visibility of the “New user interface banner” for all users in the Set user interface option (Administration). When the banner is disabled, it is no longer shown to any users. When re-enabled, the banner reappears for all users except those who had previously closed it.

23.13.2 Resolved bugs

- [DES-7876] Security improvements
- [PT-16317] Reviewers and Readers can access public workspace and cannot get back to their allowed stages
- [PT-18709] Clicking out of a suggestion list in Portal modeler does not close suggestion list
- [PT-18962] Diagrams cannot be configured as default tenant favorite for MyBIC
- [PT-18837] Replacing a used catalog item in the catalog does not work correctly
- [PT-19083] Restoring nodes with non resolvable assignments breaks diagrams

23.14 Version 7.17.15

23.14.1 Resolved bugs

- [DES-6407] If multiple variants of the same diagram are assigned as allocation model to a diagram, the diagram fails to load
- [DES-7882] Request to find entities by query has still poor performance
- [PE-12352] Enabling “Show boolean as checkbox” results in a label overflow issue.
- [PE-12373] Diagrams are not updated in the test stages
- [PE-12381] The drag icon for boolean fields overlaps the label

23.15 Version 7.17.14

23.15.1 Resolved bugs

- [PE-12345] Resolved memory leak during case deletion caused by null IDs
- [PE-12228] Case creation not possible if ProcessApp has two Roles and a mix of user and group is used
- [PE-12273] `_case.owner` does not work in `Formula.js SPLIT` function

23.16 Version 7.17.13

23.16.1 Resolved bugs

- [DES-7650] User can not change role, group and email because the username contains prohibited character [DES-7509]
- [PT-15979] Set date values get lost on content language switch during editing
- [PT-16567] Storing boolean attribute values differs in new and old UI
- [PT-17469] Violated OCL rules are shown in Publication
- [PT-17849] Catalog search indexing takes too long due to misconfigured calls
- [PT-18453] Revision creation date is not updated after modifications on catalog objects
- [PT-18479] Labels of BPMN pool and lane headers can be copied and pasted
- [PT-18480] BPMN lanes can be moved outside of a pool
- [PT-18671] Depublish option are displayed for catalog objects without own governance lifecycle
- [PT-18704] Error toast is shown on successful creation of a new catalog integration in administration
- [PT-18946] Comments entered by Readers are not visible
- [PT-19181] Diagram generation fails if generated diagram references symbols without default names

23.17 Version 7.17.12

23.17.1 Resolved bugs

- [PE-11593] `InstanceDeleted` message is not sent when updating a `ProcessApp` in DEV & TEST stage
- [PE-11856] Response mapping could not be skipped
- [PE-11963] Application link fails when process variables are used
- [PE-12074] Formula evaluation order error when accessing `_case.owner`
- [PE-10720] DMN editor data caused errors if the activity was previously defined as a signature task
- [PE-11915] Multi-instance Call Activities did not receive required data
- [PE-12226] Backward compatibility issue with identities

23.18 Version 7.17.11

23.18.1 Resolved bugs

- [PT-17322] Toast for an provisioned archive is missing when there already an archive toast
- [PT-17848] Service reliability improvement
- [PT-18087] Placed assignment attributes on canvas are not updated when the assigned object was updated
- [PT-18088] Import started toast is not shown until the file upload finished
- [PT-18224] Setting the diagram satellite layout in the administration does not differentiate between diagram types
- [PT-18226] Modeler displays symbols in specific diagrams in a wrong way
- [PT-18261] Scrollbar missing in content language menu
- [PT-18271] Enum values are displayed with “undefined” as value for some content languages
- [PT-18285] BPMN file are always imported with English content language
- [PT-18304] Focus on elements while modelling get lost
- [PT-18306] Stamp mode does not work for certain objects in the new modeler
- [PT-18456] Process warehouse export shows object names instead of diagram names in diagram name column in the object sheet
- [PT-18477] Redirection to new UI always navigates to MyBIC instead of the intended location
- [PT-18497] Name change of object is lost when creating a new object
- [PT-18560] Reorganizing catalog items ignores the “Only show suggested” filter
- [PT-18575] Editor in new UI does not update when language is switched more than once
- [PT-18589] Portal is not able to send the browser generated SVG to the render service
- [PT-18608] Adding pools via context palette leads to errors
- [PT-18762] Item bar icons do not get visually updated when using an object from suggestion list

23.19 Version 7.17.10

23.19.1 Resolved bugs

- [DES-7560] Request to find entities by query has very poor performance
- [PE-10835] Subsequent process - message start event doesn't get triggered automatically
- [PE-10917] ArrayIndexOutOfBoundsException when user opens ProcessApp Cases while cases are created
- [PE-11305] Variables can't be used in formula fields
- [PE-11683] Variables can't be used to assign a role in a call activity subcase
- [PE-11951] Complex process variables do not work in Send Tasks
- [PE-10130] Make archiving instances more error safe
- [PE-11938] GitHub builds fail due to test SMTP server connection issues

- [PT-18600, PT-18652] Security improvements
- [PT-18661] Improved service reliability

23.20 Version 7.17.9

23.20.1 Resolved bugs

- [PT-14287] Image in diagram gets displayed multiple times when printing a PDF
- [PT-18382] OCL blocker violations can be bypassed to check in a diagram
- [PT-18405] Validation does not get recalculated when changing content language
- [PT-18529] Read-only attributes must not be editable via variant and version comparison

23.21 Version 7.17.8

23.21.1 Resolved bugs

- [DES-7408] Attribute values in Indonesian, Yiddish and Hebrew are not displayed after saving the entity or diagram
- [DES-7555] Generate diagrams with resources using Arty fails for some diagram names
- [PT-17716] Search favorite URLs are sometimes incomplete, causing errors in tenant favorite creation
- [PT-18057] Archived diagrams can't be compared to active ones in the current stage
- [PT-18194] Activity descriptions are not taken into account in chat answers
- [PT-18494] Changing one default setting removes multiple default settings
- [PT-17001] Attachments cannot be added via drag and drop in the new UI
- [PT-17256] Improved navigation bar
- [PT-17853] Catalog administration cannot be displayed
- [PT-18089] Search results cannot be configured as default tenant favorite for MyBIC
- [PT-18154] User feedback is missing on failed save in translation mode
- [PT-18173] Suggestion list overlaps the input field when renaming pools or lanes
- [PT-18177] Diagram assignments are not showing in profile
- [PT-18214] Direct URL access to diagram edit view ignores lock and does not redirect to read-only mode
- [PT-18221] Improved diagram loading times
- [PT-18225] Incorrect or missing default settings in multiple administration sections
- [PT-18256] Selecting 'Save' after diagram edit prompt does not preserve change
- [PT-18257] Comments on deleted entities are still displayed
- [PT-18288] Using Indonesian, Yiddish and Hebrew as content languages breaks search functions
- [PT-18301] Symbol is not updated when changing enumeration value
- [PT-18328] Improved interaction with categories

- [PT-18478] Copying pools into other diagram types creates invalid graph items

23.22 Version 7.17.7

23.22.1 Resolved bugs

- [PT-18145] Entity type selection does not get reflected in suggestion list of pools
- [PT-18163] Catalog search displays search results wrong order
- [PT-18165] Catalog search displays search results wrong order
- [PT-18172] Tooltip for suggestion list displays random entity name
- [PT-18176] Diagram check-in sometimes fails in new modeler

23.23 Version 7.17.6

23.23.1 Resolved bugs

- [DES-7054] Missing documentation about key pair rotation / expiry for on-prem installations
- [PT-17640] Unnecessary tooltips are shown for fully displayed catalog item names in life cycle roadmap
- [PT-17677] Inconsistent font styling used for labels in catalog section of administration area
- [PT-17969] No content is displayed in Insights if both selected languages (content and alternative) are not maintained
- [PT-16999] Diagram can be checked out by navigating back
- [PT-18021] Free forms palette is still available when set as hidden in the method definition
- [PT-18034] Process Execution Editor options entry is not available for diagrams
- [PT-18084] Incorrect scrolling behavior in Catalog translation mode causing that the elements at the bottom are not fully reachable
- [PT-18100] When clicking in an active edit field on the canvas, editing is canceled and typed changes are lost
- [PT-18080] New modeler creates incorrect OCL evaluation objects
- [PT-10600] Check-in fails after copying diagram content with broken edges into a new diagram
- [PT-16045] Edge label does not snap into a fixed position, nor does it move with the edge
- [PT-17990] Domain data in indonesian language cannot be indexed
- [PT-18079] Pasting a switched association caused by an OCL rule creates inconsistent domain data and fails to checkin
- [PT-18085] Names of assigned diagrams are cut in navigation menu of the item bar
- [PE-10974] Send Task Fails When Multiple Recipients Are Set in the Reply-To Field
- [PE-11232] Custom columns for object variables are not shown in the cases view
- [PE-11303] Interaction with UI not possible anymore when adding a Link to HTML field
- [PE-11390] Some Tasks Fail When Validating Identities

- [PE-11479] Missing Exception Details in Logs for Failed Service Calls
- [PE-11480] Service Calls Fail After Update from Version 7.15 to 7.16

23.24 Version 7.17.5

23.24.1 Resolved bugs

- [PT-17384] Overlapping elements when scrolling in an insight grid
- [PT-17831] Insight pages don't have a dedicated tab title
- [PT-17927] Newly created pools in the Portal UI do not appear in the configured primary UI color
- [PT-18036] Unlocked diagrams cannot be deleted

23.25 Version 7.17.4

23.25.1 Resolved bugs

- [PE-11127] Options tab missing for 'Message' Start Event for Process Execution Editor in new Process Design UI
- [PT-7506] Local diagrams tile is not available on MyBIC
- [PT-15465] Variant diagram cannot be checked in when updating restored catalog items (new and old modeler)
- [PT-17220] FailureReason cannot be persisted due to character limit
- [PT-17505] Changed diagram attributes are not shown in the comparison mode
- [PT-17585] Insight grid coloring for some attributes produces colors inconsistent with grid key and data
- [PT-17702] Loading indicator disappears prematurely when checking in a diagram, potentially leading to errors
- [PT-17784] Insight grids are not updated when repository or stage are changed
- [PT-17829] Unable to remove nodes from relationship attributes in old UI
- [PT-17835] Former method configuration gets applied after browser reload in new UI
- [PT-17859] Loading of insights is too slow
- [PT-17873] Removing a favorite on MyBIC randomizes titles of other MyBIC tiles
- [PT-17892] Version changes and comparison option is unusable for diagrams

23.26 Version 7.17.3

23.26.1 Resolved bugs

- [PT-13269] Too much catalog facet are included in requests leading to an 'URI too long' error
- [PT-15465] Variant diagram cannot be checked in when updating restored catalog items (new and old modeler)
- [PT-16414] Feedback of removed nodes in a relationship attribute on pasting is missing
- [PT-16704] Diagram options do not get updated on stage switch

- [PT-17021] Attachments that are not uploaded for all languages are not persisted
- [PT-17326] Incorrect today marker position in expanded catalog details lifecycle chart
- [PT-17492] Matching catalog objects are not on top of the suggestion list for some naming formats
- [PT-17498] After changing catalog filtering to an entity type that doesn't support the roadmap view, application doesn't redirect back to entity list
- [PT-17637] Comment functionalities are still available in new UI when service has been deactivated
- [PT-17686] Variant comparison table fails to show results when diagram attributes change

23.27 Version 7.17.2

23.27.1 Resolved bugs

- [DES-7341] Login not possible due to problems in the group synchronization with SAML
- [PE-10266] Changing the team does not change the related variable
- [PE-11156] ElasticsearchException when the max clause limit is reached during report generation
- [PE-11158] Case and task list export cause an error when filter values contain commas
- [PE-11212] Cases filtered by 'Overdue State' are not exported to Excel Report
- [PE-11231] Form Editor: Arty does not have the correct context for some fields
- [PE-11233] Saving variables deletes all role owners
- [PE-11206] Mandatory file fields are not validated in user form completion

23.28 Version 7.17.1

23.28.1 Resolved bugs

- [PT-4859] Given allocation diagram with pool and within activity, if I delete pool, activity will be deleted, but not from main diagram
- [PT-13524] Users export in the new admin ui is downloaded with "null" as filename for non default tenants
- [PT-16394] Adding a search favorite doesn't fill the star icon anymore
- [PT-17326] Incorrect today marker position in expanded catalog details lifecycle chart
- [PE-10497] Default variables do not behave as expected when used as role ID
- [PE-11172] Change german translation for 'generate form' button in Form Editor
- [PE-10926] Users not involved in a case can see it with direct link to the case flow
- [PE-11117] Error 500 when accessing archived process instance

23.29 Version 7.17.0

23.29.1 Important note about the new user interface

The new user interface is now fully available. The transition phase from the old to the new interface has already begun.

We recommend preparing your users for the change in advance. To support you, a [Quickstart Guide](#) is available. Additionally, our Academy offers a [free e-learning module](#) and, if needed, paid e-learning modules and customized training sessions to ensure a smooth transition.

Flexible transition to the new user interface

Administrators can now flexibly control [which user roles are restricted to using the new user interface only](#). Activated roles will be automatically redirected to the new interface upon their next login and will no longer have access to the old interface. Any links to the old interface will also lead directly to the new one. User roles that are not activated will retain access to both interfaces. Existing systems with the current configuration require no action, as the settings will be automatically applied and can be managed directly in the administration in the future.

23.29.2 New Features

Comparison for catalog variants with an integrated checklist

With the new comparison feature, users can [efficiently compare and update catalog variants and their versions](#). An integrated checklist [highlights differing attribute values](#), allowing targeted review, direct adoption, or reversal of changes. This streamlines quality assurance, ensures consistent data maintenance, and saves time during revisions.

How to use the feature:

1. **Start the variant comparison:** Select a variant.
2. **Review changes:** The comparison table only shows differences.
3. **Apply changes:** Apply values with one click or reset them.
4. **Confirm and update:** Save the changes to update the catalog variant.

New table view in the catalog

The previous simple list view in the catalog, which only displayed the name and description of an entry, has been completely replaced with a [new, clear table view](#). This allows users to see all relevant attributes quickly and makes it easier to compare entries. Columns can be individually shown or hidden, enabling each user to display only the information that is important to them. The table view offers enhanced structure and flexibility, particularly for power users like editors and authors, but all other user roles also benefit from the ability to customize the catalog to their individual needs.

Dynamic guides for consistent spacing between objects

When modeling, dynamic guides now help you align objects precisely with consistent spacing between them. These guides appear automatically and assist with exact placement, resulting in a professional and structured layout with minimal effort.

Improved handling of edges in modeling

We have optimized edge selection, especially for narrow edge paths. Previously, waypoints were often selected instead of the actual start or end of an edge. Now, a visual hand symbol on the cursor makes it easier to select edges and indicates when the start or end of an edge is being captured. Additionally, when points are close together, the edge start or end is automatically prioritized. These improvements enable more precise and intuitive handling of edges.

Direct Object Filtering in the Public API

Previously, calling systems could only retrieve a complete list of all objects for a tenant and had to filter the data on the client side. This resulted in unnecessarily large data volumes and increased processing effort. With the new enhancement, queries can now be filtered directly by the object's stereotype and catalog status. As a result, systems receive only the relevant objects without the need for additional selection. This improves performance, reduces data load, and simplifies integration with other applications.

23.29.3 Existing features available in the new user interface

Version comparison in the catalog

The new comparison feature allows users to specifically [compare different versions of a catalog item](#) and track changes transparently. Only differing attributes are displayed, categorized in a clearly structured comparison view.

Print preview for diagrams

When opening the [print option in the options panel of a checked-in diagram](#), a preview of the diagram is displayed with margins and page layout, ensuring optimal display and formatting.

Additional features in the new modeler

The Right-to-Left (RTL) mode has been optimized for displaying languages with RTL scripts. Users can now directly add and manage comments and notes. Additionally, the new feature provides an overview of object usage, making it easier to identify dependencies. The direct opening of an object's detail view in the catalog enhances navigation efficiency. Furthermore, the print format for diagrams can now be set directly, allowing for precise formatting for printing.

23.29.4 Improvements in the new user interface

Improved administration of object types

The object type view in catalog management has been switched to a tab-based structure to improve clarity and navigation. General settings (governance) and filter facet configuration are now housed in separate tabs. In the [filter facets](#) tab, attributes can be selected, filtered, and added or removed as chips through a multi-select field.

Integrated comparison table for object versions

In the old user interface, differences between object versions were displayed, but without a direct comparison. With this update, the [version comparison in the catalog](#) now features an [integrated comparison table](#) that presents object attributes in a structured dialog. This improves clarity, makes comparison easier, and provides quicker access to relevant information.

Improved comparison of diagram variants

The selection menu has been restructured, and the default settings have been improved. The selected variant now remains active when switching stages, as long as it exists in the new stage.

Optimized Create Button (FAB)

The Create Button (FAB) has been optimized to avoid overlaps with list entries and ensure intuitive interaction. It is now consistently positioned in the bottom-right corner, hides when scrolling, and reappears once scrolling stops.

23.29.5 BIC EAM

Insights

In the [new main section “Insights”](#), which can be found as an independent menu item in the main menu, EAM analyses are now centrally consolidated. Predefined evaluations allow for quick and targeted analysis of EAM-relevant questions, such as the analysis of application costs, identification of redundancies, application strategy planning, or risk management.

Depending on the question, suitable EAM objects, such as applications, business capabilities, or risks, are [displayed in a matrix](#) based on their relationships with other EAM objects and are color-coded according to specific attribute values, such as lifecycle phases or technical fit. This allows for easy answers to questions like how application costs are distributed across organizational units and business capabilities, or which applications should be prioritized for further development or transformation. [Depending on the types of objects used and the appropriate selection of attributes for coloring](#), clear and tailored evaluations can be created.

Integrations of external websites for catalog object types

Administrators can now *configure the display of external websites in additional tabs in the catalog area* of the administration for individual object types. This makes it easy to integrate relevant additional information, e.g. from external analytics platforms or ticket systems, directly and in the right place in BIC. By specifying user groups, the visibility of the relevant tab can be restricted so that user groups only see the integrations that are relevant to them.

Graphical visualization of the life cycle for catalog objects

To display the life cycle attributes in EAM objects, e.g. for applications, the corresponding date attributes of the individual life cycle phases are now displayed graphically as a timeline. The current date is marked separately for better orientation. This provides a simple and intuitive overview of the various life cycle phases.

Life Cycle Roadmap

A *roadmap is now available in the catalog for EAM object types* in which the individual life cycle phases can be maintained, for example for applications. This view provides a compact overview of which object is in which life-cycle phase at which point in time and thus represents a strategic planning tool for the long-term orientation, further development and transformation initiatives. The current date is marked separately for better orientation. For a better focus, the individual lifecycle phases can be highlighted individually, and the selection of the displayed objects can be restricted using the usual filter facets.

23.29.6 Process-Execution

Form Generation with Arty

Arty can now *generate forms during the initial form creation process*. Based on activity names and descriptions, Arty suggests relevant form fields, reducing manual effort and accelerating the design. To generate a form with Arty, users need to click the **‘Generate form’** button in the Form Editor.

Hint: Please note that the AI-enabled features of Arty are not included in the standard licence. Please contact your representative for more information.

Embed Start Forms on External Websites

Users can now *configure start forms directly at the start event and embed them into external websites*. The embedding information can be copied directly from the settings in the Form Editor. This feature allows external visitors to trigger automated processes and create cases in **Process Execution**.

Improved Export of Cases and Tasks to Excel

The **Excel export** for cases has been enhanced, allowing users to *export all cases and tasks to Excel*, where they will be stored in separate tabs. This improvement facilitates data analysis and reporting outside the platform.

Easy Assignment of Group Tasks

Users can now *claim group tasks directly from the task List*, simplifying task management and delegation within teams. By clicking the ‘**Assign to me**’ link in the task assignment column, the task is immediately assigned to the user.

Seamless Switching Between Case and Task Lists

Users can now effortlessly *switch between case and task lists within a ProcessApp*, improving workflow efficiency and navigation. The lists are displayed as adjacent tabs within the respective ProcessApp.

Enhanced Case Monitoring and Summary

A dashboard *summarizing cases from the past 12 months* has been added to the Monitoring section. It provides insights into the number of cases created and completed per month, as well as their processing time over the course of the year. In addition to the axis labels of the bar chart, users can hover over the bars to display the corresponding values separately.

23.29.7 Improvements in the Form Editor

Extended Properties for Sections

Form sections now support the properties ‘**Mandatory**’, ‘**Read-Only**’, and ‘**Hidden**’. All fields within a section automatically inherit the configured property, making form management more efficient and consistent.

Enhanced Drag & Drop for Form Fields

Users can now intuitively rearrange sections and fields in the Form Editor *using drag & drop functionality*. Additionally, the drag & drop icons have been updated for better usability.

Introduction of a Formula Editor

A *new Formula editor* has been introduced to support **dynamic calculations**, **data validation**, and **conditional logic** within form fields. Users can review and test their inputs, allowing for greater flexibility in form design.

23.29.8 Advanced Filtering Options for Cases

Filtering in the ‘Monitoring’ Section for Ongoing Cases

In the Monitoring section, users can now *filter cases based on their due status*. By clicking one of the tiles ‘**Overdue**’, ‘**On Track**’, or ‘**At Risk**’, users are automatically redirected to the filtered case list. The *new filter facets can also be used directly in the case list* for data analysis. To do this, users need to expand the ‘**Overdue State**’ facet to see the available filters.

New Filters for Archived Cases

A **new filtering facet** has been introduced for archived cases, allowing users to filter cases from the **past 12 months** in the archive list. Users can now select a specific month or a range of months from the last year to filter completed cases accordingly.

Hint: Introduction of JSON Objects for Form Variables:

Form variables are now processed as complete JSON objects. This update ensures that structured data remains consistent, improving data integrity and usability. Script tasks that use user group fields must be adapted due to the new data structure. Further information can be found [here](#).

23.29.9 Resolved bugs

- [DES-5755] Audit event handling may be interrupted frequently due to memory issues
- [DES-5862] Tenant creation with toolbox fails if the name of tenant consists of more than one word
- [DES-6591] Security Improvements
- [DES-6745] Replacing entities has no effect on checked-out entities (due to concurrent processing)
- [DES-6766] Redirect to login page fails if the subdomain contains a dot
- [DES-6843] Security improvements
- [DES-7001] Security improvements
- [DES-7029] Publishing a diagram is not possible when a replaced non-catalog-item has a relation
- [DES-7047] Security improvements
- [DES-7148] No messages will be send if attributes of an entity change through a replacement of an assigned entity
- [DES-7214] Keycloak cannot encrypt configuration with metadata generated by an older version
- [PT-3469] Item bar below BPMN activity symbol doe not update correctly after placing another node inside
- [PT-12265] Help buttons in administration do not forward to correct sections
- [PT-13462] Default value of assignment attributes assigned to an entity are not saved without any additional attribute update
- [PT-13542] Incorrect translation in the German date range filter facets
- [PT-13586] Banner informing about the validity of a diagram or catalog entry in publication is not displayed
- [PT-13764] Color pickers in the Method Administration behave inconsistently
- [PT-14409] No label displayed in edit mode for formatted text attributes
- [PT-14565] Associations and edges are not recalculated when an element is moved inside or outside a pool using the alignment function
- [PT-15467] User roles in the drop-downs are sorted alphabetically instead of being ordered by their privilege
- [PT-16319] Alternative diagram views are missing in some diagram types
- [PT-16351] Validation during entity publication fails for mandatory occurrence attributes
- [PT-16499] Process Warehouse export can fail on data with formatted attributes

- [PT-16510, PT-16512, PT-16831, PT-16832, PT-16833, PT-16834, PT-16835, PT-16836, PT-16837, PT-16938] Security Improvements
- [PT-16600] Spaces between words with bold or underline formatting are missing in diagram graphic
- [PT-16672, PT-16674] Documentation misses information
- [PT-16706] Modelers get logged out even though they are constantly modeling
- [PT-16707] Edge gets detached when moving the attach point in certain cases
- [PT-16738] No documentation available why missing icons in SVG prints are expected behaviour
- [PT-16755] Search-service operational improvements
- [PT-16946] User role-restricted category and catalog reports are not available in Portal
- [PT-17144] Variant option missing when variants exist in stages other than the current one
- [PT-17246] Download button does not appear if a report is generated and the session is closed before it finishes
- [PT-17284] Quick model import option is missing for Editors
- [PT-17295] Pool can be removed via Assigned Objects attribute while activity and other content is inside
- [PT-17333] Formatted texts are not displayed correctly in the catalog
- [PT-17337] Create variant option available for rejected catalog items
- [PT-17339] Removed activities in modeler version changes view still appear in list of changes
- [PT-17345] Stage changes are not displayed correctly in the drop-down in Central Search when no search term is entered
- [PT-17347] Profile settings are not saved correctly when the page has been reloaded
- [PT-17350] No feedback when a search favorite has been created successfully
- [PT-17354] When adding users to a user group on small resolutions, the 'Add' and 'Cancel' buttons are not visible
- [PT-17366] When using the "Export to Excel," "Export Diagram Archive," or "Export BPMN File" features in an archived diagram version, the newest version is used instead of the archived version
- [PT-17367] Dashboard does not match the name filter
- [PT-17382] Removing newly added allocated objects via the details view does not persist on the first attempt
- [PT-17396] Diagram list flickers and becomes unusable when scrolling (Firefox only)
- [PT-17399] Attachment uploads for a single language will not be persisted to diagram or catalog entry
- [PE-8000] Script task does not enter an error state when a failure occurs during variable initialization in the engine.
- [PE-9975] When changing a signal event to a timer event, the timer event fails to work properly
- [PE-10603] ProcessApp Collections with a name longer than 64 characters cause an error
- [PE-10925] URL attachments title are not shown
- [PE-11081] Wrong translations for 'invalid user' in 'Edit team member' dialog
- [PE-11082] Wrong translation for 'More ProcessApps'
- [PE-11123] Inconsistent stage names in "Global Variable" form

23.30 Version 7.16.21

23.30.1 Resolved bugs

- [DES-7876] Security improvements
- [PE-11938] GitHub builds fail due to test SMTP server connection issues
- [PE-10130] Make archiving instances more error safe
- [PE-11856] Response mapping could not be skipped
- [PE-11915] Multi-instance Call Activities did not receive required data

23.31 Version 7.16.20

23.31.1 Resolved bugs

- [DES-7650] User can not change role, group and email because the username contains prohibited character [DES-7509]
- [PT-18453] Revision creation date is not updated after modifications on catalog entries

23.32 Version 7.16.19

23.32.1 Resolved bugs

- [PT-18600, PT-18652] Security improvements
- [PT-18608] Adding pool lanes per context palette icons leads to unintended execution of redo functionality and to various follow up errors
- [PT-18661] Improved service reliability

23.33 Version 7.16.18

23.33.1 Resolved bugs

- [DES-7408] Attribute values in Indonesian, Yiddish and Hebrew are not displayed after saving the entity or diagram
- [PT-17853] Catalog administration cannot be displayed
- [PT-18100] Editing a label on the canvas is canceled and changes are reverted
- [PT-18154] User feedback is missing on failed save in translation mode
- [PT-18288] Using Indonesian, Yiddish and Hebrew as content languages breaks search functions

23.34 Version 7.16.17

23.34.1 Resolved bugs

- [PT-18145] Entity type selection does not get reflected in suggestion list of pools
- [PT-18163] Catalog search displays search results wrong order
- [PT-18165] Catalog search displays search results wrong order
- [PT-18172] Tooltip for suggestion list displays random entity name
- [PT-18176] Diagram check-in sometimes fails in new modeler

23.35 Version 7.16.16

23.35.1 Resolved bugs

- [PT-18080] New modeler creates incorrect OCL evaluation objects
- [PT-10600] Check-in fails after copying diagram content with broken edges into a new diagram
- [PT-16045] Edge label does not snap into a fixed position, nor does it move with the edge
- [PT-16150] Connecting an intermediate message event with a pool creates a broken edge
- [PT-16706] Modelers get logged out even though they are constantly modeling
- [PT-17990] Domain data in indonesian language cannot be indexed
- [PT-18079] Pasting a switched association caused by an OCL rule creates inconsistent domain data and fails to checkin
- [PT-18085] Names of assigned diagrams are cut in navigation menu of the item bar
- [PE-11303] Interaction with UI not possible anymore when adding a Link to HTML field
- [PE-11479] Missing Exception Details in Logs for Failed Service Calls
- [PE-11480] Service Calls Fail After Update from Version 7.15 to 7.16

23.36 Version 7.16.15

23.36.1 Resolved bugs

- [PE-11232] Custom columns for object variables are not shown in the cases view
- [PE-11456] Process Execution Editor entry not available in new Process Design UI
- [PE-10974] ReplyTo field in email templates supports only one recipient

23.37 Version 7.16.14

23.37.1 Resolved bugs

- [PT-17873] Newly created pools in the Portal UI do not appear in the configured primary UI color

23.38 Version 7.16.13

23.38.1 Resolved bugs

- [PE-11127] Options tab missing for 'Message' Start Event for Process Execution Editor in new Process Design UI
- [PT-17505] Changed diagram attributes are not shown in the comparison mode
- [PT-17835] Former method configuration gets applied after browser reload in new UI
- [PT-17873] Removing a favorite on MyBIC randomizes titles of other MyBIC tiles

23.39 Version 7.16.12

23.39.1 Resolved bugs

- [PT-13269] Too much catalog facet are included in requests leading to an 'URI too long' error
- [PT-16414] Feedback of removed nodes in a relationship attribute on pasting is missing
- [PT-17021] Attachments that are not uploaded for all languages are not persisted
- [PT-17492] Matching catalog objects are not on top of the suggestion list for some naming formats
- [PT-17637] Comment functionalities are still available in new UI when service has been deactivated

23.40 Version 7.16.11

23.40.1 Resolved bugs

- [DES-7341] Login not possible due to problems in the group synchronization with SAML
- [PE-10266] Changing the team does not change the related variable
- [PE-11158] Case and ask list export cause an error when filter values contain commas
- [PE-11206] Mandatory file fields are not validated in user form completion

23.41 Version 7.16.10

23.41.1 Resolved bugs

- [PE-10497] Default variables do not behave as expected when used as role ID
- [PE-11038] Form Editor must not allow duplicate IDs of fields within a Section
- [PE-11081] Wrong translations for “invalid user” in “Edit team member” dialog
- [PE-11082] Wrong german translations for “More Processapps”
- [PE-10926] Users not involved in a case can see it with direct link to the case flow
- [PE-11117] Error 500 when accessing archived process instance

23.42 Version 7.16.9

23.42.1 Resolved bugs

- [PT-17287] Auto layouter does not work in the new UI

23.43 Version 7.16.8

23.43.1 Resolved bugs

- [DES-7214] Keycloak cannot encrypt configuration with metadata generated by a older version
- [PT-12300] Report generation is not terminated after service restarts
- [PT-16499] Process Warehouse export can fail on data with formatted attributes
- [PT-16783] Generated Process Warehouse export finished after user session cannot be downloaded

23.44 Version 7.16.7

23.44.1 Resolved bugs

- [PT-13872] Cannot delete nodes from canvas under certain circumstances
- [PT-16604] Security improvement
- [PT-16755] Search-service operational improvements
- [PT-16985] Save and checkin are not reachable in medium resolutions in Portal
- [PT-17017] Depublishing the base entity removes the parent relationship with variant entities when searching
- [PT-17209] BPMN import/export fails for diagrams containing a pool with lanes created in the new interface
- [PE-10660] Parallel join gateway does not wait for branch

23.45 Version 7.16.6

23.45.1 Resolved bugs

- [DES-6745] Replacing entities has no effect on checked-out entities (due to concurrent processing)
- [DES-7029] Publishing a diagram is not possible when a replaced non-catalog-item has a relation

23.46 Version 7.16.5

23.46.1 Resolved bugs

- [PT-16509] Security Improvements
- [PT-16576] EAM entity profile reports are missing attributes
- [PT-16741] Improve indexing
- [PT-16902] URL in attachment attribute persisted in content language only (Portal Modeler)
- [PT-16924] Reindex fails
- [PT-16949] Links in new UI banner refer wrong resource
- [PT-16987] Images can be pasted into description attribute
- [PT-16991] Context palette for lanes does not get updated after usage (Portal Modeler)

23.47 Version 7.16.4

23.47.1 Resolved bugs

- [DES-5755] Audit event handling may be interrupted frequently due to memory issues
- [PE-9730] Clicking the “Complete” button does not complete the task if a text was entered before
- [PE-10657] Incoming messages in a start event may prevent update
- [PE-10719] Log empty email reminders for overdue tasks
- [PE-10751] Manual DMN tasks don’t show in my task list

23.48 Version 7.16.3

23.48.1 Resolved bugs

- [PT-13190] Custom attributes names are not displayed in profile view
- [PT-14608] Unable to save or leave the diagram translation mode
- [PT-14667] Lack of user feedback when the creation of an edge of a node added via a relationship attribute failed
- [PT-15135] Depublishing the base diagram removes the parent relationship with variant diagrams when searching

- [PT-15528] Zip upload of report template does not work
- [PT-15532] Single-value attachment attributes cannot be persisted
- [PT-16138] Inconsistent data created by data migration leads to infinitely repeating workflow steps
- [PT-16175] Cannot enable notifications for favorite diagrams via toast
- [PT-16234] Portal Modeler breadcrumb missing category path for newly created diagrams
- [PT-16342] Save dialog appears after deleting a catalog entry
- [PT-16410] Activities in allocation diagrams can be copied
- [PT-16413] Deleting an activity with a shared relationship node removes values in other relationship attributes
- [PT-16477] PE editor data is lost while editing in Portal Modeler
- [PT-16491] Relationship attribute values are not saved when reloading the diagram in Portal Modeler
- [PT-16498] No lock notification displayed for locked diagram when the locking user has been deleted
- [PT-16742] Webclient unavailable due to internal error
- [PT-16794] Layout Assistant does not correctly apply the configuration set in Portal Administration
- [PT-16829] Users are logged out of the portal after an internal error and cannot login for some time
- [PT-16830] Security improvement
- [PT-16904] Name of newly created diagram is not always persisted in Portal Modeler
- [DES-6864] Images part of HTML field are not loaded
- [DES-6108] (PT-14278) Switch symbol does not correctly reset the SymbolType ID in domain data, which applies the wrong method color configuration to the graph item
- [DES-6870] Security Improvements
- [DES-6886] Depublication of a catalog entry is not possible in case there are published variants of it
- [DES-6970] Archives are not created when doing a bulk update of diagrams
- [PE-10488] Analyze inconsistencies between Camunda data and PE instances
- [PE-10675] Send task with an input without any document fails
- [PE-10799] Analysts cannot see the monitoring tab
- [PE-10761] Wrong format in date picker
- [PE-10784] When moving a field in the form editor an unwanted 'disabled' attribute is added
- [PE-10798] Migrate unassigned send tasks blocked in the flow

23.49 Version 7.16.2

23.49.1 Resolved bugs

- [PE-9991] User can complete a Task although mandatory text field was not filled
- [PE-10117] The size property of form editor fields is removed when moving the field
- [PE-10531] Placeholder for 'upcomingTask.assigneeName' is not shown in weekly reminder emails for upcoming group tasks

- [PE-10533] Missing files in Service Tasks when the input document is coming from a parent process
- [PE-10559] No scroll bar if Text Area contains a very long text
- [PE-10561] Starting a process in App stage can cause a 409 error (Conflict) / process non-structural changes are not applied
- [PE-10565] Images part of HTML field are not loaded
- [PE-10595] Name of custom status column (“Status”) cannot be changed

23.50 Version 7.16.1

23.50.1 Resolved bugs

- [PT-15531] Update EAM method
- [PT-16279] Name of attribute used to store Process Execution related information is wrong
- [PE-10500] Security Improvements

23.51 Version 7.16.0

23.51.1 Introducing the New User Interface

The new user interface is fully available starting with this release, which marks the beginning of the transition period from the old user interface to the new user interface. We recommend that you prepare your users early for the change. A [Quick Start Guide](#) is available. In addition, [our Academy offers a free e-learning module](#) and, if required, will support you with fee-based e-learning modules and individual training courses to ensure a smooth transition.

23.51.2 New Features

AI Supporter and AI Enterprise Expert

Arty now offers users interactive support. With the [integrated chat](#), users can communicate with Arty in real time and get quick answers to their questions or navigate through the documented processes. Arty takes on two specialised roles that provide the following support:

- **AI Supporter:** In this role, Arty supports the user in a direct dialogue with the online help. Users can ask questions about how to use the tool and receive specific answers that make it easier to navigate and use the software. The AI Supporter guides users through individual functions and explains specific steps without the need to refer to detailed manuals. This simplifies and accelerates the learning process for new and casual users, shortening the learning curve and reducing the need for support.
- **AI Enterprise Expert:** In the role of AI Enterprise Expert, Arty acts as a virtual process consultant. Arty answers questions about the processes documented in the system and helps users find their way around the company’s process landscape. For example, users can call up specific information on process steps or responsibilities and receive precise information that will quickly help them in their daily work. Arty not only helps to maintain an overview, but also makes all process knowledge easily accessible and applicable. This role is particularly valuable when it comes to understanding complex processes or quickly accessing critical details, so that even the casual, non-specialist user can act with confidence.

These roles offer several benefits to users: they save time, make it easier to train new employees, and improve productivity for anyone who uses BIC Process Design occasionally. In addition, thanks to its integrated translation function, Arty can translate content into several languages in real time, which is particularly valuable when working in international teams. All information provided by Arty comes from the system itself or the online help - no external content is used, further ensuring the relevance and security of the answers.

Note: Please note that the AI-enabled features of Arty are not included in the standard licence. Please contact your representative for more information.

Creating object variants in the catalog

The new user interface now allows you to [create object variants directly in the catalog](#), in addition to process variants. This functionality creates a clear and understandable link between the base object and its variants. The clear display of dependencies between catalog items makes the relationship between the original object and object variants transparent and easy to understand.

Analyze views of governed catalog items

All user roles except Reader now can [analyze the views of governed catalog items](#) (catalog items that have their own governance lifecycle) in the publication. When you open the catalog in the publication in the new user interface, you can find the number of views in the system attributes on the details page of a catalog item.

Note: : Only views in the new interface and from managed catalog records are counted. Views prior to the installation of this release are not counted. A filter for the catalog list, with which only catalog items within a certain value range can be filtered, is currently not available for views.

Analyze the downloaded attachments of governed catalog items

All user roles except Reader now can analyze the number of [downloads of attachments](#) of a governed catalog item (catalog items that have their own governance lifecycle) in the new user interface. When opening a catalog item in the new UI, the details page displays a list of downloads per attachment in the current content language. Because attachments are language-dependent, different files may exist for each content language. Changing the content language will load the attachments in the new content language and display the downloads per attachment.

Note: Only downloads in the new user interface and for attachments of governed catalog items are counted. Any downloads prior to the installation of this release are not counted. A filter for the catalog list, with which only catalog items within a certain value range can be filtered, is currently not available for downloads of attachments.

Reports on variants with all objects

In this version, all objects that appear both in the original diagram and in its variants are output in full in Word and Excel reports, which increases the precision of the reports. The ID or name of the respective diagram is used for differentiation in the reports. The structure and presentation of the reports remain unchanged. Previously, objects used in both the original and variant diagrams were listed only once.

23.51.3 Existing functions available in the new user interface

The new Modeler is here - faster, smarter, and more powerful

The new user interface makes creating and editing diagrams even more intuitive and efficient. The functionality of the previous Modeler has been almost completely transferred, so you can start working right away without any major changes. For a smooth start, there is a [Quick Start Guide](#) that explains the most important new and modified features.

Compare variants and decide on modifications

The new user interface allows the [variant diagram to be compared to the base or source diagram](#), making it easier to identify required updates to the variant when changes have been made to the base or source diagram. Variant diagram modelers have access to a comprehensive change list to determine the applicability of each change to the variant diagram. This integrated change list supports decision making and simplifies the process of customizing variant diagrams.

23.51.4 Improvements in the new user interface

Transfer of individual attribute values for flexible variant modification

In the new Modeler user interface, users can now select individual attribute values of an object or [diagram to be transferred to the displayed diagram](#), rather than having to transfer all attributes. This feature provides more flexibility and allows to make targeted adjustments. The feature can be used immediately on existing diagrams.

23.51.5 BIC EAM

Application Profile Report

For EAM, we have extended the entity profile report for applications. It now focuses and highlights EAM related attributes and relationships for an application, especially regarding the usages in related context diagrams. This provides you with an EAM view on an application in a central, comprehensive report.

EAM Warehouse Report

The new EAM warehouse report collects attributes and information about related objects from context diagrams inside a repository in a dedicated report. By using groupings and filters you can easily concentrate on various EAM aspects across multiple context diagrams.

23.51.6 Process-Execution

User Roles for Process Execution

The roles of ProcessApp User and ProcessApp Creator have been more clearly defined. ProcessApp Creators can create instances in the development and test environments but require the ProcessApp User role to do so in the production environment.

HTML Fields for User Guidance in Forms

ProcessApp Creators can now add HTML fields in forms to provide additional information. These fields allow for clear and relevant instructions to support users in completing the form, including options for text formatting, link embedding, and using basic HTML tags.

Source Code View for Form Editor

ProcessApp Creators can switch the form editor to a *source code view* to modify forms efficiently by copying, cutting, and pasting. This flexibility speeds up the editing process.

Setting Case Variables via Arty-powered PromptTasks

ProcessApp Creators can now use Arty for PromptTasks to *set case variables via an LLM-powered script*. Users can define a prompt, provide example data, and test outputs. When the process is executed, the prompt dynamically replaces placeholders with case-specific data to set case variables automatically.

Hint: Please note that the AI-enabled features of Arty are not included in the standard licence. Please contact your representative for more information.

Central Task Management in Process Execution

ProcessApp Creators can use the *ProcessExecution editors* (e.g., Script Task, Send Task) for tasks stored in the catalog. This feature promotes consistency and saves time in creating new executable processes and maintaining existing ones.

Status Changes within the Process

ProcessApp Creators can define *status changes for a process* within the nodes of the diagram, making the current status of a case clearly visible to users. This feature improves understanding of process progress and enhances transparency.

Previewing DMN Table Results

Business rule tasks (DMN tasks) that still require input can now *show a preview result* before completing the task. This feature enables better control and input verification.

Filtering Process Instances by Instance Data

Users can now *filter all instances of a process* based on instance data once these data points have been added as columns in the case list. Columns can be configured as hidden, allowing filtering by these columns without displaying them in the table.

Searching for Instance Data in the Case List

Instance data configured as columns in the case list can now be *searched*, allowing users to quickly locate specific instances.

Conditional Formatting for Visual Data Highlighting in the Case List

ProcessApp Creators can set flexible rules for *conditional formatting of table rows or cells* in the case list, visually highlighting important cases. This improves clarity and makes it easier to identify relevant data.

Customizable Column Configuration in the ProcessApp Case List

ProcessApp Creators can now override the *default column configuration* in the case list. This offers customized adjustments to meet user needs for better clarity and relevance.

Marking Deviating Cases in the Case List

Cases with overdue tasks are now marked as “*deviating*”. This marking helps users recognize potential delays early and take timely action.

Displaying Deviating Cases in the Monitoring Dashboard

The monitoring dashboard now shows how many cases deviate from the schedule due to overdue tasks or are already overdue. This feature helps users focus on critical cases.

Note: Please note that only the deviated cases and overdue tasks that have reached the status after the update to version 7.16.0 are displayed in the monitoring dashboard. All previous deviated cases and overdue tasks will not be considered initially.

Visualization of End Status Trends for Completed Cases

The monitoring dashboard visualizes the distribution of end statuses for completed cases, enabling analysis of trends and outcomes over the past 12 months. This feature supports a comprehensive analysis of completed processes.

Introduction of Swagger UI Endpoints

External developers can now use the *Swagger UI* to understand how new instances of a ProcessApp can be created via API endpoints. The Swagger UI provides a clear, documented interface, allowing developers to test endpoints beforehand and seamlessly implement integration and automation of processes into external systems.

Enhanced Consistency for ProcessApp Forecasts

ProcessApp forecasts are only recalculated if the app's structure has changed. Minor modifications to the app will no longer reset the forecast, ensuring reliable predictions of future instances remain consistent even with changes.

Modernized and Consistent Email Design

Emails now feature a modern and consistent design, enhancing trust in the content and improving the user experience when interacting with email notifications

23.51.7 Resolved bugs

- [DES-5800] Security improvements
- [DES-6301] Installation guide procedures refer to outdated package versions (RHEL only)
- [DES-6347] Public API calls may respond unexpectedly on missing request parameters
- [PT-4275] Process flow for certain diagrams breaks on path selection
- [PT-10144] “Show more” is displayed although it is not necessary
- [PT-11309] Copy and paste visual data from a diagram into another with an image doesn't work
- [PT-12366] Invalid retention periods can be entered in administration
- [PT-13452] Decimal/Number field attribute values cannot be removed
- [PT-13535] Workflow tasks report cannot be reached in options menu
- [PT-13567] Profile configuration does not provide a default configuration (JSON) on first activation
- [PT-14080] Profile view configuration is empty when enabled
- [PT-14139] Custom report on catalog list uses incorrect filters
- [PT-14210] Profile view in new UI cannot handle undefined attribute types
- [PT-14380] Wrong header layout in diagram options for related object details (low resolution view)
- [PT-14644] MyBIC favorites cannot be configured for contents of the new UI
- [PT-14739] Diagrams remain selected when exiting and re-entering bulk editing
- [PT-14853] Catalog facets not displayed on high number of facets
- [PT-14967] Diagrams with access restrictions are displayed with an infinite loading spinner in gallery view
- [PT-15213] Approve button not shown in preview stage
- [PT-15214] [Not for release notes] Userflow - Error occurs when USERFLOW_ALLOWED_ROLES has an empty string
- [PT-15219] Entity profile report does not show assigned objects
- [PT-15464] Custom attributes with multi values are not shown in catalog

- [PT-15561] Hint on bulk update in online help is unclear
- [PT-15578] Variant comparison does not show changes in attributes when the diagram has more than one variant
- [PT-15931] Switching repository does not update the category explorer
- [PT-16244] Matrix view does not apply abbreviation in chips for customized role names and does not sort them correctly
- [PT-16279] Name of attribute used to store Process Execution related information is wrong
- [PT-16282] Display issue in new UI when the user is member of many user groups
- [PT-16295] Adding a missing node in a variant diagram via a variant comparison violates the uniqueness of the entities
- [PT-16336] Occurrences in catalog are not always shown
- [PT-16375] Catalog and diagram options order is wrong in the main menu
- [PT-16393] Translation suggestion for descriptions in translation mode cannot be triggered
- [PE-8343] Start Timer Events cron expressions are not validated properly and cases may not be created automatically
- [PE-9451] Exporting completed cases to Excel may fail on large number of tasks
- [PE-10077] Overlapping text in mobile view when creating a new Case and German language is used
- [PE-10097] Spelling mistake in Text Area element of Form Editor (German only)
- [PE-10347] Report service task can fail on new tenants

23.52 Version 7.15.22

23.52.1 Resolved bugs

- [DES-7408] Attribute values in Indonesian, Yiddish and Hebrew are not displayed after saving the entity or diagram
- [PT-18288] Using Indonesian, Yiddish and Hebrew as content languages breaks search functions

23.53 Version 7.15.21

23.53.1 Resolved bugs

- [PT-17505] Changed diagram attributes are not shown in the comparison mode

23.54 Version 7.15.20

23.54.1 Resolved bugs

- [PT-16414] Feedback of removed nodes in a relationship attribute on pasting is missing

23.55 Version 7.15.19

23.55.1 Resolved bugs

- [PE-10266] Changing the team does not change the related variable
- [PE-11206] Mandatory file fields are not validated in user form completion

23.56 Version 7.15.18

23.56.1 Resolved bugs

- [PE-10497] Default variables do not behave as expected when used as role ID
- [PE-10926] Users not involved in a case can see it with direct link to the case flow
- [PE-11117] Error 500 when accessing archived process instance

23.57 Version 7.15.17

23.57.1 Resolved bugs

- [PT-12300] Report generation is not terminated after service restarts
- [PT-16499] Process Warehouse export can fail on data with formatted attributes
- [PT-16783] Generated Process Warehouse export finished after user session cannot be downloaded

23.58 Version 7.15.16

23.58.1 Resolved bugs

- [PT-13872] Cannot delete nodes from canvas under certain circumstances
- [PE-10660] Parallel join gateway does not wait for branch

23.59 Version 7.15.15

23.59.1 Resolved bugs

- [DES-6745] Replacing entities has no effect on checked-out entities (due to concurrent processing)
- [DES-7026] Restart of keycloak necessary due to failing authentication of method-service
- [DES-7029] Publishing a diagram is not possible when a replaced non-catalog-item has a relation

23.60 Version 7.15.14

23.60.1 Resolved bugs

- [DES-5755] Audit event handling may be interrupted frequently due to memory issues
- [DES-6870] Security Improvements
- [PE-9730] Clicking the “Complete” button does not complete the task if a text was entered before
- [PE-10657] Incoming messages in a start event may prevent update
- [PE-10751] Manual DMN tasks don’t show in my task list

23.61 Version 7.15.13

23.61.1 Resolved bugs

- [DES-6970] Archives are not created when doing a bulk update of diagrams
- [PT-15135] Depublishing the base diagram removes the parent relationship with variant diagrams when searching
- [PT-16794] Layout Assistant does not correctly apply the configuration set in Portal Administration
- [PT-16829] Users are logged out of the portal after an internal error and cannot login for some time
- [PE-10117] The size property of form editor fields is removed when moving the field
- [PE-10488] Analyze inconsistencies between Camunda data and PE instances
- [PE-10675] Send task with an input without any document fails
- [PE-10761] Wrong format in date picker
- [PE-10784] When moving a field in the form editor an unwanted ‘disabled’ attribute is added
- [PE-10798] Migrate unassigned send tasks blocked in the flow

23.62 Version 7.15.12

23.62.1 Resolved bugs

- [PT-14608] Unable to save or leave the translation view
- [PT-15528] Zip upload of report template does not work
- [PT-16410] Activities in allocation diagrams can be copied
- [DES-6108] (PT-14278) Switch symbol does not correctly reset the SymbolType ID in domain data, which applies the wrong method color configuration to the graph item

23.63 Version 7.15.11

23.63.1 Resolved bugs

- [PE-9991] User can complete a Task although mandatory text field was not filled
- [PE-10533] Missing files in Service Tasks when the input document is coming from a parent process

23.64 Version 7.15.10

23.64.1 Resolved bugs

- [PT-15531] Update EAM method
- [PT-16279] Name of attribute used to store Process Execution related information is wrong
- [PT-16413] Deleting an activity with a shared relationship node removes values in other relationship attributes
- [PT-14667] Lack of user feedback when the creation of an edge of a node added via a relationship attribute failed
- [PE-10500] Security Improvements

23.65 Version 7.15.9

23.65.1 Resolved bugs

- [PE-10490] No user is assigned to a Task if a ProcessApp is started in the App stage
- [PE-10455] Email attachments missing in automatic send tasks when the document comes from a parent case

23.66 Version 7.15.8

23.66.1 Resolved bugs

- [PT-12129] Link titles are not shown correctly in reports when the link URL contains a fragment identifier (“#”)
- [PT-14139] Filters are not updated correctly when executing a custom report on Catalog list
- [PT-16282] Display issue in new UI when the user is member of many user groups
- [PT-16295] Adding a missing node in a variant diagram via a variant comparison violates the uniqueness of the entities

23.67 Version 7.15.7

23.67.1 Resolved bugs

- [PE-10003] Using smart variables as role identifier does not work
- [PE-10116] Gateway choices without translations in the tenant default language are not rendered
- [PE-10213] Action button in ‘insert link’ dialog of textarea fields is not visible
- [PE-10388] Send task editor: html editor: sourcecode changes are not saved until sourcecode mode is switched
- [PE-10459] Intermediate timer event does not show release date correctly
- [PT-15520] Template handlings do not get considered in new UI report administration
- [PT-16199] MyBIC Search Tiles do not show results

23.68 Version 7.15.6

23.68.1 Resolved bugs

- [PE-10139] Process Design Play Button button does not work if ProcessApp name contains special characters
- [PE-10305] Readonly url fields are not clickable until the CTRL key is pressed
- [PE-10330] Checked status is not shown in multiple-choice checkboxes stored as string
- [PT-15311] Bulk update in the new UI allows changes to readonly attributes in diagrams
- [PT-16075] Search index is not updated for existing diagrams

23.69 Version 7.15.5

23.69.1 Resolved bugs

- [PT-15745] Selected objects in an assignment attribute cannot be saved

23.70 Version 7.15.4

23.70.1 Resolved bugs

- [PT-15014] No diagram options are displayed in new UI
- [PT-15097] When creating entities in the catalog in new UI, defaults are not set correctly
- [PT-15143] Incorrect toast appears when a change gets reverted in comparison view
- [PT-15398] Nodes remain in diagram without symbol after deletion of pool with 'Remove symbol only on modeling canvas' option
- [PT-15410] Search results displaying '[No content]' in Central Search and Diagram Search in new UI
- [PT-15479] Some readonly attributes can still be changed in new UI permanently
- [PT-15513] Changes to base diagram attributes cannot be applied to variant diagram attributes
- [PT-15527] When diagram name is only available in secondary language and a filter is applied, the name disappears in central search (new UI)
- [PT-15580] Read-only attributes can be changed in translation mode in the new UI

23.71 Version 7.15.3

23.71.1 Resolved bugs

- [PE-9673] Process variables not evaluated correctly in single/multiple choice with dynamic values using key/value pairs
- [PE-9895] Dates information on steps is not consistent when case has set a due date
- [DES-6346] Visibility of changes are delayed by assignment attribute cleanup
- [DES-6350] Missing compatibility for custom services in find all repositories endpoint
- [PT-15141] Check-in button missing after saving changes in Variant Comparison or Diagram Archives

23.72 Version 7.15.2

23.72.1 Resolved bugs

- [PT-14966] Persons and organizational units are suggested in bulk editing
- [PE-9729] Process App Editor validation message is not initially shown
- [DES-6343] Checkin fails after removing updated non catalog item

23.73 Version 7.15.1

23.73.1 Resolved bugs

- [PT-5887] Favorite removed toast has a typo in German (Portal)
- [PT-10177] As a base modeler in the web client, I want to compare a base process against its process variants to identify the differences
- [PT-12129] Link titles are not shown correctly in reports when the link URL contains a fragment identifier (“#”)
- [PT-12247] Message about expired items in a diagram cannot be reconfigured
- [PT-12254] Resubmission email is not send if an examiner group is empty
- [PT-13450] Notify userFlow about users screen size
- [PT-13882] Chart favorite with no data in the current stage break the portal rendering
- [PT-14591] When diagram name is only available in secondary language and a filter is applied, the name disappears
- [PT-14606] Wrong error toast for catalog publications with unapproved entities
- [PT-14606] Newly created catalog entries are not sorted alphabetically
- [PT-14665] No error toast is shown when starting a diagram depublication workflow while another workflow was already started
- [PT-14876] Context menu for nodes inside a pool is not appearing anymore after converting the pool to a suggestion and dropping new nodes to the pool
- [PT-14938] Translation functionality is not working
- [PT-15045] Catalog Index does not get updated on catalog item change, leading to outdated views & facet results in catalog
- [PE-9638] Distinction of group names and email addresses as email recipients cannot handle upper case
- [PE-9683] Multiple and Single fields are not displayed correctly when variables are not initialized
- [PE-9687] Fields changes do not work correctly in the guest task interface
- [PE-9696] In the guest task, sometimes the form is filled out when it is saved
- [PE-9780] User form Single Choice Dropdown field is missing from Task Popup
- [PE-9781] When a task is not assigned to anyone I cannot delegate it as case owner
- [PE-9784] No sort parameter should be sent when entering search term in case list
- [PE-9640] The case owner is not shown in form field when the task is not started yet

- [PE-9682] Task assignment to case creator as fallback is not working in app stage
- [PE-9782] Diagram changes in production are not transferred to ProcessApp when it has cases with instance attachments

23.74 Version 7.15.0

23.74.1 New Features

Enterprise Architecture Management with BIC EAM

We are happy to announce that we now offer you a way to model and document your enterprise architecture with *BIC EAM*. Build within BIC Process Design, BIC EAM lets you create an enterprise architecture comprised of business and IT elements which is easy to manage, provides you with insights for steering your digital transformation while being cost effective to create and keep up to date.

Document your IT landscape ranging from a portfolio to an individual architecture using e.g. business capabilities, applications or IT components. Graphical and dialog-based input methods provide a perfect user experience for the occasional modeler as well as for the enterprise architect. Use standard APIs to easily and automatically integrate data from external data sources.

Hint: Please note that BIC EAM is a separate module and license.

Create and manage process variants

Both the old and new user interfaces have been enhanced to allow the *integrated creation of variants* of a base process. A direct dependency is created between the base and variant diagrams, allowing you to easily visualize the relationship between the two diagrams.

The old user interface allows you to compare the variant process with the base process, making it easier to identify necessary updates to the variant when changes occur in the base process. This efficient change-tracking ensures that changes are quickly and accurately identified, saving time and reducing manual effort. Variant process modelers have access to a comprehensive change list to help determine the applicability of each change to the variant process. This integrated change list supports decision making and simplifies tailoring variant processes.

Hint: Please note that this feature will also be available in the new user interface as soon as the diagram editor is available

More bulk updating options for diagrams

We have enhanced the *bulk updating options for diagrams* in the new user interface. Editors and Administrators can now add a new assignment to a multi-value diagram assignment attribute and search for a specific assignment to remove. This streamlines the updating of multiple processes, saving time and effort while improving accuracy.

Direct bulk update of diagrams in Preview and Publication

We have also increased flexibility by allowing Administrators to apply **bulk updates** directly to diagrams in the Preview or Publication stages, ensuring timely and efficient changes. In addition, any update applied at the preview or publication stage is tracked in the governance cockpit, providing a comprehensive audit trail and ensuring accountability.

Hint: Please note that direct preview and publication updates are deactivated by default and must be activated for a client by GBTEC Software AG.

Merge version changes

The Version Compare view in the old user interface has been enhanced to allow you to *review and decide on each change individually*, and to revert if necessary. Newly added modeling objects can be removed, removed objects can be re-added, and attribute updates can be undone, providing greater flexibility and provides precise control over the changes.

Hint: Please note that this feature will also be available in the new user interface as soon as the diagram editor is available.

23.74.2 Method

Object type “Entity” renamed to “Entity / Data object”

To better reflect the diverse applications of object type “Entity” (ET_ENTITY), we have updated the object type name from “Entity” to “Entity / Data Object”. This change is purely a label modification within the catalog. Existing objects themselves, along with their attributes, remain unchanged.

New position of the attribute group “Protection requirement”

For customers utilizing the “Protection Requirement” attribute group, please note that we have adjusted its position for improved usability. This attribute group is now located just before the “Governance” attribute group in the sequence.

23.74.3 Improvements in the new user interface

Most recent tasks on top of your task list

Tasks are now sorted in descending order of creation date. This improvement ensures that the most recent tasks appear at the top of your task list, making it easier for you to stay organized and prioritize your work effectively.

23.74.4 Process-Execution

Additional Columns for ProcessApp Case List

ProcessApp Creators can configure *additional columns* for the ProcessApp case list, allowing users to see more detailed information. This improvement ensures that all relevant information is readily accessible, which provides greater visibility into the details of each case enhancing the ability to monitor and analyze cases effectively.

External User Task Form Access

External users can now work on task forms, enabling them to provide necessary information and complete tasks. This change facilitates collaboration with external stakeholders, such as clients or partners, by allowing them to participate directly in the workflow. It streamlines communication and ensures that all necessary data is collected efficiently.

Autocomplete for Single-Choice Drop-Down Fields

When typing in a *single-choice drop-down field*, users will now see a suggestion list, enhancing the user experience by providing autocomplete functionality. This change reduces the time spent scrolling through long lists and helps users find the desired option more quickly, improving overall efficiency and user satisfaction.

Email Notifications for Task Assignments

Users will receive email notifications for task assignments only when necessary, reducing unnecessary email clutter. If tasks are due within the next 24 hours and are not completed within an hour of assignment, an email notification will be sent. This improvement minimizes notifications, ensuring users are alerted only to important tasks that are not promptly completed.

Group Task Notification Emails

Notification emails now indicate the group to which a group task belongs, giving users better context when they receive the notifications. This change helps users understand the task's relevance and identifies the responsible team, improving task assignment clarity and reducing confusion.

Administer Instance as Case Owner

Case owners now have the ability to administer an instance, enabling them to solve issues and manage cases more effectively. This feature gives case owners more control over their cases, allowing quicker resolution of problems and more efficient case management.

Enhanced Task List

The *task list* has been enhanced to provide users with a more streamlined and user-friendly interface. This update improves usability by making the task list more intuitive and easier to navigate, helping users to manage their tasks more effectively and efficiently.

Output Variable for Multi-Instance Activity

ProcessApp Creators can now define an output variable for *multi-instance activities*, providing more flexibility and control over process configurations. This enhancement allows for better handling of complex workflows, making it easier to manage and utilize the data generated by multiple instances within a single activity.

Unified Upload Fields

The same upload field can now be used to manage input and output documents add-form-field-attributes, simplifying document management within tasks. The upload field can provide an input document for download, which will then be overwritten with the output of the activity. This feature improves document handling, reduces complexity, and facilitates coherent file management.

Download Base64 Encoded Files

Users can download files sent as *base64 encoded strings in a JSON response*, simplifying the process of accessing encoded data. This improvement makes it possible to handle and retrieve data transmitted in base64 format, enhancing the user experience by providing a straightforward way to access files sent as part of a JSON response.

Configure Multipart/Form-Data REST Call

ProcessApp Creators can now configure *multipart/form-data REST calls*, allowing for more complex and flexible API interactions. This capability enhances the ability to handle different types of data within REST calls, providing more versatility in how applications can interact with external systems and services.

Smart Variable for Case URL

ProcessApp Creators can now access the URL for a case as a property of the *_case smart variable*, making it easier to reference and share specific cases. This feature simplifies navigation and communication, as ProcessApp Creators can quickly provide direct links to cases as a part of a send task, facilitating better collaboration and quicker access to relevant information.

My Cases List Involvement

Users can now view all cases where they are involved in the My Cases list, providing them with a comprehensive view of their responsibilities. This feature ensures that users have a clear overview of all the cases they are part of, enabling better tracking and management of their workload.

Filter and Search My Cases List

Users can *filter and search the My Cases list* with the same options available in the ProcessApp case list, enhancing usability and efficiency. This change ensures a consistent experience throughout the application, helping users quickly find the cases they need to work on.

Edit Global Variables

Admins now have the capability to *edit global variables*, allowing for adjustable process management. This feature provides greater control over the environment settings and configurations, making it easier to adapt processes to changing requirements.

Consistent Multi-Line Text Fields

Multi-line text fields now appear like standard text fields, providing a consistent and polished user interface. The formatting toolbar is visible only when the field is in edit mode. This update enhances the visual coherence of the application, ensuring a uniform look and feel across all text fields, significantly improving the user experience.

23.74.5 Resolved bugs

- [DES-2368] Translations of some symbols for “milestone” node are missing
- [DES-3589] Deleting a person object does not update the access restriction for diagrams
- [DES-5344] If an uploaded file contains special characters, downloading the file again will show a wrong file-name
- [DES-5639] Entities which are not catalog items anymore and have no occurrences will not be cleaned up in “preview” and “published” stage
- [DES-5681] Requesting user groups for a tenant leads to high database CPU usage, which may slow down the application
- [DES-5807] Parallel modification of the same catalog entries through the catalog are not prevented by the system
- [DES-5817] Deleting unused entities becomes very slow on systems with a lot of data
- [DES-5910] Potential performance issue caused by messages being sent synchronously
- [DES-5969] Wrong .gitignore entry prevents on premises customers to push custom configurations into their version control
- [DES-5971] If logging is configured to debug level, the scheduled cleanup of temporary data fails, which may lead to high disk consumption
- [DES-6007] Missing cleanup after BPMN export or import may lead to high disc consumption
- [DES-6086] Auditing of user login and diagram access fails if the technical credentials used for the auditing module contain special characters
- [PT-2533] Missing placeholder text for items without a value in active content language
- [PT-4138] Special and Japanese characters are replaced with underscores in file names when publishing documents
- [PT-4874] Missing placeholder text for items without a value in active content language
- [PT-8926] Workflow export fails if workflows exists without stereotype
- [PT-12331] Uploaded files with special characters will be downloaded with filename null
- [PT-13145] Wrong Spanish translation in email template
- [PT-13146] Layout of diagram bulk update is misaligned
- [PT-13264] MyBIC search result tiles do not get displayed on small resolution devices with limited responsiveness

- [PT-13372] Disabling all entity types for the publication catalog leads shows all entity types
- [PT-14203] Back navigation is missing after clicking on an assignment chip in the attribute view
- [PT-14306] Comparison does not detect changes, if a value was removed in the current version
- [PT-14307] Comparison changes item does not always disappear, if attributes are aligned to previous version
- [PT-14523] Diagram translation view displays approved catalog items for authors
- [PT-14542] Unavailable categories in a target stage lead to an infinite loading indicator
- [PT-14645] Attribute bar in the publication is always visible, even if it is switched off in the administration
- [PT-14648] Governance lifecycle filters are not reset
- [PT-14659] Filters in central search are not available if search gets performed with the same term again
- [PT-14670] Some of suggested users offered by bulk updating cannot be selected
- [PT-14674] Authors can start category or repository publication which fails
- [PT-14689] Suggestions for diagram assignments are not filtered by stereotype range
- [PT-14721] Recreating catalog index runs into error message
- [PT-14722] After inserting a diagram, the target category displays all diagrams from the source category until page refresh
- [PT-14729] Publication dialog for catalog entries misses name of catalog entry
- [PT-14739] Diagrams remain selected when exiting and re-entering bulk updating
- [PT-14741] Suggestions for assignment governance attributes are not filtered by range
- [PE-2746] No variables will be stored in the process when a task with empty form fields is completed
- [PE-8628] In some cases changes inside an object in parallel tasks are not identified properly so that values are overwritten
- [PE-9101] Unnecessary scrollbar when creating a case
- [PE-9112] Content disposition header is missing if the downloaded document's filename contains special characters
- [PE-9146] Service Reports cannot access string variables longer than 4000 characters
- [PE-9187] Translation missing for instance attachment's context menu
- [PE-9333] Variables input into the script engine are not validated
- [PE-9354] Cursor in text area automatically moves to beginning in form field
- [PE-9369] Call Activity with active status after archiving the parent case is shown in MyTasks view
- [PE-9371] Label "Export Completed Cases" in options is incorrect and should be Export Cases
- [PE-9420] Menu icon styling and placement in global variables is incorrect
- [PE-9528] Diagrams get split into one additional useless segment
- [PE-9530] Group tasks are auto claimed even if the user is out of office and not assigned to the deputy or group
- [PE-9531] Cannot complete a task when a variable associated with the identifier of a role is set to empty string
- [PE-9566] Play button after completing a signature task does not create the case
- [PE-9588] Owners of cases with tasks due today may get empty reminder emails
- [PE-9616] When in app stage, task assignee follows assignation steps of test stages

- [PE-9617] Invalid user configuration in the case creation dialog shows an empty chip
- [PE-9626] The action buttons are not present in the “Create a new case” dialog box

23.75 Version 7.14.19

23.75.1 Resolved bugs

- [DES-6108] (PT-14278) Switch symbol does not correctly reset the SymbolType ID in domain data, which applies the wrong method color configuration to the graph item

23.76 Version 7.14.18

23.76.1 Resolved bugs

- [PE-10500] Security Improvements

23.77 Version 7.14.17

23.77.1 Resolved bugs

- [PT-16413] Deleting an activity with a shared relationship node removes values in other relationship attributes
- [PT-14667] Lack of user feedback when the creation of an edge of a node added via a relationship attribute failed

23.78 Version 7.14.16

23.78.1 Resolved bugs

- [PE-10305] Readonly url fields are not clickable until the CTRL key is pressed
- [PE-10330] Checked status is not shown in multiple-choice checkboxes stored as string
- [PT-16075] Search index is not updated for existing diagrams

23.79 Version 7.14.15

23.79.1 Resolved bugs

- [PT-15745] Selected objects in an assignment attribute cannot be saved

23.80 Version 7.14.14

23.80.1 Resolved bugs

- [PT-15014] No diagram options are displayed in Portal
- [PT-15479] Some readonly attributes can still be changed in new UI permanently
- [PT-15580] Read-only attributes can be changed in translation mode in the portal

23.81 Version 7.14.13

23.81.1 Resolved bugs

- [PT-15097] When creating entities in the Portal catalog, defaults are not set correctly
- [PT-15398] Nodes remain in diagram without symbol after deletion of pool with 'Remove symbol only on modeling canvas' option

23.82 Version 7.14.12

23.82.1 Resolved bugs

- [PE-9673] Process variables not evaluated correctly in single/multiple choice with dynamic values using key/value pairs
- [DES-6346] Visibility of changes are delayed by assignment attribute cleanup
- [PT-14966] Persons and organizational units are suggested in bulk editing

23.83 Version 7.14.11

23.83.1 Resolved bugs

- [DES-6343] Checkin fails after removing updated non catalog item

23.84 Version 7.14.10

23.84.1 Resolved bugs

- [PT-14549] When clicking on the options entry "Reports & Exports" in the diagram gallery view, the available reports are not listed
- [PT-14640] Newly created catalog entries are not sorted alphabetically
- [PT-14876] Context menu for nodes inside a pool is not appearing anymore after converting the pool to a suggestion and dropping new nodes to the pool
- [PT-14928] Users are not suggested when adding user assignments to an attribute

- [PT-15045] Catalog Index does not get updated on catalog item change, leading to outdated views & facet results in catalog
- [PE-9640] The case owner is not shown in form field when the task is not started yet
- [PE-9682] Task assignment to case creator as fallback is not working in app stage
- [PE-9782] Diagram changes in production are not transferred to ProcessApp when it has cases with instance attachments

23.85 Version 7.14.9

23.85.1 Resolved bugs

- [PT-14741] Suggestions for assignment governance attributes are not filtered by range

23.86 Version 7.14.8

23.86.1 Resolved bugs

- [PT-14550] Opening files (PDF) directly in the integrated browser viewer behaves inconsistently throughout the application and opens file with uuid as name instead of the real file name
- [PT-14619] Diagrams cannot be checked in when assigned entities are not available
- [PT-14721] Recreating catalog index runs into error message due to missing revision information
- [PE-9146] Service Reports can not access string variables longer than 4000 characters
- [PE-9616] When in app stage, task assignee follows assignation steps of test stages
- [PE-9369] Call Activity with active status after archiving the parent case is shown in MyTasks view
- [PE-9530] When a second group task is started, it should be assigned back to the group if the previous user is out of office
- [PE-9620] Email Template fails replacing variables longer than 4000 characters when parsing html content
- [PE-9624] User Form's multiple choice fields does not load correctly the key/value pairs

23.87 Version 7.14.7

23.87.1 Resolved bugs

- [DES-2368] Translations of some symbols for “milestone” node are missing
- [DES-3589] Deleting a person object does not update the access restriction for diagrams
- [DES-5344] If an uploaded file contains special characters, downloading the file again will show a wrong file-name
- [DES-5639] Entities which are not catalog items anymore and have no occurrences will not be cleaned up in “preview” and “published” stage
- [DES-5681] Requesting user groups for a tenant leads to high database CPU usage, which may slow down the application

- [DES-5807] Parallel modification of the same catalog entries through the catalog are not prevented by the system
- [DES-5817] Deleting unused entities becomes very slow on systems with a lot of data
- [DES-5910] Potential performance issue caused by messages being sent synchronously
- [DES-5969] Wrong .gitignore entry prevents on premises customers to push custom configurations into their version control
- [DES-5971] If logging is configured to debug level, the scheduled cleanup of temporary data fails, which may lead to high disk consumption
- [DES-6007] Missing cleanup after BPMN export or import may lead to high disc consumption
- [DES-6086] Auditing of user login and diagram access fails if the technical credentials used for the auditing module contain special characters

23.88 Version 7.14.6

23.88.1 Resolved bugs

- [DES-5840] Users and groups with short names sometimes not reachable in attribute suggestion list
- [PE-9531] Cannot complete a task when a variable associated with the identifier of a role is set to empty string
- [PT-14136] Users and groups with short names sometimes not reachable in attribute suggestion list
- [PT-14377] Diagram cannot be checked in when diagram assignment attributes contain inaccessible or circular references
- [PT-14415] Potentially long running upgrade step does not indicate progress

23.89 Version 7.14.5

23.89.1 Resolved bugs

- [DES-5859] Changing symbol type of a node does not apply on related processwarehouse export (fix for new symbol assignments)
- [PT-12924] Key value is displayed instead of title in diagram and catalog dashboard
- [PT-13564] Reduce the amount of calls and loaded data when validating a diagram
- [PT-13641] Cursor focus disappears on Catalog/Diagram edit page when typing in a value on an empty formatted text field
- [PT-13750] Opening an attachment opens a file with a uuid as name instead of the real file name
- [PT-13896] Checking in a diagram is not possible when using Firefox browser
- [PT-13965] Display of edit button for catalog entries is inconsistent for authors
- [PT-13987] Filter facets cannot be opened on mobile devices
- [PT-13988] Mobile touch scrolling not working on catalog filter facets
- [PT-14145] Re-indexing of catalog-search fails instead of appropriate error handling
- [PT-14165] Inconsistent data can cause publication steps to be repeated

- [PT-14183] Catalog entries with assignments are reindexed multiple times during bulk index
- [PE-9360] Claimed group tasks cannot be delegated by group members
- [PE-9194] Several diagram updated message in a short period cause loss of updates
- [PE-9372] Deputy: Task is reassigned when the person responsible does not have an assigned status
- [PE-9447] Formula for conditional hidden field not working properly
- [PE-9448] User Form Editor's details section scrolls the whole editor out of view

23.90 Version 7.14.4

23.90.1 Resolved bugs

- [DES-5926] UpdateMessages sent after the bulk update of diagrams don't have the correct priority
- [DES-5974] No archives are created for bulk updates
- [PE-9178] Files used in a JSON body of a REST service task include line breaks
- [PE-9278] Multi-line text fields link option is displayed incorrectly
- [PE-9300] ProcessApp Analyst has not access to the process app monitoring tab

23.91 Version 7.14.3

23.91.1 Resolved bugs

- [PT-14095] Workflow execution may result in endless loop

23.92 Version 7.14.2

23.92.1 Resolved bugs

- [PE-9115] Option labels are too long and oversize the fields in forms
- [PE-9124] Case progress calculation is inconsistent with the displayed flow
- [PE-9213] Call Activity Editor dialog is not centered and lacks a background
- [PE-9093] A text area in the form causes task completion to fail in the "My Tasks" view
- [PE-9135] The German translation of "Creator" in instance facets is incorrect

23.93 Version 7.14.1

23.93.1 Resolved bugs

- [DES-5888] Wrong thread pool configuration in some services

23.94 Version 7.14.0

23.94.1 New Features

Setting new standards in process modeling with Arty

In our effort to further revolutionize business process modeling and management, we are pleased to introduce Arty, our intelligent AI-based modeler and editor. Arty integrates the latest AI technologies to save you time while improving the accuracy and consistency of your modeling. By using Arty, you can ensure that your processes are modeled and documented not only faster and more accurately, but also with fewer resources.

Hint: Please note that the AI-powered features of Arty are not included in the standard license. Please contact your sales representative for more information.

Automatic BPMN process modeling

Arty provides the ability to [automatically generate complete BPMN processes](#), including all associated resources. This feature is ideal for teams that need to create high-quality process diagrams quickly and without prior knowledge. By minimizing human error and accelerating the entire modeling process, you can be confident that your processes will be created not only faster, but with higher quality

Smart name suggestions during modeling

With the ability to [generate naming suggestions](#) for the next process flow elements as you model, Arty helps you maintain clear and consistent naming that seamlessly integrates with existing process structures.

Automatic generation of descriptions

In addition to modeling, Arty also supports the [generation of descriptions](#) for processes and process elements. This automated creation of clear and concise text facilitates documentation and improves accessibility and understanding of your process landscape.

Generation of catalog items

With Arty, you can now quickly and efficiently [create new catalog items](#), such as documents or applications, from which you can directly select and create the appropriate items. Arty allows you to quickly expand your catalog without manual effort, greatly increasing efficiency.

With these advanced features, Arty sets a new standard for efficiency in business process modeling. We are confident that these innovations will significantly increase your productivity and help you efficiently meet the demands of modern business.

Filters for the governance lifecycle of diagrams and catalog entries

In the new user interface, we have introduced the ability to filter diagrams and catalog entries in the public workspace by their [governance lifecycle](#).

Publication

- **Not published:** Filters content that has not yet been published.
- **Published:** Filters content that has been published.
- **Depublished:** Filters content that was previously published and then depublished.

Revision

- **Unmodified:** Filters content that has not been changed since it was published.
- **Modified:** Filters content that has been modified since it was published.

Workflow

- **Publication:** Filters content that is in the process of being published.
- **Resubmission:** Filters content that has been resubmitted for review.
- **Depublication:** Filters content that is in the process of being depublished.

These new filters help you keep track of the status and lifecycle of your diagrams and catalog items, enabling more efficient management in the public workspace.

Hint: The filter options were introduced with this version and cannot reflect the life cycle before the update. For example, diagrams or catalog elements that have already been published only appear in the “Published” filter category once they have been edited in the public workspace. The “Revision” filter category also only shows changes when the diagram or catalog item is published again. Until then, the value is “unknown”.

Quick access to recently visited diagrams

We have introduced quick access to [recently visited diagrams](#) in the new user interface. When you open a diagram, you now see a list of your five most recently viewed diagrams in the diagram header. This list allows you to quickly and easily switch between your most recently viewed diagrams. Simply click on one of the diagrams in the list to open it directly and continue working seamlessly.

Gallery view for diagrams

A new “Gallery” tab is now available when navigating to the “Diagrams” section on large screens. This tab displays all diagrams in a selected category as gallery tiles, enhancing visual navigation and interaction.

Set access to archives in the publication

Administrators now have the ability to specify whether readers can access archived versions within the new user interface. This setting provides more granular control over what historical data is available to readers. If readers are allowed to access archives in the publication, they can now select all archived versions in the change view and compare them to the current version. This setting only applies to the new user interface.

Export of the current diagram version in the publication

With the new user interface, it is now possible to directly export the current version of a diagram in the publication. This removes the previous limitation that only archived versions could be exported.

Improved usability in the new user interface

We have significantly improved the interaction with the category explorer: You can now minimize the explorer further and resize it more easily using drag-and-drop, with a preview of the new size.

We have simplified catalog navigation: On the details page of a catalog entry, you can now navigate directly to a linked object, such as a diagram or another catalog entry, by simply clicking on the chip.

The height of all list entries has been optimized to take up less space, allowing more list entries to be visible at once.

Other optimizations have been made for low-resolution devices: In the Diagram list, Catalog, and Governance Cockpit, options are now available in context menus instead of on the bottom panes. When opening a category, diagrams are now displayed first, followed by categories.

Finally, the RACI matrix in the new user interface now displays all modeled RACI relationships between a role and an activity. Previously, only one relationship was shown.

Based on your feedback, we have renamed the “Properties” tab back to “Details” in the new UI to make it easier to find attributes and profiles. In the old interface, these views were called “Details”.

Statement of Accessibility

We are constantly working to remove barriers in BIC Process Design. On the login page and in the help section, you can now view our [Statement of Accessibility](#) to learn about known barriers.

23.94.2 Existing administration functions available in the new user interface

The new user interface gives you access to familiar administrative functions. You can now easily manage and configure the following areas:

- [User](#)
- [User groups](#)
- [Attribute and profile view for diagrams and objects](#)
- [MyBIC](#)

- Reports
- Corporate Design
- Method, Symbol color and layout assistant
- Catalog

In future versions, we will integrate the remaining administration functions into the new user interface.

23.94.3 Process-Execution

Instance Progress Tracking

You can now easily monitor the progress of your instances directly from the case list. This feature provides real-time insights into the status of each instance in your workflow, enabling better decision-making.

Reports with Access to Tasks

Access all executed tasks of a case when generating reports, allowing for comprehensive and detailed insights into case activities. With this feature, users can generate more detailed reports.

Parallel Multi-Instance Activity

You can now define parallel *Multi-Instance Activities* within processes, enhancing workflow efficiency and scalability. This feature allows multiple tasks to be executed simultaneously based on a collection of data.

Group Emails

It is now possible to address user groups in send tasks. This enables effective communication by sending email notifications to all group members set as recipients, facilitating seamless collaboration and information sharing.

End Events Inside the Instance View

Enjoy improved process transparency with end events that are now visible to users within the process flow. This feature provides users with a clear understanding of process completion points, facilitating better process monitoring.

Overdue Task Notifications for Case Owners

Stay on top of task deadlines with notifications of overdue tasks within your cases. This feature empowers case owners to take timely action, reducing the risk of delays and ensuring smooth case execution.

Simplified Multiline Field View

Experience an enhanced user interface by viewing the value of multiline fields without the toolbar when not in editing mode. This feature provides a clutter-free view, allowing users to focus on content without distractions.

Multi Column User Forms

You can now customize *user forms with multiple columns*, offering greater flexibility and compactness. This feature enables users to design forms tailored to their specific needs, enhancing usability and efficiency.

Case Ownership Management

Improve accountability and ownership with the introduction of case owners. This feature assigns responsibility for case management, ensuring clear ownership and streamlined collaboration.

Analyst Case Visibility

Analysts can now easily view all cases to which they are assigned as the *analyst for the ProcessApp*. This feature provides analysts with quick access to relevant cases, streamlining their workflow and enhancing productivity.

Studio Stage Email Testing

Test emails from send tasks executed in the studio stage or test stage are now sent to the case creator only. This feature enables thorough testing of processes without disrupting other users, ensuring smooth process development.

Unified Handling of Results with the Collect Hit Policy

To have a consist handling of output variables with DMN tables using the hit policy “Collect”, the result is now also an array if there is only one result. This feature simplifies data handling and processing.

REST API Signal Events

You can now trigger signal events via the REST API to allow waiting processes to continue. This feature provides greater flexibility and control over process execution, enabling seamless interaction with external systems.

Consistent Field Hinting

Maintain consistency in UI design with read-only fields now displaying hints in the same font color. This feature enhances visual clarity, improves user experience, and reduces cognitive load.

Overdue Reminder Optimization

Reduce notification overload with overdue reminders that are no longer sent for successful automated tasks. This feature streamlines communication, ensuring that users receive relevant notifications.

HTML Code Visibility in Email Templates

Users can now opt to see the HTML code to resolve issues, providing greater transparency and control over their content. This feature allows users to troubleshoot formatting issues more effectively and make precise adjustments directly in the HTML code.

Call Activity Subcase Management

Subcases started by a call activity now have a system creator as the case creator. However, the case owner remains the task owner of the call activity. This feature enhances traceability and accountability, ensuring clear ownership of subcases.

Usability Improvement

Enjoy improved usability with the increased size of the Task Dialog opened from the task list. For multi-column forms, the task form popup is 75% of the browser width, and for simple forms, the popup is 50% of the browser width. This feature enhances user interaction, makes it easier to work with large user forms, and improves the overall user experience.

23.94.4 Resolved bugs

- [DES-4826] User export does not work for customer with large number of users (>90k)
- [DES-5449] Security Improvements
- [DES-5778] The configuration for the max header size for the bpm-service uses the wrong property key in docker-client
- [DES-5853] Docker health check for proxy return always unhealthy if extra domain names are configured
- [PT-1580] Invalid characters in formatted text attribute blocks process warehouse export
- [PT-4375] Attachment not downloadable from chip with a cut name
- [PT-4872] Entity profile performance issue
- [PT-5614] Simulation of business rule fails when DMN contains date and time function
- [PT-6262] Document stamping fails if file ending is not all lower case
- [PT-6692] Empty examiner 2 and 3 get stamped
- [PT-6766] Comment emails will be sent to more recipients than the configured limit
- [PT-6982] Wrong styling of filters of Governance Cockpit
- [PT-12136] Placeholder texts exceed input field size
- [PT-12168] Catalog edit mode design issues
- [PT-12267] Tooltips are missing for administration cards
- [PT-12324] Stage switch does not get updated correctly

- [PT-12362] Help link in administration redirects to wrong section in online help
- [PT-12386] Catalog archives will be displayed in enabled edit mode
- [PT-12420] Input limit does not work for user group names in Portal
- [PT-12434] Some OCL rules lead to errors leading to an empty validation
- [PT-12531] Debug tool does not work correctly with relationship attributes
- [PT-12598] User group administration issues in Portal
- [PT-12667] User administration issues in Portal
- [PT-12683] Buttons on click (hold) have too strong color
- [PT-12711] Security improvement
- [PT-12804] Changed file upload limit is not respected in Portal
- [PT-12819] Top bar badge font color is wrong
- [PT-12832] User group members are not filtered out in add dialog
- [PT-12927] Request token does not get updated
- [PT-12960] Delete file in all languages dialog does not get displayed
- [PT-12962] Attachment attribute label gets display without a value
- [PT-12979] Direct link to an attachment leads to errors
- [PT-13023] Central search URL misses parameters
- [PT-13057] SVG does not get updated on language switch
- [PT-13082] Radio buttons on touch devices behave incorrectly
- [PT-13084] Catalog facet does not show custom attribute name changed in a object context
- [PT-13091] Printing does not work with a SVG logo set as footer or header
- [PT-13191] Missing tool tip for cut attachment names in Portal
- [PT-13205] Pasting a selection with free form elements or big images can cause errors
- [PT-13280] Label in quick modeler dialog is incorrect
- [PT-13281] Entity profile report availability is not taken from report descriptor
- [PT-13413] Error toasts get displayed to all users
- [PT-13440] Deleting assigned objects in catalog details page is not persisted
- [PT-13456] Diagram dashboard not displayed in Portal
- [PT-13463] Generate smart description tooltip is incorrect
- [PT-13465] Generated smart description gets inserted in wrong attribute
- [PT-13496] BPMN quick model import does not work with associations without edge symbols
- [PT-13540] Wrong error handling in central search
- [PT-13546] Validity expiration banner does get updated when switching stages
- [PT-13548] Invalid archive retention period values can get persisted
- [PT-13558] Archive export does not work on repository level
- [PE-1356] If a column in a DMN table contains prefilled values, not only strings are presented as dropdowns.

- [PE-1468] When delegating to a group, the instance is permanently listed.
- [PE-4135] A new tab created from the run link is not being updated if it is changed.
- [PE-7622] Dragging the scrollbar of the process flow view is not working and shows a not allowed icon.
- [PE-7791] The “My cases” list does not update the process name when a new case is created and a second tab is open.
- [PE-8059] Elastic is rejecting write operations due to the flood stage watermark being reached
- [PE-8153] The regexmatch formula returns the matching expression by default.
- [PE-8331] Sorting by status on the “My tasks” view is not working as expected.
- [PE-8399] Attachment names are not shown correctly.
- [PE-8513] The ordering arrow for columns in the case list is not shown if there is not enough space.
- [PE-8562] Fetching users from a group only returns the first 20 users.
- [PE-8566] The user form loads slowly.
- [PE-8663] Terminate end events are not archiving the case when the fragment where the event belongs is not completed.
- [PE-8749] German translations are incorrect in some places across the application.
- [PE-8896] Line breaks within the ProcessApp titles do not consider proper hyphenation.
- [PE-8906] Attachment URL is shown instead of the title of the attachment.
- [PE-8908] DMN evaluation filters variables with null values and makes the evaluation fail because there is no value for the corresponding input.
- [PE-8924] DMN tasks in error status do not show the error icon.
- [PE-8925] The attribute labels in the form inside the process flow view are not shown after refreshing the page.
- [PE-8978] The autocomplete suggestion list for formular fields in the form editor is not working in the form preview and default value
- [PE-8979] A ProcessApp beginning with a parallel gateway gets stuck.
- [PE-8983] Inclusive gateways at the beginning of a ProcessApp are failing.
- [PE-9048] Script/REST service task is stuck when it is not possible to add variables.

23.95 Version 7.13.25

23.95.1 Resolved bugs

- [PT-15014] No diagram options are displayed in Portal
- [PT-14966] Persons and organizational units are suggested in bulk editing

23.96 Version 7.13.24

23.96.1 Resolved bugs

- [PT-14876] When a pool as approved catalog item gets converted into a suggestion and activities will be dropped inside you cannot get the menu of the activity by right clicking

23.97 Version 7.13.23

23.97.1 Resolved bugs

- [PE-9624] User Form's multiple choice fields does not load correctly the key/value pairs
- [PE-9369] Call Activity with active status after archiving the parent case is shown in MyTasks view
- [PT-14741] Suggestions for assignment governance attributes are not filtered by range

23.98 Version 7.13.22

23.98.1 Resolved bugs

- [PT-14550] Opening files (PDF) directly in the integrated browser viewer behaves inconsistently throughout the application and opens file with uuid as name instead of the real file name
- [PT-14619] Diagrams cannot be checked in when assigned entities are not available

23.99 Version 7.13.21

23.99.1 Resolved bugs

- [DES-5840] Users and groups with short names sometimes not reachable in attribute suggestion list
- [PE-9447] Formula for conditional hidden field not working properly
- [PT-14136] Users and groups with short names sometimes not reachable in attribute suggestion list
- [PT-14377] Diagram cannot be checked in when diagram assignment attributes contain inaccessible or circular references

23.100 Version 7.13.20

23.100.1 Resolved bugs

- [PT-13750] Opening an attachment opens a file with a uuid as name instead of the real file name
- [PE-9194] Several diagram updated message in a short period cause loss of updates
- [PE-9372] Deputy: Task is reassigned when the person responsible does not have an assigned status

23.101 Version 7.13.19

23.101.1 Resolved bugs

- [PT-14145] Re-indexing of catalog-search fails instead of appropriate error handling
- [PT-14165] Inconsistent data can cause publication steps to be repeated
- [PT-14183] Catalog entries with assignments are reindexed multiple times during bulk index

23.102 Version 7.13.18

23.102.1 Resolved bugs

- [DES-5926] UpdateMessages sent after the bulk update of diagrams don't have the correct priority
- [DES-5974] No archives are created for bulk updates

23.103 Version 7.13.17

23.103.1 Resolved bugs

- [PE-9178] Files used in a JSON body of a REST service task include line breaks
- [PE-9278] Multi-line text fields link option is displayed incorrectly
- [PT-14008] Delete file in all languages dialog does not get displayed

23.104 Version 7.13.16

23.104.1 Resolved bugs

- [PT-13896] Checking in a diagram is not possible when using Firefox browser
- [PT-13754] Deleting user-assignment values is not possible in Portal

23.105 Version 7.13.15

23.105.1 Resolved bugs

- [PT-13564] Reduce the amount of calls and loaded data when validating a diagram
- [PT-13641] Cursor focus disappears on Catalog/Diagram edit page when typing in a value on an empty formatted text field

23.106 Version 7.13.14

23.106.1 Resolved bugs

- [PE-9084] Forms which are too big for the available screen size cannot be completed from the MyTasks view
- [PE-9093] Text area in form makes completion of task from My Tasks view fail

23.107 Version 7.13.13

23.107.1 Resolved bugs

- [DES-5888] Wrong thread pool configuration in some services

23.108 Version 7.13.12

23.108.1 Resolved bugs

- [PE-9029] Javascript Script Task do not have access to Java classes anymore

23.109 Version 7.13.11

23.109.1 Resolved bugs

- [PE-8952] Process Instance Monitoring View is partially hidden
- [PE-8979] A ProcessApp beginning by a parallel gateway get stuck
- [PE-8983] Inclusive gateways at beginning of ProcessApp are failing
- [PE-8993] Page layout incorrect when user lands on Mytasks page from a link - App stage
- [PE-8046] Elasticsearch is overload due to many request
- [PE-8955] Boolean fields with default value true are not working properly

23.110 Version 7.13.10

23.110.1 Resolved bugs

- [PE-8907] Disable Nashorn compatibility mode in the script engine to support JavaScript ECMA version 13
- [PE-8919] Breadcrumb is not shown in flow view when the page is refreshed
- [PT-13376] Notify UserFlow about enabled AI features
- [PT-13434] Default attribute values are not applied when creating a new entity
- [PT-12305] Default attribute values are not applied when an entity is created in the catalog

23.111 Version 7.13.9

23.111.1 Resolved bugs

- [PE-8796] Process variables of type Array are not available in reports
- [PE-8804] Diagram without a start behaves erroneous
- [PE-8811] ProcessApp is not checked in when it has multiple starting points and one of the paths is a single node
- [PE-8824] Logout button gets redirect to login page
- [PE-8826] Form data is lost when the application tokens expire because of inactivity
- [PE-8838] Formula Field producing values NaN causes a Bad Request when saving variables

23.112 Version 7.13.8

23.112.1 Resolved bugs

- [PT-12919] Update gpt-api version
- [PT-12927] Render-service runs into infinite request loop when request token is expired
- [PT-13257] Non-localized multi-value link attributes are not shown in the Catalog Details view in the new UI

23.113 Version 7.13.7

23.113.1 Resolved bugs

- [PT-12374] Attachment titles get double encoded
- [PT-13077] Object attribute icons will not be removed anymore after removing the node and undo the change
- [PT-13148] When opening or using an approved catalog item with a description that is missing a surrounding <p> tag, a suggestion is created without any user interaction

23.114 Version 7.13.6

23.114.1 Resolved bugs

- [PT-13078] Selecting an entity in a relationship attribute does not update symbol condition (Portal designer)
- [PT-13079] Removing an activity with entities in relationship attribute can cause inconsistent diagram data

23.115 Version 7.13.5

23.115.1 Resolved bugs

- [PT-13025] Chromium update centers the catalog list vertically, making half of the list inaccessible
- [PE-8699] Smart variables are mapped from sub case to parent case

23.116 Version 7.13.4

23.116.1 Resolved bugs

- [PE-8672] The placeholder replacement with text empty values make formulas fail
- [PE-8678] User Task's Boolean Fields are not initialized when starting the task

23.117 Version 7.13.3

23.117.1 Resolved bugs

- [PT-6076] Disabled content language gets set as alternative language on first login
- [PE-8443] Due date value does not work bidirectionally with process variables
- [PE-8480] REST, Report and Script tasks are being executed inside a transaction
- [PE-8539] User Form Default values are applied when the variable has a falsy value but not null nor undefined
- [PE-8566] User form is loaded slowly

23.118 Version 7.13.2

23.118.1 Resolved bugs

- [PT-12833] Reports execution fails when using a client token

23.119 Version 7.13.1

23.119.1 Resolved bugs

- [PT-7872] Cursor jumps to beginning of HTML attributes
- [PT-10599] Workflow-service sometimes does not restart automatically
- [PT-12409] Autocomplete list shows less than 5 results when potential results are already used
- [PT-12413] Enumeration values of 0 aren't displayed and cannot be validated
- [PT-12495] Removal of an internal allocation diagram generates broken visual data
- [PT-12550] Wrong context menu functions for approved catalog items in diagram editor

- [PT-12589] Disable process draft feature in UI
- [PT-12827] Copy pasting does not work anymore

23.120 Version 7.13.0

23.120.1 New features

Receive translation suggestions via DeepL connector (separate licensing)

In the public workspace of the new user interface, translation suggestions for language-dependent text attributes can be requested via the DeepL API. This enables even faster translation of multilingual content from [diagrams](#) and [catalog entries](#). The feature is available in diagram and catalog translation modes and requires a connection to a DeepL account. Administrators can easily link their company's DeepL account in the new BIC Process Design administration to [connect their system to the DeepL API](#).

Note: Please note that DeepL integration is separately licensed and needs to be activated for your account. Before linking a DeepL account, ensure your company policies allow data exchange with DeepL.

Bulk editing of diagram attributes in the public workspace

In the new user interface, we have significantly simplified the management of existing diagrams. Administrators and Editors can now comfortably make bulk changes to the assignment attributes of diagrams in the public workspace. The bulk editing function allows for efficient updating of an attribute value for multiple diagrams simultaneously.

Creation of a BPMN Quick Model including resources

In the [BPMN Quick Model Excel template](#), resources for an activity can now also be captured. When importing the completed Excel template, the associated resources are automatically included in the generated BPMN diagram.

Note: Please note that importing resources may generate new catalog suggestions and does not rely on existing catalog entries.

Open PDF attachments directly in your browser's integrated PDF viewer

PDF attachments in both the old and new user interfaces are now opened directly in the browser's integrated PDF viewer. This allows you to easily view PDF documents even if you do not have a separate PDF viewer installed on your device or if you want to view the document before downloading it.

23.120.2 Existing functions available in the new user interface

Translate diagrams in the public workspace

We have improved the [translation mode for diagrams](#). You can now access it in the public workspace without having to check out the diagram. The translation mode can be found in the diagram options.

Export repository

Administrators can [export a repository](#) via the category tree to download the data from the public workspace, preview, or publication.

Publish repository

Administrators and Editors can now [publish repositories](#) from the public workspace. To avoid unintended publications, we have implemented an additional security measure: Before publishing a repository, a confirmation dialog is displayed. This ensures users that the publication is intentional.

23.120.3 Improvements in the new user interface

Display diagram and object type

The type of a diagram or selected object is now displayed in the properties.

Integrated forward and backward navigation

We have improved navigation in the new user interface. You can now use the [integrated forward and backward navigation](#) to navigate forward and backward along your navigation path.

Property view for relationship attributes

You can now also open and display the properties of relationship attributes in diagrams and objects. This feature was already available for assignments and has been extended to relationship attributes.

Marking objects with comments in the diagram

We have improved [interaction with object comments](#). Users can now select commented objects directly from the comment area to mark them in the diagram and move them into the visible area.

Displaying occurrence attributes in all diagram views

The values of occurrence attributes are now displayed in all diagram views. Please note that you may need to customize the profile view of objects to display the desired attribute.

23.120.4 Existing administration functions available in the new user interface

The new user interface provides access to familiar administration functions. You can now easily:

- Set [content, alternative, and default languages](#)
- Set [reminders for workflow tasks and resubmissions](#)
- Adjust [archiving settings](#)
- Set standard configuration of [header and footer for print outputs](#)
- Customize BIC Process Design to match your company's [corporate design](#)
- Select filters for [central search](#)

In upcoming versions, we will integrate additional missing administration functions into the new user interface.

23.120.5 Process-Execution

Timestamp in case overview

Users can now see in the case overview when a task was started and completed. *Intermediate timer events* are also displayed in the process flow view of a case. The trigger time of the intermediate event is also displayed. This promotes the transparency and traceability of your work processes.

Event-based process control

From now on, a message with the event ID is sent for throwing events such as end events or certain intermediate events. A corresponding catching event such as start events or certain intermediate events with the *same identifier* are *automatically triggered by this message*. This function enables a more transparent and precise control over your work processes.

Immediate process termination by end event

Cases can now be instantly terminated by terminating end events. This is useful whenever the process contains parallel paths, and the parallel activities no longer need to be executed when a certain end event is reached.

Configuration of output document reports

With Service Tasks, *documents can now be created based on templates*, like BIC Process Design. Users have the option to fill a Word template with data from the case and to flexibly choose between output formats Word and PDF. This extension enables efficient document creation and opens a wide range of application options for individual process requirements.

Defining multiple expected HTTP status codes

Users now have the option to specify *multiple expected HTTP status codes* when configuring REST requests. This new feature provides enhanced flexibility in API usage, allowing you to make your applications more robust and reliable. This is important, for example, if a particular endpoint sometimes responds with 200 and sometimes with 201. With the introduction of a new variable, “_response”, you can access to the status code, enabling you to control the further course of the case.

Summary of case information in a variable

Until now, various pieces of information about the case were available in individual variables (e.g., creatorName). With the introduction of the new *smart variable* “_case”, we have now summarised this information for all newly created processes. With the “_case” variable, customers can easily access case information.

Improved task and case search

Users now can search the task and case list using advanced filtering options, enabling efficient management and prioritization. These features allow you to quickly sort the lists by a specific column and order, as well as *filter by due date* to identify and focus on important tasks or cases. Additionally, you can search for tasks by name.

Input documents in subprocess

As a user, you now have the option to provide *documents in the case for a subprocess*. To do this, you simply need to model the document as input in the main process for the subprocess, and the file will be automatically made available in the subprocess.

Corporate Design and Redesign

The color configurations from BIC Process Design are now also adopted in BIC Process Execution to ensure a consistent design of the application. Additionally, we have further optimized the UI in BIC Process Execution and aligned it with the new UI from BIC Process Design.

Process variables for archived cases

From now on, *ProcessApp Administrators* can also access *process variables for archived cases*. For the *ProcessApp Creator* role, access to these variables remains limited to the Studio and testing environment.

Quick identification of signature tasks

Users can now identify which tasks are *configured as signature tasks* in their task list. This function allows for quickly identifying signature tasks and determining where additional authentication is required.

Notification for unsupported browsers

From now on, users will receive a notification when attempting to access the application using an unsupported browser. This notification aims to ensure that users have the best possible experience with the application and encounter no limitations due to their used browser.

23.120.6 Resolved bugs

- [DES-2920] Wrong warning information regarding the SAML group mapper configuration in the installation documentation
- [DES-4161] Security Improvement
- [DES-4481] Security Improvement
- [DES-4502] BPMN import fails if “<text>” section for an “textAnnotation” is missing
- [DES-4507] API Documentation contains “unresolved directive” problems in domain-service
- [DES-4983] SQL Statement to identify SSO-tenants in the toolbox does not collect all relevant tenants
- [DES-5330] Public-apigateway is not part of the “docker-compose-64.yml”
- [PT-1390] Examiner does not receive depublication mail
- [PT-6552] Date input field doesn’t apply new value
- [PT-7248] Tenant customized colors are not applied to previously unsaved entities
- [PT-7504] AR and PL templates are not included in the template overview for manual reports in admin ui
- [PT- 8216] Matrix View becomes unresponsive with bigger data sets (Portal)
- [PT-8530] No search results default page will be displayed shortly
- [PT-9238] Workflow task dialog is displayed incorrect
- [PT-9844] Search facets in catalog change order
- [PT-9969] Catalog Favorites are saved as an empty tile
- [PT-9971] MyBIC Page in Portal reloads tiles when switching content language
- [PT-10299] MyBIC tiles don’t work in high contrast mode
- [PT-10301] Interaction with item bar reloads attribute view
- [PT-10305] Check in warning dialog appears when using default values for access restriction
- [PT-10406] Catalog headers differ in different screen sizes
- [PT-10817] “Read more” button on long description is not reachable (Portal)
- [PT-11005] Renaming favorite fails (Portal)
- [PT-11198] Main diagram cannot be saved
- [PT-11256] Catalog resubmission isn’t automatically closed after the depublication
- [PT-11359] Arabic, Japanese, and other supported languages text not displaying when printing a PDF
- [PT-11364] System attribute are displayed in profile view (Portal)
- [PT-11458, PT-11659] Security improvement
- [PT-11459] Report executions do not work for certain timezones

- [PT-11476] Empty mandatory attribute value prevents checkin
- [PT-11550] “Show more” option of description disappears (Portal)
- [PT-11562] Diagrams with allocation diagrams stuck in the loading screen
- [PT-11602] Export to excel only works by clicking the icon (Portal)
- [PT-11662] Suggestion list for assignment attributes is not usable
- [PT-11689] Character limit will be ignored in translation mode
- [PT-11701] Missing toast when modifying a catalog item within a diagram
- [PT-11709] [Firefox] Catalog list loses scroll position when navigating back from details
- [PT-11751] Incorrect behavior of long names (Portal)
- [PT-11932] Diagram navigation bar is not shown correctly for certain window sizes
- [PT-11943] Catalog edit button is displayed in Publication
- [PT-12066] Add user to group dialog is blank
- [PT-12068] Latest version option for a selected stage is disabled (Portal)
- [PT-12075] Design error
- [PT-12081] Occurrence attributes do not show up on attribute profile view (Portal)
- [PT-12082] Switching content/alternative language does not update columns in catalog translation mode
- [PT-12087] Commentator name is not visible in the comment hub (Portal)
- [PT-12108] Process Warehouse export shows disabled attribute types
- [PT-12186] Edit link dialog in rich text field freezes diagram editor
- [PT-12262] Catalog translation mode can be left without dialog (Portal)
- [PT-12266] Catalog translation button is visible in Publication (Portal)
- [PT-12289] Incorrect visual feedback for unavailable assignments in Profile View (Portal)
- [PT-12292] Removing a description in diagram does not delete the value
- [PT-12348] Subcategories are displayed duplicated in category tree (Portal)
- [PT-12355] [Firefox] Customer logo is sized incorrectly (Webclient)
- [PT-12376] Back button does not work after opening a diagram through Governance cockpit
- [PE-2297] Field Size in form field editor doesn’t change width
- [PE-4635] Mobile View: Background fails to scroll to last element while scrolling the menu
- [PE-5753] Group icon missing in process flow and in form in responsible chip when group is assigned
- [PE-7774] Service Task “OAuth2” error message will not go away, after we change the authentication type
- [PE-7859] Edit Process Variable and Archive Instance Button are shown after an Instance is completed
- [PE-7884] Prometheus endpoints are not installed
- [PE-7905] Subcases and cases with attachments with expired retention period are not removed
- [PE-7939] Sonar test coverage is not calculated
- [PE-7965] Many threads crash the system with an OOM Exception
- [PE-8001] Date picker input fields do not allow manual date entry

- [PE-8159] Email reminders are notifying for tasks with due date today a day before the expected one
- [PE-8175] “Show more” button of the form description is not displayed when description is long
- [PE-8311] Conditional text area loses content when hiding and un-hiding (visual issue)
- [PE-8316] Sort by task name is not working properly
- [PE-8318] Mandatory validation of form fields is not enforced when claiming and completing tasks very quickly
- [PE-8347] Exporting report does not work
- [PE-8357] Insufficient error logging for deletion of non-execution users or groups
- [PE-8358] Out of memory is thrown when a process definition with many cases is updated
- [PE-8382] Tasks list columns are not aligned with their headers
- [PE-8392] Inconsistent update of assigned role in cases across database

23.121 Version 7.12.21

23.121.1 Resolved bugs

- [PT-13896] Checking in a diagram is not possible when using Firefox browser

23.122 Version 7.12.20

23.122.1 Resolved bugs

- [PT-13564] Reduce the amount of calls and loaded data when validating a diagram

23.123 Version 7.12.19

23.123.1 Resolved bugs

- [PE-9029] Javascript Script Tasks do not have access to Java classes anymore

23.124 Version 7.12.18

23.124.1 Resolved bugs

- [PE-8955] Boolean fields with default value true are not working properly
- [PE-8979] A ProcessApp beginning by a parallel gateway get stuck
- [PE-8983] Inclusive gateways at beginning of ProcessApp are failing
- [PE-8046] Elasticsearch is overload due to many request

23.125 Version 7.12.17

23.125.1 Resolved bugs

- [PE-8907] Disable Nashorn compatibility mode in the script engine to support JavaScript ECMA version 13
- [PE-8919] Breadcrumb is not shown in flow view when the page is refreshed

23.126 Version 7.12.16

23.126.1 Resolved bugs

- [PE-8804] Diagram without a start behaves erroneous
- [PE-8811] ProcessApp is not checked in when it has multiple starting points and one of the paths is a single node
- [PE-8824] Logout button gets redirect to login page
- [PE-8826] Form data is lost when the application tokens expire because of inactivity
- [PE-8838] Formula Field producing values NaN causes a Bad Request when saving variables
- [PE-8897] Entire reindexing fails, if single document update throws an exception

23.127 Version 7.12.15

23.127.1 Resolved bugs

- [PT-13077] Object attribute icons will not be removed anymore after removing the node and undo the change
- [PT-13148] When opening or using an approved catalog item with a description that is missing a surrounding <p> tag, a suggestion is created without any user interaction

23.128 Version 7.12.14

23.128.1 Resolved bugs

- [PT-13078] Selecting an entity in a relationship attribute does not update symbol condition (Portal designer)
- [PT-13079] Removing an activity with entities in relationship attribute can cause inconsistent diagram data

23.129 Version 7.12.13

23.129.1 Resolved bugs

- [PT-13025] Chromium update centers the catalog list vertically, making half of the list inaccessible

23.130 Version 7.12.12

23.130.1 Resolved bugs

- [PE-8672] The placeholder replacement with text empty values make formulas fail
- [PE-8678] User Task's Boolean Fields are not initialized when starting the task

23.131 Version 7.12.11

23.131.1 Resolved bugs

- [PE-8568] Blank values in the process variables form for certain data types gives an error
- [PE-8566] User form is loaded slowly

23.132 Version 7.12.10

23.132.1 Resolved bugs

- [PT-7872] Cursor jumps to beginning of HTML attributes
- [PT-12409] Autocomplete list shows less than 5 results when potential results are already used
- [PT-12413] Enumeration values of 0 aren't displayed and cannot be validated
- [PT-12495] Removal of an internal allocation diagram generates broken visual data

23.133 Version 7.12.9

23.133.1 Resolved bugs

- [PE-8539] User Form Default values are applied when the variable has a falsy value but not null nor undefined
- [PE-8448] User Form does not activate after starting a step manually
- [PT-10599] Workflow-service sometimes does not restart automatically

23.134 Version 7.12.8

23.134.1 Resolved bugs

- [PT-11659] Security improvement
- [PT-12287] Internal allocation diagrams cannot be opened in new UI

23.135 Version 7.12.7

23.135.1 Resolved bugs

- [PE-8341] Performance issues updating ProcessApp definitions
- [PE-8364] Tasks with only attachment form fields cannot be completed
- [PE-8390] Signature tasks cannot be completed

23.136 Version 7.12.6

23.136.1 Resolved bugs

- [PT-12270] Improve SVG compressing

23.137 Version 7.12.5

23.137.1 Resolved bugs

- [PT-12223] SVG image compression is performed on every request and blocks following requests
- [PT-12231] Fit SVG to screen is always enabled in new UI

23.138 Version 7.12.4

23.138.1 New features

- [PE-8297] Delete instances not found in Camunda for studio/test stage and notify for app

23.138.2 Resolved bugs

- [PE-8311] Conditional text area loses content when hiding and un-hiding
- [PE-8318] Mandatory validation of form fields is not enforced when claiming and completing tasks very quickly
- [PE-8324] Postgres error resizing shared memory because no space left on device

23.139 Version 7.12.3

23.139.1 Resolved bugs

- [PT-8786] Manual report shows tables in description attribute with minimal width
- [PT-11601] Content language changes unexpectedly in Portal
- [PT-11657] Change comparison only works when an archive is already existing in Portal
- [PT-11704] Attribute hub does not update data after deleting name and switching between nodes of the same type
- [PT-11752] Blocking OCL rule violations do not prevent the user from check in
- [PT-11783] Cross stage diagram comparison doesn't work in Portal when there is no archived version yet
- [PT-11930] Long text attribute values are not cut and make 'Show changes' button unreachable in Portal
- [PT-12022] Relationship attributes for input and output create wrong edge direction

23.140 Version 7.12.2

23.140.1 Resolved bugs

- [PT-9229] Description of catalog items is missing on catalog list in Portal
- [PE-7982] Text variables which represent a ISO date values are always saved like date but only is needed for Service tasks and external cases creation

23.141 Version 7.12.1

23.141.1 Resolved bugs

- [PT-10139] "Open in new window" attribute gets changed after checking a diagram / catalog item out
- [PT-11140] Switching the suggestion filter on hides entity type filter
- [PT-11305] Pool generated by the excel import can not be copied
- [PT-7251] Responsible gets logged in audit trail and mail instead of responsible (resubmission)
- [PT-10582] Document links created via "Copy URL" are not valid hyperlinks
- [PT-10803] Diagrams sorted incorrectly when filtering
- [PT-10816] Role restrictions are incorrectly applied in Portal

- [PT-10964] Attachment containing special characters cannot be downloaded in Portal
- [PT-11232] Hidden attributes are getting exported in process warehouse
- [PT-11272] You cannot delete free form lines from the canvas
- [DES-4809] Deletion of tenant data for tenants with a huge amount of documents/archives could fail
- [DES-4847] User export is not working for tenants with thousands of users
- [DES-4934] Repository export may fail in case of a complex category structure

23.142 Version 7.12.0

23.142.1 New features

Automatically create a BPMN diagram via Excel import

Administrators and editors can now [download an Excel template for BPMN diagrams](#) from the online help and easily, consistently, and efficiently capture their processes in Excel. Add activities and responsible roles and import the Excel file into the public workspace of the new user interface. A graphical BPMN diagram is automatically generated with the specified responsible roles as pools and lanes. Activities are connected by a continuous sequence flow.

Hint: Please note that this feature is only available in the new user interface. If further editing of the graphical BPMN diagram is required, users need to switch to the old user interface. In future versions, we plan to add support for satellites.

Restructured occurrence list and extended evaluation for assignment attributes

We have made significant optimizations to the [occurrence list in the catalog and diagram options](#) for modeled objects to enhance clarity and detail.

The structure of the occurrence list has been reorganized to include a dedicated entry for each diagram. Instead of a long list of uses, you will now find separate entries for each diagram in which the object is used. These entries are easily accessible and give you a detailed view of how the object is used in that diagram. With just one click, you can seamlessly navigate to the precise usage and quickly visualize connections.

Additionally, we have extended the occurrence list to display the usage of assignment attributes. This means that you can easily review all instances of an object's usage, allowing you to navigate to specific use cases effortlessly.

New sorting for multivalued attribute values

We have improved the search for specific attribute values when dealing with multiple entries in the new user interface. The user's current content language is now automatically used to sort the values of assignment attributes, text attributes, links, and files alphabetically. Examples of such attributes are standard attributes like 'author', 'reviewer', 'keyword' and 'attachment (URL)'. Custom attributes are sorted similarly. The sort order is applied in the matrix view, in the properties, in the quick access under an icon in a diagram, and on the details page of a catalog entry.

Hint: Please note that alphabetical sorting is currently not supported in reports and exports. We are actively working to remove this limitation in future updates. This sorting is not available in the old user interface.

Execute reports on archived diagram versions

The new user interface now allows you to run reports on archived process versions. You can simply [open the archive of a diagram version](#) and execute a [report on that version](#) without the need to manually restore the diagram version. This saves time and greatly simplifies your work. You can run reports at any time, which is important for long-term projects that started with an archived process version.

Hint: Please note that reports do not explicitly indicate whether the version is archived.

Change of report templates for add-ons

Administrators now have full control over the change of add-on-provided report templates.

Hint: Please be aware that the customization options for add-on templates may differ from the standard ones. Refer to the according add-on documentation for details. Changing templates can impact the functionality of these reports.

Converting timestamps for reporting and exporting

The time zone of a logged-in user is now considered when creating reports and exports to ensure that the timestamps refer to the same reference time zone as in the user interface.

Additional content language

Persian can now be [enabled as a content language](#) in the administration.

23.142.2 Method

Method for modeling in attributes

The standard method has been updated to facilitate the transition to modeling resources and satellites within attributes, if you are considering this innovative approach. The default method now includes predefined relationship attributes that can be activated in activities. Additionally, an alternative symbol has been added to indicate that there are resources that are not graphically visible on the modeling interface.

The following attributes are available in the standard method:

- A - Responsible role(s)
- C - Contributing role(s)
- I - Role(s) to be informed
- Supporting application(s)
- Required input(s)
- Produced output(s)
- Risk(s) Occurring

When these relationship attributes have a value, an icon is displayed within the alternate activity symbol, drawing attention to the specific attribute.

Hint: Please note that we recommend making any necessary changes to the method either after training or by requesting us to make the customization. The configuration may not be suitable for inexperienced users. To customize your method, access to the BIC Method Editor is necessary.

Validation of properties of assigned objects

The properties of objects within a diagram can now be validated using OCL in validation.

Hint: Please note that the default validation does not contain a rule that uses this possibility. To customize the validation rules, you need access to the BIC Methods Editor.

23.142.3 Existing functions available in the new user interface

Manage repositories in the administration of the new user interface

In the new user interface, [repository management](#) has been moved to Administration. You can find all existing repositories there and [edit](#) and [delete](#) them. Deleting a repository has been provided with an additional security confirmation prompt to minimize the risk of accidentally deleting it and losing valuable data.

Currently, the list of repositories does not include repositories that have access restrictions set that exclude the administrator. In future versions, administrators will be able to view all repositories. However, they will not have access to the contents of a repository if access restrictions prohibit it.

Printing with individual print settings

The [print settings](#) can now be customized in the diagram options. All print options that were available in the old user interface are still available.

23.142.4 Process-Execution

Intermediate Timer-Events

Designers can now define *intermediate timer* events, enabling fine-tuned control over case progression. This feature allows you to specify a waiting time, ensuring that your cases pause for the defined duration. This precision enhances process orchestration and helps you optimize your case management.

Data Mapping in Service Task

When configuring a *service task*, you can now set it to ignore the response. This additional control prevents the automatic mapping of response bodies to process variables, enabling you to customize the handling of service task responses according to your specific needs.

Service Task Response Handling

When using a *service task*, the response is now automatically stored in a process variable named “_response.”. This variable provides access to the header of the response, allowing for greater flexibility in handling and utilizing the data in subsequent process steps.

Enhanced Task Monitoring

In this release, we’ve made it easier for case managers to track the tasks by introducing the ability to *view open tasks organized by assignee*. This feature simplifies task management and provides clear visibility into assignments, making it more convenient to manage and prioritize work.

File Fields in Form Editor

When configuring forms, you can now add a *file field*, providing you with additional customization options for handling files within your processes. This enhancement empowers you to tailor file-related configurations to meet your specific requirements, making form design more versatile.

Enhanced File Upload Experience

When interacting with file uploads in forms, users will now see a visual representation of the uploaded file’s name. This feature enhances the user experience by making it easier to identify and manage uploaded files.

Integrated Browser Viewer

You can now open PDF files directly in the integrated browser viewer, allowing you to quickly view file content without the need to download. This feature saves time and improves accessibility, making it easier to access and review files within your processes.

Full Text Search for Case Names

Users can now perform comprehensive *full-text searches* in the case list, enhancing your ability to find and access specific cases quickly. This feature streamlines case discovery, saving you time and effort in navigating your cases.

Case and Task List Sorting

Users now have the option to sort the [task list](#) and the [case list](#), enabling efficient management and prioritization. With this feature, you can quickly identify and focus on the most critical tasks or cases at hand.

Access Control

Access control has been refined in this release to provide more tailored permissions. Please note that with Version 7.12, it's essential to assign the specific [ProcessApp roles](#) to your users. These roles are now checked for compliance, and proper role assignment is crucial to ensure a seamless and secure experience with BIC Process Execution:

- ProcessApp Creators now have exclusive access to execution editors, granting greater control over process execution and refinement. In previous versions, all authors had the ability to configure tasks in Process Execution Editors.
- ProcessApp Creators can seamlessly view and edit process variables directly in the studio stage, streamlining ProcessApp development and customization.
- Creating new instances now requires the ProcessApp User role, giving you greater control over different stages in your processes.
- Task assignment and work can only be carried out by ProcessApp Participants. This helps maintain clear responsibilities and ensures that only authorized users can interact with tasks.
- The admin area is now exclusively accessible to ProcessApp Administrators, ensuring the secure and efficient administration. It's worth noting that a BIC Design Administrator can no longer access the administration area in BIC Process Execution.

Gateway Task Assignment

Tasks created at [gateways](#) are now automatically assigned to the corresponding lane, providing more effective responsibility allocation. This feature simplifies task management, ensuring that tasks are consistently assigned to the right team or individual.

23.142.5 Resolved bugs

- [DES-3483] Security improvement
- [DES-4036] Caching of method failed because of serialization issues
- [DES-4132] BPMN file can't be imported if it contains `xsi:type="dc:Point"`
- [DES-4139] Missing migration for entities that have `AT_NAME` as node attributes
- [DES-4152] The system does not prevent users from creating domain objects in stage Preview and Publish
- [DES-4153] When importing BPMN files, for some edges the import uses outdated edge-symbol stereotypes
- [DES-4541] Deleting a single document does not remove the data properly
- [PT-10035] Failed workflows are not correctly aborted
- [PT-10285] Edit option for catalog item is displayed in preview in Portal
- [PT-10978] Add-on reports are incorrectly listed in catalog in Portal
- [PT-10994] Relationship attributes are not displayed in the publication and preview
- [PT-10999] New user group gets displayed in list only after refreshing the page

- [PT-11014] Diagram gets duplicated after cut and paste in category panel in Portal
- [PT-11034] Phrase search cannot be saved as search favorite in Portal
- [PT-11058] Missing spacing to the right for default favorite badges on small resolution devices in Portal
- [PT-11080] Properties panel can be opened in audit trail on small resolution devices in Portal
- [PT-11101] Filter of diagram view not working reliable in Portal
- [PT-1754] Switching the role from Reviewer to Reader does not switch stage to Publication in Portal
- [PT-4481] Some special characters in a comment are shown in unicode in emails
- [PT-4918] Attachments cannot be downloaded in catalog in Portal
- [PT-8106, PT-8342, PT-9322] Security improvements
- [PT-8663] Users in user groups are sorted incorrectly and duplicate entries will be shown while scrolling through the list
- [PT-9033] Diagram editor logs misleading error message
- [PT-9547] Multi-value attributes are not testable via OCL
- [PE-1108] The option “Add team member” is not completely displayed in the German version within the case’s details
- [PE-2698] Boolean fields should default to false in DMN Tasks
- [PE-2779] Gateway Evaluation fails when checked string variable is null
- [PE-2975] Progress bar does not differ between completed and running tasks on overdue
- [PE-3667] Formating applied on email editor is not set in Execution email preview
- [PE-4170] Process with multiple gateways does not start first task
- [PE-4504] ProcessApp Icon Color is not consistent across the application
- [PE-4821] When deputy is delegated an error task, task counter is not update immediately
- [PE-4998] Ng-hal-forms not setting default header
- [PE-5060] Collection cards do not have ellipsis overflow
- [PE-5113] Process Apps in favourites tile show randomly in the wrong order
- [PE-5838] User Picker errors when User/Group begin with the same substring
- [PE-5908] Role assignment is not set in sub case
- [PE-7165] My task/Group task list don’t upgrade correctly when task list is empty
- [PE-7178] Forms Editor fails to detect circular dependencies in in formulas when changed in the field list
- [PE-7313] Instances of deleted diagrams can still be created in app stage
- [PE-7319] Gateways whose execution result in no decision being made end up in state completed, instead of error
- [PE-7324] In certain situations there is a problem with the forecast where a case is not able to show the flow
- [PE-7343] Error creating instance in Elasticsearch for instances created from a timer start event
- [PE-7370] Date Input fields are not editable on smaller screens or when zoomed in
- [PE-7404] Instance is not archived in Elasticsearch
- [PE-7438] Textbox is not alligned with checkbox on Editor Service

- [PE-7514] In the list of fields, you cannot select a field if you click inside the input.
- [PE-7527] Reduce the attributes information of the flow steps to avoid performance issues getting the flow of case
- [PE-7629] Initial readonly and mandatory expression evaluation is failing
- [PE-7707] Update and remove Process Collections templates are sent to NO Admin users in ProcessApp view
- [PE-3272] Process flow calculation breaks on loops with non-exclusive gateways
- [PE-6058] Performance issues on ProcessApp Collections view
- [PE-6148] Script tasks with float variables fails
- [PE-7326] Some Material Icons are missing
- [PE-7344] Can not open link of Disabled URL Field in Firefox
- [PE-7362] Too many variables makes URL too long when requesting variables leading to 414
- [PE-7363] Error evaluating formulas in field conditions
- [PE-7410] Pending task reminder mails are sent without pending tasks
- [PE-7513] Not all Owner are shown as filters in the case list view of a ProcessApp

23.143 Version 7.11.15

23.143.1 Resolved bugs

- [PT-13148] When opening or using an approved catalog item with a description that is missing a surrounding `<p>` tag, a suggestion is created without any user interaction

23.144 Version 7.11.14

23.144.1 Resolved bugs

- [PT-13025] Chromium update centers the catalog list vertically, making half of the list inaccessible

23.145 Version 7.11.13

23.145.1 Resolved bugs

- [PT-7872] Cursor jumps to beginning of HTML attributes
- [PT-10599] Workflow-service sometimes does not restart automatically
- [PT-12409] Autocomplete list shows less than 5 results when potential results are already used
- [PT-12495] Removal of an internal allocation diagram generates broken visual data

23.146 Version 7.11.12

23.146.1 Resolved bugs

- [PE-8390] Signature tasks cannot be completed
- [PE-8448] User Form does not activate after starting a step manually

23.147 Version 7.11.11

23.147.1 Resolved bugs

- [PT-11659] Security improvement

23.148 Version 7.11.10

23.148.1 Resolved bugs

- [PT-11783] Cross stage diagram comparison doesn't work when there is no archived version yet

23.149 Version 7.11.9

23.149.1 Resolved bugs

- [PT-11657] Change comparison only works when an archive is already existing in Portal

23.150 Version 7.11.8

23.150.1 Resolved bugs

- [PE-7946] A String variable with date format 'DD-MM-YYYY' is converting into date and the generated date is not correct
- [PE-7982] Text variables which represent a ISO date values are always saved like date but only is needed for Service tasks and external cases creation

23.151 Version 7.11.7

23.151.1 Resolved bugs

- [DES-4934] Repository export may fail in case of a complex category structure
- [PT-11580] Move activities to other lanes is not possible

23.152 Version 7.11.6

23.152.1 New Features

- [PE-7495] As a process designer, I want to store the response of a service task as a process variable, so that I can access and utilize various parts of the response in subsequent steps of the process
- [PE-7699] Prepare services so that quay labeling for legacy releases is easy possible

23.152.2 Resolved bugs

- [PE-7598] Long automatic tasks could block all database connections
- [PE-7629] Initial readonly and mandatory expression evaluation is failing

23.153 Version 7.11.5

23.153.1 New Features

- [PT-9819] As a user, I want to see changes in relationship attributes in version comparison so that I can identify the differences of two versions
- [PT-10264] As a user, I want to use OCL for relationship attributes
- [PT-9916] As a symbol editor, I want to use association types as conditions for formatting symbols

23.153.2 Resolved bugs

- [PT-10694] When deleting a node that has Relationship Attributes maintained, the Relationship nodes do not get deleted and produce ghost nodes
- [PT-10626] Catalog items are created without default assignment in Portal

23.154 Version 7.11.4

23.154.1 Resolved bugs

- [DES-4550] Wrong max-http-header size configuration for some services
- [DES-4053] Elasticsearch frequently restarts due to memory problems
- [PE-7586] In a JSON body, when utilizing placeholders for string arrays, the quotation marks are missing
- [PE-7607] Hyperlinks in disabled/readonly fields are not functional in Firefox

23.155 Version 7.11.3

23.155.1 Resolved bugs

- [PE-7457] Migration of gatewaypoints fails

23.156 Version 7.11.2

23.156.1 Resolved bugs

- [DES-4447] SQL Statement to identify SSO-tenants in the UPGRADE.md for version 7.11.0 does not collect all relevant tenants
- [PT-10321] Categories cannot be reached on small resolution devices
- [PT-10477] Associations of relationship attributes are created in the wrong direction

23.157 Version 7.11.1

23.157.1 Resolved bugs

- [PT-9944] Scrolling diagram filters does not work on small screens (e. g. mobile devices)
- [PT-10063] Unable to search in categories for diagrams after the category or diagram was moved
- [PT-10302] Process cost analysis report does not calculate resources
- [PE-7342] ObjectOptimisticLockException when calculating the path with gateway expressions
- [PE-7391] Task details view does not open on mobile

23.158 Version 7.11.0

23.158.1 New Features

Set validation scope of languages for mandatory attributes

Administrators now have more control over the [validation of mandatory language-dependent text attributes](#) during publishing workflows. With this update, administrators can now specify whether these attributes should contain a value in any content language, a value in the enabled default content language, or a value in all enabled content languages. These settings apply to new workflows from the beginning, while ongoing workflows keep their existing settings. This configuration can only be set in the new user interface administration.

Improved notifications for editorial releases and favorites

In this release, we have made adjustments to the default behavior for [scope e-mails](#) in editorial releases and notifications for updated favorites. **By default, the scope will no longer receive notifications about changes when an editorial workflow is initiated.** However, users still have the option to send scope e-mails by selecting the mail sending feature in the workflow start dialog.

Similarly, in the new user interface, we have updated the default behavior for [change notifications related to newly marked favorites](#). **By default, we will no longer send change e-mails for newly marked favorites.** Instead, users are now required to actively subscribe to receive change notifications for their favorites. **Change e-mails will continue to be sent for favorites marked in the old user interface.**

It is important to note that we will continue to send change notifications for existing favorites to facilitate a smooth transition to the new default behavior. Users can manage their change mail subscriptions, including subscribing and unsubscribing, on their myBIC page within the new user interface.

Favorite catalog lists

In the new user interface, we have introduced a new feature that allows users to [mark lists in the catalog as favorites](#). Once marked a catalog list as favorite, this lists will conveniently appear as tiles on the user's myBIC page, providing easy access to their preferred catalog items. We do not send change notification e-mails when a favorite catalog list is updated. Additionally, at present, there is no explicit subscription option available for these updates.

It is important to note that the catalog favorites feature is exclusively available in the new user interface. If you are using the old user interface, you will not find the Catalog Favorite tile on your myBIC page, and you will not be able to mark a catalog list as a favorite in the catalog of the old user interface. Furthermore, Administrators cannot set a catalog favorite as a myBIC configuration for their organization.

Alternative to the graphical modeling of resources

We have introduced a new feature that allows you to model the relation between resources and activities within the activity attributes. Once you have prepared your method accordingly, you can select a catalog entry in the corresponding activity attribute or directly create a catalog proposal from the suggestion list. This automatically establishes the configured relationship between the selected catalog entry and its activity.

This alternative approach to graphical modeling offers many advantages. For example, the resources of an activity no longer need to be arranged graphically, and existing processes can be more easily maintained throughout their lifecycle. Readers see the resources in a more natural representation and do not need to learn a specific notation to understand the process.

Please note that this new capability needs to be activated in your method and is not available automatically. Before enabling this feature, we recommend checking its impact on your modeling conventions. Currently, the functionality of this new modeling option is still limited. Version comparison is not yet optimized for this new approach, and validation needs to be extended. However, these limitations will be improved shortly.

Save simulation parameters and continue working with them

We have optimized the simulation to enhance usability. From now on, you can assign individual names to simulation scenarios, enabling better navigation among different scenarios. Additionally, you can now [save the entered parameters](#) of a scenario and continue working on them later if needed. These saved scenarios are also visible to other simulation users, promoting collaboration.

Please note that scenario names cannot be changed afterwards and that scenarios saved in new diagram versions will no longer be available if the previous diagram version has been archived.

23.158.2 Existing features available in new user interface

Print diagram graphic with default print settings

In the new user interface, you now have the option to [print the diagram graphic](#) of a checked-in diagram through the options panel. Currently, you have access to default standard print settings that cannot be customized individually. Nevertheless, enhancements in this aspect are scheduled for the near future.

Rename personal favorites on myBIC

On your myBIC page, you can now [rename](#) diagram, catalog list, and search result favorites using the context menu of each respective tile. Renaming does not affect the content of the personal favorite but exclusively contributes to better user clarity. The changes made apply only to the active content language.

Please note that standard favorites defined by the administrator cannot be renamed.

23.158.3 Process Execution

Filter Facet Date Range Options

We are excited to introduce a brand-new feature that enhances your task and case management experience. As a user, you now have the power to conveniently filter your [lists of tasks](#) and [cases](#) based on specific date ranges for due dates. This means you can easily narrow down your workload and focus on the tasks that matter most within your desired timeframe.

Task Status Monitoring

We have added a [task status monitoring feature](#) that displays the status of your open tasks. This means you will have quick and easy access to see how your tasks are progressing without having to dig through details. Stay informed and in control with this new addition.

Global Variable Management

We are thrilled to announce that users can now *use global variables in their processes*. This powerful addition allows you to create more dynamic and adaptable workflows, utilizing variables that can be accessed throughout your processes.

We have also rolled out a handy enhancement that gives you more control over your application's configuration. You now have the ability to *delete global variables* that are no longer needed. This helps keep your application clutter-free and ensures you're utilizing resources efficiently.

Process Enhancement - Task Start Restrictions

Authors and users working with ProcessApps, this one is for you. We've added a feature that allows authors to define restrictions on *manually starting tasks*. This means you can have better control over your process flow, ensuring tasks are initiated only when appropriate. This enhancement provides a more streamlined and efficient process.

Process Enhancement - Skip Case Creation Start Form

We are all about optimizing your workflow. Authors, we heard you! You can now define that the *case creation start form will be skipped*. By skipping this form, you gain the advantage of creating a specific form as the first task in a process. This opens up possibilities for delivering a tailored and engaging user experience right from the start.

Seamless Navigation to BIC Process Design

Users can now seamlessly jump *from their ProcessApp to the corresponding diagram* in BIC Process Design. This feature enhances collaboration and ensures a smoother transition between design and implementation.

Base64 Encoded File Transfer

Need to send files as part of your JSON request? We have got you covered. With this new feature, users can now send files as *base64 encoded strings in JSON request bodies*. This simplifies the process of sharing files and streamlines data integration across your systems.

Starting Timer Event Option

We have tidied things up to ensure a clean and user-friendly experience. You will notice that when a process has a starting timer event, this event will not appear as an option during manual process initiation. This design decision emphasizes the automatic triggering nature of timer events, ensuring a more intuitive and efficient user experience. This subtle adjustment helps maintain clarity in your process options.

23.158.4 Resolved bugs

- [DES-3793] Missing logging configuration for elasticsearch and audit-logstash in docker-compose-local.yml(example)
- [DES-4040] domain-data-archive-service creates error logs for repository exports
- [DES-4054] BPMN import seems to run indefinitely if an internal error occurs
- [DES-4151] Metrics configuration for spring services are not correct
- [DES-4276] Logout is not possible when user token size is above 4KB

- [DES-4439] Some modules do not support SCRAM authentication for database connectivity
- [PT-1859, PT-1951, PT-2355, PT-4104, PT-9724, PT-9725, PT-9726] Navigating to a different repository does not update repository switch
- [PT-1860] Custom name for catalog item profile is not displayed correctly (Portal)
- [PT-6871] File title is HTML encoded in title edit dialog
- [PT-7585] Sanitizing HTML attributes is too strict
- [PT-7818, PT-9089, PT-9312] Security improvements
- [PT-8743] Header of catalog item details page is not sticky
- [PT-9255] Pasting content into HTML attribute takes over unsupported HTML tags
- [PT-9265] Search field clearing fails to clear filter facets in diagrams, catalog, governance, and central search
- [PT-9436] Publish option is missing for categories (Portal)
- [PT-9442] User login count is capped to 10000
- [PT-9467] Catalog item profile report cannot be triggered (Portal)
- [PT-9489] Indexing attachments causes memory errors
- [PT-9703] Administration tiles in Portal are not colored
- [PT-9729] Misleading description of process warehouse report
- [PT-9753] Favorite update mail has wrong reference
- [PT-9843] Applicable documents cannot be downloaded (Portal)
- [PT-9999] Catalog item profile report has wrong page break
- [PT-10063] Unable to search in categories for diagrams after the category was moved
- [PT-10134] Changing to suggestion a catalog element doesn't update publish button properly
- [PT-10140] Approve/Reject button is briefly shown when opening catalog details view in publication
- [PE-6883] Exporting in the DMN Editor does not work on Firefox
- [PE-6888] Update a task takes too long
- [PE-6898] Improve Flow View loading screen when creating a case of an empty diagram
- [PE-6919] XS/S version: Filter Design is incorrect
- [PE-7056] Error when case name exceeds 100 characters
- [PE-7057] Non-Admin users see the Process Monitoring tab
- [PE-7096] Null token is allowed on root API end-point
- [PE-7152] Visual error because scroll overlay doesn't work
- [PE-7167] Visual error to enter name with space when create a case
- [PE-7187] Details section inside the form field doesn't show the 'Show more' button
- [PE-7240] When we have multiple starting timer events and one of those events is triggered we see a manual decision at the beginning of the flow
- [PE-7263] Recreated User groups do not work properly
- [PE-7268] Wrong font in attachment link
- [PE-7299] ProcessApp Collection color bug after resizing

- [PE-7301] Case stuck waiting on a gateway
- [PE-7314] ProcessApps Search box is moving when clicking on “Toggle Sidebar” button
- [PE-7315] Variables cannot be updated when form field changes from single choice type to multiple choice
- [PE-7345] User Tasks with FormulaJs are not executed in the Task Popup View

23.159 Version 7.10.17

23.159.1 Resolved bugs

- [PT-11783] Cross stage diagram comparison doesn’t work when there is no archived version yet

23.160 Version 7.10.16

23.160.1 Resolved bugs

- [PT-11657] Change comparison only works when an archive is already existing in Portal

23.161 Version 7.10.15

23.161.1 Resolved bugs

- [PE-7629] Initial readonly and mandatory expression evaluation is failing

23.162 Version 7.10.14

23.162.1 Resolved bugs

- [PT-10626] Catalog items are created without default assignment in Portal

23.163 Version 7.10.13

23.163.1 Resolved bugs

- [PE-7482] Step with mandatory text area can be completed without value inside in mobile view
- [PE-7457] Migration of gatewaypoints fails

23.164 Version 7.10.12

23.164.1 Resolved bugs

- [PT-10321] Categories cannot be reached on small resolution devices

23.165 Version 7.10.11

23.165.1 Resolved bugs

- [PE-7342] ObjectOptimisticLockException when calculating the path with gateway expressions
- [PE-7391] Task details view does not open on mobile

23.166 Version 7.10.10

23.166.1 Resolved bugs

- [PT-9944] You cannot scroll correctly through the diagram filter list on small screens (e.g. mobile devices)
- [PT-10302] When I use process cost analysis report, it does not calculate resources

23.167 Version 7.10.9

23.167.1 Resolved bugs

- [PT-9753] Favorite update mail has wrong reference

23.168 Version 7.10.8

23.168.1 Resolved bugs

- [PT-10240] First entity type is not displayed in publication catalog
- [PT-10245] Some modules do not support SCRAM authentication for database connectivity
- [DES-4439] Some modules do not support SCRAM authentication for database connectivity

23.169 Version 7.10.7

23.169.1 Resolved bugs

- [PT-10130] Catalog search sends wrong locale for facet request

23.170 Version 7.10.6

23.170.1 Resolved bugs

- [PT-9321] Configure time zone for date values in stamped attachments

23.171 Version 7.10.5

23.171.1 Tasks

- [PT-9347] As administrator, I want that the creation option for catalog items in an assignment attribute depends on the administration settings for catalog items

23.172 Version 7.10.4

23.172.1 Resolved bugs

- [PE-7144] Execution Apigateway does not manage HTTP headers larger than 8192 bytes
- [PE-7146] Parallel gateway starts next fragment before finishing all of incoming fragments

23.172.2 Tasks

- [PT-7901] As simulation user, I want to save my entered simulation parameters so that I can continue working on it later

23.173 Version 7.10.3

23.173.1 Resolved bugs

- [PT-9258] Simulation parameters for lanes of imported BPMN diagrams cannot be maintained
- [PT-9298] Editing link title of a catalog item opens maintained URL
- [PT-9314] Security improvement
- [PT-9320] Security improvement
- [PT-9470] Dynamic valid from date is not set in PDF on publication

23.174 Version 7.10.2

23.174.1 Resolved bugs

- [PE-6661] Process-execution-service gets killed several times a day, because it consumes too much memory
- [PE-7035] Restore missing attachment relations
- [PE-7058] Mishandled NPE when completing a task with formulas or default values
- [PE-7060] Flow Step Skeleton Screen does not hide on User Tasks without any field

23.175 Version 7.10.1

23.175.1 Resolved bugs

- [PT-9234] A catalog item can added in wrong stage when you change your role
- [PT-9258] Simulation parameters for lanes of imported BPMN diagrams cannot be maintained
- [PT-9298] Editing link title of a catalog item opens maintained URL
- [DES-4134] After a BPMN import from Signavio the renaming of entities in the diagram does not work properly

23.176 Version 7.10.0

23.176.1 New Features

Relationships between catalog items

We've enhanced the analysis capabilities for catalog items by adding [relationships to other catalog items](#) in the occurrences lists of the catalog. The new user interface catalog now includes a comprehensive list of all assignments of a catalog item to other catalog items, making it easier to analyze relationships between items. In a separate panel, you can view all catalog items to which the selected item has been assigned. By clicking on a listed catalog item, you can access more details about that item.

If you've already assigned a catalog item to another item (e.g., you've assigned a person as the author of a document), you can immediately see the assigned item in the occurrences list.

Switch stage and repository in top bar

We have added two new features that make it easy for you to switch between different [stages](#) and [repositories](#) while working in the new user interface. The active stage and repository you are working on are now always displayed at the top of your screen. This allows you to quickly switch between the different stages and repositories, navigate between them, view the contents, and keep track of the stage and repository you are currently working in. Both features are available in the stage- and repository-specific areas, such as diagram list, catalog, or central search.

Hint: Users can only select stages that they have access to. Since Readers have access only to the Publication stage, they do not see the stage switch at all.

Reassign the connection between symbols

We've made modeling easier by enabling the *reassignment of connections between two symbols*. To reassign a connection, simply drag it from the original symbol and drop it onto the desired new symbol. It's important to note, however, that the new symbol must allow the connection for the edge to be successfully reassigned.

This new feature streamlines the modeling process and allows for more efficient editing and updating of diagrams. With the ability to reassign connections quickly and easily, users can make changes to their diagrams with ease without the need to redraw entire connections of the diagram.

Session lifetime reminder

In the new user interface, users now receive a session lifetime reminder 5 minutes before they are automatically logged out. This feature allows users to refresh their session without the need to log in again, ensuring uninterrupted work.

Improvements in process simulation

We have added new functionalities for customers who have licensed our simulation component. They can now view the *resource utilization of a simulation run* as a bar chart in the Charts tab, in addition to the Heatmap tab. Furthermore, simulation results can be exported as a CSV file, allowing for easy analysis of the results in other applications. Please note that all KPIs are listed in the CSV file with varying levels of granularity, which may require adjustments to fit your specific needs.

Furthermore, it is now possible to enable the simulation component in Public Cloud systems. If you are interested in utilizing the simulation component and your system is hosted in a Public Cloud environment, you can now benefit from this functionality. However, please note that an additional license is required for the simulation component.

Additional validation rules for governance attributes

We've added new validation rules to the validation hub that help you keep track of the maintenance of governance attributes. The validation hub will show you if a diagram has no assigned responsible person, if the diagram's scope hasn't been maintained, if the valid-to date is earlier than the valid-from date, or if the valid-to or valid-from date is in the past. You can customize the rules that are applied or deactivate them entirely, according to your preferences. Note that this is done in the BIC Method Editor.

Additional resubmission decision "End task and inform Governance participants"

The resubmission task has received an *additional decision option* called "End task and inform Governance participants". This option is designed to streamline the resubmission process and make it easier to manage tasks. When a task assignee selects the "End task and inform Governance participants" option, they'll be prompted to enter a comment explaining why the task is being closed. Furthermore, the governance group will be automatically notified of the decision, ensuring that all parties involved are kept up to date with the task's progress. This feature is particularly useful in cases where a decision may not be required or if a task can be closed without further action.

Switch currency in process costs/simulation report

The Excel-based process [costs/simulation report](#) now includes support for Dollar as a currency. Users can conveniently switch between currencies within the Activities worksheet. Please be aware that the default currency in your method is Euro, but it can be easily modified in the BIC Method Editor.

23.176.2 Existing features available in new user interface

New design for top bar, menu, and category explorer

We have implemented major redesigns and added new functionalities to the category explorer, menu, and top bar. The [category explorer](#) is now easily expandable by clicking on the repository bar besides the diagram list and can be collapsed with the repository or collapse icon at the edge of the category explorer. The edge of the category explorer can also be used to broaden the category explorer for easy access to even deep category structures.

The menu on the left side and the top bar have been reworked. The menu is collapsible and can still be used for navigation, with icons representing menu entries available in the [collapsed state](#). Users can now access the most important profile settings in a card by clicking on the [profile icon](#). To adjust further settings, the “open complete profile” button needs to be clicked. Additionally, [search fields](#) for diagrams, catalog items, and governance workflows have been moved to their respective filter sections. These improvements provide a more streamlined user experience and easier navigation within the application.

Select any diagram version for comparison to see changes

The version of a diagram open in the content area in a stage can now be [compared with any version from different stages](#) to see the changes between them. Administrators, Editors, and Authors can choose between the Public Workspace, Preview, and Publication, and select a diagram version from these stages for comparison with the version currently opened in the content area. Readers can only see the comparison with the latest version in the Publication and cannot select any other stage or chart version. Reviewers have only access to diagram versions in Preview and Publication.

Import and export diagram archives, BPMN files, and categories

Diagram archives, BPMN diagrams, and categories can now be [imported](#) from the context menu of the repository and category, as well as from the options panel of an opened category. To [export a diagram](#), you can access it from the diagram list via the context menu of the diagram or from the options panel of the diagram’s details page. Category import and export options can only be accessed from the context menu of a category.

Hint: Please note that the repository import and export options are only available to Administrators and will be located in the administration area of the new user interface. This functionality is currently not available and will be added in upcoming versions.

Depublish catalog items and diagrams

We've added the depublishment feature, which allows published catalog items and diagrams to be removed from the Publication. The depublish option can be found in the options panel on the details page of the [catalog item](#) and [diagram](#), as well as on the list view.

Both Administrators and Editors have the ability to initiate an editorial depublishment as well as a depublishment that requires approval. Authors, on the other hand, are only able to depublish diagrams and catalog items using an approval workflow.

Publish a category

Administrators and Editors can now [publish](#) categories from the Public Workspace. This option is available in the context menu of a category and triggers the publication workflow for all subordinated diagrams, including those in sub-categories. We've added a confirmation dialog that requires the user to enter the category name before the publication can be confirmed. This ensures that the user is intentionally publishing the correct category and prevents accidental publication.

Create, rename, and delete a category

Categories can be [created](#), [renamed](#), or [deleted](#) by Administrators, Editors, and Authors in Public Workspace.

Cut and paste categories and diagrams

Diagrams and categories in Public workspace can now be [cut and pasted](#) into a different category in the same repository. Please note that a cut diagram or category cannot be pasted to a different repository.

Import and update catalog items

Administrators and Editors can now [import and update catalog items](#) using the process warehouse report for catalog items. To import items, simply filter the catalog by entity type and set the content language to the language of the items being imported. This will automatically determine the entity type and language for the import.

Translate catalog items

We've introduced a new [translation mode for catalog items](#) in the Public Workspace catalog. This feature is activated after applying a filter for a specific entity type, and you can further refine the list of catalog items to be translated by applying additional filters or a search term. The translation mode displays all language-dependent attributes of a catalog item and provides a column for each content language defined in your tenant. The first column in the translation mode represents the active content language and remains visible as you scroll through other language columns. Administrators and Editors can translate all catalog items, while Authors are only permitted to translate catalog items to which they have been assigned as an Author.

Hint: This feature is not available on small resolution devices.

Reorganize unused catalog items

Administrators and Editors can **reorganize** the Public Workspace catalog to delete catalog items that are no longer needed (not referenced in diagrams or attributes). This feature is activated after applying a filter for a specific entity type. We have improved this feature by adding a confirmation dialog that requires the user to enter the entity type name before the reorganization dialog can be confirmed. This ensures that the user is intentionally deleting the correct entity types and prevents accidental deletion.

Hint: This feature is not available on small resolution devices.

Approve or reject catalog suggestions

Administrators and Editors can now make decisions about catalog items either directly from the catalog list or by accessing the options on the details page of a catalog item. You can use the “Only show suggested” filter to view catalog suggestions and determine which items need a decision. Once a **catalog suggestion is approved**, it can no longer be modified during the modeling process. Conversely, if a **suggestion is rejected**, the object will remain in the diagram or attribute as a standalone object without any connection to the catalog.

Publish catalog item from catalog list

In addition to the option to publish a catalog item in the options panel on the details page, catalog items can now also be published from the context menu of a catalog item in the catalog list.

23.176.3 Process Execution

Monitoring dashboard now available for running cases

We have added a monitoring dashboard next to the case list. This dashboard provides first metrics of all running cases, including those that are on time, overdue, and have no due date. This is the first step towards providing various metrics for instances.

Export feature enables quick and easy process data analysis in BIC Process Mining

The application now supports *exporting an event stream* as an Excel file. This file can be easily used for analyzing instances in process mining tools, such as our own product, BIC Process Mining. Exporting event streams as an Excel file allows administrators to quickly and easily analyze process data and identify areas for improvement. It also makes it easier to share process information with other stakeholders, such as process owners or auditors.

Improved form fields with dynamic options using process variables for flexible choices

Previously, single and multiple-choice fields in forms could only provide static values. Now, you can use a process variable to provide **dynamic options**. The ability to use process variables for dynamic choices in forms makes it easier to maintain and update forms as business needs change. It also allows greater flexibility in the types of choices that can be offered to users.

Skeleton screens added for improved user experience

Using skeleton screens helps to improve the perceived performance of the application by providing users with visual feedback that content is loading. This can help to reduce a users frustration and improve the overall user experience.

Dynamic due dates for process tasks

We have renamed the “Process time in days” attribute to “Due Date” attribute for activities. You can still use numbers to provide the number of days for performing an activity. Additionally, you can use *date variables* from the process to set the due date for a task. The ability to use date variables from the process to set due dates for tasks makes it easier to manage and track task deadlines. It also provides greater flexibility for users, as they can set due dates based on the specific needs of their process.

Get notified about new tasks in your reminder emails

The reminder emails that inform users about due tasks now include tasks that were assigned within the last day. This helps users organize their work more efficiently. Including newly assigned tasks in reminder emails helps users stay on top of their work and prioritize their tasks more effectively. It also helps to reduce the risk of tasks being missed, which can improve process efficiency.

Prediction of upcoming tasks based on previous completed cases

The application now displays an *automatic forecast for instance* if historical data is available. Based on past instances for a process version, the application shows the most likely next steps in an instance. The automatic forecast feature helps users anticipate upcoming tasks and plan their work more effectively. This can help to reduce delays and bottlenecks in the process and improve overall process efficiency.

Restriction of task completion for synchronous call activities to administrators only

Previously, users could finish call activity tasks manually before the subprocess was finished, which could cause problems. Restricting the complete action to administrators for synchronously started call activities helps to prevent users from inadvertently causing problems in the process by prematurely completing tasks. This will help to improve process accuracy and reduce the risk of errors.

23.176.4 Resolved bugs

- [DES-4046] Method-service has less memory configured in the 64GB configuration than in the default 32GB configuration
- [DES-4124] Exporting in the DMN Editor does not work on Firefox
- [PT-510] Boolean facets in central search show true or false
- [PT-4355] Suggestion list overlaps input label in diagram editor
- [PT-4415] Missing scrollbar in process flow view (Portal)
- [PT-5367] Facet count of catalog item has wrong value when using suggested filter
- [PT-5369] Facet count of catalog item has wrong value when using search term
- [PT-5874] Description preview in catalog will not displayed when text contains HTML formatting [Customer action required]

- [PT-6385] Set start diagram prevents Readers to switch repository
- [PT-6480, PT-6481] Security improvement
- [PT-6845] Pasted image cannot be moved in diagram editor
- [PT-7031] Default value for enumeration attributes cannot be defined in BIC Method Editor
- [PT-7258] Overlapping dashed or dotted edges result in a solid edge
- [PT-7265] Dynamic valid from date is not set in PDF on publication
- [PT-7333] Catalog list and dashboard tab is not displayed on small screens
- [PT-7418] Diagram changes get lost during checkin attempt
- [PT-7513] Scroll bar disappears when searching or filtering in workflow list (Portal)
- [PT-7530] Catalog does not respect the time zone in date filters
- [PT-7531] Language switch does not change the translations in favorites page
- [PT-7534] Language switch does not change the translations in the matrix of a diagram
- [PT-7535] Language switch does not change the translations in workflow list
- [PT-7766] Diagram changes default value for archived assignments
- [PT-8063] Admin set background colors of a symbol cannot be overwritten by format options in a diagram
- [PT-8150] MyBIC favorites are not sorted in alphabetically (Portal)
- [PT-8175] Accessibility improvement
- [PT-8245] Activities in manual report for VCD are sorted incorrectly
- [PT-8451] “Show changes” button has wrong tool tip (Portal)
- [PT-8529] System attributes are displayed wrong when clicking in a specific order
- [PT-8542] Option entry for simulation is available in read-only stages (Portal)
- [PT-8616] Boolean facets in catalog show true or false
- [PT-8666] Undo / redo breaks visual diagram data in allocation diagrams
- [PT-8685] Mimetype is displayed for attachment titles with special characters (Portal)
- [PT-8740] Templates for “Manual with Assignments” report cannot be downloaded after modification of report descriptor
- [PT-8797] Attachment titles with special characters have wrong name after PDF conversion
- [PT-8915] Special characters in name of catalog item lead to wrong representation in breadcrumb
- [PT-9027] Publication dialog shows domain object name in random locale
- [PT-9064] Role-rights table is incorrect in documentation
- [PT-9095] Access permissions of Readers miss detailed information in documentation
- [PT-9215] Non smooth scrolling through the search result list and entity type name is missing
- [PE-5992] Corrupted data in Camunda causes process to be irresponsive
- [PE-6057] Inconsistency on number of processes
- [PE-6358] Task join gateways behave differently depending on order of execution
- [PE-6400] The user picker is displayed incorrectly

- [PE-6445] Rest Editor OAuth2 Client Authentication Dropdown does not save
- [PE-6532] Exception is thrown when having multiple last fragments
- [PE-6544] Concurrently changing variables leads to `org.camunda.bpm.engine.OptimisticLockingException`
- [PE-6616] As a user I can see group task without belong to any group
- [PE-6635] Error toasts in the Process Cases View persist into the Flow View after creating a new case and navigating to it
- [PE-6636] Process Instances List receives the Instance Created Message before the Instance is available in the BE's datasource
- [PE-6638] Diagram modification are not applied to ProcessApp in studio stage
- [PE-6639] Mail are not sent when a overdue task is assigned or delegated to other user/group
- [PE-6649] User Task's Multiple Selection Dropdown Form Field is not showing it's current value
- [PE-6660] Performance issues on Flow and Step detail views
- [PE-6682] Problem with attachment on automatic task
- [PE-6695] Variables that include dots are not assigned when doing a REST call
- [PE-6720] Enhance 2.2.0 sql scripts using white spaces
- [PE-6722] Create instance using the external API fails with text variables bigger than 4000 characters
- [PE-6736] User Task Formulas aren't evaluated correctly when a value is an empty List
- [PE-6742] I/O takes place on subprocesses when call activities are asynchronous
- [PE-6851] Wrong redirection on Collections view
- [PE-6883] Exporting in the DMN Editor does not work on Firefox
- [PE-6886] Gateway waits unnecessarily for token from loop
- [PE-6887] An error toast is shown when a user starts a task which is already started
- [PE-6890] Overdue due date in "my cases" is not shown in red on mobile view
- [PE-6896] Subcases are not archived when main case is archived

23.177 Version 7.9.12

23.177.1 Improvements

- [PE-6643] Attachment cannot be accessible after upgrading to 7.9.*

23.178 Version 7.9.11

23.178.1 Resolved bugs

- [DES-4070] The maintenance mode fails because of wrong certificate locations

23.179 Version 7.9.10

23.179.1 Improvements

- [SRE-157] / [DES-3875]: Proxy recognizes changes in certificate

23.180 Version 7.9.9

23.180.1 Improvements

- [PE-6717] Remove “No forecast possible” message from process flow view

23.181 Version 7.9.8

23.181.1 Improvements

- [PE-6696] Create a feature flag to control error messages in UI

23.181.2 Resolved bugs

- [DES-3701] LDAPs configuration is outdated with Keycloak 20.0.3

23.182 Version 7.9.7

23.182.1 Resolved bugs

- [PT-8329] Tenant default language overwrites user’s content language in the webclient on reload when userflow is enabled
- [DES-3927] The cleanup of temp files in the domain-data-transfer-service does not run
- [DES-3911] Diagram archive contains documents

23.183 Version 7.9.6

23.183.1 Resolved bugs

- [DES-3876] In some cases it is not possible to select a user in the attributes, when there are multiple users with a similar name
- [DES-3891] Missing update of the configuration for upload limits

23.183.2 Tasks

- [PT-7415 | PE-6598] Enhance data provisioning for onboarding tool
- [PT-7910] Enable font replacement mapping in workflow-service

23.184 Version 7.9.5

23.184.1 Resolved bugs

- [PE-6516] Security Improvements
- [PE-6541] Script to clean up process execution Elasticsearch data causes process execution service not to start
- [DES-3821] Security improvements
- [PT-7747] Apigateway memory configuration is insufficient

23.185 Version 7.9.4

23.185.1 Resolved bugs

- [PE-6472] Process execution not responding, all database connections blocked

23.186 Version 7.9.3

23.186.1 Resolved bugs

- [PT-6438] Security improvements
- [PT-6482] Security improvements
- [PT-6630] Adding missing translations for AR, IT, FR
- [PT-6732] Sync entity messages don't contain the repository ID
- [PT-7623] Default values for diagram attributes are not applied on diagram creation
- [PT-7706] Method editor does not allow the user to set attributes as mandatory for specific domain object types
- [PT-7709] Incorrect default configuration for the onboarding tool
- [PT-7754] Lists use wrong enumeration symbols in generated PDF reports

23.187 Version 7.9.2

23.187.1 Tasks

- [PE-6416] Security improvement

23.187.2 Resolved bugs

- [PE-6418] In progress tasks of archived cases are shown on task list
- [PE-6437] Expired cases cannot be removed

23.188 Version 7.9.1

23.188.1 Resolved bugs

- [PE-6418] Process gets stuck because of loop
- [PE-6437] Reindex of tasks results in an OOM

23.189 Version 7.9.0

23.189.1 New Features

Analyze views of published diagrams

All user roles, except Reader, can now analyze views of published diagrams. When you open the publication in the new user interface, you will find the “Diagram views” filter in the [filter area](#) to filter a range of values of views. If you want to see the number of views of a particular diagram, you can find the exact number of views in the system attributes of the diagram.

Hint: Evaluation starts after installation of this version. Logins before installation cannot be evaluated.

Hint: Views in the old and in the new user interface are all counted.

Analyze user logins in the administration

In the administration of the new user interface you now have the possibility to analyze [user logins](#). The logins are summarized per month and are listed for the past 12 months.

Hint: Evaluation starts after installation of this version. A login before installation cannot be evaluated.

Hint: Currently you will find only this entry in the administration of the new user interface. In upcoming versions, you will be able to access other administration options as well.

Export workflow tasks to Excel

In the Governance Cockpit of the new user interface, users with the appropriate user role (Administrator or Editor) can now [export all workflow tasks to Excel](#). You can use the search or the filters to determine the workflows that should be exported to Excel.

Hint: If you do not filter the workflow list and thus export all workflows including their tasks, then the generation of the Excel file may take a long time.

Waypoint of edge trajectories can be set while dragging

If you want to create the [sequence flow](#) between two symbols on the modeling interface, then you can set the waypoints directly when dragging to define the flow. To do this, click once on the edge in the [mini symbol palette](#) at the output symbol to be able to set the manual sequence flow. If you want to set a waypoint, click with the left mouse button on the desired position. The manual flow will end when you click on the target symbol. The manually drawn sequence flow is considered by the layout assistant and is not changed.

Create catalog proposals in assigned attributes

You can now create a catalog suggestion directly in an [assigned attribute](#) if the desired catalog entry does not exist yet. The configuration of the attribute determines for which object type you can create a catalog suggestion. If several object types are provided for an attribute, you can choose between these object types.

Automatically check language-dependent mandatory attributes on publication

If a [language-dependent mandatory attribute](#) is assigned to a diagram, then it is checked whether the mandatory attribute has a value in the [default language](#) of your system (can be configured by the administrator), when the publication is started. If the standard language does not contain a value, the publication will be rejected. All other languages of your system will not be checked.

Automatically check mandatory attributes when publishing catalog entries

When the [publication workflow for a catalog entry](#) is started, it is checked whether all [mandatory attributes](#) have a value. Please consider for language-dependent mandatory attributes that only the set standard language is checked (analogous to the publication of diagrams).

Hint: Classification as a mandatory attribute is applied to the attribute definition and is not dependent on the context (diagram or object attribute). For example, if you have classified the description as a mandatory attribute, then it will now check for diagrams and objects if a value exists in the default language of their system.

Publishing of governed catalog entries in diagrams during diagram publishing

If you use a governed catalog entry in a diagram that is not yet published, the governed catalog entry is published as a draft with the diagram so that the *diagram publication* can continue without releasing the approving catalog entry first. The maintained attribute values of the catalog entry are not available in the *publication until it is released*.

Switch analysis data in the Governance Cockpit

In the **Analysis** tab of the Governance Cockpit of the new user interface, you can now easily switch between your repositories to change the data basis of the evaluations. If you have only created one repository in your system, the selection option is deactivated.

Create your own Word-based reports in administration

Administrators can now *create their own reports* and define Word-based report templates for them. With this feature, you can create your own reporting scenarios or offer existing report templates in different variations.

Change report templates for the manual with assignments report

In the administration area all report templates of the manual with assignments can be downloaded as a ZIP file to *adapt the report templates to your needs*. After adjusting the templates, you have to save all report templates again in a ZIP file to be able to upload the customized report templates. Please read the corresponding **chapter** in our documentation beforehand and keep the downloaded ZIP file, because the default templates cannot be restored.

Monitor licensing status in user report

The *user report* has been revised and now keeps the group and role membership of users in separate spreadsheets. In addition, you will now find an overview of purchased and used licenses in the user report. On the first spreadsheet you will find an aggregated overview as table and diagram.

Manage BIC Process Execution Roles in administration

In the *user management*, you can assign BIC Process Execution roles to users. Users can have multiple roles at the same time.

23.189.2 Advances method

Extension of the Customer Journey Map

In the Customer Journey Map (CJM), you will now find alternative symbols for the Touchpoint, Customer Step and Journey Stage. Additionally, the Document, Application and Backstage Process symbols have been added so that you can model the Customer Journey in more detail and do not have to maintain this information in attributes.

“Decomposition” is now called “Subprocess” for activities

The “Decomposition” attribute on activities has been renamed to “Subprocess”.

23.189.3 Existing features available in new user interface

Central search

The [central search](#) can be used to search for catalog entries, diagrams, or modeling objects in diagrams at the same time. You can use the expert search or save a search query as a favorite. After the search shows results, you can use the filters to further narrow down the search results. When you save a search query as a favorite, it is saved on your MyBIC page and you can navigate directly to your search query from the MyBIC.

Category tree

On the diagram list, the category tree is now available for navigation. If you use filters on the diagram list, then the selected category is also used as a filter so that you only see hits that are in the category or subcategories.

Hint: With the introduction of the category tree, the appearance of subcategories in the diagram list has been removed for high screen resolutions.

Hint: If you are accessing from an end device with a small screen resolution, then the embedded categories are still available for navigation. The category tree, though, will then not be offered for navigation.

Comparison of the current version with the direct predecessor version

In the new user interface, you can [compare](#) the active version in a stage with the direct previous version. Removed and added symbols are shown, as well as objects whose attributes have been changed. If the attributes of an object have changed, then you can compare the difference in tabular form.

Hint: You can currently run the version comparison only on the previous version. In future versions, you will be able to select another version of the diagram for comparison

Deputies can take over tasks from the task owner

In the task management of the new user interface, you can take over and execute deputy and group tasks.

Number of tasks in the menu

In the new user interface, the number of your own open tasks is shown as a badge on the menu entry. Substitute tasks and group tasks are not counted.

Perform tasks directly on the diagram or catalog entry

If you click on a task in your tasks, you will be directed to the diagram or catalog entry where you can perform your task.

Diagrams can be published

Users with the appropriate user role can start publication of a diagram on the diagram list and detail page of a diagram in public workspace.

Catalog entries can be deleted

In the catalog of the new user interface, you can now delete catalog entries and suggestions from corresponding user roles.

Labeling of catalog proposals in proposal lists

Non-accepted catalog entries are marked as catalog suggestions in suggestion lists.

Automatic search for keywords

You can click on a keyword to perform a search for the keyword.

23.189.4 Process Execution

New development of the process execution

With the version 7.9 the calculation of the process execution was substantially revised and accelerated. This has resulted in a higher reliability of process execution. Unfortunately, this improvement made it necessary to temporarily remove the forecast of future tasks. The forecast will be available again in the next version of BIC Process Execution.

BIC Process Execution also allows the execution of processes where no conditions were specified at sequence flows after gateways. Until now, the decision of these gateways was integrated into the task immediately before the gateway. This procedure was not always reliable and predictable for the user. With the new version, gateways where no conditions were specified now become *active tasks* for the task creator. The user is thus prompted by an explicit task to make a decision for the further process flow.

In processes that have multiple start events, it was previously necessary to start the case after creation. With the new version the creator of the process gets a task to decide with which event the case should be started. In this way, the process can no longer be simply overlooked.

Warning: Running cases must be terminated before updating to version 7.9. Unfortunately, it is not possible to migrate running cases to the new version 7.9. All processes that have not yet been finished will be automatically archived when updating to version 7.9.

Enhancements in the form editor

The *form editor* now provides a field that supports the selection of users and user groups during process execution. This makes it even easier to dynamically assign roles in the process to users or user groups.

Selection fields in the form editor were previously simple texts. These now optionally support a key. So you have the possibility to use the key e.g. in formulas and don't have to use the display text.

Enhancements in the REST editor

The *REST editor* now allows to send configuration files as binary. This form of REST call is necessary e.g. when using MS-Sharepoint to upload a file.

In addition, more HTTP methods (e.g. HEAD, PATCH) are now available in the REST configuration. This allows to cover a wider range of API calls for external systems.

CI configuration in BIC Process Execution

BIC Process Execution now also adopts the *CI configuration* from BIC Process Design to achieve a consistent web presence of both products in the organization.

Breadcrumb for navigation

The breadcrumb is not only used to display where you are currently located in the application, but now also allows you to navigate to the higher levels of the application. For this purpose, the individual components of the breadcrumb can be clicked.

Next to the breadcrumb you will also find a way to navigate back and forth. This navigation makes it easier for the user to navigate back to the task list, for example.

Filter in the case and task list

The case list of a ProcessApp and the task list can now be filtered. The first filter available here is the owner or creator of the case and the ProcessApp to which a task belongs. More filters will follow in the next version.

Group tasks in the process

Group tasks can now also be claimed directly within the case. If the group task is not assigned to anyone yet, a button "Assign to me" is displayed. This eliminates the need to navigate to the task list to take ownership of the task there.

More compact task list

The task list has been redesigned to provide a more compact view that allows you to see more tasks on one page.

Changed display of tabs

The tabs in different areas of the application have been unified and show the name of the tab in addition to an icon.

23.189.5 Resolved bugs

- [DES-3023] Improve content security policy
- [DES-3359] Users cannot login via SAML from time to time
- [DES-3363] Inconsistencies prevent publication of diagram
- [DES-3412] Security improvements
- [DES-3435] Exception during the replacement of a used and connected entity
- [DES-3467] Import fails and cause a “DataIntegrityViolationException”
- [DES-3479] User report generation can run into timeouts
- [DES-3481] Security improvement
- [DES-3489] Failing export due to duplicate document id
- [DES-3665] Setting standard attributes to read-only has no effect for diagrams
- [PT-518] Users and User groups don't get loaded in alphabetic order in Administration
- [PT-1569] Audit trail is not visible anymore if the owner of an open task is deleted
- [PT-2001] Wrong default page of deputy tasks
- [PT-2997] Catalog has no default page (Portal)
- [PT-4087] OverlayEdgeCreation has no alignment assistance
- [PT-4467] Clicking on keyword always leads to a search in the public workspace
- [PT-4468] Attribute view shows date values in different format than the profile view (Portal)
- [PT-4844] Toasts are translated incorrectly (Portal)
- [PT-5277] Formatting of lane edges differs in printed diagram
- [PT-5416] Boolean conditional formatting is not triggered when a diagram gets freshly checked out after reloading page
- [PT-5487] First task listed in the group task list cannot be revoked after claiming it
- [PT-5688] Formatted text attributes not updated in edit mode when toggling languages
- [PT-6116] Requesting diagrams causes unacceptable loading times
- [PT-6211] Font loading produce wrong calculation
- [PT-6248] Third Examiner doesn't get a task (Portal)
- [PT-6330] Once a BPMN event label contains a line break, its edge overlaps with the label
- [PT-6352] Dates don't respect the locale variant
- [PT-6357] Governance analytics tab has options (Portal)
- [PT-6431] Security improvement
- [PT-6465] Missing ellipsis in MyBIC Titles
- [PT-6479] Notification about a new task is missing when assigned as an examiner on a catalog item

- [PT-6487] Task list shows only 50 items (Portal)
- [PT-6567] An edge docked at bottom port covers node name
- [PT-6579] Reports don't respect locale variants
- [PT-6580] Date filter in dashboards do not respect the filter values (Portal)
- [PT-6589] Unused catalog items in publication are not cleaned up
- [PT-6594] Break point of a sequence flow cannot be selected and moved
- [PT-6595] Message edge cannot be drawn straight
- [PT-6694] Freeform lines could not moved anymore after placing it on canvas
- [PT-6777] User report generation can run into timeouts
- [PT-6788] Attachment cannot be downloaded when filename has certain special characters (Portal)
- [PT-6791] Mime type will be shown for attachments with special characters in filename (Portal)
- [PT-6792] Attachment that is published as PDF will be shown with its original file ending
- [PT-6854] Tenant symbol type colors are sometimes overwritten
- [PT-6880] Saved searches ignore set filters (Portal)
- [PT-6899] Security improvement
- [PT-7045] Workflow error toasts are displayed to all users (Portal)
- [PT-7214] Layouting two pools doesn't work correct
- [PT-7219] Suggestion list does not find expected hits when using a space character (Portal)
- [PT-7235] Disabled bulk publication option available in read-only stages (Portal)
- [PT-7257] Center port will not be highlighted if the edge does not exactly hover over center port
- [PT-7403] AUTHOR doesn't see "Publish" button in the List page for catalog and diagram (Portal)
- [PT-7404] AUTHOR doesn't see "Depublish" button in the catalog list (Portal)
- [PT-7420] Invalid diagram toast gets shown on last validity day already [User action required]
- [PT-7515] You cannot set a title for a document in upload dialog
- [PT-7519] Clicking on a validation item has a wrong behavior
- [PT-7521] Title of uploads and links are not given in reports
- [PT-7528] Date attributes are displayed differently depending on their attribute group
- [PE-2285] Wrong icon when there are no favorites
- [PE-4911] Unify Apidoc URL in all services
- [PE-5199] User tasks with only formula fields cannot be completed
- [PE-5540] A default value error message is displayed but there is no error on date type fields.
- [PE-5632] Variables saved as String throw an exception with more than 4000 characters because a database restriction
- [PE-5725] User form is not disabled if task is not assigned to me
- [PE-5863] Role occupation defined in process variable is not set in sub case
- [PE-5996] List created in a script task is not stored correctly

- [PE-6049] The value in a formula field is not calculated when a value exist on task start
- [PE-6072] Query parameters encoding is not needed on Service tasks
- [PE-6073] Form values are not stored when the pattern for a text field is invalid
- [PE-6088] When I claim a group task, I want to be assigned for all following tasks of the group in order to be responsible for the entire instance
- [PE-6095] Performance issues in processes request
- [PE-6098] End event with multiple incoming edges crashes execution
- [PE-6099] Task can not be completed when optional field does not contain a value
- [PE-6106] Empty cases message is not properly align
- [PE-6107] The task counter doesn't work as expected
- [PE-6113] ACL for Elasticsearch Instance documents is not correctly populated
- [PE-6114] Selecting a different step in the process flow view causes the view to fully reload
- [PE-6114] Selecting a different step in the process flow view causes the view to fully reload
- [PE-6115] Sub case icon is not shown when the call activity is synchronous
- [PE-6116] How to remove process-execution elasticsearch data is missing in upgrade notes
- [PE-6123] Updating a process variable does not update the corresponding Elasticsearch document
- [PE-6130] Elastic Search throws timeout exceptions during re-indexing of Nightly
- [PE-6153] Service task does not attach the result file in a Document entity
- [PE-6162] Service Task fails if the URL is a place holder
- [PE-6165] When a case was stuck because of multiple paths, the synchronization after check-in was not working
- [PE-6168] Case creation restriction does not work when more than one identity is specified
- [PE-6169] Text area value is not shown properly in the Email task preview
- [PE-6186] When multiple paths are finish together, next fragments are not calculated and cases can be stuck
- [PE-6222] Republishing a diagram in production stage breaks decisions of previous version cases
- [PE-6224] The status of the first task of a new case is not shown properly when it was started automatically
- [PE-6260] On systems with cgroup v2, memory management fails in some Java services
- [PE-6270] New instances are added to the Archived Process' Instances View
- [PE-6273] Wrong german translation in the header of My Cases view.
- [PE-6276] The labels of new user form fields are not localized
- [PE-6306] Pagination of Collections view is broken
- [PE-6310] Upload a file to output documents does not work on cases belonging to previous versions of a ProcessApp
- [PE-6316] NullPointerException when republish a diagram
- [PE-6346] When a user belongs to more than one Restricted Access group the ProcessApp is shown multiple times as a result of a search
- [PE-6359] App url changes without view change should replace last navigation entry
- [PE-6363] Tooltips block the selection on steps of the Flow View

- [PE-6371] Form Editor Spanish translation misspellings
- [PE-6377] Signature user task does not get completed in the Flow View
- [PE-6380] Formatted Text Field with conditional hidden value fails to enable initially
- [PE-6383] Field with default value fails to execute conditional formulas
- [PE-6396] The list of cases is misaligned
- [PE-6398] Long username and email does not display properly in the Profile view

23.190 Version 7.8.19

23.190.1 Resolved bugs

- [PT-6997] Excel macros may not work after stamping
- [PT-7177] Document conversion during publication has a delay
- [PT-7178] Process Warehouse creation to fails

23.191 Version 7.8.18

23.191.1 Resolved bugs

- [PT-6623, PT-6793, PT-6900] Security improvements
- [PT-6809] Local files cannot be opened
- [PE-6072] Query parameters encoding is not needed on Service tasks
- [PE-6099] Task can not be completed when optional field does not contain a value
- [PE-6125] Not count the default instances in the “count open instances endpoint”

23.192 Version 7.8.17

23.192.1 Resolved bugs

- [PT-4234] The word file name is not correct, when the FileName field property in the word is being used
- [PT-3977] Formatted text attributes get stamped with HTML tags
- [PE-5752] Archive running instances to support the new flow calculation

23.193 Version 7.8.16

23.193.1 Resolved bugs

- [PE-5886] Variables calculated in a script task have an unexpected result
- [PE-5905] Rearranging columns in the dmn editor does not work as expected
- [PT-6663] Security Improvement

23.194 Version 7.8.15

23.194.1 Resolved bugs

- [DES-3419] Entities are replaced by different entities after re-opening a diagram

23.195 Version 7.8.14

23.195.1 Resolved bugs

- [SRE-45] Reliability improvement

23.196 Version 7.8.13

23.196.1 Resolved bugs

- [SRE-45] Reliability improvement

23.197 Version 7.8.12

23.197.1 Resolved bugs

- [PT-6471] Date attributes can not be cleared on the attribute list
- [PT-6575] Security improvements
- [PT-6618] Mismatch between selected date and displayed date for datepickers in old UI

23.198 Version 7.8.11

23.198.1 Resolved bugs

- [PE-5819] API key validity is not checked
- [PE-5782] Properties on form fields do not work as expected
- [PE-5773] When I move a column in a dmN task then only the column header is moved, not the rows with the values
- [PE-5755] User Form's Formatted Text field saves step variables on OnChanges instead of on OnBlur
- [PE-5750] DMN tasks show outputs that should be hidden
- [PE-5820] Optimize output mapping on call activity tasks
- [PE-5756] Save only changed variables
- [PE-5533] Run start timer only on production stage

23.199 Version 7.8.10

23.199.1 Resolved bugs

- [DES-3343] Archive import does not update entities correctly

23.200 Version 7.8.9

23.200.1 Resolved bugs

- [PT-6382] Workflow emails will be sent to more recipients than the configured limit
- [PT-5184] Workflow fails with uninformative error if any governance related group does not exist
- [PT-4119] Workflow related issue after temporary database connection failure

23.201 Version 7.8.8

23.201.1 Resolved bugs

- [PT-6316] Governance dates should be shown with the locale time of the viewing user
- [PT-6252] Images can be added to the description attribute which leads to unexpected behaviour

23.202 Version 7.8.7

23.202.1 Resolved bugs

- [PE-5651] Task list is not updated automatically when I complete a task
- [PE-5611] Request for task variables fails, if request gets to long, because of filters
- [PE-5650] Input/output mapping fails on multiple choice fields marked as “Save selected options as string array”

23.203 Version 7.8.6

23.203.1 Resolved bugs

- [DES-3323] User Export does not contain all users
- [PT-5858] Switching the language while editing description attributes displays the same value in both languages instead of an empty field
- [PT-6188] Replace unsupported list bullet characters during PDF conversion of MS Word documents

23.204 Version 7.8.5

23.204.1 Resolved bugs

- [PE-5612] After deleting and recreating a user, the query to search by email address gets multiple search results

23.205 Version 7.8.4

23.205.1 Resolved bugs

- [PT-6216] Add/Remove free space does not work if pools with multiple lanes are involved

23.206 Version 7.8.3

23.206.1 Resolved bugs

- [PE-5568] Formula execution resulting in null values results in npe
- [PE-5556] Default reminder schedule has wrong configuration
- [PE-5554] Input fields for DMN are not shown in task

23.207 Version 7.8.2

23.207.1 Resolved bugs

- [PT-6118] Diagrams with non-resolvable decompositions cannot be displayed in the webclient
- [PT-6207] Documents without stamping properties are not converted to PDF on repeated entity publications

23.208 Version 7.8.1

23.208.1 Resolved bugs

- [PT-3840] When using an occurrence assignment attribute to display a conditional formatting on the symbol, the format is not applied
- [PT-5827] Date attribute values are not displayed in the local timezone
- [PT-6005] SVG of diagram with over 2000 entities is not requestable and diagram cannot be displayed in portal or publication stage
- [PT-6104] Changing color settings is not consistent for all stages

23.209 Version 7.8.0

23.209.1 New Features

Governance Analytics

We extended the Governance Cockpit of the new user interface with an analytics tab. There you can display the most important information aggregated in charts and get an even better overview of your diagrams and catalog items.

Various evaluations are available to analyze your governance:

All diagrams or catalog items of a repository

The two evaluations show you the number of diagrams or catalog items per stage and offer you the possibility of drilling down on the aggregated view to get to the detailed view.

Upcoming diagram or catalog item resubmissions

The evaluations give you an outlook of how many diagrams or catalog items become invalid in which month so that a check of their validity is necessary. The outlook covers the next 12 months. The reminder interval for resubmissions is not considered here.

Finished publications of diagrams or catalog items

The evaluations present the past publications of diagrams or catalog items within the last 12 months and summarizes them per month.

After updating to the current version, it may take some time until all the data is available in the evaluations.

Resubmission and repository filter in the Governance Cockpit

In the Governance Cockpit, you can now filter for diagram or object resubmissions as well as for workflows originating from certain repositories. Both filters are available in the new and old user interface.

Bulk publication of catalog items

In the new user interface, you now have the option of publishing several catalog items at the same time. The function is in the options panel if you are in the catalog on the catalog list. If you select bulk publication, BIC Process Design pre-filters the catalog list so that you can only select catalog entries that can be published. Each entry is displayed with a checkbox. As soon as you have selected several entries, you can start the bulk publication for these catalog entries.

Please note that for each selected catalog entry a publishing workflow is initiated, and tasks and notifications are triggered (depending on the release type).

Document stamping with language localized attribute values and dynamic date values

If you publish your documents in BIC Process Design, then you can use *document stamping* to include values from governance attributes in the document. We have extended the function so that you can now also use the values of language-dependent text and enumeration attributes. It is necessary that you configure the intended language in the document beforehand.

Furthermore, you can now leave the “Valid from” date empty and use it in the stamping. If you have subscribed to the Extended Approval Package, you have the possibility to use the date values in the stamping that are set when the workflow is executed.

Please note the necessary preparation to stamp attribute values in a published document.

Configure cut process image in Word reports

In Word-based reports it is now possible to include a *process as a cut graphic* instead of an uncut graphic. To do this, you must first adapt the corresponding template by exchanging the placeholder for the graphic. After that you need to set the number of pages to be used to cut the process in the print settings of the process. The print settings are also applied to the print function.

Additional validation possibilities via OCL

We extended the *validation possibilities* and give you the opportunity to ...

- ... check the values of diagram attributes.
- ... double check date values against the current date.
- ... double check date values against defined intervals.
- ... classify rules as blocker to prevent the check-in in case of a violation.

Please note that OCL rules are configured in the method editor. Currently, none of these options is applied in a validation rule in the standard method.

Pre-configured report scenarios in the Process Matrix report

We have extended the *Process Matrix report* with common reporting scenarios and integrated the existing report as additional pivot matrices. The pre-configured reporting scenarios are:

- Application usage (per activity and process)
- Document usage (per activity and process)
- RACI mapping (per activity and process)
- Risk occurrence (per activity and process)
- Diagram metrics (per process)

You specify the scope of the report, i.e., whether a diagram, the diagrams of a category or the entire repository should be included in the report, directly when generating the report. All processes listed in the content area are considered. If essential relationships or objects are not available in the report context, the affected report scenarios remain empty.

User overview as Excel report

Administrators can export a *user overview as Excel report* in the user administration. In the Excel file you can see the number of licenses used per user role, all users of your system and other details about a user such as name, email, user role, language, and stored user groups. If several user groups have been stored for a user, an entry is created for each user group.

Please note that activated filters or search terms are not considered for the export.

23.209.2 Existing features available in new user interface

Central search

The new user interface gained a central search which helps you to find diagrams, modeling objects and catalog entries.

Please note that the search does not yet include all functions and we will integrate them in the coming versions.

Set a deputy for tasks

Task owners can set a deputy in their profile. This setting could be made in the “My Tasks” area of the old user interface and has been moved to the user profile.

After a deputy has been chosen, all tasks also appear in the “Deputy tasks” list of the deputy and can be taken over, for example, if the task owner is absent.

Remove favorites

Favorite diagrams or search favorites can be removed from your MyBIC page at the corresponding tile. This option was available in the old user interface in the favorites panel above the current repository. Please note that you cannot remove favorites set for you by your administrators. Therefore, these tiles have no context menu.

Change catalog entry to suggestion

If you open the details view of an accepted catalog entry in the catalog of the public workspace, you have the possibility to change the *catalog entry into a catalog suggestion* in the options.

Please note that catalog suggestions, in contrast to catalog entries, can be changed in the modeling and the changes affect all occurrences.

23.209.3 Process Execution

Task form on your task list

Working on tasks is the main use case you will face in BIC Process Execution. Therefore, we have now enhanced the focus on your tasks and how to work on them. When opening your task list and clicking on one of them, the task form will *open in this view as pop-up*. You can then work on your task just in the same way as in the task form within the process flow view. When you complete the task, the pop-up closes, and the task is marked as completed in the task list. The option to provide a comment when completing a task is also integrated in the pop-up task form. In this way, it is now possible to edit all your tasks directly within the task list and no longer have to navigate into the process flow.

Remark: The pop-up task form will not include auto generated decisions for gateways without expressions! This is only a backup mechanism. You should always define expressions on the outgoing edges of a gateway. Please check the documentation for the pop-up task form to get more information.

E-Mail and URL as new inputs field for the user form

We have added two new input field types to the *user form editor*. As an author you can now add an email and an URL field to your user form. The fields provide built-in validation for emails and URLs. As an author you have the option to provide own definitions for the validation of the user inputs.

The URL field supports the URL functions of the browser, such as opening the URL when clicked. The email field also supports the mailto feature so that your local email client will be triggered to open the send email window.

Define default values on your input fields

There are some cases where it is necessary to have a *default value* on an input field. This can be a number, text, selection, or anything else. As an author you can define a default value that can be a fixed or calculated value and refer to process variables in the case. You can use the same formulas and options as on a formula field. The defined value will be calculated once the task is started. You are then able to change the value before completing the task.

Attachments in automatically sent emails

E-Mails can be sent automatically via *send tasks* in BIC Process Execution. You can provide all necessary information like the receiver, cc, bcc, subject, and body. Now also attachments will be included in automatically sent emails via send tasks. To add an attachment, you only need to model an input document on a send activity. When a document was uploaded in a step before, this document will be attached to the email. When you want to send multiple attachments, you simply need to model one input document for each attachment on the activity in BIC Process Design.

API key as dedicated authentication option for REST-Calls

We have improved the configuration for the API key authentication. You can now select the API key as authentication type in the connection section of the *REST-Call configuration*. When you have selected the API key authentication you can provide the name and the value of the API key and select whether to place it in the header or request parameters of the request.

OAuth2 as authentication for REST-Calls

OAuth2 is a common authentication method and provides various authentication workflows. BIC Process Execution now supports the OAuth2 client credentials flow for the *REST-Calls* in the service tasks. You can provide all necessary information in the editor when you select OAuth2 as authentication type.

Improved error messaging in user form editor

There are some conventions and mandatory fields to configure for a *user form*. When you try to save a form configuration that contains errors, the system will not allow you to save these settings and will give you feedback on the errors and where they occur. By that you can find and resolve the issues quickly.

Favorites as dedicated ProcessApp Collection

When you are using ProcessApp Collection, you now have a *dedicated collection* for your ProcessApp favorites. All ProcessApps that you marked as favorite are included in this collection automatically. This collection is shown by default when the ProcessApp Collections are configured. The favorites collection is always shown as the first collection in the ProcessApp Collections view.

“More ProcessApps” Collection to collect unassigned ProcessApps

When you are using ProcessApp Collection, you now have a *dedicated collection* for ProcessApps that are not assigned to any collection. This collection is shown by default when the ProcessApp Collections are configured. The “More ProcessApps” collection always appears as the last collection in the ProcessApp Collections view.

Edit ProcessApp Collection configuration

If you are an administrator, you can now *edit the configured ProcessApp Collections*. All settings except the collection ID can be adjusted. If you want to change the ID, you must delete and recreate the collection.

Improved usability in the header configuration of a REST-Call

We improved the usability in the header configuration of the REST configuration for service tasks. Adding new parameters to the header is now more intuitive and predictive. The provided fields are now also saved when not clicking explicitly on the plus icon.

New entry point for editors in the configuration panel of a diagram

When editing a diagram, you now have a new entry point for the BIC Process Execution editors of the different element types in a diagram. In the details section on the right side of the screen, you will find a new option for the editors. In the first step this is a place where you can open the existing editors. In the future, editors will be integrated into the sidebar so that you can do the configuration in this place without opening a pop-up.

Redesign of the process flow view

We have updated the *process flow view* that you see when you open a case. Like this, we provide a better overview of the different tasks and types of activities that have been completed, are active and will be relevant in the future.

Redesign of DMN editor

In the past the *DMN editor* did not fit the design of the other editors. Therefore, we updated the design to align it and have a consistent UX on overall BIC Process Execution editors. The changes bring a better readability, better UX and add explicit buttons to save and cancel the changes.

Navigate into a ProcessApp Collection by clicking on the collection header

When you have configured the *ProcessApp Collections*, you can now navigate into a collection by clicking the header on the card of a collection.

Automatic group task assignment

Some cases contain *group tasks that can be claimed* by a member of these groups. Usually, a user who takes over a task for a group should automatically be responsible for all tasks of the respective case. Therefore, when you claim a group task, the system now assigns all following tasks for this group to you. By that you do not have to claim the tasks on your own.

Only the responsible for a task can now complete this task

In the past, you could complete tasks that were not assigned to you. This was a comfort function that we changed in this release. If you are not the responsible of a task, you cannot work on a task and cannot complete it. The *task form* is disabled, and the complete button is not shown. When you want to complete the task, you must be the assignee.

Only an authorized user can now delegate a task

Delegation of a task was previously available to all users. This was a comfort function that we changed in this release. If you now want to *delegate a task*, you must be the assignee, an administrator, or part of the group if it is a group task.

Store multiple-choice selection in an array

Multiple choice fields save the user selection in a process variable with the data type string. To have an easy handling of the selection in expressions, evaluations, etc., this data can now be saved as data type array. As an author you can set the type of storing in the configuration for the multiple choice field. Each field can be configured separately.

Remark: The use of storing multiple choice selection as string is no longer recommended. This functionality is deprecated and will be removed in 2023. Please check your processes and update them in the next months.

23.209.4 Resolved bugs

- [DES-526] Missing documentation for Advanced Approval / Execution Signing
- [DES-1668] Administrator cannot filter SSO users using the role filter
- [DES-2832] Installation instruction in SAML has incorrect screenshot
- [DES-2893] Upload limits are incorrectly documented
- [DES-2905] Configuration of open relay SMTP leads to warnings
- [DES-2928] Nginx often crashes during the upload of a 1 GB file
- [DES-2995, DES-2996] Security improvements
- [DES-3022] Proxy does not work if more than one nameserver exists
- [DES-3024] Unlocalized attachment attribute in imported objects are invisible
- [DES-3039] GRC-Apigateway returns 500 by fetching big diagram
- [PT-1598] Catalog list filter display enumeration value instead of the name (Portal)
- [PT-2305, PT-5641, PT-5764] - Security improvements
- [PT-2779] Invalid diagram warning toast gets displayed on the expiry day already
- [PT-2786] Assignment is created in wrong stage when navigating from versions hub
- [PT-4650] Charts show index of enumeration instead of related name (Portal)
- [PT-4653] Tables are not inserted at cursor position in formatted text attributes
- [PT-4655] Format buttons in formatted text attributes are not correctly highlighted
- [PT-4914] Occurrence view does not show all occurrences (Portal)
- [PT-5019] Publishing a workbook could hide spreadsheets
- [PT-5148] Copied symbol format gets partially lost
- [PT-5357] Extend option in resubmission can affect preview stage
- [PT-5471] Undo function does not work properly
- [PT-5557] Filtering catalog leads to an empty export (Portal)
- [PT-5612] Entity release mail contains wrong language
- [PT-5642] Default configuration can lead to out of memory
- [PT-5822] Diagram layouter can break edges
- [PT-5882] Catalog state will always set to 'suggested' when this column is missing in the import
- [PT-5987] Removing free space on pools with nodes may prevent diagram check in

- [PT-6001] Opening a diagram by link doesn't switch to corresponding repository context
- [PE-5472] Formula is recalculated after task completion
- [PE-5471] Null comparison for null value in string variable does not work on sequence expression
- [PE-5425] The DMN output is not shown properly when the variable matches the label
- [PE-5347] The task following a DMN task shows the DMN form field
- [PE-5345] DMN evaluation does not work for default instance
- [PE-5342] Shown ProcessApps in Collection card do not fit the defined logic
- [PE-5298] Placeholder in text area is not visible
- [PE-5285] Retention period attribute missing on BPMN and EPC diagrams
- [PE-5224] User task list does not show all tasks when the app starts in the group task list
- [PE-5218] Security improvements
- [PE-5200] DMN editor jumps to top when I delete or duplicate a row
- [PE-4999] createdDate process variable only sends date without time in a service task
- [PE-4996] Formatting text in textarea does not apply the format
- [PE-4894] Setting a ProcessApp as favorite does not apply when switching to another site before the animation is not completed
- [PE-4892] Case flow view does not appear after creation
- [PE-4597] Warning toast pops up multiple times when starting process without clear entry point
- [PE-4171] Boolean field not checkable after textarea input

23.210 Version 7.7.8

23.210.1 Resolved bugs

- [PT-5270] Activities without name will sometimes be rendered with an undefined label
- [PT-5558] Diagram search results cannot be opened via left click in the portal
- [PT-5838] Images are displayed in wrong order when using “getImageWithPrintSettings” in report templates
- [PT-5839] Image resolution of large diagrams is too low when using “getImageWithPrintSettings” in report templates

23.211 Version 7.7.7

23.211.1 Resolved bugs

- [PT-5755] Signed PDF files cannot be published with stamping enabled
- [PT-5819] SVG rendering fails with custom symbol formats for BPMN pools
- [PT-5829] Catalog search in webclient incorrectly applies additional sorting
- [PT-5828] Stamping in document publication removes unmaintained properties instead of leaving them empty

23.212 Version 7.7.6

23.212.1 Resolved bugs

- [DES-2958] Message publishers will be blocked due to high watermark alarm

23.213 Version 7.7.5

23.213.1 Tasks

- [DES-2036] When the trial period has ended, the tenant should be deleted after a grace period
- [DES-2035] When the trial period for a tenant is over, the tenant should be blocked

23.213.2 Resolved bugs

- [PT-5529] Security Improvements
- [PE-5068] Role occupation does not work when creating a case via run link

23.214 Version 7.7.4

23.214.1 Resolved bugs

- [DES-2903] Serialization of domain data fails sporadically during field access via reflection
- [DES-2894] The usage of the Method-Service leads to OutOfMemoryError on multi-tenant systems
- [PT-5377] Donut charts does not get updated facet value counts

23.215 Version 7.7.3

23.215.1 Resolved bugs

- [PT-5237] Facet view moves when a hidden value gets displayed again
- [PT-4974] Multiple items get pasted from clipboard
- [PT-5341] Edit catalog item attributes after creation saves data only partially
- [PT-4642] Dynamic facet count does not work for catalog filter

23.216 Version 7.7.2

23.216.1 Resolved bugs

- [DES-2866] Keycloak cause Bad Request 400 in Authentication Configuration when the flow name contains a space
- [DES-2845] Username and other user attributes from Keycloak don't fit user-service columns
- [DES-2890] User cannot choose highest role when more than one role is assigned in Keycloak

23.217 Version 7.7.1

23.217.1 Resolved bugs

- [DES-2843] Add missing hint in Upgrade notes
- [DES-2785] Reindex cannot be triggered

23.218 Version 7.7.0

23.218.1 New features

Dashboards for diagrams

The new user interface provides a dashboard view for diagrams now. The dashboards evaluate the attributes of your diagrams in donut charts and since they are interactive, you can easily analyze your repository. The dashboard is an alternative view to the diagrams of your diagrams list. If you select pieces in a donut chart and navigate back to the list view, the list will contain exactly the diagrams which match your criteria.

To see dashboards for diagram attributes, you need to select those attributes in the administration. You can apply the same procedure to your self-configured attributes to evaluate them in the dashboards. In addition, these attributes are available as filter options in the diagrams list.

Process Warehouse export includes state of catalog entries

We added the column „Catalog state” in the *Process Warehouse export for catalog entries*. The values in the column indicate if the respecting entry is an accepted catalog entry or a catalog suggestion.

You can change the catalog state in a Process Warehouse export and import it to accept a large quantity of catalog suggestions or reset accepted entries to suggestions. If you create new catalog entries using a Process Warehouse import and change their catalog state to “APPROVED”, these new entries do not have to be accepted manually in the catalog.

Please note that you should only display the columns of the attributes you would like to update with an import.

Including of graphics to diagrams and modelling objects

You can include graphics as a background of a symbol. For example, this can be helpful if the graphic serves as a navigation element. To do so, you must model and format a navigable object first and then add the graphic.

Hint: The formatting options do not show yet that a graphic has been included as background.

Moreover, you have the possibility to paste graphics directly from your clipboard. In the past, the pasting of a graphic had to be done via drag and drop which meant that you had to save it locally to add it.

Hint: If you have several items in your clipboard, all items will be pasted.

New catalog design

The design of the catalog in the new user interface has been reworked and adapted to the diagrams view. The dashboards are displayed in a new design which matches the diagram dashboards. The bar charts have been removed in the new user interface since this form of evaluation was redundant.

List of expired catalog entries in publication stage

Until now, BIC Process Design informed about expired catalog entries (“Valid to” date in the past) contained in a diagram via a banner in the new user interface. From now on, those entries are listed in the [validation](#). You can simply click on an entry in the validation to highlight the expired catalog entry in the diagram and easily identify the specific occurrences.

23.218.2 Process Execution

Group ProcessApps in ProcessApp Collections

You can now group your *ProcessApps* in *ProcessApp Collections*. You can define your Collections in the BIC Process Execution [Administration](#) and create Collections based on departments, areas, topics and any other structure you need. A ProcessApp then can be assigned to one or multiple Collections. The Collections let you group your ProcessApps so that you have a clear structure and can find your relevant ProcessApps even quicker.

Single- and multiple-choice fields as dropdowns

When creating a user form, you can now configure *single-choice* and *multiple-choice* fields to be shown as dropdown fields. You do not need to create new input fields to do so. You can simply update your existing input fields and change the radio buttons and checkboxes into dropdowns.

Introducing the user profile

We implemented a *user profile area* in the application. Here you find your user information, the selection for the content language, and new profile settings. The user profile will include even more features in the future.

Define your deputy who will get your tasks when you are out of office

In the new user profile area, you are now able to configure your *deputy* and your availability status. Both features in combination ensure that your tasks will be handled even if you are out of office. You can define another user as your deputy and when you set your availability status to “Out of office”, all new tasks assigned to you, will be delegated to your deputy.

When you are back in the office, you set your availability status back to “Available” and all new tasks will be again assigned to you.

Provide hint text for input fields

Some *input fields* need to provide more information to the user. We already have placeholders to provide information and from now on you can use *hint texts* for most of the input fields. The hint text will be shown right under the input field. In contrast to the placeholder, the hint text is visible even if there is a value in the input field.

Payload for case creation via REST API adjusted

In BIC Process Execution, you can create *new cases for a process via REST call*. You can include data for the case, like process variables, the case name, and roles in the payload of the REST call. The structure was a bit different to the structure we accept and the way we handle the payload in the REST calls of service activities. Therefore, we now have aligned this in the case creation API, so that creating the payload is more in common with the rest of the application.

Hint: You can use both variants, the old one and the new one. By that you do not need to adjust existing configurations.

Roles are included as process variable

Every case has some *process variables* that are created automatically when starting a case. Until now these process variables were the case name, creator name, creator email and creation date. We added the functionality that also roles are available when creating a case.

To have a role as a process variable, you must set an identifier on the role. By that the system creates a process variable with the defined identifier as name when creating a new case.

When you have defined a staffing for a role, the process variable contains either the email of the user or the name of the user group.

23.218.3 Resolved bugs

- [PT-5216] - Check in of a favorite fails on different repository
- [PT-5202] - Create new catalog item dialog has scroll bar on mobile view (Portal)
- [PT-5189] - Facets for an entity type are not shown if set to hidden in the method
- [PT-5119] - Automatic line break in description editor breaks lines within words
- [PT-5112] - Catalog search misses sorting for equal scores
- [PT-5109] - Titles are not properly removed from URLs
- [PT-4864] - Language switch doesn't work for diagrams (Portal)
- [PT-4837] - Catalog list is not update after deselecting a facet (Portal)
- [PT-4583] - Chart titles in catalog depend on content language (Portal)
- [PT-4571] - Generating an entity profile report in catalog fails sporadically
- [PT-2103] - Stamped attribute values are not updated after re-releasing a document
- [PT-1222] - OCL fails to evaluate association attributes
- [DES-2620] - GroupMapper should first try to use the groupId
- [PE-4725] - Outline is crossing label in the preview area in the form editor
- [PE-4724] - Drag and drop indicator line is too short in user form editor
- [PE-4599] - Curly braces instead of correct error is shown when unrelated formula field gets updated
- [PE-4525] - Long instance names overflow is disregarded
- [PE-4483] - New empty instance flows are not updated once the flow has been calculated
- [PE-4472] - Label fonts in form editor are blurred
- [PE-4305] - Push notifications are not sent when tasks are delegated
- [PE-3896] - JSON variables arraise an exception if has a field with an object value

23.219 Version 7.6.10

23.219.1 Resolved bugs

- [PE-5329] Role occupation does not work when creating a case via run link

23.220 Version 7.6.9

23.220.1 Resolved bugs

- [PT-5220] Adjust timeout for editor context menu items

23.221 Version 7.6.8

23.221.1 Resolved bugs

- [PT-5033] “You are offline” hint gets triggered when opening modeling context menu on slow connection

23.222 Version 7.6.7

23.222.1 Resolved bugs

- [PT-4834] As a user I want to confirm my identity in a single sign on environment so that the Advanced Approval works with SSO

23.223 Version 7.6.6

23.223.1 Resolved bugs

- [DES-2677] Keycloak fails starting for systems with more than one LDAP provider
- [PT-5110] Diagram cannot be rendered if it contains boolean attribute placements
- [PT-5021] Cursor in description fields jumps to beginning while typing

23.224 Version 7.6.5

23.224.1 Resolved bugs

- [DES-2472] Login with LDAP user fails when LDAP is set to read-only
- [PT-5020] Define a max limit for email recipients

23.225 Version 7.6.4

23.225.1 Resolved bugs

- [PT-4943] Allow check-in of catalog suggestions option in administration does not work
- [PT-4908] Stamping certain file formats blocks catalog publication

23.226 Version 7.6.3

23.226.1 Resolved bugs

- [PT-4450] Expired valid to dates are not shown in the validation hub

23.227 Version 7.6.2

23.227.1 Resolved bugs

- [DES-2485] Entity replacement does not create update event
- [DES-2482] Pagination is broken when fetching entity occurrences
- [DES-2508] Retrieving all users with projection fails
- [DES-2483] User groups with a stop word as name do not work in access restrictions
- [PE-4460] Security improvement
- [PE-4417] PWA on mobile devices is not working properly

23.228 Version 7.6.1

23.228.1 Resolved bugs

- [DES-2512] When entering two different passwords while setting a new password no hint message is shown
- [PE-4325] Case name is not changed when the Service or Script tasks change the caseName variable
- [PE-4324] Reminder just after creating an instance doesn't work
- [PT-4925] Provide actual user role to Userflow
- [PT-4861] Banners for validity period are not refreshed when changing stage
- [PT-2153] Original file format is not always kept during publication

23.229 Version 7.6.0

23.229.1 New features

Add tables and links in the description attribute

In formattable text attributes (e.g., Description) you can now *add tables* to structure your information. With this change you can also add external links in a dialog, which allows easier editing and more configuration options. These functions are also available for custom attributes with the data type formatted text.

Please be aware of the limitations:

- You can place the attribute on the modeling surface, but tables won't be displayed.
- The pop-up for the description in the mini bar can show tables but not their border lines.

- The catalog process warehouse report does not show tables in cells. Please keep this in mind when re-importing a catalog process warehouse.

Copy and paste of symbols between different diagram types and automatic symbol conversion

You can *copy single or multiple symbols and paste* them into a different diagram type. We automatically change the symbols copied to your clipboard to match the notation of the targeted diagram type and transfer the modeling objects. The object types must be allowed in the target diagram to enable copying and symbol conversion. Prohibited objects will not be pasted and you will receive a note. You can manage object types in the method to allowed entity types in diagram types and set the default for symbol types.

Please be aware of the limitations:

- The BPMN standard differentiates between start, intermediate, and end events. EPCs only have a generic event which can be used for all circumstances. Therefore, events will not be pasted.
- When pasting into a BPMN diagram, pools will not be automatically created.

Special retention periods for diagrams and catalog entries

You can assign a special retention period to diagrams and catalog entries for the publication stage, which differs from the general setting in the administration area. Use the *governance attribute* “*Special retention period (in years)*” to configure a special retention period to assign an individual retention period in years.

Please be aware that the attribute “Special retention period (in years)” is disabled in the standard method. You need to enable it in your method for productive use.

Declaration for expired catalog entries in published diagrams

When a catalog item is used in a published diagram and its validity period is reached the user will see a banner which informs them about that.

The banner text can be customized if it does not fit your needs, but only for Private SaaS or on-premises installation. Please contact your GBTEC project team.

Exchange symbol color settings

Administrators have the possibility to change the symbol color settings to easily switch between different designs or use predefined symbol color settings. You have the option to *download the current symbol color settings* in the administration. At the same place you can upload your own symbol color settings for example to use predefined symbol color settings.

Distribution types in the simulation

You now have the possibility to use different types of distributions when using parameters for the simulation. This allows you, for example to specify more precisely the duration of an activity or the incoming of a process instance.

EPC Symbol classified by task type

The EPC symbol for activities now shows an icon to visually identify the task type of the activity. Before that you could choose a task type, but it was not visible in the modeling surface.

Please be aware that already modeled symbols will not automatically change. You need to *reassign the symbol* in that case.

EPC symbol classified as external

The EPC symbol for roles now switches its color to visualize external roles. Before that you could classify roles as external, but the symbol stayed in the same color.

Please be aware that already modeled symbols will not automatically change. You need to *reassign the symbol* in that case.

23.229.2 Process Execution

Introducing signature tasks

Some processes contain critical tasks where you, as the task owner, must confirm that you and not someone else performed the task. You can obtain this confirmation with *signing tasks*. To complete the task, you must first authenticate yourself with your credentials. If the authentication is successful, the task is completed, otherwise the system refuses to complete it. The authentication follows your company's rules and is even requested when SSO is enabled by default.

Dynamic role assignment

Within a process flow, you can model different roles and store a default assignment for them. With our new feature, you can define which user or user group is *responsible for a role during the runtime* of a process. To achieve this, you can use different task types and methods. Roles can be assigned wherever process variables can be modified. This can occur, for example, within activities or also at the start when creating an operation from another system via the API interface.

Create cases automatically by timer

You can now define *timers on start events*. The system then automatically creates cases according to the defined timer. By that you can automate recurring processes and ensure that these processes will not be forgotten. When you have reached a state of full automation of a process, you will not even have to do one manual step.

Setting dynamic due dates on tasks

Tasks often need to be done in a specific time to keep projects and processes on track. Therefore, you can now define a *processing time* for each task in the processes. When reaching such a task during runtime, the due date will be calculated dynamically. You as assignee can see the due date on the task in the task list and in the case flow overview. By that, the tasks can be completed on time.

Getting reminders for due tasks

By having due dates on tasks, you can ensure that your cases will be handled in a proper time. To keep the task owners up to date and remind them about due and overdue tasks, the system sends *reminder emails* with a task overview. The tasks are grouped into pending, due today and overdue, so you can get the tasks listed by urgency and work through them.

If you are assigned a task that is already overdue or needs to be completed within the next 24 hours, the system sends a separate email for this task immediately after the assignment.

Every task mentioned in the reminder email contains a link to the task in BIC Process Execution so that you can directly access and work on it.

Perform subprocesses asynchronously

With release version 7.5 we introduced *call activities* that allow you to refer another process via call activity and by that create a subcase for that process automatically. In that version, the subcase will be processed synchronously. That means that the main case waits for the subcase to be completed to continue with the next steps.

Now you can mark a call activity as asynchronous. By doing so, the call activity task in the main process will be continued instantly when the case for the subprocess was created. The next task is started, and the main case can continue without waiting for the subcase to be completed.

Delete ProcessApp data in Studio and Test stage

When you create a ProcessApp, you usually test it intensively to make sure that everything works as defined. Some process designers duplicate ProcessApps and then work with that version. In the long run, this creates a lot of data that you will eventually no longer need. The Studio and Test environments are automatically cleared of ProcessApp operations when a new version of the process is checked in. Now you have the additional option of *deleting the entire ProcessApp* in the Studio and the Test environment in order to manually clean up the system.

JavaScript in script tasks

We introduced *script tasks* with release 7.5 where you can provide Groovy script to the ProcessApp and handle data in script tasks. Now BIC Process Execution is also supporting JavaScript as script language. You can switch between JavaScript and Groovy and will get syntax highlighting and code suggestions for both languages. With JavaScript, you have an easier access to script tasks.

Change case name

The case name is a specification that is also available as process variable within a case. There are use cases where you need to change the case name in a running case and see the change in the case list. We have improved the application there so that this change takes effect in all places where the case name is displayed.

Favourites within the ProcessApp list

The ProcessApp list was separated into “All ProcessApps” and “Favorites”. We have merged these views as a preparation for features that will be available in the next release. When you have marked a ProcessApp as *favorite*, then you will see the favorite icon on this ProcessApp.

Actions on a ProcessApp

We changed the icons and the access to the functions of a ProcessApp in the ProcessApp overview. Additionally, to the ProcessApp icon there is only the favorite icon left. Other actions like the create case action are now placed in a context menu that can be accessed on the ProcessApp.

Improved error handling on send tasks

Send tasks can be configured to be sent automatically. But there can be an issue e.g., with the email server so that the task cannot be sent and is in an error state. When this happens, this task now becomes a user human task, and you can handle this task manually. The error is shown on this task and you can decide whether to send the task manually or try to send it again automatically.

Automatic email sending when placeholders are missing

Email templates can contain placeholders for process variables. In a generic email, you sometimes add placeholders for variables that are not provided in all cases. For these cases you can now specify the option to set an empty string at this point. In manual send task, you will not be confused by the placeholder any longer. In automatic send task, the system will send the email with an empty string.

Redesigning the task list

We redesigned the *task list* to provide a better overview of the pending tasks. The task entries now show the information in a more structured way. It also shows the due date for a task if one is set. Additionally, status icons will be shown when a task is in error state or overdue.

Updated application name and favicon

To ensure a consistent look and feel for all products, we have updated the application name and the favicon. Both changes can be seen in the browser tab.

23.229.3 Resolved bugs

- [DES-2376] - Service calls sometimes fail because of expired access token
- [DES-2314] - The “visual-data” is not loaded lazy and can cause an OOM of the domain-service
- [DES-2312] - Diagrams may be displayed in the wrong context
- [DES-2161] - Misleading information in section “Configuration for automatic linking of SAML accounts” of installation documentation
- [DES-2092] - It is not possible to trigger the endpoint for creating an user without sending an first-login-email
- [DES-2017] - System requirements needs update
- [DES-1967] - Database backup may cause unexpected high disk usage

- [DES-1962] - Java Mail Properties set by environment variables have no effect
- [PE-4259] - Attachments are being handled in memory
- [PE-4178] - Form data is not saved when completing a task
- [PE-4176] - Button text size on mobile devices is too big on case archive action
- [PE-4169] - Hidden condition is not evaluated
- [PE-4143] - The Process Execution Apigateway is killed in production due to too much memory consumption
- [PE-4121] - Publishing of new process version aborted when creation case
- [PE-4107] - Can not download an attachment on activity
- [PE-4067] - Manual complete task is not possible for started task which does not have an assignee
- [PE-3981] - Form focus jumps to top when updating the form
- [PE-3975] - Menu is missing on mobile when accessing the application
- [PE-3878] - Error message for mobile view has wrong format
- [PE-3665] - NullPointerException on navigating to the default instance
- [PT-4886] - Online help download as PDF broken
- [PT-4841] - Special characters in link title breaks search when link is search facet
- [PT-4806] - Delete attachment in all languages does not work without attachment title
- [PT-4731] - Simulation parameters cannot be entered on custom symbols
- [PT-4488] - Typo in info banner
- [PT-4020] - Matrix view does not respect configuration
- [PT-3945] - Some fonts are not displayed correctly
- [PT-3710 | PT-3733 | PT-4455] - Security improvements
- [PT-3263] - Catalog import removes link titles
- [PT-3151] - Valid from date did not recognize UTC time zone in process warehouse report
- [PT-2787] - Third examiners do not receive an email on diagram publication completion
- [PT-2503] - Profile report for catalog items gets generated in browser language
- [PT-2014] - PDFs with extended rights do not work after publication (see [hint here](#))
- [PT-1922] - Reports do not update Created / Last Saved property

23.230 Version 7.5.11

23.230.1 Resolved bugs

- [DES-3024] When the attachment attribute is configured as unlocalized, the attachments from imported objects are invisible. *Attention:* This fix not included in 7.6.x and 7.7.x.

23.231 Version 7.5.10

23.231.1 Resolved bugs

- [DES-2845] Username and other user attributes from Keycloak don't fit user-service columns

23.232 Version 7.5.9

23.232.1 Resolved bugs

- [PE-4762] Enhance how the JWT public key is loaded in Process Execution service

23.233 Version 7.5.8

23.233.1 Resolved bugs

- [PT-5110] Diagram cannot be rendered if it contains boolean attribute placements

23.234 Version 7.5.7

23.234.1 Resolved bugs

- [DES-2384] Improve “migrateToUserService” migration

23.235 Version 7.5.6

23.235.1 Resolved bugs

- [PT-4265] Last changed date of search hit is not correct
- [PT-4666] Sanitizing results in format differences
- [PT-4671] Pasting a link in third-party applications breaks URL

23.236 Version 7.5.5

23.236.1 Resolved bugs

- [PT-4632] Building search index is interrupted on uncommon office documents

23.237 Version 7.5.4

23.237.1 Resolved bugs

- [DES-2277] No User and Group related messages are sent for LDAP and SAML configurations

23.238 Version 7.5.3

23.238.1 Resolved bugs

- [PT-4557] - Security improvement

23.239 Version 7.5.2

23.239.1 Resolved bugs

- [PT-3770] - Redirect roles in feature toggle

23.240 Version 7.5.1

23.240.1 Resolved bugs

- [PT-4120] - Scale factor slider values in diagram print format settings are not correctly reproduced in print view
- [PT-4388] - Active resubmission workflows started before version 7.4.8 that are manually aborted will be recreated once if they are still valid
- [PT-4505] - Security improvement

23.241 Version 7.5.0

23.241.1 Key features

Easy inserting of a symbol in an existing sequence flow

Symbols can now be dropped on a sequence flow to automatically embed the new symbol in an *existing sequence flow*. You will see a visual feedback which signals that a symbol can be embedded in a sequence flow.

For example, you can drop an Activity or Gateway on the sequence flow between two other Activities and the new Activity is directly embedded in the sequence flow and connected to the other Activities.

Access to publication archives

Until now the archive export of depublished diagrams or catalog items were provided at the depublishment workflow in Governance Cockpit. Users wanting to view an archived version in BIC Process Design needed to download the archive export and import it again.

The archived versions of diagrams and catalog items can now be accessed from the Governance Cockpit. When a diagram or catalog item was depublished, users can access the archived version from the audit trail of the depublishment workflow. You will be informed that the diagram or catalog item has been depublished and have the option to open the archive. If you choose to open the archive you will directly see the diagram or catalog item and easily navigate through the different versions. Your Readers won't be able to access archived versions in publication since the archive access is in the Governance Cockpit, but you can share the URL to the diagram or catalog item with them, if they need to access an archive.

Please note that this is only available in the new user interface.

Linking Governance Workflows to diagrams or catalog items

In the old user interface, it was not possible to navigate from a workflow to a diagram or catalog item which is subject of the workflow. We enabled this navigation in the new user interface where you can now easily navigate from the workflow. The accessing link is located on the audit trail of a governance workflow and leads to the diagram or catalog item in the corresponding stage depending on the current state of the workflow (whether it is pending, rework or closed).

Displaying effective time span of archives

Archives were declared with the time stamp of the archive generation in the old user interface. In the new user interface, archive entries of diagrams and catalog items now display the actual time span in which the archive entry was the active version. This time span may differ from the governance attributes "valid from" and "valid to" since it displays the effective time span and not the set values in those attributes.

With the new declaration it is now easily possible to e. g. identify gaps in publication archives.

Arabic and Polish user interface

BIC Process Design now speaks Arabic and Polish in the new user interface! Both languages could already be chosen as content languages, but our user interface did not support those languages. The language of the user interface is determined by the set browser language. Our online help remains in English when accessing from an Arabic or Polish browser.

Serbian added as content language

We implemented Serbian as content languages, so that processes or catalog entries can be maintained in Serbian. Please note that this does not count for the language of the user interface.

Optimized search in catalog

We deactivated the alphabetical order of search results in the catalog search so that the list of search results is sorted by the relevance of each item. The alphabetical sorting of catalog items is still possible but not on search result list.

Optimization of task summary mail

Delegated tasks are now included in the *task summary mail* once a day. The task is still directly assigned in BIC Process Design and a toast informs the new task owner about the delegation.

Additional customization capabilities

We extended our customization capabilities so that some attributes can be excluded from being transferred to preview and publication stage. This is helpful if some attributes should not be archived in those stages, e. g. when they are only used in modeling.

We also enabled customization projects to perform validation on the start of publication workflows, so that individual rules can be validated. The workflow continues if the rule evaluation is positive and will be aborted if the rule evaluation is negative. In this manner, we can implement a variety of validations for you, for example to check whether the assigned Author is not also assigned as Responsible or whether the validity period is set correctly according to your governance definition.

Please note that both capabilities are highly individual and that your requirements can only be implemented by customization projects.

23.241.2 Existing features available in new user interface

Declaration of expired content in publication stage

When the validity period of a catalog item or diagram is reached the user will see a banner in publication that the catalog item or diagram exceeds the set “valid to”-date in the governance attributes. If the standard banner text does not fit the wording of your organization, then it can be adjusted for Private SaaS or on-premises systems. Please talk to your GBTEC project team about it.

Abort workflows and delegate tasks

In Governance Cockpit

- Administrators, Editors, and the initiator of a Governance Workflow can abort running workflows in Governance Cockpit. Simply open the audit trail of a Governance Workflow and you will find the option to abort in the option panel.
- Administrators and Editors can delegate a pending task of a Governance Workflow to a user in BIC Process Design. Users only need to open the audit trail of a Governance Workflow and click on the Delegation-Button on the pending task to delegate it to another user.

Filter catalog suggestions and access archives

In Catalog, users can now

- filter the catalog list in Public Workspace for catalog suggestions. Reviewers can filter the catalog list in Preview Stage for catalog items which need an approval.
- distinguish catalog suggestions from approved catalog items on the catalog list and on the details page of a catalog item.
- access archived versions of catalog items on the details page of a catalog item. Please note that a catalog item needs the Responsible being set to archive the version of a catalog item. You also need to set a Responsible to access the archived versions.

23.241.3 Process Execution

Introducing call activities in BIC Process Execution

Process designers are now able to include *call activities* in their processes. With call activities you can refer to other processes and create cases for them. During runtime a *sub case* will be created automatically when the call activity has been reached. All process variables and roles are transferred to the sub case and are available there. When the sub case is completed, the changes for the process variables will then be handed over to the main case.

Send emails from send tasks automatically

Process designers can already define *email template* for send tasks, so that users have predefined emails. With this release the designer can mark a send task, so that the email will be sent automatically by the system. The system completes the task when the mail was sent, so that no user interaction is needed in the case.

Write own scripts and run them within script task

It is sometimes necessary to do complex calculations or interactions with process data. Many things can be done with formula fields within user forms. But sometimes this is not sufficient, so designers can now use *script tasks* for this. As the name already says, designers can write scripts that will be executed during run time. You can use all available process variables within the script, change them and create new process variables that will be available in the following steps of the case.

Define a retention period for your cases

Due to data protection purposes and system cleanups designers can now define a *retention period* for their processes. The retention period for a case starts when it is completed. BIC Process Execution deletes the case and all its data automatically after the defined period.

Use basic authentication in REST calls

It is best practice to use authentications when running REST calls against other systems. We introduce the *basic authentication to extend our REST functionality*. Process designers can configure the authentication easily in the REST configuration.

Possibility to handle data objects within user forms

Service tasks and REST are a common and powerful way to get data from external systems. That data is mostly structured as objects. *User forms* now support data object handling, so that the process designer can directly address attributes in data objects.

Updated administration page as preparation for coming features

The *administration* only contained the API-key configuration. With the coming releases there will be more things that need to be configured in the administration. That's why we've added a new page as overview of those things as administration entry page.

Mark a Boolean field as mandatory

Process designers can now mark a *Boolean field* in a user form as mandatory. As a result, a user must check this Boolean field to complete the task. By that you can force the user to actively accept or confirm data, information, etc.

User form editor design improvements

The design of the user form editor was improved. The preview section was increased, and the details section decreased in size. But both sections benefit from the change. The input fields in the details have now a row for their own. By that the size of the fields increases and the user can see even longer inputs.

Improve behavior of environments when deleting cases

User now get more detailed information when a case in the studio and test environment was deleted. Additionally, the user will be redirected to the instance when the case he/she had opened was deleted.

Include case functions in case flow menu

In the flow view of a case there were two menus – one at the top and one at the bottom of the flow. These menus have been merged so that there is only one menu left that contains all menu options from the former ones. It is shown at the top of the flow so that users can access it easily.

Use all output elements as document containers

By now it was only possible to use document objects as *container for input- and output documents* in BIC Process Execution. We improved the system so that business objects and other containers can be used. The user has now options to upload and download documents on those objects.

Show user error message on wrong REST response HTTP status code

Process designers usually define an expected HTTP status code for the response of their REST calls. When something goes wrong or the system simply returns an unexpected HTTP status code, then the user needs to know what happened. Therefore, BIC Process Execution now shows an error message to provide that information.

Show different start pages depending on user tasks

Different users have a different workload and a different type of work. Some have a lot of tasks in their task list, some have mostly group tasks, and some have most of their time no tasks and only create new cases. To match all those use cases and to improve the usability, we changed the behavior for the starting page when logging into BIC Process Execution. When the user has personal tasks to do, then he/she will see the task list. If there are no personal tasks but group tasks, the user will get the group tasks list. If there are no personal and no group tasks the user will be redirected to the ProcessApp overview to be able to create a new case quickly.

23.241.4 Resolved bugs

- [PE-3752] - Very long diagram names (>100 characters) causes an exception when the user tries to create an case of the process
- [PE-3698] - Task list in studio stage is not being updated after diagram update
- [PE-3546] - The size of the steps' icons in the instance flow view is not fitting with the design
- [PE-3456] - Mark, unmark and mark again a process as a favourite doesn't work as expected
- [PE-3442] - Mandatory fields have no mandatory indicator
- [PE-3376] - Updating a process in studio stage fails, if more than one user has marked it as favorite
- [PE-3375] - Input/Output documents should be retrieved by their association type and not edge type
- [PE-3342] - Alignment and line spacing in textarea for email editors are not being saved
- [PE-3339] - Email editor and preview content are not displayed correctly
- [PE-3184] - DMN task is not completed automatically
- [PE-3051] - Flow is breaking when having two associations with expressions pointing to the same entity
- [PE-2457] - Wrong warning message when trying to create an instance with creation restriction
- [PT-4381] - Wrong redirect on catalog list when creating a catalog entry (new UI)
- [PT-4172] - Switching between a main and allocation diagram can break visual data
- [PT-4127] - Converting PPT to PDF might fail
- [PT-4041] - Diagram editor allows selection of fonts not available for rendering, resulting in visual differences between stages and reports
- [PT-3941] - Diagram publication is not working correctly when started from publication stage
- [PT-3937] - Changing a title for an URL attachment decodes and breaks original link

- [PT-3910] - Document selector not working for multivalue attachments in documents view
- [PT-3892] - Local time zone is ignored after picking a date
- [PT-3778] - Open an URL needs double click to reach the destination (new UI)
- [PT-3771] - Updating numeric attribute values is not always possible
- [PT-3634] - Generated PDF doesn't display Cyrillic
- [PT-3630] - Diagram cannot be copied with broken edges
- [PT-3436] - Process flow calculation breaks on loops with non-exclusive gateways
- [PT-3060] - Only english translation for resubmission task toast is displayed
- [PT-2766] - "Share by email" is not working if the diagram name contains a special character
- [PT-2543] - Security improvement
- [PT-2529] - Reader see Tasks entry in navigation (new UI)
- [PT-1805] - Entity Resubmission Reminders still get sent after entity was republished with empty "Valid To" value
- [PT-1581] - Loss of image quality when creating a manual as a PDF
- [PT-1570] - Second and third examiner tasks are not included in entity publication mail
- [DES-1969] - Delete used catalog entries without replacement is not working
- [DES-1928] - Deletion of archive entries fails
- [DES-1919] - Repository archive entries are not properly removed
- [DES-1900] - Archive cleanup misses one entry
- [DES-1866] - Duplicated groups can be created by renaming
- [DES-1864] - Updating a node attribute through GRC-Apigateway does not work correctly
- [DES-1779] - Labels are broken after setting an attribute to hidden
- [DES-1736] - Differences between stages and reports due to unavailable fonts in rendering
- [DES-1275] - Layouter decreases pool size under specific circumstances
- [DES-562] - BPMN "call activity" can be set by two distinct attributes

23.242 Version 7.4.8

23.242.1 Resolved bugs

- [PT-3847] Resubmission data are incorrect
- [PT-4009] Catalog item replacement blocks diagram check in
- [PT-3949] Opening an allocation diagram from catalog can block check in
- [PT-3948] Opening an allocation diagram from catalog can double the main diagram
- [PT-3565] Saving larger diagram takes is not performant

23.243 Version 7.4.7

23.243.1 Resolved bugs

- [PT-3911] Frontend does not work in Internet Explorer 11
- [PT-3760] Role based UI selection is not reliable redirecting on first login
- [PT-3654] Security improvement

23.244 Version 7.4.6

23.244.1 Resolved bugs

- [PT-3517] Entity resubmission aborts on single failure
- [PT-3611] Search can't find assignment attribute values
- [PT-3568] Deputy tasks are limited to EDITOR or ADMINISTRATOR

23.245 Version 7.4.5

23.245.1 Resolved bugs

- [PE-3306] Uploaded documents are removed from cases when publishing new ProcessApp version

23.246 Version 7.4.4

23.246.1 Resolved bugs

- [DES-1835] As a new User I want to reach the application after I initially set my credentials

23.247 Version 7.4.3

23.247.1 Resolved bugs

- [PE-3297] Datepicker does not allow German inputs
- [PT-3509] Search filters may show IDs instead of names

23.248 Version 7.4.2

23.248.1 New features

- [PT-3273] As a user I want to see the KPIs when I hover over a node in heatmap view
- [PT-3181] As a user I want to see simulation scenario statistics in order to analyze the run
- [PT-2987] As a user I want to see the simulation results in a heatmap
- [PT-2985] As a user I want to execute a simulation based on a locally filled out scenario
- [PT-2511] As a user I want to specify scenario parameters in a simulation scenario
- [PT-2508] As a user I want to specify gateway parameters in order to apply decision probabilities to a simulation scenario
- [PT-2507] As a user I want to specify task parameters in order to apply these to a simulation scenario
- [PT-2505] As a user I want to create a simulation scenario so that I can define the scenario

23.248.2 Resolved bugs

- [PT-2262] Links on landingpage point to invalid URLs

23.249 Version 7.4.1

23.249.1 Resolved bugs

- [PT-2615] BPMN export misses outgoing sequences of a gateway in BPMN XML
- [PT-3250][DES-1804] Migration to find missing resubmission reminders fails to match e-mail addresses in different cases
- [PT-3231][DES-1809] Workflow participants can delegate tasks
- [PT-2962] Manual report doesn't display role satellites of first activity
- [PT-1586][DES-1821] Search filter based on assignments are not updated if the assigned object is changed
- [PE-3159] Completing send task results in error
- [PE-3149] Null comparison does not work in forms

23.250 Version 7.4.0

23.250.1 New features

Analyze repository with diagram filters

Up to now it was not possible to filter diagrams for diagram attributes and the only way to achieve filtered lists was to receive the process warehouse export and filter the diagrams in Excel or via the overall search. We now introduce filter for diagrams to analyze your repository. When you open the diagram view in the new user interface you will see the filter panel on the right side to tailor the diagram list. The feature enables you to quickly answer plenty of questions, like

- What resubmission effort will come up next month?
Use Valid To filter and set time span to next month
- Which processes are in my department?
Use Scope filter and set your department
- Which diagrams are maintained by me?
Use Author filter and set yourself as author
- Which diagrams are in responsibility of a colleague who leaves the company next month?
Use Responsible filter and set the leaving person as responsible
- Which are currently in modelling or needs to be reviewed?
Use State filter and set the desired state

It is also possible to extend your method by custom attributes which then can be used to filter the diagrams. Just add them in the diagram type in your method, maintain the attribute in BIC Process Design and the filter will directly be available.

Apply custom colors to symbols

Administrators can change the *symbol colors*, namely border color, background color and font color, in the administration without changing the symbol definition in the method. A custom symbol code can be set for almost all symbols and can be directly applied to all diagrams in all stages.

Please note that changes to the symbol colors might have a huge impact on the appearance of the modeled processes in your organization. We recommend to carefully plan, coordinate, and communicate those changes.

Copy direct link to attached files

It is now possible to copy a direct link to an attached file into your clipboard so that you can easily share the URL to this attachment. Simply hover over an attached file at a catalog item, diagram or even a modeling object and copy the URL. The generated URL leads to the attachment in the corresponding stage and the file gets directly downloaded when a user follows the URL (depends on your browser configuration). We will check the user's permissions to access the file (valid BIC Process Design account, access permission to stage, access restriction) and show the context of the attachment to the user. The shared URL is stable if you give the new version of a file the same title.

Please note that this feature is available for attached files, not for external links or links to local files. You can only copy the URL in the new user interface and user who follow the URL will be directed to the new user interface.

Editors are now Governance Cockpit administrators

Until now Administrators were the only ones who could see and manage all governance workflows. This gave them a heavy workload besides their system administration tasks. We enabled Editors to take over the administrative tasks for *governance workflows* to ease the situation for Administrators. Users with the Editor role now can see and manage all governance workflows. They have the same rights in governance cockpit like Administrators, e.g. delegating or aborting a workflow.

Please note that Editors did not receive any other administrator rights. This feature only allows them to administer workflows.

Resubmission tasks for catalog items

Until now, the responsible or responsible (resubmission) received only an e-mail notification about the upcoming resubmission of a catalog item. We now introduce the *resubmission task* for catalog items, which is already available for diagrams. When a catalog item is going to be invalid, then the responsible or responsible (resubmission) is assigned to the task. The resubmission workflow for the catalog item is listed in the governance cockpit and the task will appear directly in the user's task list in BIC Process Design. We will also inform the task recipient in the task summary mail once a day. The resubmission task has the options to extend the validity for 1 year or depublish the catalog item (will be depublished when "valid to"-date is reached).

Please note that it is currently not possible to filter for resubmission workflows in the Governance Cockpit.

Participating Reviewer can access the Governance Cockpit

We introduced in version 7.3 that *task owner can track progress* of their governance workflows . We kept on improving this feature so that Reviewers can also access the Governance Cockpit in BIC Process Design to track the progress of their governance workflows where they have or had a task.

Resubmission information mail for governance participants

All governance participants (persons assigned to governance attributes) can receive an *information mail* that a resubmission for a catalog item or diagram has been initiated. This mail serves only for their information and is independent to the resubmission workflows. We also introduced an additional governance attribute "Do not send information mail (resubmission)" to deactivate the mail for a diagram or catalog item so that you can decide whether you want to inform the governance participants or not. This mail gets send per default and the attribute can be configured in the method, e.g. if you do not want modelers to deactivate the mail or if you want this mail to be never send. Please contact us if you have questions regarding the right method configuration.

Please note that the information mail can only be send for diagrams or catalog items published after this version.

Configure granular retention period for archives

Administrators can set the *retention period* for the publication stage up to 30 years with a yearly interval. The retention period for the public workspace and preview stage can be set up to 365 days with a daily interval. Please consider that changes to the retention period only affect newly created archives and that a newly set retention period does not affect already created archives.

Please note that we limited the archive period for the public workspace and preview stage to 365 days, but we will not change your configuration. When you already configured a higher period before version 7.4, then we will retain this period and convert it to days. When you change the period after the update, then you can only set the new limit for the public workspace and preview stage.

Copy & paste between diagram types

Copying & pasting modelled objects was only possible between the same diagram type until now, e.g. copying an activity from a BPMN diagram and paste it into another BPMN diagram. From now on you can copy a selection of modeling elements and copy them to your clipboard to paste the elements in a different diagram type, e.g. copy a risk from a risk diagram and paste it into a BPMN diagram. The only precondition is that the modeled object (symbol type, entity type and association type) is allowed in the target diagram type. We will remove the modelled objects during pasting if you have modeled objects in your clipboard which are not allowed in the target diagram type while allowed modeling objects are pasted.

Please note that you can configure the diagram types in the method and thereby allow modeling objects in a diagram type which are not enabled in the standard method. Thereby you could extend the transfer of modelling objects between diagram types according to your requirements.

23.250.2 Existing functionalities available in the new user interface

Please note that not all functionalities of the old user interface are yet available in the new user interface. You might miss some functions but be sure that we will transfer all. The new user interface is a work in progress state. We offer you the possibility to get used to the new user interface and give us feedback on it, so that we can keep on improving it.

Adding and editing catalog items

Catalog items can now be added in the new user interface. You can also edit existing catalog items and maintain the attributes. Please note that some catalog features, e.g. deleting catalog items or the catalog re-organization, are not yet available. We are working on the catalog to enable the whole functionality!

23.250.3 Process Execution

Introducing studio, test and production environment

In order to create and test your ProcessApps, you now have *two additional environments* in BIC Process Execution. We added the studio and test environments to enable authors and reviews to test their ProcessApps without creating testing data on the production environment and mix production and testing data. A big bonus of studio and test environments is that the test cases and data will be deleted automatically when you check in a new version of your ProcessApp. By that you will always have a clean system.

Create case and access BIC Process Execution directly from BIC Portal

You are now able to access BIC Process Execution directly from BIC Portal. You will find a button in the top right corner of the documented processes. As an author in the common stage, you will create a test case in the studio environment and as a reviewer in the review stage, you will create a test case in the test environment of BIC Process Execution in order to test the process quickly. As a “normal” user in the publication stage you will create a case in the public/production stage in BIC Process Execution.

Assign task to case owner as fallback

There are several cases where a task needs to be assigned automatically to a user. That can be an error on a service task, a missing role assignment, etc. To avoid that these tasks will not be recognized, they now will be assigned to the case owner as fallback. The case owner then can see this task in the *task list* and decide what to do.

Define a conditional expression for the mandatory property of a form field

We have already introduced the conditional expression for the “readonly” and “hidden” property of input fields. You can now define a conditional expression for the “*mandatory*” property, too.

By that you are now able to create complete dynamic user forms that will react to the process and form data provided by the tasks and users.

Drag & drop form field from the field palette

You are now able to drag & drop a new form field directly from the field palette to the place of the form where you want it to be.

Default id for input fields in user form editor

When you are editing a user form in the designer and adding new input fields to your form, these input field will now get an *automatic generated id*. By that you are no longer forced to set an id by yourself. But you are still able to change the id to a more user friendly one.

Admins can start any task manually

It is sometimes necessary to start a task which is not the next one in flow of the documented process. Therefore, admins are able to *start any task* they want.

That function should only be used on an exceptional basis and only by admins who know what this action can lead to!

See datatype of process variables

When you are in the case flow view, you have the option to see all process variables in the “*Edit process variables*” dialog. In order to evaluate issues with these variables in the process, we added the datatype as information to each variable in this list.

Design improvement Text area

We improved the design of the text area input field to have a better look and feel in the user form.

Design improvement Menu Bar

We improved the design of the menu bar to have a more consistent look and feel over all BIC products.

Dates are shown in the format of your browser language

Dates will now be shown in your local format. The system evaluates the language and format from your browser settings. When you have set British English as language in your browser, the dates will be shown in British English format. When you have set American English as language in your browser, the dates will be shown in American English format. Same behavior for other languages.

23.250.4 Resolved bugs

- [PT-3187] - Resubmission workflow does not work as intended if the responsible is a user group
- [PT-3133] - Long names overlap dialogs
- [PT-3021] - Errors in email sending during publication interfere with resubmission mechanism
- [PT-2613] - Catalog Warehouse Export doesn't show the entity type for not maintained languages
- [PT-2304] - Fallback placeholder is missing in catalog list and detail page in new UI
- [PT-2647] - Clicking on the attachment icon in the SVG view may lead to wrong content language
- [PT-2151] - Entries in Matrix Report are duplicated
- [PT-2131] - Search subfolder with enums are not shown correctly in new UI
- [PT-2111] - Manual report in pdfa/pdfa2b format are missing icons
- [PT-2017] - Process Warehouse report doesn't show the content of certain rows for not maintained languages
- [DES-1673] - Formatting for some symbol does not work as expected
- [DES-1428] - When renaming a link, the title= parameter gets appended and not replaced, potentially leading to the display of the old title
- [DES-1364] - It is not possible move an attribute to the main attribute group
- [DES-1277] - If maintained attachments Urls are too long you cannot click the edit button
- [DES-1231] - Typo in path for updating the user group
- [DES-565] - Enumeration and indentation in description is wrong after check in
- [PE-3071] - Bug when routing from selection directly to end event to path having tasks
- [PE-3014] - Process is stuck after multiple gateways
- [PE-3012] - Process is stuck after first task with a following loop
- [PE-3011] - Space under Textarea is too small
- [PE-3010] - Error when resetting default instance being in a gateway and trying to change the decision after reset
- [PE-2970] - Drag & drop objects into textarea breaks forms
- [PE-2944] - Task acting like a gateway before a Pararell is not started
- [PE-2925] - Boolean value is saved as string
- [PE-2913] - Evaluation of booleans does not work dynamically with calculated fields values
- [PE-2912] - Checkbox in form show wrong value
- [PE-2861] - Can not start task after two gateways
- [PE-2860] - Manual gateway switch is missing on task
- [PE-2846] - Last character in textarea is removed after completing a task (sometimes)
- [PE-2797] - Gateway in one click ProcessApp does not work and destroys case
- [PE-2791] - First task can not be completed
- [PE-2763] - When completing a task the system starts overnext task, if next task is already started manually
- [PE-2762] - Process with loop on XOR gateway fails to calculate the flow on decision selection

- [PE-2734] - No step can be started after a GW
- [PE-2409] - Initial method resource request has no tenantId specified
- [PE-1678] - Fast typing deletes characters
- [PE-2736] - Service Task may fail when request body content contains double quotes

23.251 Version 7.3.5

23.251.1 Resolved bugs

- [PT-2947] - Values of occurrence attributes were duplicated to entity
- [PT-2781] - Diagram resubmission do not start

23.252 Version 7.3.4

23.252.1 New features

23.252.2 Process Execution

23.252.3 Resolved bugs

- [PE-2720] - Push notification links do not work
- [PE-2685] - Rest editor offers Http Methods that are not implemented in the BE

23.253 Version 7.3.3

23.253.1 New features

23.253.2 Process Execution

REST Configuration editor to define the details of a REST call

As a process designer you are able to do the configuration for the REST call within a dialog. This dialog structures the configuration in three steps. The connection, the request and the response. With that changes the user has a better experience and overview. It is also the basis for more configuration options in order to use REST with all its features.

Configure the header of a REST call

One new feature that we provide in REST calls is the request header. As a process designer you can add additional data in the request header. You can either use static key value pairs, or use placeholders to provide dynamic data from a case as request parameters.

Define a file as request body for a REST call

Sometimes it is necessary to send files and document via REST call to other systems. Therefore you can now configure in the new REST configuration a file that will be send in the request of the REST call.

Receive a file as response in a REST call

When doing REST calls, you always get a response from the system you are calling. This response can contain different data and data types. You can now receive a file as response, map it to an modeled output document and use it in further steps of your process.

Set a conditional expression for the hidden property of a form field

In order to create less complex diagrams and to improve the user experience, a process designer can now configure whether an input field in a user form should be hidden or not on a dynamic basis. Therefore you can define an expression that will be evaluated during runtime and decide on the basis of the output if the field will be displayed or not.

Set a conditional expression for the read only property of a form field

Like the dynamic configuration for the hidden property of a field in a user form, you have the same option for the read only property. A process designer can define an expression do decide during runtime if that field is read only or not.

23.253.3 Resolved bugs

- [DES-1523] - Start diagram cannot be changed
- [PE-2628] - System does not route to flow view while calculating a case
- [PE-2591] - Initialize boolean variables as false if no value ist set
- [PE-2545] - The flow of “old” cases are not shown after changing the way to calculate integrated decision options
- [PE-2468] - Form calculation does not happen when using calculated values
- [PE-2453] - When a task after a gateway is started some of previous gateways are not block
- [PE-2377] - Wrong “Responsible” spelling for German language
- [PE-2337] - Mark and unmark a process as favourite doesn’t work for processes listed in the search result
- [PE-1762] - There is no reload button on a decision when the selected task is below the changed gateway
- [PE-1715] - Localized content is not loaded on mobile when the tab is refreshed
- [PE-2414] - Deleting a group used in a process’ “Create restriction” results in case list and process apps req failures
- [PE-2399] - Request timeout when creating a case via run link

- [PE-2379] - Flow is requested while in calculation leading to corrupted data

23.254 Version 7.3.2

23.254.1 Resolved bugs

- [PT-2748] - Correction in domain service migration
- [PT-2247] - Queries with two or more whitespaces break the catalog search
- [DES-1521] - Catalog item suggestions don't show entries when query contains umlauts
- [DES-1517] - Role suggestion list in modeler is missing correct search results

23.255 Version 7.3.1

23.255.1 Resolved bugs

- [PT-2736] - Workflow list is incorrect when user did not participate in any workflow
- [PT-2605] - Catalog list cannot be loaded when catalog items have a huge amount of custom assignments
- [DES-781] - Decomposition icon at nodes are not always highlighted

23.256 Version 7.3.0

23.256.1 New features

Breadcrumb navigation

We reworked and enhanced the design of the breadcrumb function in the new user interface. It is now always available for example when you are in a diagram, category or in the catalog. The breadcrumb can also be used for navigation so that it is now even easier to navigate through BIC Process Design.

Archive access for depublished catalog entries

We introduced the archive access for depublished diagrams in version 7.1 and continued our improvements. You can now also access the archived version of a depublished catalog entry in the corresponding depublishing workflow in governance cockpit. Like for depublished diagrams, the archive of the depublished catalog entry is stored in the audit trail of the depublishing workflow and can be downloaded there. We also enabled the archive access of already depublished catalog entries before this version.

Please note that this feature is only available in the new user interface and that we will also improve this feature in future versions.

Option to delete attachments in all content languages

We introduced localized attachments in version 7.2 and continued to improve this feature. When you uploaded a file or maintained an URL in all content languages, then you can delete those attachments with one click instead of deleting each attachment in all content languages. This reduces the maintenance effort a lot.

Task owner can track progress of their governance workflows

Governance participants who have an open task or had completed a task in a governance workflow can access the workflow in governance cockpit to track the progress of the workflow. You can also see your workflows even though you delegate the task to another user to track the progress of your delegation. All functionalities of the governance cockpit, like searching for a workflow or filtering the list of workflows, can be used.

Please note that reviewers cannot access the Governance Cockpit at the moment.

Alignment of BIC Process Design standard method with BIC GRC

Attribute “Risk category” for Risks

We adjusted the standard method and changed the attribute context from occurrence to entity. This means that the set value now counts for the whole entity and no longer for an occurrence of this entity. We migrated the set values to the entity just in case the values of all occurrences were unique. For all other cases we discarded the value in modeling (public workspace). You might need to set a value again.

Please note that the migration was only executed in public workspace and does not affect the preview, publication, or archived versions.

“Obsolete” flag for Controls

The catalog entry “Risks” has already the option to maintain it as “Obsolete”. We adjusted the standard method so that you can also maintain Controls as “Obsolete”, e. g. when the corresponding Risk is obsolete.

Enhanced OCL custom validation

We enhanced our OCL (Object Constraint Language), so that it now uses the entity instead of its graphical nodes. For example, you can now create a validation rule (in method editor) to check whether an activity inside an application pool is typed as service task. You can also set a more specific validation context for an OCL rule (in method editor), modelling or validation, to define when the rule should be validated (during modelling or when a user check in a diagram).

Hindi and Indonesian added as content language

We implemented Hindi and Indonesian as content languages, so that processes or catalog entries can be maintained in those languages. Please note that this does not count for the language of the user interface.

Do you need to maintain your processes in a content language which is not yet available in BIC Process Design? Then please request the language at our Support team. We will give you a feedback whether we can provide your desired content language.

Administration in a new tab

When you open the administration in the application, then the administration gets opened in a new tab. You can then simply close the administration tab and all changes are saved.

23.256.2 Existing functionalities available in the new user interface

Identity validation for governance tasks

When you are working in the new user interface and your organization activated the re-validation of your identity for governance tasks, this feature is now also active in the new user interface. Task owner are directed to the login screen when deciding upon a governance task to validate their identity.

23.256.3 Process Execution

Create an API key in order to connect to BIC Execution

An API key can now be created in BIC Process Execution. This function enables you to securely connect external systems to BIC Process Execution so that only authenticated systems can access BIC Process Execution via REST call. API keys can be created and deleted in the administration area.

Create new cases via REST call

Cases can now be *created from external systems*. Therefore, a higher degree of automation can be reached for your processes. Technically speaking a HTTP POST request is sent to BIC Process Execution via a REST call. For a safe authentication, this call must contain an API key, which can be created in the administration area of BIC Process Execution. In addition, the case's name and process variables can be specified within the request. As soon as the HTTP POST request has been processed, the new case is available in BIC Process Execution and can be worked on immediately.

Search for ProcessApps

If you have many different processes that are made available as executable ProcessApps in BIC Process Execution, it can sometimes be difficult to find the right ProcessApp quickly. To ease this task for you, we have implemented a *search* function. Simply type in the name or a part of the name of the ProcessApp in the search bar and press enter to filter the ProcessApps.

Mark ProcessApps as favourites

As a user you have usually a couple of ProcessApps you are working with. To have a quick access to these ProcessApps, you are now able to *mark ProcessApps as favourites*. You can do this for every app in the ProcessApps view. There you can also switch to the favorites tab in the top right corner.

Calculate data in user forms

User forms are powerful tools to get relevant data from the user during the process flow. But sometimes it is necessary not only to collect the data, but also to do calculations, checks, transformations, etc. To this purpose we have *introduced the “Formula” field* in the form editor. With that field, you can use different formulas to access and process data within your process instance.

All available formulas can be checked in the documentation of [Formula.js](#).

Create an e-mail template for a send task

You can now *create and configure e-mail templates* in send tasks via the “Email template editor” in BIC Process Design. Process variables will be replaced during runtime to provide data dynamically for defined placeholders in the e-mail template, such as the recipient of the e-mail. The users who have been assigned to such a task in BIC Process Execution can see the email template in the corresponding task’s form. With a simple click the e-mail template can then be transferred to their local email client for further editing, file attaching and sending.

Create a new case from the process’s case list

Through the usage of a new implemented button the process’s case list you can now create new cases directly for the corresponding process.

User form editor improvements

We implemented some improvements in the user form editor to provide a better user experience when creating a user form.

- The field type icon is displayed at the right side of a form field to show the user which form fields are already included in the form.
- The field type name is added to the details header on the right side of the user form editor.
- The error messages have been updated to provide a clear and more understandable error message.

23.256.4 Resolved bugs

- [PT-1352 | BC-14041] - User group assigned to scope and access restriction of same diagram is not shown as search facet in wildcard search
- [PT-1535] - SVG of a diagram look different in portal and design
- [PT-1621] - Fonts in reports differ in some user languages
- [PT-1786] - Delegation entry is missing in mail notification
- [PT-1793 | BC-14291] - Applicable documents are displayed twice in profile view
- [PT-1869] - Check out button is still present when opening allocation diagram
- [PT-1947] - Chips in catalog are not directly clickable because of overlaying tooltips
- [PT-1991] - Links to online help in mails are outdated
- [PT-2021] - Big imports bottleneck the messaging leading to unresponsive catalog usage
- [PT-2064] - Governance search facets missing user when user was maintained in several governance attributes
- [PT-2090] - Customized entity publication mails link to the entity in the common stage

- [PT-2096] - Depublication of managed document aborts with failure when the document is still referred in preview stage
- [PT-2261] - Indexing of documents with content length larger than 32KB is skipped
- [PT-2358] - Wrong default language for release notes
- [PT-2497] - Resubmission email templates cannot be changed for specific tenants
- [PT-2504] - Occurrences view misses elements
- [PT-2526] - Catalog import removes keyword in other languages
- [PT-2531] - Indexing of documents with number of characters larger than 100000 is skipped completely
- [DES-436 | BC-14482] - Methodeditor stores numerical default values as strings in the method file
- [DES-550] - OCL check works not as expected when creating objects via mini symbol palette
- [DES-645] - Security improvement
- [DES-654 | PT-465 | BC-3067] - The text formatting window of an Annotation does not work correctly
- [DES-1107] - Parallel document downloads may lead to no response
- [DES-1140] - Content language in diagram SVG is not always update when switching language
- [DES-1176] - Context menu for attachment / decomposition link misses entries
- [DES-1281] - Edited link title gets not updated correctly
- [DES-1362] - Catalog creates occurrence attribute value for catalog item
- [DES-1363 | DES-1277] - Edit button for attachments with long names is hidden in catalog view
- [DES-1371] - Clicking on a keyword in catalog entry edit mode discards all unsaved changes
- [DES-1395] - Suggestion list misses some items with special character in name
- [PE-2278] - ProcessApps list not up to date on login or site reload
- [PE-2265] - Administrator cannot modify case details
- [PE-2264] - Gateway change causes error when form boolean switch is changed
- [PE-2259] - Drag & Drop icon on input field is always visible in user form editor
- [PE-2258] - When i create an instance via REST call, the first task should start automatically when it has a user or grouped assigned
- [PE-2251] - When receiving an user deletion message, then we should ignore the message
- [PE-2223] - DMN task can not be completed
- [PE-2184] - Change info message for archive cases when there are no cases in the list
- [PE-2183] - Typo in german no cases info text
- [PE-2181] - Archived cases button must not be present on archived cases list
- [PE-2177] - Missing error message and error is shown when unnecessary in user form editor
- [PE-2154] - Archive confirmation dialog has a horizontal scrollbar
- [PE-2112] - Readme has a typo in title
- [PE-2109] - Drag and trash icons are always visible on each form field in form editor
- [PE-2108] - German label name in form editor is wrong
- [PE-2107] - Task can not be completed if all form fields are read only

- [PE-2106] - Long formfield value texts are cut in user task view
- [PE-2099] - Adjust icon size of ProcessApps on a desktop
- [PE-2098] - Wrong color of active due date icon
- [PE-1970] - Wrong deign for input field placeholder text
- [PE-2224] - Gateway recalculation spinner is never removed when no input expression resolves to true
- [PE-2220] - Customer cannot create new instances because unique[email,tenant] constraint
- [PE-2216] - Escaping quotation marks in DMN Table attribute causes exception

23.257 Version 7.2.7

23.257.1 Resolved bugs

- [DES-1236] - Migration Service view is broken

23.258 Version 7.2.6

23.258.1 Resolved bugs

- [DES-1214] - Attachments are not migrated when checked out during upgrade across 7.2.0
- [PT-2225] - Nodes are not listed in manual report with path sorting
- [PT-2227] – Old and new user interface should handle non-localized attachments

23.259 Version 7.2.5

23.259.1 Process Execution

As an admin or instance owner, I want to set a due date for an instance

When you create a new instance of a process, you can add a due date. You can also add and edit the due date for an instance, when you go to the details of the instance. When you set a due date on an instance, it will be shown in the instance list. If the due date is expired, the entry for this instance will be shown with a red due date in the instance list.

As a user I want to see archived entries in the case list

You can move instances of a process into the archive. When you are on the instance list, you have the option to switch from your active instances to the archive by selecting the archive register at the top of the list. You can switch between the two available registers to show active or archived instances.

As a user I want to create a case with a run link from outside the application

As a user, you are now able to create a run link for a process to create a new instance from outside the application. You can use this link in other applications. By clicking on this link, you will be redirected to the create instance dialog in BIC Process Execution. If you are already logged in, the dialog will show up. Otherwise you will have to log in first. After logging in, you will be redirected to the create instance dialog.

When a DMN Task has all input it should be executed automatically

DMN tasks will now be executed automatically, if all input variables are available. The calculation will be done as soon as the task starts and the output will be shown directly.

23.259.2 Resolved bugs

- [PE-1818] - Instance list is partial hidden when windows size is to small.
- [PE-1854] - When a diagram is checked and for a while, form fields disappear if you close and open the form editor
- [PE-1991] - Menu toggle button doesn't work after some quick clicks
- [PE-2010] - TenantId should be checked for Camunda rest API requests
- [PE-2014] - DMN errors messages are always empty

23.260 Version 7.2.4

23.260.1 Resolved bugs

- [PT-2192] - Attachments are localized during import when they are non-localized in method
- [PT-2169 | PT-2187 | PT-2188] - Enumeration of process step path differs in matrix view and manual reports
- [PT-2159] - Recreating the SOLR index breaks sometimes

23.261 Version 7.2.3

23.261.1 Process Execution

Separate section for the user task form on the right side

When a user task has a configured form, the form will now be shown on the right side of the task in the flow view. The form is only visible if the task is assigned to a user.

ProcessApps view as an icon view

“Processes” is renamed to “ProcessApps” and the view is changed to an icon view. You can change the color of the default icon, so this color will be shown instead of the default color (primary color). You can also change the process app icon by a custom icon. You can change both in the automation group settings of your diagram in the process designer.

23.261.2 Resolved bugs

- [PE-1615] - Roles are shown under “Applications” section of task form
- [PE-1623] - Automatic Start next task throws an exception when the next task after a parallel gateway is already started
- [PE-1652] - Archived instances cannot access process variables
- [PE-1898] - Automatic DMN evaluation sends null variables value if untouched
- [PE-1925] - The process does not run correctly if the output is changed in a DMN task
- [PT-2136] - Update search-index without deleting it

23.262 Version 7.2.2

23.262.1 Resolved bugs

- [DES-948] – Changes to catalog items are not visible when switching between content languages in edit mode
- [DES-949] – Newly created links are only available in current content language when a title was directly added
- [DES-1025] - Assignments are limited to 100
- [PT-1852] – Scheduled workflow steps are not performed correctly
- [PT-1987] – Retrieving localized attribute values is not possible in report templates
- [PT-2084] - Assigned entities with own lifecycle get directly published when source entity gets published
- [PT-2092] – All entity assignments are not available when only one assignment is not available

23.263 Version 7.2.1

23.263.1 Resolved bugs

- [PT-1970] - Security improvement
- [PT-1997] - Error while sending task assignment emails
- [DES-916] - Adding a new lane does not change the parent for elements that are already on the pool

23.264 Version 7.2.0

23.264.1 New features

View diagram archives directly

When a diagram has an archived version, then you can view the archive directly in BIC Process Design. Just select the intended stage (e.g. publication) of the diagram and click on the archive entry! The displayed archive can only be viewed and so some functionalities are not available for the diagram archive. You can still download the archive and import it to use all functionalities.

Please note that this feature is available only in the new user interface.

Language dependent attachments

Attachments are now *language dependent*. Therefore, uploaded files will be stored in a specific content language. This enables you to provide attachments to users in their language, like you provide process translation in every content language. You can use the translation mode for diagram and catalog items to maintain the attachments for each content language or to gain an overview about the maintained attachments in each content language.

When you do not want to provide attachments in each content language, then you can still maintain only one attachment for each content language. The procedure is then the same as before, just do not uncheck the option to *Upload the attachment for all content languages*. The option is active per default.

Please note that you might want to rework your attachments for language localization to provide your current attachments in only specific languages.

Support for browser extensions to link local files

Browsers have become more restrictive when it comes to access locally stored files to raise the security of your data. Several browser extensions can help to overcome those restrictions and *we did our best to support those extensions*. But it depends on your browser, your browser settings, and the used browser extension whether our improvements work for your configuration. Browser extensions are not part of our software.

Path sorting of activities in reports

Activities of a process are now ordered in accordance with their sequence flow in a process when they are enumerated in *reports*. If gateways or operators are modeled in a process, then we will rely on the maintained probability of the following activity to determine the order if the activities.

Resubmission workflows in workflow list

Resubmission workflows for diagrams and catalog entries now appear in the *workflow list* (and in governance cockpit of the nw user interface). You can now track the process of a resubmission workflow, delegate a task, or abort the workflow.

Please note that you are not yet able to filter for resubmission workflows.

Summary mail for new tasks

We optimized our *task notification*. Your task will be directly available in the application, but we will not send you one mail per task each time a new task was assigned to you. We gather all new tasks and summarize them in a single mail once a day (during night).

Edit mode without alternative language

We still provide the fallback language, when a process or catalog item is in public workspace, preview or publication stage. But we *do not show the fallback language* when you are editing a diagram or catalog item. This adjustment enables you to complete your translation tasks faster and have a clearer overview about missing translations.

Explicit editing of catalog items

We also introduced a check out mechanism to *edit catalog items*. This mechanism avoids unintended changes to catalog items and allows you to view the fallback language when you only want to view a catalog item in public workspace.

Adjustments of standard method

The customer journey map attribute *Key performance indicator* is now a multi value attribute, so that you can assign several KPI to this attribute.

Adjustment of layout settings

In the administration area, the *list of configurable layouts* was reduced so that only diagram types appear for which a process layout can be configured. Those diagram types are EPC, BPMN and VCD.

Quick start guide

When you click on the *quick start guide*, then you do not receive a file any longer. Instead, you are directing to the quick start guide section in our documentation. If you have replaced our quick start guide file with organization specific files, those files will still be provided, and the users can receive them.

23.264.2 Existing features available in new user interface

Working with workflow tasks

Your workflow tasks go an audit trail, so that you can see the previous workflow steps including all given comments. You can navigate from the task directly to the process or catalog entry or perform the task directly in the task list. If you navigate from a task to a process, you can also perform the task directly on the process.

Searching for diagrams

The diagram search was aligned with known search logic from the old user interface:

- The list of search hits is no longer alphabetically ordered. The order is determined based on the ranking of a search hit so that more relevant hits are ranked higher.
- When you search for diagrams, the content of all diagram attributes will be searched now. For example, when you search for a diagram of a certain author you can just type the name to find all related diagrams.

Further improvements

- Catalog entries can be published from the catalog if you have maintained at least the responsible.
- The RACI-Matrix can be filtered, e.g., when you want to see only your process role.

23.264.3 Process Execution

- With the new version the user gets a *push notification when a new task is assigned*. Thus, each user stays informed about new events even if the application is not directly used at the moment.
- When a decision in a case was changed, the new tasks are shown directly without the need to press the update button on the gateway. The update button is only shown, if the user current selected task would be vanished.
- When the process flow is recalculated, the gateway shows a :loading indicator to make it visible for the user, that the process flow is about to be updated.
- Only administrators are now able to *edit case variables*.

23.264.4 Resolved bugs

- [PT-110 | DES-224] - 2nd / 3rd examiner and resubmission responsible cannot see an access restricted diagram
- [PT-370 | BC-13493 | PT-996] - Security improvements
- [PT-915] - Workflow list may show non-existing workflows as active that cannot be aborted
- [PT-1056 | PT-1387 | BC-9323] - Depublication mail contains link to diagram
- [PT-1344] - Wrong link to online help in workflow notification mails
- [PT-1345] - GRC API Gateway only provides the first attribute value for multi value attributes
- [PT-1391 | BC-10696] - The local time when a workflow was started is not correct in workflow e-mails
- [PT-1398 | DES-490] - Misspelling in German mail template for resubmission tasks
- [PT-1485] - Governance attributes are displayed in wrong order
- [PT-1543] - Words get cut illogical in new UI
- [PT-1673] - Portal and Design show different reports based on the same report descriptor configurations
- [PT-1675] - Diagram Publication may fail if it's using an entity with its own lifecycle and the same "Valid From" date
- [PT-1741] - Link in entity release mail leads to common stage
- [PT-1757 | PT-1206 | DES-566] - Missing documentation of font usage restrictions for pdf output formats (Note: Please check out our documentation for applicable fonts.)

- [PT-1949] - Upgrade can cause workflow timer inconsistency
- [PT-1964] - Upload limit for attachments is calculated incorrectly
- [DES-246] - On MyBIC page images get overwritten
- [DES-488] - Document list is not scrollable in Designer
- [DES-527] - “Show more” for long attributes works properly only in 100% browser zoom
- [DES-528] - The cropping of the description is not consistent
- [DES-532] - Entity replacement for entities with associations
- [DES-533] - Watermark broken on pools and lanes
- [DES-537] - Line brakes in annotation are not consistent
- [DES-570] - Attribute “Name” of gateways is emptied after the field has values inside
- [DES-587 | BC-13505] - Methodeditor removes tooling after symbol definition changes or export
- [DES-590] - Download the online help as pdf does not work
- [DES-684] - Auto logout in “authenticateOnWorkflow” feature will break if the customer uses multiple tabs in browser
- [PE-1394] - Process Instances counter is wrong
- [PE-1587] - Mobile instances list update
- [PE-1596] - Flow calculation produces NullPointerException for specific constellation
- [PE-1616] - When a case is archived with new or assigned tasks. These are not disabled on the list and the hub shows the button to manual start or complete them
- [PE-1617] - Custom symbol types result in filtering out an activity
- [PE-1658] - Predecessor cannot be retrieved correctly, if gateway synchronizes and splits at the same time

23.265 Version 7.1.3

The following bugs have been fixed in this release

- [PE-1477] - Performance issue, when evaluating expressions while calculating the flow
- [PT-1713] - Resubmission workflow, that was initiated by the system, will be aborted with errors
- [DES-665] - Authentication on approval continues even after interruption

23.266 Version 7.1.2

New features

Process Execution

- In the main menu next to the “Tasks” menu item, the user can see how many tasks are assigned to him. This counter also changes immediately when a new task is assigned.
- The task list is also automatically updated when the status of a task changes or a new task is assigned. This keeps the user up to date while the task list is open.

- Application systems have a new attribute “Integration link”. Here you can enter one or more URLs that will be used to call other systems. Within these URLs, data from the current process can also be transferred to a third-party system as parameters.
- The checklist for the process is now recalculated immediately if data changes within the process. Previously, data-based gateways were only calculated when the previous activity was completed. You can now see the consequences for the process after the data entry.
- If a task has an output (usually a document), the user can now upload his work result to the task. This file is then made available to other users in the following tasks if they have this document as input for their task. Files no longer have to be sent back and forth between users via email. The current file is always available in the context of the task.

The following bugs have been fixed in this release

- [PT-1584] - Depublished diagram archive cannot be downloaded (button inactive)
- [PT-1596] - Administration and MyBIC only shows a maximum of twenty shared favorites even if more are configured
- [PE-1015] - Group Tasks are not correctly updated
- [PE-1017] - Team edition is not instantly reflected in flow
- [PE-1250] - Showing default flow or creating instance fails, if staffing to an user group is defined, that is not existing
- [PE-1272] - When a new case is created and the user presses the enter key, a new dialog appears
- [PE-1302] - When I don't have admin rights I should not see an instance of a process in which I am not involved in
- [PE-1338] - DMN issues

23.267 Version 7.1.1

The following bugs have been fixed in this release

- [DES-536] - Bugs in release notes are missing predecessor ID

23.268 Version 7.1.0

New features**Governance Cockpit**

- The Governance Cockpit is available in the user interface so that you can manage and analyze your workflows centrally.
- **We implemented existing features in the *new user interface*:**
 - You can access the complete workflow audit trail.
 - You can filter the workflow list and search for workflows.
- **We also added new features to the new user interface:**
 - The initiator of a workflow is the first entry of a workflow audit trail.
 - All comments of the examination steps and approval given in a workflow are accessible in the audit trail of this workflow.

- Depublished diagrams are stored in the audit trail of the depublishing workflow and can be retrieved in the audit trail.

Utilization of external Functional Allocation Diagrams (FAD)

- When you use *external FAD* to model the resources of a process flow, then those activities are now utilized in the process flow. For example, the resources of the external FAD are utilized for the process flow in reports (both new and old user interface) or are displayed in the process flow view as integral resources of the process flow (only new user interface).

Extension options for Governance Workflow

- Governance-Workflows can be extended for individual validations prior to publishing diagrams or catalog entries. Customers have the option to implement industry-specific validations (for example FDA 21 Part 11). Industry-specific validations are individual, thus a custom-service is required to implement those requirements. Our customizing would be glad to realize your requirements.

The following bugs have been fixed in this release

- [BC-14418] - Inplace-edit shows old label content if a condition of the label exists
- [BC-13282] - Catalog import does not remove attribute value
- [BC-11609] - Catalog Data Transfer Service cannot export a diagram if it contains values in enum attributes which not defined in the corresponding stereotype
- [PT-1392] - All existing report types are shown for each diagram type instead of only the types where a diagram type is included for
- [PT-1386] - Third row for myBIC tiles will not be used anymore when there are at least 7 Favorite tiles
- [PT-1372] - Misspelling on DMN loading screen in German UI language
- [PT-1355] - Diagrams are also listed when clicking on Attachments mini symbol (only new user interface)
- [PT-1220 | BC-14519] - Repository import performs entity postprocess on wrong entity
- [PT-1206] - Table of content has in published stage different amount of pages than in common stage
- [PT-1098] - Process Cost report references wrong rows
- [PT-1094] - When switching languages in opened Catalog List, some languages are only changed after hovering over other elements
- [PT-1075] - “No Diagram available” message is missing and leaving a blank page
- [PT-1071] - Process Flow starts with step second activity
- [PT-908] - Properties are not up to date when switching the content and alternative language
- [PT-907] - New UI displays the repository name not in the content language, but in the alternative language
- [PT-693] - Diagram manual with assignments styling issues
- [PT-672 | BC-13986] - User preferences do not save toggled content / alternative
- [DES-521] - Re-authentication of workflow tasks does not work with IDP
- [DES-457] – When a symbol was removed from sequence flow, then the sequence flow is behind the lane
- [DES-431 | DES-408 | DES-223 | DES-144 | DES-142 | DES-141 | PT-890 | PT-427 | PT-260 | PT-232 | BC-11755 | BC-13512 | BC-13778 | BC-14327 | BC-14348 | BC-14328] - Security improvements
- [DES-416] - Line breaks in formatted text attribute is not working
- [DES-400] - Inplace edit on a placed occurrence attribute is not saved correctly
- [DES-308] - Undo “branch catalog item” in diagram damages edges connected to that catalog item

- [DES-300] - Margin of diagram to border is too small in publication
- [DES-278] - French and Italian translations are missing for some method objects
- [DES-251] - Typo in validation hub on activity with invalid sequence flows
- [DES-232 | PT-502 | BC-4225] - In BPMN, the symbols on activity for multiple instances “sequence” and “parallel” are switched (Note: To correct the visualization in existing diagrams, use “Switch symbol” on affected activity symbols and re-apply the symbol type.)
- [DES-197] - Inplace edit causes a “New catalog entry” toast to show even though no entity was changed and no catalog entry was created
- [DES-159 | BC-12230] - Annotation symbol splits if selection contains only the bracket
- [DES-158] - Attributes details are rendered too often
- [PE-951] - Role is missing in process flow list when no one is assigned
- [PE-961] - When a case begins with a gateway, selection is not updated in flow
- [PE-973] - DMN form fields are displayed even if it is not a rule based task
- [PE-983] - Toggle button leads to a problem in ‘My Tasks’
- [PE-984] - Hub is inaccessible when task’s responsible text is long
- [PE-990] - Task name is partially hidden in the hub if the task name is long
- [PE-1046] - First task in a flow has disabled DMN form right after case is created
- [PE-1152] - Checkbox labels should do a line break if there is not enough space
- [PE-1179] - Group tasks should be only shown if the task is already created
- [PE-1039] - When there is more than one translation of a process, then the process is displayed duplicated in the process list
- [PE-1048] - Dmn evaluation request is not sent

23.269 Version 7.0.2

The following bugs have been fixed in this release

- [PE-1091] - DMN Editor window size is reduced to minimum if there are too many rows
- [PE-1121] - Stackoverflow error when saving diagram with associated diagrams
- [PE-1129] - Bug when merging a parallel branch within the main flow
- [PT-1210] - When I publish the catalog entity the responsible person task reminder cannot be sent and the workflow will be aborted
- [PT-1265] - Bug when merging a parallel branch within the main flow

23.270 Version 7.0.1

The following bugs have been fixed in this release

- [DES-27] - Rectifications in release notes 7.0.0
- [DES-146] - Logout without Loadbalancer does not redirect to logout page
- [DES-297] - Child entity loses relationship to parent after renaming an approved catalog item
- [PE-948] - Nested parallel gateway steps fail to be listed in flow
- [PE-963] - Problem with Integrated Decision when dealing with an OR gateway nesting another OR gateway and a human task
- [PE-991] - Join gateway won't start following task, if a decision is a predecessor, even if this decision is done
- [PE-1034] - Process flow crashed for several nested stuck loops
- [PE-1055] - Process list not always shows the depublished processes properly
- [PE-1060] - DMN type Date and Time fails to be evaluated
- [PE-1065] - Integrated Gateway calculation fails on instances of deprecated processes when there is a new process version
- [PE-1070] - Processes do not get updated, if the same role gets used in different default instances
- [PE-1098] - Start Next Task fails for cases belongs to deprecated versions
- [PT-697] - Nested parallel gateway steps fail to be listed in flow
- [PT-961] - Process flow crashed for several nested stuck loops
- [PT-992] - Security improvement
- [PT-993] - Security improvement
- [PT-994] - Security improvement
- [PT-995] - Security improvement
- [PT-1016] - Default values of text attributes are not taken over, producing attributes without values, leading to an error in domain service

23.271 Version 7.0.0

A new name and a new look for BIC Process Design!

BIC Process Design now offers you a second user interface that is easily usable on mobile devices. The new interface is available immediately and has become even easier to use. A *button in the top menu* allows you to switch between the old and new interface. This is still necessary at first because not all functions of the old user interface have been transferred to the new user interface yet. The choice between the user interfaces also gives you the opportunity to get used to the new interface during the transition phase. Here you can find the help of the *new user interface*.

Growth in the product family!

With BIC Process Execution, we have a new module in the BIC Platform product family. BIC Process Execution allows you to publish processes as executable and then actually execute these processes using BIC Process Execution. If you are interested in this paid module, please contact us. *Here* you can find the help of BIC Process Execution!

New features

- The templates for the process manual can be *downloaded in the administration*. You can now modify and upload the process manuals without support from us. Our documentation provides all necessary information including examples to make individual adjustments. Please keep the standard template locally in its original state because you cannot automatically restore the standard template in the system at the moment.
- The release process for catalog entries now corresponds with the release process for diagrams:
 - Governed catalog entries (e.g., documents) now have the option to specify a *resubmission responsible* who receives the resubmission notification instead of the actual person responsible.
 - You can also configure additional examination steps for governed catalog entries, which are run through sequentially. In each of the steps, several examiners can still be entered to each be given a task. As for the release of processes, the examination steps must be activated in the method.
 - The *valid-from date* is also considered for the release of catalog entries in the same way as for diagram releases. If you have defined this date in the future, the system will wait until this date before publishing. If you did not specify a date, the catalog entry will be published immediately after the approval and the valid-from date will be set accordingly in the publication (no writing back to the public workspace).
- BIC4SAP has become part of the standard method, thus ensuring easy activation of the method components. Are you interested in BIC4SAP? Contact us!
- Reports can now be generated in PDF/A-2B format. The output format must be set in the *reports descriptors (administration)* accordingly.
- We strived forward to harmonize both methods and aligned the drop-down values of the attribute “Control effect”.
- A lot of customers gave us feedback about this configuration, and we disabled it for all systems. When a user opens a diagram in publication stage the diagram will no longer be displayed in *fit-to-screen mode*. Users can still decide to use this mode. Customers can contact us if they wish to have this mode as default, when opening a diagram in publication stage.
- To support you meeting regulatory requirements, additional user authentication can be requested *when processing tasks*. The user then has to confirm his identity again if, for example, a quality assurance task is being processed as part of the process release. You cannot activate the additional authentication yourself, please contact us.
- An *editorial release* can be deactivated so that each release must go through the defined release steps and no changes can be published without approval. You cannot deactivate the editorial release yourself, please contact us.

The following bugs have been fixed in this release

- [BC-11735, BC-14302, BC-14303, BC-14310, BC-14211, BC-13511] Security improvements
- [BC-11288] - Downloading and generation of reports fails after refreshing access a second time
- [BC-12129] - Requests of user who is member of many groups fails with „Bad Request“
- [BC-12209] - Border of the free text can be moved separately
- [BC-12699] - Maintaining user or user groups for risk and control attributes fails without existing person object
- [BC-12778] - Catalog entry in public workspace has an empty archive page
- [BC-13625] - The attribute type cannot be displayed again
- [BC-13633] - Cleaning empty categories may fail during publication
- [BC-13849] - Mandatory attributes assigned to entity types are not marked in catalog details view
- [BC-13859] - Translation of pools in ES is wrong
- [BC-13876] - Enum attribute default value is always 0 if the entity is created in the catalog

- [BC-13883] - Translation of edges not possible for diagrams that has been checked in before
- [BC-13965] - Focusing an annotation needs two clicks
- [BC-13985] - No check-in possible on conflicting catalog administration settings
- [BC-13987] - Occurrences are missing when you have ≥ 20 occurrences
- [BC-14084] - svg renders incorrectly if choosen font is not available in render service
- [BC-14196] - Error when trying to place a multivalue assignment node attribute
- [BC-14201] - PDF print does not display several (slovak) special characters correctly
- [BC-14230] - Typo in error message
- [BC-14245] - Author cannot edit attribute values of their catalog entries
- [BC-14300] - During import biccloud-document link attributes are overwritten for entities with assignments
- [BC-14314] - Importing a catalog-item will not import the assigned entities as well
- [BC-14413] - Wrong behavior of pasting HTML
- [BC-14417] - It is possible to edit risk attributes from edit mode (temporary).
- [BC-14444] - Empty field in Task View for Reviewers
- [BC-14505] - Process Cost report fails depending on Excel version

23.272 Version 6.3.3

The following bugs have been fixed in this release

- [BC-14344] - Error on deserialization of resubmission process instance
- [BC-14398] - Error on depublication decision for older resubmissions

23.273 Version 6.3.2

The following bugs have been fixed in this release

- [BC-13890] - Profile view does not resolve enum values correctly

23.274 Version 6.3.1

The following bugs have been fixed in this release

- [BC-10972] - You can select all symbol types under “Switch symbol” instead of just those relevant for the diagram type
- [BC-11032] - BPMN Export fails
- [BC-12025] - Catalog Process Warehouse is missing entries with restricted access
- [BC-13726] - When an activity has an integrated FAD, then a double click in publications opens attribute hub instead of navigating to the FAD

23.275 Version 6.3.0

New features

- Attributes can now be defined as read only. For this purpose, in your method the option *read only*, and a default value is set for the attribute concerned. Thus, when modeling in BIC Cloud Design, the value for such attributes is already set and can no longer be changed.
- You will now be forwarded directly to the allocation diagram if you select the corresponding diagram in the “*occurrences*” of *catalog entries*. This means that you no longer end up in the higher-level main diagram, but directly in the desired allocation diagram, in which the respective catalog entry is used.
- The diagram type *Customer Journey Map* is no longer available in its beta version, but under *Customer Journey Map (CJM)*.
- The *catalog entry profile report* has now a smoother design. For a better overview, all tables within the report are now aligned to the left.
- The following languages have been added to the list of *content languages within the administration area*: Polish, Finnish, Estonian, Irish, Scottish Gaelic, Latvian, Lithuanian, Maltese. This means you can now translate your diagrams in these languages.
- When catalog entries are published, files attached to the *Attachment (URL)* attribute, such as Microsoft Office file formats, are given extended properties. In the areas preview and publication, the governance attributes and the identifier of the catalog entry are added to the properties of the file. For example, you can use the field function in the header or footer of a Microsoft Word document to access the values of the properties. Required preparations for using this function are explained *in the corresponding chapter*. If attached files were not added as PDF during the modeling process, you can optionally activate the new governance attribute *Publish as PDF*. As a result, the files are then only available as PDF in the preview and publication area. More information about which formats are supported can be found *in the corresponding chapter*.

The following bugs have been fixed in this release

- [BC-6493] - Note for customers: Please use “Switch symbol” to apply fixed symbols
- [BC-9897] - Search by clicking on a keyword doesn’t work
- [BC-10692] - Wrong role in the email text after creating a user
- [BC-10698] - Creating a matrix report of a VCD fails with a red toast
- [BC-11510] - Active resubmission workflows are not canceled on republication of diagrams
- [BC-11620] - When selecting a folder then configured reports are missing
- [BC-12746, BC-13580] - Assignments displayed broken by using replace function
- [BC-12766] - Governance attributes are missing in entity profile report
- [BC-12768] - BIC Cloud freezes when using certain data sets in DMN editor
- [BC-12771] - Catalog search does not find underscore separated terms
- [BC-12788, BC-12994] - Encoding issues in assignment attributes
- [BC-12925] - Token lifetime results in webclient stops loading with a white screen and no redirect
- [BC-12983] - Checkin is not possible under some conditions
- [BC-13001] - Catalog entry shows state unapproved in preview when the responsible has approved
- [BC-13042] - Modification of access restriction API
- [BC-13293] - Catalog import ignores last row if second row is empty

- [BC-13326] - Wrong localization in email template
- [BC-13530] - Corrected login mail footer
- [BC-13543] - Double line in category context menu without content for Authors
- [BC-13554] - Deleted user cannot be removed as deputy
- [BC-13557] - Attribute hub loads read-mode when switching between two local diagrams
- [BC-13565] - Typo in German language rework-task-reminder-template
- [BC-11408] - Fix signature of comment-service docker image

23.276 Version 6.2.5

The following bugs have been fixed in this release

- [BC-12881] - Authors can delete categories with diagrams they are not the author of
- [BC-13002] - Diagram sync can create orphan associations
- [BC-13036, BC-13119] - Fix vulnerability

23.277 Version 6.2.4

The following bugs have been fixed in this release

- [BC-11704] - Description in search hits causes wrong content displayed after scrolling
- [BC-12287] - Chips display names are truncated even though there is enough space to display the name in full.
- [BC-12757] - Process warehouse report does not resolve assignment name for multi-value assignments
- [BC-12802] - Performance problems in the “Profile View”

23.278 Version 6.2.3

The following bugs have been fixed in this release

- [BC-12700] - Filter on roles in the user administration does not work anymore

23.279 Version 6.2.2

The following bugs have been fixed in this release

- [BC-12663] - Login page not accessible if SSO is activated

23.280 Version 6.2.1

The following bugs have been fixed in this release

- [BC-12649, BC-12650, BC-12651] - Minor bugfixes regarding release process

23.281 Version 6.2.0

New features

- You can *copy the URL of a specific catalog view* via the menu bar, so that you can share it with other users. When opening the URL, the recipient sees the same catalog view with the same set filters or search results. For example, a document responsible can get a catalog view showing him a digital list with documents of his responsibility, which are expiring at a given date.
- The *facets of catalog entries* will now display how many catalog entries have the same attribute value. For example, you can directly see how many documents are assigned to a specific scope.
- A *dashboard for catalog entries* is now available, that enables an easier way to give you an overview of all catalog entries and their facets. You can dynamically use donut- and bar charts to analyze the object types of your catalog. For example, you can answer questions like how many different document authors exist in the catalog, who are they and how many documents are assigned per author.
- *The catalog export* now includes the technical description of the attributes, which is hidden by default to preserve a better overview. You don't need to maintain the technical description (attribute type ID) manually anymore in case you want to *reimport a generated catalog export (Process warehouse)*. For example, you can now edit the excel sheet to update attributes or to provide missing translations for additional languages (target language must be set before the import). The following still applies: In case you want to maintain attribute types, which are not existing in the generated export, the technical descriptions must be added to the first row of the corresponding columns.
- An additional *report for catalog entries* is available. Besides the attributes of the catalog entry, the profile contains all occurrences and associations with other objects so that you can fully export the information.
- The scope of catalog entries will now be informed about publications via email. Similar to diagrams, user groups which are stored in the attribute "Scope" will be notified as soon as changes are available in the publication. The availability in the publication depends on the date that has been set in the "Valid from" attribute.
- You can choose if you want to be directed to the *details view of a catalog entry directly after its creation*. This supports you in a way that you can directly maintain the catalog entry's attributes (e.g. a description), without first manually searching for the new catalog entry in the catalog.
- The displayed number of catalog entries per page has been increased from 50 to 100.
- *The translation mode is available for diagrams* and catalog entries. The translation mode presents language dependent text attributes of all content languages, which have been set in the administration area, in a table. In the local workspace (checked out diagram) you can activate the translation mode in the menu bar to translate diagram attributes or modeling objects (catalog entries within a diagram can only be translated by editors or administrators). The *translation mode can also be found in the catalog* to translate catalog entries only. When translating catalog entries, these entries will directly be changed without creating duplicates or new catalog suggestions (this is for example the case when changing a catalog entry during the modeling process).
- The representations of associations (sequence flow, input, output, ect.) has been optimized so they need less space at the ports. You can model now even more compact.
- The visibility of watermarks in diagrams (*for example in pools*) can now be activated or deactivated.

- Attributes within search results are now always displayed, even if the details bar for a catalog entry or diagram has been deactivated within the administration area. The administration setting to hide the details bar now only affects the diagram view.
- Search facets are now sorted alphabetically, which simplifies the search and selection of the desired filter.
- The diagram alternative language is now included in all SVG graphics within the preview and publication. Please note due to rendering it can come to a longer waiting period, when initially opening the SVG graphic.
- The attributes of risks and controls were aligned with the attributes of BIC Cloud GRC so that the attribute names are identically.
- You can connect Data Objects with documents in IT Architecture Diagram.

The following bugs have been fixed in this release

- [BC-2276] - Occurrences are not displayed correctly
- [BC-5355] - Local Diagram not deleted if you delete it's public version
- [BC-5984] - EDGE - Selected items in symbol filter are shown incorrectly
- [BC-6150] - If a User group contains only 1 element there is label '1 members' instead of e. g. '1 member' or '1 member(s)'
- [BC-6443] - Missing Tooltip for some Buttons in the Comments Hub
- [BC-7597] - Suggestion list for eg. examiner of a diagram is sorted in reverse alphabetical order
- [BC-7621] - Search-facet contains no result
- [BC-7828] - Error while switching between Process Flows
- [BC-8295] - Reloading the page while being in The Administration or Tasks View causes that you land on the start page/start diagram
- [BC-8483] - When you logout there is a warning for checked out diagrams, even then there are no diagrams in the local workspace
- [BC-8896] - If the usergroup name contains a lot of characters it is possible to push the more options button out of the view
- [BC-8902] - 'Validation' button is not clickable when Occurrences view of a symbol is opened
- [BC-9076] - Watermarks on lane are missing after upgrade from 5.2.2 to 5.3.4
- [BC-9158] - [IE] The 'To Do' box in the Tasks view overlaps with the left menu
- [BC-9213] - [IE] Occurrences item is not centered vertically
- [BC-9372] - Longer comments in workflows get no line breaks so there is only a part of comment visible
- [BC-9476] - [FIREFOX, EDGE] Some icons for Attribute chips are missing
- [BC-9531] - Filter doesnt get updated properly after saving a diagram
- [BC-9601] - Attachments with title are displayed as URL in search facettes
- [BC-9620] - Workflow administration looks broken, when comments get to long and contain line breaks
- [BC-9762] - Titles of input fields should not be cut by an ellipsis
- [BC-9852] - There are two separators to Publish button in context menu of category instead of just one for roles except Admin
- [BC-9945] - when you click on reset button you see a click in the left corner above
- [BC-10212] - Catalog replace dialog, needs to sort the results like other searches

- [BC-10485] - ProcessFlow is not calculated correctly, when it get stucked in the same loop over and over again
- [BC-10531] - Error message for empty user group in examination step is misleading
- [BC-10662] - MyBIC start diagram tile shows svg preview and fallback image, moving fallback image out of tile
- [BC-10706] - Workflow tasks for non existing workflows are shown, leading to a 400 Bad Request when a abort is trying (processInstance is null)
- [BC-10728] - When uploading a corrupted .bpmn file a success toast is shown
- [BC-10747] - Archive icon in the sub toolbar is not highlighted anymore when selecting the comparision button
- [BC-10766] - Catalog report doesn't work when it contains a touchpoint entry
- [BC-10912] - BPMN Import fails for collapsed sub processes, that include a seperate process
- [BC-10932] - Use of a 'ß' in the name of a usergroup create multiple catalog entries with the automatic creation
- [BC-10963] - Mailhistory is not complete, for diagram publication including rework by the author
- [BC-10973] - Catalog items with names containing a colon cannot be filtered by facets
- [BC-10975] - I can not resize item (like activity) after layout was used
- [BC-10982] - Catalog suggestions by scope does not work if the scope contains umlauts
- [BC-10985] - If I create pool with lanes, so I can not see the name of choosen lane in the middle of my pool
- [BC-11084] - Cannot create label on Edge which was created in old version < 5.2
- [BC-11098] - switching repository with unsaved diagram
- [BC-11099] - ProcessWarehouse report contains CR and LF characters
- [BC-11268] - Imported keywords of an entity are concatenated/merged into a single keyword
- [BC-11285] - Workflow-service fails due to a PoolExhaustedException
- [BC-11302] - Catalog reloading leads to wrong view
- [BC-11320] - Switching the language if you are inside the catalog view has no impact of the created report, report gets created in initial language
- [BC-11321] - Switching the language if you are inside the catalog view has no impact of the sort of the catalog entries
- [BC-11322] - Switching between diagrams with opened Process flow view causes an error message and incorrect modeling behavior
- [BC-11331] - If the user want to change his password he will be requested to enter either his username or email address
- [BC-11349] - If I have an occurence attribute on an node and the diagram and I switch from node to diagram, the node value gets displayed at the diagram
- [BC-11406] - The tool tip of "Fenstergröße an Inhalt anpassen" is wrong
- [BC-11437] - Attribute details are missing in search
- [BC-11553] - The width of the catalog is not limited in Firefox, so that with long descriptions the menu is not in the visible area
- [BC-11563] - the catalog accordion counters show wrong values after deleting an entry so a facete has no entries
- [BC-11639] - An author cannot upload attachments to a document object in the catalog.

- [BC-11676] - If I use content language french and I search for any objects (items) in catalog, I can not find desired objects (items)
- [BC-11757] - Copying a renamed approved catalog entry results in multiple catalog suggestion
- [BC-11827] - Layoutassistant does not use the correct column break configuration
- [BC-11837] - When exiting the catalog details view the opened entry is still in focus but not in view
- [BC-11843] - Task retrieval in workflow service can cause blocking threads and exhausted connection pool
- [BC-11877] - catalog breaks if localized attributes of type boolean, assignment or link is used
- [BC-11879] - When toggling content and alternative language in the catalog the search is performed in the old content language
- [BC-11883] - Method allows Sequence flow between 'event based' and 'end event'
- [BC-11886] - Problems with vertical pools
- [BC-11892] - Search: duplicate list of occurrences
- [BC-11906] - Layoutassistant does not set the correct ports for joins and forks
- [BC-11907] - watermarks should be escaped correctly
- [BC-11912] - Workflow emails don't work for responsible user group in french language
- [BC-11933] - edge attributes are not displayed
- [BC-11999] - When hovering over the description in the item bar, then the tool tip is placed wrong (edge) and format is broken (edge, chrome)
- [BC-12114] - Newly created catalog entries were not visible in catalog view for several hours
- [BC-12139] - Postgres container could not be backed up
- [BC-12167] - MyBic: if you configure a favorite for mybic in the administration you dont see any search results in the my bic page
- [BC-12170] - importing a catalog export without entity IDs causes the header to be imported as catalog entry
- [BC-12177] - An author cannot edit approved catalog entries where he is set as author
- [BC-12178] - Hide/show more informations on FormattedText attributes in read mode does not work correctly if you have a method with multiple formatted text attributes
- [BC-12182] - Missing comments in task list for entity publication
- [BC-12185] - Suggestions list for applicable documents of a diagram is sorted in reverse alphabetical order
- [BC-12206] - The catalog facet filter's "Valid from" and "Valid to" set dates are gone after refreshing the catalog
- [BC-12231] - After reloading the page public workspace is always shown instead of the last workspace
- [BC-12233] - Conditional formatting on boolean attribute does not show, if the value is changed
- [BC-12312] - URL field from catalog entity does not work as expected, if URL contains '%20' chars

23.282 Version 6.1.5

New features

- [BC-10910] - Update Keycloak to newest version
- [BC-11572] - SSL certificate must have a key length of at least 2048 bit

The following bugs have been fixed in this release

- [BC-11680] - Open a diagram should not crash if a referenced attribute is not part of the method anymore
- [BC-11697] - Move postgres backup to postgres container

23.283 Version 6.1.4

The following bugs have been fixed in this release

- [BC-11599] - Set enums or numbers in diagram or entity only shows the headline not the value in read mode (formatted symbols are broken aswell)
- [BC-11613] - labels of watermarks are not displayed correct - dont encode spaces

23.284 Version 6.1.3

The following bugs have been fixed in this release

- [BC-11378] - In preview and publication stage, there is no comment marker anymore on nodes that received comments
- [BC-11436] - Security improvements in BIC Cloud Design webclient
- [BC-11519] - As a user I want the SVG to be displayed with padding after running “FitToScreen”.
- [BC-11521] - As a user I want to have the possibility to scroll to the zero point in the SVG View.
- [BC-11523] - Wrong Async/Await chain implementation could lead to the token expired problem

23.285 Version 6.1.2

New features

- [BC-6665] - As a user I want to see the description when hovering over an item in the iconbar
- [BC-10931, BC-10967, BC-10968] - As a user, I want to use the UI in French language
- [BC-10989] - As a user, I want to see the SVG image fit to screen when I navigate to a diagram

The following bugs have been fixed in this release

- [BC-9320] - Importing a zip fails when browser is unable to determine the correct content-type
- [BC-9519] - If I import BPMN Diagram, so I can not see the name of lines between activities on UI
- [BC-10481] - Message broker crashed on production due to a docker kill because it reached the memory limit
- [BC-10684] - Waypoint are not considered when importing a BPMN diagram
- [BC-10866] - Reorganization of catalog entries fails after re-import of already existing entries

- [BC-11010] - Document-Service should be able to handle document with no content (0kb file size)
- [BC-11103] - Empty cells in Process-Warehouse export contain control characters
- [BC-11114] - Render-Service should use same getReferencedAttributes logic as webclient
- [BC-11155] - Label for Gateways are lost during BPMN Import
- [BC-11209] - Diagram resubmission in workflow-service fails due to non-unique responsible person
- [BC-11280] - Administrators cannot revoke group tasks
- [BC-11282] - “Your session has expired” toast appears although the refresh token is still valid
- [BC-11287] - Catalog data transfer is getting crazy under the pressure of thousands empty lines import
- [BC-11305] - SVG renders differently than Canvas, causing edges to overlap nodes and make them unreadable
- [BC-11356] - When navigating to a diagram via item bar in publication, the loading time of the target diagram differs significantly from the navigation in the explorer tree

23.286 Version 6.1.1

The following bugs have been fixed in this release

- [BC-11130, BC-11157] In some cases migration to version 6.1 fails.

23.287 Version 6.1.0

New features

- The administrator can *configure default MyBIC pages* for their users. You can use diagrams or results of search queries as content for the default MyBIC pages which can be assigned to user groups. The users will see the preset content for their user group(s) on their MyBIC page.
- The first column of the catalog import file can be used to identify existing catalog entries, for example by using the ENTITY_ID. When you import the file into the catalog, the update is applied to the selected content language and all attributes, which are given in the import file. You can look up the ENTITY_ID of existing catalog entries in the process warehouse report of the catalog. But you also have the option to use other attributes, for example the name of a catalog entry, to identify the intended catalog entries. BIC Cloud Design tries then to identify unique catalog entries and updates them, if there is an exact match. Please read the *corresponding chapter* in the user documentation before you use the catalog import to update catalog entries.
- We optimized the catalog! In this view you will only see object types which are configured by the *administrator as catalog entries* or which have at least one entry. In addition, the amount of catalog entries for an object type displayed.
- We enhanced the workflow filters! You can filter the workflow for a specific time span or search for a workflow by the name or e-mail address of a workflow participants, meaning that this user is the initiator or has a workflow task.
- The *multi-level depublication workflow for catalog entries* is now available.
- Users with an open task in the publication workflow for catalog entries are now reminded of their open task via e-mail. Your administrator can configure the *reminder interval*.
- You can set a deputy for your workflow tasks in the task management. Your deputy sees now his deputy tasks under the menu entry “Deputy tasks” in his task management. He must actively claim a task in order to perform it. You can find further information *here*.

- The group tasks now also show done group tasks. Each group member can now see which group task has been already performed and who performed it.
- The responsible person for published catalog entries will be informed via e-mail when the catalog entries are going to be invalid.
- You can set an alternative *resubmission responsible* for diagrams (user and user groups are available) which will receive the resubmission task instead of the diagram responsible.
- You can optionally define a third examination step for the publication of diagrams. You must enable the corresponding governance attribute in the method in order to use it productively. The third examination step is handled in the same way as the first and second examination step. Please note that you must maintain a third examiner in the diagram attributes in order to be recognized by the workflow. You can also define the corresponding governance attribute as mandatory in the method in order to enforce its maintenance.
- You can define mandatory attributes for diagrams in the method. Those attributes are marked with an asterisk in the attribute view in edit mode. The mandatory attributes are checked prior to the workflow start and the workflow cannot be started when they don't have a value. The only mandatory attribute of the standard method is the *Responsible* in order to start a workflow. For example, when you want to have an examination step included in your workflow permanently, then you can set this attribute as mandatory in the method.
- The attribute *Target* of events is now multi-value so that you can assign several diagrams as target.
- We enhanced the search! The corresponding stage and content language of the search results are now displayed.
- You can also assign a user group to the governance attribute *Responsible* besides an individual user. The responsibility of a process should be uniquely defined so that you can still assign just one value (one user or one user group).
- When you delete an object from the sequence flow, then the predecessor and successor will be automatically linked to each other in order to restore a valid sequence flow without the need to do it manually.
- The suggestion list in modeling uses the scope of the diagram to filter the results. Only results will be suggested which match the scope of the diagram or which don't have a scope assigned at all. This new filter mechanism ensures that you use the correct catalog entries and that you don't see irrelevant catalog entries.
- Symbols of objects can be switched after you have modeled an object. You don't have to delete the object and model it again with the new symbol. The only part of the object which changes is the representation (symbol), so that all assigned attributes, relationships, etc. are kept. You can choose between all symbol types maintained in your method and which are assigned to the used diagram type.
- We advanced the layout assistant. It can be used for diagrams with vertical pools, if you have configured them in the method.
- We introduce a first validation of BPMN diagrams! BIC Cloud Design validates the sequence flow of gateways, activities and events. When there are invalid sequence flows in your diagram, then the validation hub explains and points towards them. Your administrator or our Customizing can configure individual OCL rules to be validated considering your companies modeling conventions.
- The mass import of BPMN diagrams is now available. The mass import can import several BPMN diagrams compressed in a ZIP-file and also creates categories, when the diagrams are embedded in a folder structure.
- You will be logged out of the application after 30 minutes, when you have been inactive in BIC Cloud Design during this period.
- We optimized loading times for diagrams in the preview and publication stage by introducing the SVG view to these stages. Even huge diagrams in those stages can now be opened quickly. By introducing the SVG view there will also be minor changes to the navigation, which you can find [here](#).
- The print preview is available in all stages (public workspace, preview and publication)!

- We optimized the process execution! The end of a process will be identified automatically, you can choose the decision options along the process flow from a modern menu and mark performed process steps as done, so that you have an overview about the progress of the process instance.
- The DMN editor is now available! You can define embedded business rules within your diagrams and reach automated decisions based on your input parameters by using self-defined decision tables. A thorough description of all functionalities can be found in [the DMN chapter](#).
- We advanced our collaboration functionalities! You can share diagrams in the public workspace with Readers via a link in order to receive feedback on the modeling status. This helps you, for example, after modeling workshops with process experts to verify the workshop results with them.

The following bugs have been fixed in this release

- [BC-499] - You can't check a diagram in if it contains a deleted catalog entry from the local workspace which has never been checked in
- [BC-3263] - Misspelling: 'Attribut Symbole' instead of 'Attributsymbole' or 'Attribut-Symbole' in German UI Language
- [BC-3861] - It is not possible to predefine entity default values if the attribute type is not localized
- [BC-3977] - After check-out, edit, save, clear cache, reload, edit a diagram, there is no symbol palette
- [BC-4045] - In English UI language all Formatting labels have the wrong capitalization
- [BC-4575] - Position from suggestion list is wrong
- [BC-5205] - Errors in usage of catalog entries
- [BC-5311] - Edge Label cannot be edited via F2
- [BC-5618] - BPMN Import on category
- [BC-5715] - 'Task' instead of 'Activity' in filter hub
- [BC-5761] - By Modelling a Diagram if you use a suggested catalog entry and before Check in the Diagram you delete this Catalog entry it will be impossible to check in your Diagram
- [BC-5990] - AT_NAME is still displayed as "required" in the attributes hub
- [BC-6019] - Allocation diagrams are not shown in left menu tree when stage is set to Local workspace
- [BC-6362] - Renaming a diagram via the category tree fails after moving a diagram
- [BC-6754] - Empty categories can be expanded but can't be collapsed
- [BC-6855] - Item bar: decomposition is not highlighted, if only Variants are maintained
- [BC-7637] - Process flow is not correct when branch leads directly to an end event
- [BC-7693] - Using align option on labels which are part of node makes them not selectable and it will disappear after reload graph
- [BC-7986] - Can't update the text in annotations, if you leave it empty while creating
- [BC-7989] - In the Document view the document name is cut if it is long
- [BC-8307] - after deleting a user you get misinformed that something went wrong
- [BC-8424] - Domain-service does not generate stubs
- [BC-8611] - Category after depublication of diagrams stays in publication even if its empty
- [BC-8709] - After a user got the role changed via the user administration and then logs in, their former role will still be displayed in the UI (even if the former role has more permissions than the current one)
- [BC-8836] - Check in via context menu does not work when no item of the tree is opened

- [BC-8891] - Annotation's text cannot be set anymore when it got changed (connected, resized, moved)
- [BC-9046] - Matrix report displays entity id as object id whereas process warehouse displays occurrence id as object id, makes linking of the info impossible
- [BC-9049] - Users of groups set as author are unable to edit/delete the concerned diagrams
- [BC-9172] - Calendar attributes show in addition to the set date a fixed time of day from 2am
- [BC-9175] - As a reader, I can list all users and user details of my tenant
- [BC-9214] - [IE] There are icons from top menu bar in catalog that are not centered vertically
- [BC-9307] - Annotations lose text
- [BC-9311] - Entities with line break are not found in the catalogs replace form
- [BC-9312] - Entities with line break are not found in the suggestion list
- [BC-9321] - Print view ignores discarded changes
- [BC-9423] - Depublishing a company-wide set start diagram causes an incorrect start diagram tile on MyBIC
- [BC-9442] - Validation hub does not show unapproved catalog entries in occurrence attributes
- [BC-9586] - User search in administration only searches in users' email addresses
- [BC-9603] - Searching approved catalog entries is case sensitive
- [BC-9612] - Shared search link in emails gets cut by whitespace
- [BC-9618] - [IE] If the User imports a Method a Warning Toast appears even if the Method was imported in the Background
- [BC-9680] - Archive model comparison runs into time-out when archive content is too big
- [BC-9692] - Diagram is not openable and freezes client
- [BC-9750] - Profile content does not get updated when content language changes
- [BC-9757] - The entries of the workflow list are not correctly aligned when the icon of an entry is not displayed
- [BC-9771] - BPMN diagram from SAP Library cannot be imported
- [BC-9789] - Publication works even if Examiner User got removed
- [BC-9812] - if you refresh in a different view than the diagram view the current stage label in the sub tool bar is broken
- [BC-9846] - Editor and author still have "publish" button in the repository context menu in preview and publication stage
- [BC-9929] - Setting in Layout Assistant: Rename 'Number of Symbols' to 'Vertical Number of Symbols'
- [BC-9951] - [EDGE] After aborting the import of a method, the Client freezes until you right-click or reload the page
- [BC-10026] - Unexpected port setting of layout assistant
- [BC-10030] - Leaving an edited FAD by selecting another diagram in the explorer, there is no warning for losing the changes
- [BC-10031] - Search of user in governance attributes is too slow with ldap connected
- [BC-10067] - Diagram comparison does not have a scroll bar
- [BC-10072] - Kerberos token too big for http header and rejected by proxy
- [BC-10075] - Login not possible when using IE in compatible mode

- [BC-10129] - If a diagram has an assigned diagram as variants that is blocked by an access restriction for me I still see the UUID
- [BC-10134] - You can access a diagram although the repository has an access restriction
- [BC-10135] - Suggestion box for restricting repository access shows still suggestions from the catalog instead of directly from the user management
- [BC-10180] - User cannot login when he is a member of too many groups
- [BC-10192] - Enumeration of repository content of access restricted repository without permission
- [BC-10194] - Unauthorized deletion of document attachments
- [BC-10196] - Unauthorized user may import new diagrams
- [BC-10203] - Dates following German format on the tasks view are wrongly highlighted [Edge only]
- [BC-10209] - Cookie attributes transmitted with insecure connection
- [BC-10218] - Search for asterisk leads to wrong sorted entries
- [BC-10242] - If a workflow has several steps, the date in done list will be set to 1/1/70
- [BC-10246] - User with the role AUTHOR cannot edit his own catalog entry
- [BC-10292] - If a vertical pool resizes while modelling at the right edge, the wrong lane is resized causing overlay symbols
- [BC-10335] - Reader can see diagrams of access restricted repositories
- [BC-10360] - Updated catalog items are marked as deleted after renaming in other browsers
- [BC-10361] - Download link for BPMN exports always point to the default host
- [BC-10362] - User list does not show all users if there are more users than fit on one page
- [BC-10396] - SVG view is broken
- [BC-10398] - If (after creating a text field) no text is added, it is not possible to add some text afterwards
- [BC-10400] - No effect when clicking on Activity chips in Profile view when they were shown in the Process Flow before. Can cause that diagram cannot be checked in anymore
- [BC-10403] - If I use facet and choose url nothing will be shown
- [BC-10404] - If I put description in activity or in diagram, I see wrong formatted text
- [BC-10425] - Search does not respect switch between content and alternative language
- [BC-10433] - History of examiner in done list gets overwritten by history of responsible
- [BC-10495] - Diagram Matrix is broken, if custom node symbol types get used
- [BC-10496] - Configuration causes that the layout assistant does not work
- [BC-10519] - READERS and REVIEWERS can access to public workspace data at search and catalog view
- [BC-10520] - Webclient needs to filter associations based on its visibility
- [BC-10529] - Miss spelling in enumeration of control measures (method)
- [BC-10539] - The visual-data is not loaded lazy and will therefore be loaded every time a diagram is accessed
- [BC-10542] - Search in workflow administration is case sensitive
- [BC-10583] - Wrong translation for buttons in create and rename user groups dialog in admin UI
- [BC-10589] - [Firefox only] Aborting the method download in admin UI freeze the whole application until reloading the page

- [BC-10618] - Typed keyword not deleted after selecting an item from the suggestions list
- [BC-10622] - Selected edges disappear in publication view
- [BC-10643] - If the governance users are not entered in “restricted access”, they can’t see the object in the catalog
- [BC-10644] - List of possible email template contexts in the workflow-service apidoc is outdated and partly wrong
- [BC-10659] - Re-Publish diagram fails if a node has been exchanged for the same entity
- [BC-10662] - MyBIC Start Diagram Tile shows svg preview and fallback image, moving fallback image out of tile
- [BC-10678] - When using the filter function in the matrix view, the page gets reloaded
- [BC-10681] - After BPMN Import a BIC Cloud BPMN Export, input and output relation are missing
- [BC-10682] - Wrong edge style for edges when importing a BPMN Export from BIC Cloud
- [BC-10683] - After BPMN import watermarks on pool/lanes are missing
- [BC-10685] - After BPMN import an attached event is missing
- [BC-10732] - Chips leading to local diagrams are empty after check-in
- [BC-10736] - Create translation for translation.missing message
- [BC-10739] - Unconnected layout edge after copy and paste
- [BC-10740] - Catalog Export fails if dates before 1970 are used
- [BC-10743] - Exception on every message from message broker
- [BC-10745] - Not completely uppercase stereotypes causes missing data in the catalog
- [BC-10746] – Catalog tree for Activity with assigned subcategory for catalog should not use its index for getting the label
- [BC-10756] - Shared favorites for groups with the same name (in different tenants) is not possible
- [BC-10857] - As a reader the explorer can sometimes contain content from the common stage
- [BC-9593, BC-9747, BC-10066, BC-10076, BC-9745, BC-10077] – Memory issues fixed

23.288 Version 6.0.2

The following bugs have been fixed in this release

- [BC-6928] - As reader I should be able to open a link to a diagram in common workspace and preview
- [BC-10063] - Links in e-mails are not redirected correctly

23.289 Version 6.0.1

New features

- Add Bulgarian to available content languages

The following bugs have been fixed in this release

- [BC-9136] - user-service does not send AMQP messages for imported users (by SAML or LDAP)
- [BC-9615] - Domain Data Archive Service runs into OutOfMemory errors when archives are too big
- [BC-9715] - Domain Data Transfer Service fails during export generation if the data contains big documents
- [BC-9769] - migration-service cannot be accessed without proxy
- [BC-9841] - Checkin crashes
- [BC-9917] - Index update is not possible due to missing port forward of auth-service
- [BC-9952] - Chips in the profile hub are wrongly formatted
- [BC-9958] - Rabbit management UI is not fully functional over proxy
- [BC-10017] - Big reports run out of memory

23.290 Version 6.0.0

New features

- BIC Cloud Design can now be started *even when you are offline!* You can continue your modeling work even when being disconnected from your BIC Cloud Design service.
- Your *MyBIC page* is there! We moved your company's start diagram to this view and in addition, you can find your local diagrams and diagram favorites there. You can also see search results of your favorite search queries in MyBIC allowing you to have a plenty of useful information at your fingertips.
- Setting a personal start diagram was replaced by MyBIC which is your new landing page.
- We introduced *group tasks* in the workflow administration. You can claim those tasks in the group tasks view in order to perform them. The task then appears in your tasks view and your initials are displayed at the group task letting other members know that you will perform it. You cannot perform the task? Just revoke the task and other group members can take them over.
- We optimized the *workflow filters*. You are now able to filter workflows for the state or type and you can search for specific workflows.
- Administrators can configure the *task reminder interval* and the *period for diagram resubmissions*.
- When the validity of a diagram is about to expire, the person responsible is informed by e-mail and *gets a task* with the options to extend the validity or depublish the diagram.
- You can include a second examiner stage in your publication workflows. This second stage must be activated in the method, then the workflow includes the stage and the second examiner has the same functionalities as *the first examiner*.
- You can give a *title to an attachment* in order to shorten the displayed name. You are also able to *edit the title* for URLs and uploaded documents.
- Editors can *replace catalog entries* which are used only in attributes.
- Catalog entries can initially be created and updated using an *Excel spreadsheet or CSV file*.

- *Archived versions of a catalog entry* can be accessed and downloaded in order to restore older versions of the catalog entry.
- Catalog entries with an *access restriction* are now hidden from users which are not member of the group entered in the access restriction.
- Administrators can *download the current method* applied to the productive system.
- All parts of the method can now be changed for a specific tenant using the new version of the method editor (available soon).
- The e-mail address of a user can be used in different tenants on the same application server.
- The *search was optimized* so that the last change date is given for each result. This allows you to identify changes easier. Do you want to have a change list of relevant catalog entries? You can easily search for e. g. a document of interest and mark the *search query as favorite*. The results appear now on your MyBIC page and you can monitor changes to the document there.
- The *expert search* is automatically activated when you use an asterisk in your query.
- The layout-assistant can be *permanently activated* so that your configured layout is applied as you use the mini symbol palette to place your modeling object anywhere on the modeling area. You can activate the permanent layout by holding CTRL and left-click on the “Layout” button. Please consider that a specific layout for your diagram must be set in advance by the administrator and that this feature is in a beta-state for now.
- We optimized the *matrix view* for diagrams! It appears in a new design (including intuitive filter icons) and respects the actual sequences of the process flow.
- We enhanced our *BPMN import capabilities* in order to import diagrams with collapsed pools, collapsed sub-processes and diagrams with vertical pools.
- Values of occurrence attributes and assignment attributes (except the attribute type “Decomposition”) can be *placed at the modeling object* in the modeling area.
- The *descriptions in the attribute tab* were optimized so that just the first three lines of the text are displayed in read mode. You can see the full description when you click on “Show more”.
- The repositories are now sorted alphabetically.
- The *set content and alternative languages* can be changed by clicking on the display next to the user name. This makes it easy to maintain *translations* in the catalog without leaving the catalog for language conversion.
- On-premises customers can now configure SSO with Kerberos, if certain pre-conditions are met.

The following bugs have been fixed in this release

- [BC-451] - You can't add shadows to symbols without background color
- [BC-457] - Alphabetically order of diagram creation list is not correct when content language is English and user tries to create a diagram in a category
- [BC-468] - When you change the distance of a shadow the template setting will get lost
- [BC-1276] - Custom attribute type names is not handled as delta
- [BC-1277] - Custom attribute type names can not have empty values
- [BC-3328] - After changing the name of a catalog entry it will not be sorted in the right alphabetic position in the catalog until reloading it
- [BC-3749] - Format > Text > Textfield > Form Resize does not work
- [BC-4417] - In certain pool constellations when you add a lane in the middle of the pool and then undo, some edges will not have their correct course
- [BC-4831] - Logos in templates are not positioned equally.

- [BC-5156] - Cannot customize NodeSymbolTypes
- [BC-5246] - The overlay did not disappear if you click on another button which triggers the overlay
- [BC-5267] - Even if you delete a diagram all symbols within the diagram remain displayed in the search results
- [BC-5276] - Bitmaps cannot be copied over browser windows.
- [BC-5369] - 'Place attribute at object' doesn't work for Application-Symbols in BPMN diagrams
- [BC-5430] - Catalog filter settings for several types get reduced to one type after a new catalog item has been added
- [BC-5608] - Check out diagrams via context menu sometimes leads to a white editor for (large?) diagrams.
- [BC-5635] - When I receive a mail from the favorite service, I want to get a direct link to the diagram
- [BC-5695] - Applications cannot be deleted via context menu from BPMN
- [BC-6024] - In publication workspace there is no button to close an allocation diagram
- [BC-6087] - Diagrams still have a check in option through the context menu in offline mode
- [BC-6104] - The option Open in catalog doesn't work with activities that contain Allocation Diagrams
- [BC-6165] - Users will be informed about modifications in favorite Diagrams not in their user language
- [BC-6228] - After open a diagram from search results, the diagram is not marked as active within the tree view
- [BC-6472] - It is not possible to change the font color in a free-form object.
- [BC-6815] - Validation is missing used entities with an own lifecycle that are not yet published
- [BC-6828] - Unable to cut/copy/delete application items
- [BC-6928] - Reader could get access to a diagram in common workspace or preview stage
- [BC-6972] - the context menu of categories and diagrams link up with each other
- [BC-7025] - layouter freezes after trying to change the position of the name of an object
- [BC-7135] - Link in favorite/workflow emails opens diagram in published stage, but explorer is in common stage
- [BC-7172] - Checkin not possible if name of an object contains more than 1024 characters
- [BC-7183] - Exception during workflow execution, caused by invalid associations in the domain model
- [BC-7362] - Diagram shows rectangular shapes within activities when opened in new window
- [BC-7466] - Comments are not saved if a user's email exceeds 40 characters
- [BC-7378] - As an author, my selection shall be retained when using the layout assistant
- [BC-7598] - if creating a lane, while using a content language which is not maintained in the method, the lane is can not display its label anymore
- [BC-7633] - Render-Service does not generate images exactly like displayed in webclient
- [BC-7694] - The Association-types between Roles and Activities are not correct translated
- [BC-7771] – Wrong edge style during bpmn import
- [BC-7778] - Show sidebar is not possible after full screen mode
- [BC-7832] - Empty space on left side appears during task list navigation
- [BC-7875] - Reload in the print view leads to the checkout button beeing displayed
- [BC-7876] - Lines for pages stay in the diagram after use of the print option

- [BC-7906] - Explorer will not be re-sorted when changing the content language.
- [BC-7935] - Error when deleting custom method
- [BC-7994] - Selected diagrams not highlighted in local workspace
- [BC-8046] - Assignment attributes are not replaced during the checkin if an assigned entity has changed in between checkout and checkin
- [BC-8262] - When I close a FAD, I want to have the same view as before when opening the FAD
- [BC-8303] - I get 'Something went wrong' if I go to 'Process execution' view (BPMN diagram type)
- [BC-8405] - User with Author role may delete diagrams without being author of those diagrams
- [BC-8428] - [EDGE] Allocation diagrams doesn't get shown in the left menu
- [BC-8460] - Error in layout assistant if a lane contains an unconnected node
- [BC-8466] - Generated passwords to not follow default password policy
- [BC-8482] - Publish button is available in context menu of repository in preview and publication stage
- [BC-8487] - Wrong positioning of diagram print-settings fields under IE
- [BC-8518] - Missing translation in toast of bpmn import
- [BC-8612] - it's possible to delete diagrams that you can't see due to an access restriction if you delete the category containing the diagrams
- [BC-8614] - For a checked out diagram, the first change of a text field attribute is not save-able
- [BC-8628] - Deleted Governance attribute reappears when changing the Content language (without saving)
- [BC-8629] - Governance suggestion list should also list users by name and not only by email
- [BC-8630] - Showing user groups in the suggestion list of a Governance attribute depends on correct case sensitivity
- [BC-8684] - Depublish button should not be available for catalog entries without an own responsible person
- [BC-8688] - The process warehouse cannot be created when the content language is not maintained in the method
- [BC-8706] - Trying to change an LDAP user in the Administration causes that this user to vanish in Keycloak
- [BC-8708] - User cannot use the client when they got assigned to not exactly one role
- [BC-8716] - The print scaling is not correctly applied from the settings to the print preview.
- [BC-8722] - Downloading reports does not work if an additional subdomain is used.
- [BC-8731] - All communication with the BIC Cloud server is now encrypted by SSL / https. / The login subsystem is also using the default https port 443, so no additional port must be opened for common use.
- [BC-8735] - Workflow steps are displayed twice in e-mail (depublication workflow)
- [BC-8791] - FAD is not displayed in explorer
- [BC-8893] - If I write complete username in any attribute field of 'Governance', so this user will be not found
- [BC-8905] - Updating a diagram via GRC apigateway fails due to version mismatch
- [BC-8906] - Missing port information in BICCloud documentation
- [BC-8925] - Catalog facets dont respect multi value fields
- [BC-8953] - The label of a pool has an offset when using vertical pools
- [BC-8963] - There are tooltips which should not be shown when hovering over hub headlines
- [BC-8964] - User name and email are wrong in favorite table, leading to notifications of the wrong user

- [BC-8968] - Missing space after comma for Governance attributes on Manual report header page
- [BC-8969] - The german diagram manual with assignments report continues with the numbering in two different chapters
- [BC-8970] - Headline at the beginning of a page of the attachments section in Manual report is incorrect
- [BC-8977] - Too long repository names and a deeper category structure occurs an unreachable context menu
- [BC-8978] - If the repository tree contains a structure of categories and diagrams multiple context menus are shown
- [BC-8979] - Layouting nodes in vertical pool does not work if the the modeling direction is configured to vertical
- [BC-9134] - Update of users by user-service overwrites username set by SAML and LDAP
- [BC-9135] - Suggestion list for users does not search by name of users
- [BC-9142] - Link to comment in email does not work
- [BC-9153] - Users with role “Author” can not use the suggestion list if a new entity would be created
- [BC-9237] - Layoutassistant does not handle configured satellite
- [BC-9241] - Catalog not working correctly if some specific languages are used
- [BC-9243] - The item bar is not shown for all diagrams and entities although they should be shown in the options
- [BC-9245] - Maximum size for upload should be 64 mb but is actually lower
- [BC-9247] - initiator (not admin role) cannot abort a workflow if a user group is set as examiner
- [BC-9371] - The title of the input field of the details in the catalog in publication and preview state are off
- [BC-9437] - If I try to search for an entity on second page, so I will not get the required entity
- [BC-9445] - Paperclip in profile view should not be cut due to long names
- [BC-9455] - If I comment the diagram or the activity within diagram, as author I will retrieve the wrong link to the diagram.
- [BC-9482] - Duplicate “task” in email templates
- [BC-9496] - IE: When I navigate to the Workflow tab in the Administration I only see a small part of the view and cannot use it properly
- [BC-9519] - If I import BPMN Diagram, so I can not see the name of lines between activities on UI
- [BC-9533] - Not admin users cannot check in a diagram if restricted access was set
- [BC-9548] - Authors are unable to start entity publication workflows
- [BC-9583] - If you follow a chip in the profile you open the attributes of the entity and not those of the node

23.291 Version 5.3.4

The following bugs have been fixed in this release

- [BC-8671] - Attachments to documents in “biccloud-document” are not working
- [BC-8812] - Links are not working correctly (single value)
- [BC-8828] - Editor autocomplete search does not use correct sort
- [BC-8829] - Using multi link input field leads causes issues for uploading documents

23.292 Version 5.3.3

The following bugs have been fixed in this release

- [BC-8625] - Migration for resubmission data in workflow fails in case of non-resolvable user groups
- [BC-8626] - Export from 5.3.1 fails during import to 5.3.1

23.293 Version 5.3.2

The following bugs have been fixed in this release

- [BC-8497] - Migration “generateResubmissionReminder” fails due to removed user table in user service
- [BC-8501] - Diagrams migrated from another environment are not viewable due to invalid uuid

23.294 Version 5.3.1

The following bugs have been fixed in this release

- [BC-8478] - Proxy does not start up due to duplicate route

23.295 Version 5.3.0

New features

- The *resubmission function* reminds the responsible person of the validity period. 30 days before the set “valid to” date expires, the responsible person is asked to check the diagram. The author(s) are also informed (in CC).
- Users are now reminded once a week of their *open tasks* in depublication workflows.
- *Examiners are now informed* about the rejection of a publication workflow.
- The *editorial release for the publication of catalog entries* is now available for corresponding user roles.
- Administrators and editors can start the *publication workflow on categories and repositories* for diagrams. A separate workflow is initiated for each diagram in the category or repository.
- Administrators can now monitor and manage workflows. A list of all workflows is available, which contains pending and finished workflows for diagrams and catalog entries (e.g. documents) and corresponding metadata. When workflows are running, administrators can see which user is currently assigned to an active workflow task, for example, to monitor the workflow progress. In addition, administrators can *delegate active tasks* to other users or abort a workflow. Further information on workflow administration and corresponding notifications *can be found here*.
- Workflow initiators are also allowed to monitor and manage their own workflow instances. In addition to the overview of the running workflow, the initiators can delegate active tasks or abort the workflow instance.
- When exporting, attached files are now considered and can of course *be imported again*. More over, the *uploaded files can be named* individually. This also applies to existing attachments: these no longer display the URL, but their original file name.
- *Users* or *user groups* can now be entered in assignment attributes (for example Author in Governance) without the need to create a person or organizational unit in the catalog. If a corresponding catalog entry already exists,

then the existing entry will be assigned. Otherwise, a catalog entry with data of the user or user group will be created.

- Users are warned when they *set an access restriction* for diagrams or repositories which would exclude them.
- You can now use *object chips for navigation*, for example, to open the details of the object.
- We have extended the standard method by the diagram type “Customer Journey Map (Beta)”, so that you can model and analyze your customer experience with regard to your internal processes. Beta means that we will continue to develop this diagram type and look forward to your feedback!
- *The search has been improved* so that the recently changed results are weighted higher. In addition, the system attributes of search results are now displayed.
- The *task list* has been re-designed and provides more information.
- In administration area, the *options of catalog entries* have been reworked. The current configuration is now displayed directly.
- The layout assistant can now be configured in administration area so that you are able to specify the position of satellites on activities. In addition, you can define the number of satellites per row, distances, arrangement of ports, etc. How to configure the layout assistant *can be found here*.
- The use of the *layout assistant* has been improved. If the user chooses a pool or activity that contains modeling objects, the embedded objects are arranged by the layout assistant. If no modeling objects are embedded, the entire diagram is layouted.
- The default configuration of catalog entries in the publication stage has been changed. In this new configuration, applications, risks, controls, roles, documents and business objects are displayed in the publication catalog by default. How to change the default settings *can be found here*.
- Virtual folders with facets are now available in the catalog to structure the catalog entries. Thanks to the innovative technology, the same catalog entry can be present in several virtual folders at the same time, without being duplicated. How to configure the new *catalog in the administration area* or how to *use virtual folder productively* can be found in our online documentation. The catalog is now accessible via the menu bar, whereby all catalog functions (e.g. creation of entries, catalog export, etc.) are still available.
- The *password settings* are now secured by an e-mail. Passwords cannot be changed by a user from within the BIC Cloud any longer.
- When a user *changes his user role*, this change will be recognized for the next login. The user role can be changed again at any time.
- In projects, catalog entries can now be created initially via CSV import.
- Vertical pools/swimlanes (for example in BPMN or EPC) can be configured in the method.
- An optimized diagram view can be activated on request in read mode to achieve a minimum loading time.

The following bugs have been fixed in this release

- [BC-3330] - If you click on the comment marker of a symbol, the comments are not visible
- [BC-5714] - User should be informed that it should not be possible to import a diagram, if the same diagram is checked out by someone
- [BC-6020] - Email you get when you got a new Task is incorrect
- [BC-6025] - Toast for successful generation of an export for a repository incorrect
- [BC-6164] - Authors won't be informed in their user language about new comments
- [BC-6301] - Occurrences are shown to many times
- [BC-6349] - Leading “Groß” in user name breaks decoding

- [BC-6471] - Entities with CatalogState = 'NONE' are treated like entries with status 'SUGGESTED' in the validations hub
- [BC-6686] - Layout Assistant freezes
- [BC-6811] - Client creates invalid model data
- [BC-6826] - Occurrences from catalog items are not calculated correctly
- [BC-6850] - Too many occurrences are displayed
- [BC-6990] - Link to online help is wrong in emails for favorites
- [BC-7004] - Warehouse Report throws NPE
- [BC-7026] - User search function does not work within the administration area
- [BC-7093] - Search favorites are marked when they are not selected
- [BC-7101] - Border of pools does not retain CI color
- [BC-7192] - Allocation diagrams are not shown in explorer and profile
- [BC-7235] - The profile is no longer updated after a single deselection.
- [BC-7262] - Justified print in publication dialog header
- [BC-7272] - Notification "Email successfully sent" appears even if you cancel the dialog for Password recovery
- [BC-7281] - the attribute description have a line break in alternative language on checked in diagrams
- [BC-7560] - Error message after cancelling catalog reorganization dialog
- [BC-7600] - Governance attributes cannot be saved in the catalog details
- [BC-7641] - DiagramManual should list business objects as In-/outputs in ProcessOverview Chapter
- [BC-7652] - Maintained URL in AT_ATTACHMENT are not clickable in profile view of the corresponding object
- [BC-7688] - Profile of Business Objects not correct
- [BC-7720] - When returning after chip navigation to another profile in search, you are redirected to the attributes instead of profile
- [BC-7722] - Process warehouse is not executable certain formatting styles are applied on a node
- [BC-7729] - When a link attribute is configured as multilanguage and its value is displayed for the alternative content language, the link is not functional anymore
- [BC-7744] - Emails contains empty entity and diagram names if user and modelling languages are different
- [BC-7789] - When a default value for an enum attribute is set and this value gets changed, there are two values in the process warehouse report viewable
- [BC-7799] - Suggestion list for entities show duplicates on customer diagram
- [BC-7803] - Workflow task list "completed" is empty/contains only one "translation.missing" task
- [BC-7824] - Manually typed in date values are not saved properly
- [BC-7877] - Focus of the editor is not adapted when a FZD diagram is opened
- [BC-7924] - Catalog: Process Warehouse cannot be executed in a language that is not maintained in the method.
- [BC-7970] - FZD overwrites contents of EPK
- [BC-7979] - Error during update from 5.1.4 to 5.2.2
- [BC-8019] - Search Facets are not translated correctly

- [BC-8051] - Objecttype “Product” is available in VCD
- [BC-8112] - Wrong triggers for checking model match on Public Cloud
- [BC-8238] - Wrong font is used for paging of manual report
- [BC-8315] - client can create commands which do not target to ‘common’ stage
- [BC-8317] - Delete local changes button deletes the whole diagram
- [BC-8319] - Prozess-Warehouse export of the Showcase repository fails
- [BC-8321] - In Process flow view the filter icon is there but not clickable (maybe it should be grayed out or not there instead)

23.296 Version 5.2.3

The following bugs have been fixed in this release

- [BC-7120] - As a user I want to have access to referenced attachments so that I can open the information directly from the chip

23.297 Version 5.2.2

The following bugs have been fixed in this release

- [BC-7543] - Entities having AssociationIds out of scope of the diagram are causing matrix view hang

23.298 Version 5.2.1

The following bugs have been fixed in this release

- [BC-6753] - hideSlowBrowserMessage does not disable yellow hint if a diagram is opened via a direct link
- [BC-7092] - Expert search is not stored when adding search to favorites

23.299 Version 5.2.0

New features

- The *process matrix report* now includes the diagram type and the category path of an entry. This gives you additional options to filter and analyse your data. In addition, the process matrix report now also contains the diagram ID and object ID of an entry for better identification of the entries and to be able to combine information of different reports.
- The *process warehouse report* now also contains the object ID in addition to the diagram ID of the entries.
- Additional output formats for the manual, the process matrix and the process cost simulation are now available. You can find information about the different output formats and their configuration *in this section*.
- Users will be reminded by e-mail about *open tasks* once a week until the task has been processed.
- The search has been improved! Next to the simple search the expert mode is now available. *Follow this link* for more information about the search.

- The accessibility has been improved.

The following bugs have been fixed in this release

- [BC-253] - When the browser window is too small then the catalog entries' type and name fields are not shown
- [BC-470] - When you refresh the page while a repository without diagrams is opened then another repository will be opened instead of the one without diagrams
- [BC-551] - Some symbols have the decomposition icons, although you can't add a decomposition for them
- [BC-567] - Time system attributes are missing seconds in English Browser language
- [BC-1303] - Incorrect error toast when trying to paste a cut category into its parent category
- [BC-1443] - Scrolling in the search page cancels the selection
- [BC-1574] - Errors in workflow logs during the startup
- [BC-2221] - Chrome: expiry dates are marked as obligatory attributes
- [BC-3629] - left alignment of the description does not match with other left aligned input fields, i.e. name
- [BC-3653] - The styled Description will be not displayed in the description part of each catalog entry
- [BC-4078] - 'Delete all comments' does not work for Local workspace
- [BC-5298] - By switching from a VCD-Diagram to Matrix view the process execution Icon will be Briefly displayed and then hide
- [BC-5365] - The Description Background-Color makes Links not clearly visible
- [BC-5607] - Time not displayed correctly in the workflow error e-mail
- [BC-5951] - Publishing catalog entries without governance attributes is not possible
- [BC-6028] - Wrong forwarding help button in admin of details
- [BC-6045] - Edit shape doesn't work for Activities that contain an Allocation Diagram
- [BC-6047] - The Option place attribute at object doesn't work with activities that contain an Allocation Diagram
- [BC-6084] - Search filter sidebar doesn't get shown when the sidebar is hidden in the main view
- [BC-6092] - Some reports caption is wrongly capitalized
- [BC-6199] - After creating a new Allocation diagram while the navigator is opened the navigator still shows the main diagram
- [BC-6279] - The reason for getting a warning-Toast during the publication is not specified in the Toast if the Responsible user doesn't exist
- [BC-6295] - After searching for users in the Administration it can be unclear if the search is still active and for what was searched for
- [BC-6296] - As a role other then administrator, I see a not useable "Import" menu item on the repository context menu
- [BC-6300] - In german language the report is named "Manual" instead of "Handbuch"
- [BC-6314] - Login is not possible if the email address is incorrectly case sensitive
- [BC-6326] - After publication of an empty diagram the diagram service will return it with outdated content
- [BC-6328] - In Task view the text within the circles is not placed in the center
- [BC-6407] - Wrong position for initials in task view
- [BC-6516] - Matrix Report is not completely in Spanish

- [BC-6532] - No error Toast if the publication for Catalog-entries is aborted
- [BC-6555] - Publishing of a catalog entry is possible even if necessary governance attributes are empty
- [BC-6690] - Error when discarding changes on a checked out diagram
- [BC-6695] - Entity workflows fail without error toast if the entity's name is empty in any of the participant's languages
- [BC-6698] - Categories do not expand in explorer when a favorite is being opened
- [BC-6804] - As an responsible Person, i am not able to see the attributes (diagrams and entities) within the publication stage
- [BC-6818] - No emails are sent when a comment is created
- [BC-6825] - It is not possible to use the context menu on activities when an allocation diagram is set for this activity
- [BC-6844] - Reader and reviewer can't tab to repository context menu
- [BC-6845] - If you click on the diagram view directly after checking in, you get a loading overlay that won't go away
- [BC-6886] - Explorer doesn't expand when you navigate to a diagram from the search results

23.300 Version 5.1.6

The following bugs have been fixed in this release

- [BC-6804] - As an responsible Person, i am not able to see the attributes (diagrams and entities) within the publication stage
- [BC-6813] - getReferencedAttributesPaths does not return correct attribute references

23.301 Version 5.1.5

The following bugs have been fixed in this release

- [BC-6702] - When I try to checkin and my token is not valid anymore (i.e. too old), my diagram gets flagged as failed to checkin and I cannot checkin again
- [BC-6703] - Check-In not possible after copying specific objects in the diagram
- [BC-6706] - If User copy and paste two or more nodes of the same entity which is not a catalog item, it is not possible to check in
- [BC-6749] - Double click on nodes does not work for source/target attributes
- [BC-6757] - If you click on the diagram view button when already on the diagram view, you get a loading overlay that won't go away

23.302 Version 5.1.4

The following bugs have been fixed in this release

- [BC-6554] - No archives are generated for diagrams which get indirectly changed through entities updated within a diagram publication

23.303 Version 5.1.3

The following bugs have been fixed in this release

- [BC-6288] - If Scope is maintained alongside with a decomposition, you get a context menu on double click with one entry
- [BC-6444] - Executing reports on categories leads to an error or, if a report was previously executed on a diagram, returns the report of this diagram
- [BC-6451] - Matrix report never includes sub categories if it is executed on category

23.304 Version 5.1.2

The following bugs have been fixed in this release

- [BC-6107] - Performance of requesting specific diagrams seems to get slower the more database content is available

23.305 Version 5.1.1

The following bugs have been fixed in this release

- [BC-6251] - Migration of archive does not work for old data (before March 2018)

23.306 Version 5.1.0

New features

- BIC Cloud Design speaks Spanish now. The user interface, e-mails, reports and method are also available in Spanish. Just the online help for Spanish-speaking users remains in English for now.
- Administrators can configure the respective *archive* for Public Workspace, Preview and Publication now. Archives can be activated and deactivated for each area and a retention period can also be configured for each single area. This enables you to set a suitable period for each area to retrieve the diagram versions.
- The archive is now sorted by descending date, so you will always find the latest version as the first entry. The *current version* of the respective area is no longer displayed in the archive.
- Catalog entries can be *published separately from diagrams* and are managed through their own approval process (analogous to diagrams). For example, you can control documents by your own responsible person. If a diagram is published in which a catalog entry with its own responsible person is used, this catalog entry must be released separately.

- Reports can be easily configured in the *administration area*. Beyond specifying the displayed name of the report (offered in the application), you are also able to set diagram types and user roles for which specific reports are available. You are also able to set the preferred file format of the reports, namely a Word document or a PDF.
- The application displays details about selected diagrams or objects, for example the attributes or the profile. You can define the set of displayed information which you want to provide. You can also disable displaying attributes to the readers in the Publication. You'll find the configuration interface in the *administration area*.
- The *Enter key* performs several functions when modeling diagrams from now on. You can end the edit mode instead of creating a line break by pressing the Enter key. Anyway, you can still force a line break if the automatic break is not sufficient to you. In order to achieve this behavior, press the Alt+Enter keys in the same way analogous to Excel. Further, we use Ctrl+Enter keys now to create the first symbol from the mini-symbol palette automatically. In this manner you can model even faster without using the mouse.
- The explorer on the left side has been redesigned! The design is more lean now, because we moved the *task list* to the main menu. Additionally, the design of categories and diagrams maintained in the explorer is even more clearly. If you want to reset your selection, you can simply click on the repository and select the whole repository. For instance, if you want to start the process warehouse report for the whole repository.
- The *comparison mode for diagrams* is an excellent way to compare two diagram versions. The comparison mode shows in a clear manner which versions are currently being compared. It also takes into account whether diagram attributes themselves have been changed.
- The diagram *validation* is also available in read mode, in addition to the write mode.
- You can centrally set the headers and footers for PDF within the *administration area*, which is the valid for the print preview. You are able to select diagram attributes, your logo (if uploaded to BIC Cloud Design) or the page number as placeholders for the headers and footers.
- Authors can make *presets for the print preview* in the new formatting section of the diagram. This provides the users with ideal pre-settings for printing, but they are still able to adjust the output individually.
- Embedded images (raster graphics) in the *print preview* have been improved! Previously, these were outputs in the report, but were missing in the vector-based PDF output of the print preview.
- You can navigate directly from a diagram *to the corresponding catalog entry* with a single click. For instance, if you want to edit the object in the catalog (assuming you got the appropriate rights to do so).
- You can also add modelling objects to the catalog *as suggestion*, which normally exist just in the diagram (such as activities).
- You can also *remove suggestions* from the catalog without replacing their occurrences in the diagram.
- As the author you can now create and edit catalog suggestions in the catalog. Accepted suggestions can still be edited by editors only. However, if you are set as author in the attributes of the respective catalogue entry, you can still edit it.
- As an editor you can change catalog entries back to the previous state of a catalog suggestion. This procedure allows you to redefine a decision on the catalog entry. For example, you can remove an entry from the catalog without being forced to replace the occurrence in the diagram.
- As an editor you can accept modeling objects in a diagram, so that the diagram can be published. You can *accept suggestions directly in the validation* mode in the diagram.
- Confirmed catalog entries are not overwritten when *importing diagrams*, instead new catalog suggestions are generated. In version 5.1, these proposals are only created if the content of catalog entries differ in the target system.
- Users created via SSO are marked in the user profile. *SSO users* cannot reset and change their password.

- Rules defined with OCL for modeling are now checked not only during modeling, but also afterwards. Rule violations are displayed in the *validation* mode and can be defined in the method with appropriate notes for the modeler.
- For ease of navigation, the Explorer only displays diagrams that you have access to.
- The *Process Warehouse* report (former called Excel export) is now available as a download in the menu bar and no longer in the catalog list.
- The validity period of a diagram is automatically set during publication, if no date is defined. The *start date* is set to the current date, making the diagram valid immediately.
- Empty categories are automatically deleted, if for instance the de-publication of diagrams has emptied the category. If you already have such data in the publication, they will be removed with the next publication after the update to version 5.1.
- Authors can now create *allocation diagrams for activities* to structure the process in a clear manner. Allocation diagrams allow you to swap modeling objects from the actual process flow to display them in allocation diagrams. These allocation diagrams are displayed in Explorer if the respective diagram is opened. Alternative representations of the process, such as the matrix, process execution, or reports, still contain the full information of the diagram.

The following bugs have been fixed in this release

- [BC-962] - If you create a category inside of category the category tree will not open to show the new category
- [BC-2128] - Attribute sorting for attributes from groups is not correct in the report
- [BC-2207] - The styling of email templates is not applied (at least in outlook)
- [BC-2222] - English: only the first word should be capitalized
- [BC-2298] - Context menu of objects should depend on the ui language
- [BC-2459] - Form of address is set fixed to the responsible's name in the email template, although also the initiator gets the same mail
- [BC-5015] - PDF print performs wrong scaling for A5 and diagrams with large width
- [BC-5098] - When printing a Pool of specific length with settings Landscape, A3 and one page, the font is wrongly scaled
- [BC-5212] - Some tooltips are missing in the explorer
- [BC-5297] - Overlay "Loading diagram..." is missing when you switch the view from matrix or process execution to the diagram view
- [BC-5302] - Hard coded uri in 'isValidJwtToken'
- [BC-5308] - Suggestion list for Roles does not filter correct
- [BC-5363] - IE11: By Diagram Export if the correspondent diagram is opened process toast remains active even if the export is finished
- [BC-5366] - Attribute hub on entity selection disappear from search page and the return arrow isn't needed here
- [BC-5379] - Animation and coloring is not the same in all hubs
- [BC-5423] - It's not possible create a new node pressing ctrl + enter (or number) when the in place edit is active
- [BC-5459] - Date picker for search facettes does only allow available values
- [BC-5464] - Reports have wrong file details entered
- [BC-5480] - After using the layouter, data store symbols will not be shown correctly
- [BC-5486] - Unaccepted catalog entries will be shown with black color in suggestion lists instead of red color

- [BC-5516] - When you check in a diagram while in local workspace and check it out directly in common workspace, the diagram is not loaded
- [BC-5606] - Assignments are displayed as “not available” in the menu after double clicking on the node
- [BC-5620] - Undo/redo produces floating edge and sometimes freezes the editor
- [BC-5634] - Mails in favorite service should not send the GBTEC signature
- [BC-5643] - Render service can’t open diagrams with char-return combinations
- [BC-5649] - When the stage is set as local workspace there is an additional line in the repository’s context menu
- [BC-5741] - Error when cutting & pasting a new diagram into a new category
- [BC-5752] - Symbols with four rows of text displays only three rows
- [BC-5753] - By changing an approved catalog item it is possible to make a new suggestion for not allowed items
- [BC-5758] - Search field in help is not working properly
- [BC-5772] - Change the repository with an unsaved diagram didn’t discard changes
- [BC-5781] - Wrong focus after opening a diagram
- [BC-5784] - Discard local changes on an unlocked diagram didn’t discard changes and you can edit the diagram again
- [BC-5815] - Matrix view shows responsibilities in content language
- [BC-5819] - Repository context menu button is not visible when you use the high contrast theme
- [BC-5821] - When high constrast theme is activated the left menu headers switch back to the regular colour when you expand them
- [BC-5824] - Wrong tooltips on the ‘Expand/Collapse’ buttons in the left menu
- [BC-5828] - Process warehouse in catalog often fails and shows some additional wrong toasts
- [BC-5835] - Additional line in attribute view for search details
- [BC-5838] - Editing a catalog item will reload the page
- [BC-5840] - Empty archive if you select a change from the comparing view and return to the archiv page
- [BC-5842] - Entity for diagram governance attribute is considered in RACI matrix
- [BC-5845] - Approval step fails, but is listed as done task after reloading the page
- [BC-5943] - Only first element of multi value fields is shown on diagram/entity profile
- [BC-5945] - Wrong language in BPMN export
- [BC-5949] - Locale detection within SSO fails due to case sensitivity
- [BC-5952] - Repository name is not visible in IE11
- [BC-5961] - Fix not visible environment variable for curator cron job
- [BC-5973] - Other stages can not be compared with local workspace
- [BC-5974] - Missing overlay “loading diagram . . .” if you switch between diagrams or process flow and diagram view
- [BC-5983] - Wrong forwarding for help buttons in admin area
- [BC-5987] - Tabbing through diagrams and categories only highlights the collapse and expand button
- [BC-6008] - Style issues on diagram validation hub

- [BC-6009] - If stage hub is too narrow, the stages labels move the stage action buttons
- [BC-6010] - Issues on diagram/entity profile hub
- [BC-6011] - On public and preview comparison with archived diagrams, there should be a timestamp
- [BC-6012] - IE11 - Scrolling is not possible for profile view
- [BC-6049] - Adding images (png/jpeg/bmp) to diagrams does not work
- [BC-6051] - Memory leak in 'render-service' for nodeCoordinates
- [BC-6091] - Emails could not be sent due to a SMTPSendFailedException (530 5.7.1 Client was not authenticated)
- [BC-6103] - New user (user who has not chosen a repository yet) should get redirected to the start diagrams
- [BC-6106] - Pagination is messed up when you add new users to a group in the administration area
- [BC-6111] - "Change to suggestion" menu item in publication should not be visible
- [BC-6113] - "Create new Diagram" animations for ERD, CMMN and BPMN Conversation does not match the style of the other tiles
- [BC-6127] - Report service restarts when executing a "big" report
- [BC-6144] - Archive's storage period values are always in english (not ui language)
- [BC-6151] - Load diagram message persists at exit of the print view
- [BC-6171] - The email body for comments is in the user language of the commenting person, not of the i.e. author
- [BC-6174] - Emails to new comments are sometimes not sent to one or more participants
- [BC-6189] - Repository can't be changed if a start diagram is set through the favorites
- [BC-5340] - Use a debounce for the scale factor in print preview for better user experience
- [BC-5694] - Remove unnecessary cross join in edge trigger for better performance
- [BC-5738] - Adjust upload limits for repository import
- [BC-5852] - Update Quick Guide to newest version
- [BC-5954] - Update JSG to latest version in render service

23.307 Version 5.0.5

The following bugs have been fixed in this release

- [BC-4594] - Diagram Manual report contains two names

23.308 Version 5.0.4

The following bugs have been fixed in this release

- [BC-5619] - Cannot load diagram after undo redo with overlapping pools or lane in lane
- [BC-5803] - Check-in and -out reloads the diagram

23.309 Version 5.0.3

The following bugs have been fixed in this release

- [BC-5433] - The performance when inserting or checking in a diagram decreases

23.310 Version 5.0.2

The following bugs have been fixed in this release

- [BC-5175] - Incorrect state of human tasks lead to a `PermissionDeniedException`
- [BC-5176] - An error email cannot be sent during diagram publication because the cause of the problem could not be converted into an email body
- [BC-5179] - `NullPointerException` while requesting the tasks of a specific workflow instance
- [BC-5312] - If you check a diagram out, not the last local version will be opened
- [BC-5424] - An export including categories could contain data from concurrently executed exports
- [BC-5446] - Can't open diagrams with char-return combinations, leading to an error message

23.311 Version 5.0.1

The following bugs have been fixed in this release

- [BC-5253] - Deleted local diagram visible
- [BC-5271] - Checkin and out via context menu produces uncomplete checkin process

23.312 Version 5.0.0

New features

- The *interactive process execution* makes it possible to work with processes - completely detached from graphical modeling notations! Depending on decisions, the process flow can be brought into tabular form with a focus on pure execution of tasks.
 - Initially, maintained probabilities are used for the path selection and the user can interactively change the selection.
 - In this view, the new activity profile helps you to get an overview of the relevant information
- The *Layout Assistant* is available for the diagram types EPC and BPMN Collaboration! It positions the satellites of an activity in corresponding quadrants at the top right, bottom right, top left, bottom left:

- The choice of the quadrant is based on the coarse positioning of the user
- The sequence flow is also straightened as long as the sequence is largely modeled in a corresponding line
- Connection ports of satellites are corrected, but the ports of sequence connections are not changed
- The mini symbol palette now has a new *quick modeling function* that positions the following symbols horizontally (BPMN) or vertically (EPC) by one click and connects them to the previous object
 - Depending on the previous modeling direction, the system decides whether the new symbol is positioned horizontally or vertically next to the previous symbol
- Filter symbols for better readability of the diagram: the new *filter bar* allows you to hide symbol types in the diagram (transparently displayed) and in the matrix
 - In the diagram, the user can thus focus on the essential desired aspects. Edges connected to the filtered symbols are also provided with a transparency
 - *Filtering of the matrix view* now also takes place in the filter tab. The columns in the table can be hidden by setting the cross
- The *freeform palette* is now generated dynamically depending on the method: the new freeform object can have several symbols, can be maintained in several languages and can be created and maintained in the catalog:
 - The old freeform objects (free text, rectangles, circles, etc.) remain in your existing data and are not converted to the new freeform object - the new properties only apply to newly created freeform objects.
 - If the method does not allow the freeform object in the context of a diagram, it is also not available in the symbol palette
- The search can be *configured by the administrator*:
 - The possible and available search facets can be set
 - The search can now also filter for date and selection field attributes
- *No more publishing with unaccepted catalog suggestions*: with the help of this new rule, the publication stage is kept “clean” and the quality assurance of the respective master data must take place before the publication
- The *predated publication* is available: the system does not publish the released diagrams until the “Valid from” date (Central European Time), if the corresponding date has been maintained. If no “Valid from” date is maintained, it will continue to be published immediately after successful completion of the publication
- The former attribute bar is now the new detail bar: a lot of important information is summarized and made available there
 - In addition to *attributes*, *occurrences of symbols* can be analyzed
 - The profile has been moved here
- In addition to diagram information, the *profile* now also displays corresponding information for the selected activity
- The OCL (Object Constraint Language) is supported on the method side and is also used for validating the model: this allows you to set various modeling restrictions that help users to design valid diagrams. This is for example used in BPMN Collaboration diagrams to prevent invalid message flows
- The *BPMN import* is now also available for BPMN export: the data exchange format according to OMG (Object Management Group) specifications can now also be imported into the BIC Cloud to generate corresponding diagrams
- The new diagram type “Entity-Relationship-Diagram” is available
- The Profile report is only available as part of customizing
- For better readability, a *high contrast scheme* is available and can be activated via the user profile

The following bugs have been fixed in this release

- [BC-236] - The matrix report is missing the translations for the output stereotypes if the chosen language differs from German or English
- [BC-464] - If activities as catalog items are part of a pool (of type role), the association between these two is missing in the matrix view
- [BC-492] - The sequence of attributes in the catalog export depends on the entries' order
- [BC-508] - The order of analysis attributes in the catalog export does not match the frontend order
- [BC-564] - No readable values in the Matrix Report of diagrams and catalog if the main language isn't German
- [BC-2206] - Graphics in reports are not displayed correctly (cut off edges)
- [BC-2267] - When you publish a diagram and the author has no E-Mail address, the initiator gets an error E-Mail
- [BC-2293] - When you want to publish a diagram with opened 'Rework' dialogue and the comment field is empty the publication will not be started
- [BC-3147] - Wrong text layout in dialog for editorial change
- [BC-3415] - Suggestion list for entities in inplace editing does not find substrings
- [BC-3468] - The panel for changing colors is not correctly framed
- [BC-3731] - After importing a local diagram, new checked-in changes are saved in the old diagram in another repository
- [BC-3751] - In process cost analysis report the probability decimal places are neglected
- [BC-3775] - Comments don't work on entities without name
- [BC-3814] - When a favorite has a too long name, it is not possible to open the context menu
- [BC-3815] - Filling with gradient looks weird, also you can not set another fill start colour
- [BC-3816] - Authors and Readers have options to edit or delete comments (but changes of them will not be saved)
- [BC-3820] - The more you extend something in the explorer the more its height will increase and overlap with the logo
- [BC-3825] - When you depublish a diagram it will also vanish from the list in the explorer when you are not in the Publication stage
- [BC-3856] - Object loses connection to pool after reattaching it
- [BC-3862] - If you rename a repository, the new name will not appear in the repository selection until you reload the page
- [BC-3863] - When you check out a diagram and remove its local version then the context menu of the diagram in Public Workspace still has an active Check In menu item
- [BC-3898] - diagram attributes are broken after copy and paste symbols
- [BC-3949] - After you Check In a diagram in fullscreen mode and use the toolbar on top, you cannot leave full screen mode anymore
- [BC-4102] - Make skew time configurable for SAML
- [BC-4147] - Missing options in symbol's context menu when no symbol was selected before
- [BC-4160] - If you input some Analysis Parameter with (up & down input-buttons) that's will be not detected as a change
- [BC-4222] - BPMN import fails with participants without processes

- [BC-4224] - Email value of a Person can not be removed
- [BC-4229] - Reorganization dialog information is not up to date
- [BC-4342] - Check in a model in offline modus does not show an error message
- [BC-4384] - Suggestion list of governance attributes of the diagram disappears quickly
- [BC-4418] - Back navigation from the administration area does not redirect directly to diagram editor
- [BC-4419] - Add User Group Function does not show new user group directly in list
- [BC-4435] - Order of attributes in process warehouse export is not the same as in the cloud
- [BC-4438] - If you navigate from a diagram in publication version to the catalog, the entries can not be edited
- [BC-4439] - The versions tab does not update preview if the diagram is not published
- [BC-4478] - Unnecessary Connection attempts by Winston Logger
- [BC-4483] - Sometimes a wrong context menu appears by clicking on an object
- [BC-4501] - While a diagram is checked out when you hide the sidebar the diagram will be stretched until you select something
- [BC-4518] - Changing the repository name doesn't work when content language is not German
- [BC-4524] - When you double click on a symbol and then click anywhere in the canvas the diagram's attributes will not be shown
- [BC-4529] - When you right-click on empty space in the canvas while an object is selected the context menu will refer to the selected object
- [BC-4532] - When navigating from occurrences to diagram, object is selected automatically
- [BC-4535] - Edit shape does not work for edges
- [BC-4536] - You can not change the path of a selected edge
- [BC-4537] - While hovering over an edge the yellow points will not be shown
- [BC-4541] - Showing Attribute symbols can not be activated or deactivated
- [BC-4542] - If you rename a Repository the new name will be not assigned
- [BC-4544] - No selection from catalog suggestion list for symbol possible
- [BC-4545] - When a selection contains more than one object they can not be transformed
- [BC-4546] - Keywords disappear in the attributes after being created
- [BC-4573] - Head and footer are not displayed correct on every page after downloading pdf/jpeg/svg via print preview
- [BC-4601] - DefaultValue for an enum attribute type leads to erroneous display of this attribute type in attribute view of the webclient
- [BC-4633] - Suggestions are displayed on top of the input field
- [BC-4665] - "Favorite was changed" email does not respect user language, seems to be always german
- [BC-4668] - Its not possible to delete a user which is part of a user group
- [BC-4674] - Process Warehouse report shows wrong notifications in gray toast
- [BC-4675] - In German UI language the text about renaming a repository in the repository properties is not shown completely

- [BC-4726] - After double clicking on an edge the diagram attributes will not be shown until you open the attributes of another object
- [BC-4728] - Linked texts are not displayed in the description in Catalog
- [BC-4743] - The Process warehouse button should work even if no Category or diagram was selected
- [BC-4745] - Process warehouse report on a category has an additional empty column at the beginning
- [BC-4761] - In the catalog view it is not possible to toggle the “suggested filter” when the list is empty
- [BC-4816] - The suggestion list of the governance attributes shows only exact matches of the beginning characters
- [BC-4821] - Adding/Removing free space into a diagram does not work
- [BC-4833] - Toast when checking in after session expired shows wrong error text
- [BC-4834] - Toast shows wrong error text when checkin is not possible (“Data could not be saved”)
- [BC-4913] - After editing attributes and check in these changes, they are not correctly displayed if you switch the content language back and forth
- [BC-4939] - It is not possible to select the start color for gradient fill in the internet explorer
- [BC-4956] - Empty symbol palette is shown, forcing the user to manually switch to free form
- [BC-4957] - Default values of entites are set in more than the content language
- [BC-4969] - Reset of date facette in the search is translated into German as “klar” instead of “zurücksetzen”
- [BC-4973] - Repositories with no name (translation missing) cannot be renamed
- [BC-4979] - Titles, subtitles and buttons of editor hub should have a 54% transparency
- [BC-4980] - Some editorHub tabs don’t have enter animation
- [BC-4987] - If there is no suggested items in the catalog the Button “only show suggested items” is just once clickable
- [BC-4988] - In the manual and manual with assignments report, page is misspelled as pagge
- [BC-4998] - RACI Matrix does not update if the modeler changes the diagram
- [BC-5000] - If the message connection is used only once, the raci matrix is broken
- [BC-5004] - Opening a warehouse report can lead to an error about its content
- [BC-5007] - Diagram which is not checked in will change state to checked in automatically after changing from local workspace to the public workspace
- [BC-5014] - Description field of diagram profile should be shown as the same way as entity profile
- [BC-5017] - You can’t switch edge ports if the edge is marked
- [BC-5018] - If the UI language is in german in administration i’m not able to set catalog suggestions
- [BC-5019] - In the Administration area some buttons are not placed correctly
- [BC-5046] - DE: rename “BPMN Importieren” to “BPMN importieren”
- [BC-5055] - After deleting a model its graphic view is still visible
- [BC-5056] - Discard local changes doesn’t reload the diagram view
- [BC-5073] - User gets no Toast for process warehouse report execution
- [BC-5085] - Success toast for creating a diagram only appears when you create it through the start page

- [BC-5096] - Author gets “Data could not be saved successfully” Toast if he tries to check-out a diagram he is not author of
- [BC-5097] - Delete a catalog entry and then reorganize throws an empty dialog window
- [BC-5107] - Some catalog icons seem to be shown incorrectly in the explorer and catalog view
- [BC-5111] - Checkboxes of the matrix’s filter hub should have a cross instead of a tick
- [BC-5120] - The repository’s context menu has unnecessary lines at the bottom when you are not logged in as an Administrator
- [BC-5122] - You cannot copy elements from a diagramm to an other if the diagramm is checked in
- [BC-5124] - Catalog export fails if entities contain attribute types within custom attribute groups
- [BC-5128] - Inconsistency in the report success toast for Catalog Excel Report and Warehouse Report
- [BC-5140] - If the validation dialog is triggered, you can’t check in, even when you remove the causing symbol
- [BC-5146] - Rename menu items of “Matrixansicht”
- [BC-5155] - If I try to rename an edge within an imported BPMN diagram the canvas freezes
- [BC-5162] - Validation errors are not marked by clicking on a list entry
- [BC-5166] - Two different size icons on some attributes fields labels
- [BC-5167] - Progress bar is not gone when press ESC
- [BC-5191] - Entries in profile view should be open on default

23.313 Version 4.1.4

New features

- If you no longer lock a diagram from your local workspace in the public workspace, you will receive a message after loading the diagram.
- If the last checkin of the loaded diagram in the local workspace has not been completed properly, you will be alerted to it.

The following bugs have been fixed in this release

- [BC-5124] - Catalog export fails if entities contain attribute types within custom attribute groups

23.314 Version 4.1.3

The following bugs have been fixed in this release

- [BC-4750] - The publication of a diagram fails because the Report Service cannot serialize a transaction during report execution
- [BC-4785] - A workflow cannot be started because the SCOPE attribute contains organization units without an identifier
- [BC-4788] - A publish diagram workflow results in an error because the ‘send diagram published’ step tries to send an e-mail with a ‘null’ cc address
- [BC-4789] - Cannot send an error email during the depublication workflow due to passing ‘null’ as a locale
- [BC-4803] - Search is not working for hyphens and spaces

- [BC-4847] - If the diagram has no name filled out in the user preferred language, sending an email to that user results in an error
- [BC-4851] - Some use cases inside the workflow execution will result in unexpected behavior if hollow entities are used as governance attributes
- [BC-4899] - Deleting a document link may not delete the document

23.315 Version 4.1.2

The following bugs have been fixed in this release

- [BC-4503] - You can not open the attribute of edges with labels after a diagram was checked in
- [BC-4631] - On multiple import, graphitems of edges are not adjusted
- [BC-4670] - For some diagrams, the application freezes in copy overlay
- [BC-4676] - Edge stereotype missing and no attributes available
- [BC-4817] - Services may restart due to memory restrictions

23.316 Version 4.1.1

The following bug has been fixed in this release

- [BC-4557] - Search does not allow specification of terms without wildcard

23.317 Version 4.1.0

New features

- *Watermarks of pools and lanes* in BPMN diagrams are no longer displayed centered initially when placing them. Instead, they are only visible from a certain pool width. Furthermore, the initial watermarks are not in the center of the pool, but at its upper edge.
- Administrators can *restrict access to a repository* in the same way as diagrams
- Administrators can *allow and prevent catalog suggestions* for individual object types. This allows *validation* during modeling and automatically validation when checking in changes to diagrams.
- Both the successful start of a *publication workflow* and the failure of the start are notified in the application.
- The *export “Process warehouse”* is now available for diagrams and categories
- A *new workflow can only be started* if no (de-)publication is already running for the affected diagram.
- Users can also display the *RACI matrix* for process overviews (VCD)
- The use of a non suitable browser is signaled by a notification in the application
- *Occurrences of an entity* can now be displayed in the attributes tab
- Diagrams can now be saved in the *print preview* as SVG, PNG and JPEG files in addition to the PDF format
- *Tasks* display comments from users of previous workflow steps and can be edited directly on the task card without navigating to the diagram
- A workflow can now be *ended* in the outstanding task card of governance participants

- *Emails* sent to governance participants during the workflow allow users to navigate directly to their *task list*
- The *manual* has been modernized. Next to the new layout, the additional representation of responsibilities in the process creates a further clear analysis option.
- The *manual with assignments* is now available for process overviews (VCD) and individual processes, such as BPMN and EPC diagrams.
- [BC-4165] - Individual reports can be selected and deactivated in customizing

The following bugs have been fixed in this release

- [BC-1869] - Explorer in the local workspace does not update when diagram is renamed and saved
- [BC-2216] - Diagram resolution too low for large diagrams
- [BC-2566] - Labels in graphics (from Reports, i.e. manual report) are misplaced
- [BC-2690] - In the navigator the cursor is very imprecise when you want to change the view's size
- [BC-3865] - RACI view is not available for VCD diagrams
- [BC-3867] - If you change all 3 Colors only Logo background Color is applied
- [BC-3899] - If you open the print preview while the RACI Matrix is open, there are no pages in the print view
- [BC-3959] - If a report fails, render service goes out of memory and instance breaks down
- [BC-3961] - Save button seems to be placed too much on the right in User window
- [BC-3967] - Zoombar not visible in stages preview und published
- [BC-4100] - Occurrence attributes are not displayed in Matrix- or Profile-view
- [BC-4103] - In search diagram attributes are not shown
- [BC-4105] - Required Feld asterisk (*) is missing
- [BC-4107] - Diagram can not be published with multiple examiners
- [BC-4130] - Indication error catalog description
- [BC-4131] - SuggestionList for Assignments does not filter correct
- [BC-4132] - Catalog is not realoding when stage has been changed
- [BC-4213] - If a tenant only uses SSO as login, no websocket namespace is created for this tenant.
- [BC-4219] - user cannot import into root category
- [BC-4220] - You'll get an error email during publishing a diagram when an Organization unit is set as an Author
- [BC-4244] - successful import toast of diagram and category does not appear
- [BC-4278] - Help button should be an icon button as the other buttons in administration area
- [BC-4338] - Firefox wrong position menus on graph
- [BC-4340] - Catalog Search Excel Export contains all entries not only the filtered entries
- [BC-4343] - Password validation on client side does not allow various special chars
- [BC-4350] - It is possible to rename a user group to a name of an existing group
- [BC-4351] - The description for search results is not shown sometimes
- [BC-4354] - Entity Occurrences not updated when changes the selection
- [BC-4355] - Select an occurrence does not select the node on the diagram
- [BC-4356] - Matrix filters are not are not correctly displayed

- [BC-4360] - Webclient redirects to /login instead of / which leads to problems when using SSO
- [BC-4408] - Scrolling down and loading in the search will deselect the previously selected result
- [BC-4434] - Help button highlighting and position

23.318 Version 4.0.2

The following bug has been fixed in this release

- [BC-3965] - As a user, I want to receive personalized emails

23.319 Version 4.0.1

The following bugs have been fixed in this release

- [BC-3789] - Make maxAuthenticationAge configurable
- [BC-3838] - When you write a new comment, the responsible person does not receive an e-mail
- [BC-3900] - Opening of diagrams fail when AttributedTextNodes do not have a formula set
- [BC-3906] - Auth Service 1.8.0 release does not contain UpdateUserModel
- [BC-3910] - Attributes are not persisted properly when changing diagrams
- [BC-3912] - Name labels of VCD activities appear at a wrong position

23.320 Version 4.0.0

New features

- *Additional textattributes* for objects in the editor
- *Export* and *import* of diagrams in BIC Format
- *Export BPMN diagrams* as BPMN standard
- *Copy, save* and share configured search requests or mark them as *favorite*
- The *search* is now able to interpret file contents and therefore makes it possible to search for content in these formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX
- Use of *implicit asterisks for searching* to improve the quality of the results
- Have a view on details by clicking on an object's attribute chips. For example in the *attribute bar*, *RACI matrix* and in the *profile view*.
- System attributes have become part of the *catalog export*
- Getting automatically in the editing mode after *placing a new object* in the editor, enables a more efficient modeling
- *Customization of the method* by the administrators
- *Local occurrences of the same type* will now be suggested while modeling an object
- All comments within a certain context are *deletable*

- Assigning an organizational unit as author of a diagram gives all members of that unit the permission to write on the diagram
- Set organizational units as examiner
- The user-specific start diagram is deletable now
- Changing a *favorite diagram* through a catalog entry leads to a notification
- Displaying names of date attributes
- Oversized names get reduced for a better handling of the explorer view
- The editor is extended with a *navigation bar*, that gives an overview of the editor, allows to adjust the zoom level and to enter the fullscreen mode
- *Rejected catalog entries* are deleted and replaced by a selectable substitute
- The *creator can be notified* when a catalog suggestion is for example rejected
- The matrix allows to *filter by actors*
- Administrators are able to *filter users* by their roles in the user administration
- Administrators are able to configure which object types get part of the *catalog as suggestions*
- Administrators are able to configure the *visibility of objects type* for the published catalog
- *Rename diagrams* without checking them out
- *Process cost analysis* is available as report
- Optimized and unified dialogs for the whole application
- Mark objects of the *symbol palette as favorites*
- Optimized previews of descriptions in diagrams
- Arabic as new *content language*
- Add a label for the name to a gateway object via double clicking
- Task in BPMN diagrams can be marked as call activity
- New optimized symbols, including *immovable labels* of some symbols for a better handling

The following bugs have been fixed in this release

- [BC-179] - Wrong display of connections in the manual report and the profile report (circle is missing)
- [BC-189] - When there is a suggestion list below a symbol and then you pull a new symbol from the symbol palette in the editor then the suggestion list will be displayed until you chose a suggestion - You can not cancel it
- [BC-196] - If the report download toast is closed manually, the info “was created” also shows a loading indicator instead of a finished indicator
- [BC-200] - IE11 - ‘Show suggestions only’ button in the catalog is slightly offset upwards
- [BC-203] - HUB verschiebt beim Skalieren die Buttons aus dem Bild.gif
- [BC-214] - Cutting a category / diagram can not be aborted with ESC
- [BC-216] - Attachment-Icon in Itembar funktioniert nur nach dem Einchecken
- [BC-238] - If you change the name of a repository in different content languages, for some languages the name change is not persistent
- [BC-260] - Users shall be informed about a character limit when they type in a publication reason

- [BC-281] - Dialog (confirmation) is missing when deleting a local diagram under Show local element only
- [BC-284] - Verwendungen im Katalog werden doppelt angezeigt und Verbindungen zu Objekten werden nicht mehr angezeigt
- [BC-295] - Display error in RACI Matrix
- [BC-296] - Number of users in a user group gets incremented even if no user was added to the group
- [BC-308] - If two reports are running simultaneously and you hide one progress toast, the finish toast will be displayed incorrectly (with spinning icon, not check mark)
- [BC-309] - Report progress toast is clickable, shows time in 12h format instead of 24h and with wrong “at” instead of “um” (in german)
- [BC-329] - Wenn durch Undo/Redo die Position von Symbolen geändert wird, aktualisiert sich die Position deren entsprechender Kommentarmarker erst, wenn man mit dem Cursor über den Editor fährt
- [BC-330] - Save + Check in after using the stamp mode lets the object be marked in the subsequent editing, but does not work directly as a stamp
- [BC-340] - Falls Diagramm leer, wird es bei Auswahl im Seitenfenster nicht markiert
- [BC-343] - Unexpected behavior in category tree when you close and open up a category
- [BC-348] - You can not open a category's context menu when its name is too long
- [BC-353] - Selecting another diagram can instead open the context menu of the currently selected diagram
- [BC-374] - Attributgruppe nimmt Fallbacksprache des Contents an - sollte sich genau wie Attributnamen auch verhalten
- [BC-377] - Local diagrams should be in alphabetical order in the local stage
- [BC-378] - Diagonale Kanten können von ihren anliegenden Symbolen gelöst und frei bewegt werden.gif
- [BC-394] - IE11 Layout changes size when adding users to group
- [BC-406] - Process Interfaces are displayed in the Matrix of diagrams
- [BC-411] - Dokumente werden erst dann alphabetisch sortiert, wenn der Button zur alphabetischen Sortierung nicht aktiviert ist
- [BC-417] - Symbol palette is displayed in content and not UI language when switching content language while checked out a diagram
- [BC-428] - Changing to preview inside of versions-tab displaces the icons
- [BC-438] - IE11 - By Removing used entries in a diagram from the Catalog - In the Dialog-Window overlap the Save button with cancel
- [BC-442] - Delete a local chart whose display slows down to Home
- [BC-464] - Liegen Aktivitäten, deren Stammdaten vom Katalog stammen, in einem Rollen-Pool, wird in der RACI-Matrix nicht die entsprechende Beziehung zwischen Aktivität und Rolle angezeigt
- [BC-465] - When a comment in the hub is too long then you can not delete this comment until it is shortened
- [BC-467] - If you rename a repository, the new name will not appear in the repository selection until you reload the page
- [BC-474] - Annotation's label is empty when a list was created
- [BC-475] - There are no different previews for the different shadow types
- [BC-476] - Google Chrome: Menu-Divider im Kontextmenü von Diagrammen werden teilweise nicht angezeigt
- [BC-485] - IE11 Icon for repository options is not aligned

- [BC-500] - In local workspace, the diagrams still have the option “Check out” in the context menu
- [BC-503] - Deleting a pool which contains some objects and edges causes that the edges will not be recreated by using undo and then redo
- [BC-554] - Ist ein Kommentar an einem Symbol zu lang, wird der Benutzer nicht mehr angezeigt.gif
- [BC-556] - Attribute-Tab springt beim Wechsel der Aktivität oder Klick auf Info einer anderen Aktivität nicht nach oben oder zur Beschreibung.gif
- [BC-557] - Symbol palette has to be UI language instead of content language
- [BC-565] - Diagram type should be in UI language instead of content language
- [BC-881] - There is no note about a multi selection in the attribute tab if you do a multi selection by using the selection rectangle
- [BC-1062] - It is not possible to maintain a responsible person for an application STABLE
- [BC-1115] - The diagram name of a decomposition/Variants is not displayed when the correspondent diagrams do not exist in the same stage
- [BC-1126] - There is no hint that you can not delete a diagram that is checked out by another user
- [BC-1140] - Entity comment counter doesn't update
- [BC-1311] - No scrollbar in the explorer tree when there are much entries
- [BC-1373] - Copy format icon has to be in active state while the operation is performed
- [BC-1394] - Empty BPMN diagrams can not be exported
- [BC-1426] - While on the search page the user name and current languages are not visible
- [BC-1469] - If a user exports a diagram as BPMN or ZIP, all users on the server get a notification
- [BC-1470] - BPMN Export fails if the diagram contains an activity with the task type “Script”
- [BC-1471] - In an exported BPMN Diagram, formatted text is shown with HTML Tags
- [BC-1472] - Names of Documents are missing in exported BPMN Diagrams
- [BC-1473] - Loop, parallel and sequential instance and compensation Tasks are not displayed in an exported BPMN Diagram
- [BC-1475] - BPMN lanes and most of their contents don't show up in an exported diagram when using 'application' pools
- [BC-1476] - Edge labels do not show up in the exported BPMN diagram
- [BC-1671] - counter for users in group doesn't function properly (no user was added but counter gets one more)
- [BC-1698] - Persons created in catalog in local workspace cannot be used in local workspace for governance attributes
- [BC-1700] - if a keyword is not confirmed with ENTER button the entered text is not deleted when clicking in editor or pressing other buttons (e.g. TAB)
- [BC-1716] - Report-Service does not respect edge formatting (for example: End Arrow Type)
- [BC-1719] - The scaling in the print menu doesn't work
- [BC-1730] - When you check out a diagram and remove its local version then the diagram in Public Workspace is still treated as a checked out diagram
- [BC-1732] - There is no sign of working offline when the internet connection is gone
- [BC-1766] - Catalog Export ignores search term

- [BC-1798] - A diagram can not be checked in by using 'Discard local changes' when it was not checked in before
- [BC-1867] - If you duplicate a symbol (STRG + D), all changes to the new symbol will be applied to the original one
- [BC-1869] - Explorer in the local workspace does not update when diagram is renamed and saved
- [BC-1973] - Browser back button works not correct
- [BC-1977] - User is not able to mark a favorite as start-diagram
- [BC-1983] - Slider in the color picker dialog doesn't work
- [BC-1990] - If you delete the "factor" value in the print view and print the diagram, the cloud crashes
- [BC-2062] - RACI Matrix can't be created if the diagram has just been checked in
- [BC-2078] - Font size of diagram names in favorites isn't as big as the font size of diagram names in the repository explorer
- [BC-2085] - Favorites cannot be deleted or changed after responsible user was changed
- [BC-2094] - IE11 - Graphic error in Change role dialogue
- [BC-2100] - If you discard local changes in IE11, the diagram is locked by yourself
- [BC-2121] - In the context menu of a multi selection there is still 'Edit shape' as option
- [BC-2127] - When you check in a diagram by using the context menu and when the checked in version of the diagram is opened the checked out version will not be greyed out after check in
- [BC-2143] - Publish via diagram context menu does not work when diagram is newly created
- [BC-2277] - You can compare Local Workspace with Local Workspace when a diagram is checked out yet
- [BC-2289] - After Depublication, the diagram stays in publication stage until you reload the page
- [BC-2290] - Missing 'Compare' tooltip on 'Publication' in 'Versions' when it is greyed out yet
- [BC-2292] - The 'Rework'-Dialogue is different when you open it by clicking on the button or by using the context menu
- [BC-2293] - When you want to publish a diagram with opened 'Rework' dialogue and the comment field is empty the publication will not be started
- [BC-2296] - Diagram types in explorer should be dependent on the ui language
- [BC-2299] - Connection types (in RACI matrix) should depend on the ui language
- [BC-2304] - When you make a right click on an empty space in the editor there are some options in the context menu which are not needed
- [BC-2380] - The messages from Bpmn-data-transfer-service are not reaching the webclient
- [BC-2402] - When a diagram name is very long its name label in the menu bar and the favorite icon overlap with the editor
- [BC-2438] - After multiple reattachment, a createEntityCommand was missing
- [BC-2442] - In some cases, a createEdgeCommand came before the corresponding createNodeCommand and checkin failed
- [BC-2450] - Application does not load , if user has a unicode character in its name
- [BC-2460] - You can't format the text of an annotation with the formatting bar in the editor

- [BC-2461] - If you click outside of the editor while the suggestion list is active, stamp mode won't work and multiselections will no longer be visible
- [BC-2465] - Missing 'Set as start diagram' button in Favorites when you add a diagram to the favorites while its Publication version is not opened
- [BC-2468] - 'Save' instead of 'Speichern' in Add user group dialogue in German UI language
- [BC-2470] - Publish button for checked out diagram if you open the preview of the diagram
- [BC-2479] - If entering in a very small amount of time LOTS of chars into a label of a node the whole cloud system gets very slow and unuseable
- [BC-2480] - When you open a diagram as a Reader or Reviewer through the Task view the Versions tab will open (also when you are a Reader) but no version is selected. So there is a Compare button in each version
- [BC-2583] - Misspelling: '... Textattribute...' instead of '... Textattribut...' in Attribute Placement in German UI language
- [BC-2593] - You can delete the name of symbols in the editor but not in the attribute tab
- [BC-2624] - Right click on canvas causes deselection when in positive coordinate values
- [BC-2650] - wrong text by removing an entity by rejection in the catalog
- [BC-2651] - IT Systems are included in the RACI Matrix, even if they are not responsible
- [BC-2652] - When you write comment on a symbol and then delete of them while the comment marker is activated there will still be a comment marker with '1' at the symbol
- [BC-2659] - no german translation for the filter of raci matrix
- [BC-2660] - Language settings, color settings and method upload are available for non-administrative user roles.
- [BC-2661] - Locked diagram does not show locking user
- [BC-2662] - Additional line in Change Role dialogue
- [BC-2663] - All kinds of context menus from the editor are shown in the top left corner of the editor
- [BC-2664] - Diagrams on start page are displayed flat
- [BC-2680] - The favorite button is displayed in the editor instead of the menu bar and because of the editor's white background you can not see this button directly
- [BC-2681] - Discard local changes dialog has no clear option buttons
- [BC-2688] - After login the start diagram will not be opened but the start page instead
- [BC-2694] - If the diagram name is too long, in the version view it overlaps with the local workspace
- [BC-2696] - Categories can not be deleted if they contain subcategories with diagrams which reference elements in the category
- [BC-2791] - A reader has a 'Change role' button although it does not need it because there is no role which it can switch to
- [BC-2792] - By choosing a long Diagram name this creates some Problems in the home page of a repository
- [BC-2794] - When we write nothing in the search panel and we start a search the system freezes up
- [BC-2795] - "only" is selectable twice for search facets
- [BC-2804] - If you discard local changes the diagram is locked by yourself
- [BC-2812] - If you make a lane smaller so that some symbols are placed in another lane and press undo, the symbols will still be in the other lane after undo

- [BC-2828] - In Local workspace diagrams will be opened from their Public workspace state. If it was not checked in yet there will be an error and the client will freeze
- [BC-2830] - Reader can find catalog entries and diagrams although they were not published
- [BC-2835] - The local version of a diagram can not be opened while another version of the diagram is opened
- [BC-2843] - FIREFOX - You can not copy or paste by using the buttons or CTRL+C/V
- [BC-2892] - FIREFOX - Symbolpalette shifts if you hit ENTER while editing a symbol in the diagram
- [BC-2928] - The time to load the name of variants depends on the size of the Diagram.
- [BC-2936] - Catalog does not load all entries by scrolling
- [BC-2938] - When you find a diagram in the search and open it the Published version of it will be opened instead of the version of the actual stage
- [BC-2940] - If the main language of the browser is in Englisch notifications are mixed by english and german
- [BC-2943] - It isn't possible to change primary and secondary color in the ci-configurations
- [BC-2944] - User can be created without a set language
- [BC-2970] - FIREFOX - The Compare function does not have a scrollbar
- [BC-2971] - When a diagram got a 'Rework' label on Public workspace in the label can be seen on each other checked in diagrams and the 'Rework' dialogue will when publishing a diagram
- [BC-2974] - When you search twice for the same keyword the Filter list will disappear and the search results counter will be assigned to 0
- [BC-3032] - The Attributs of entries in search results doesn't change by clicks on serveral entries
- [BC-3066] - User should be able to share the active search trough the mail sharing button
- [BC-3068] - Cutting a diagram from a repository and pasting it in another repository is apparently possible (Normally that should be not possible)
- [BC-3083] - A maintained URL at a symbol is not opened on double click in read mode if no other reference is maintained
- [BC-3114] - In the Catalog , by removing used entries in a diagram no replacement is requested an error message comes instead
- [BC-3121] - After removing a big diagram it stays in the repository tree until reloading the page
- [BC-3123] - Help button is main menu is not aligned properly
- [BC-3124] - In profile view is a document twice listed
- [BC-3132] - Comment input field for publications has initialy the wrong size
- [BC-3135] - Profile view on narrow screens
- [BC-3143] - German text for the toast after reorganizing the catalog is wrong
- [BC-3149] - The bar with the formatting options for annotations is missing in IE11
- [BC-3152] - no translation for store search result as favorite
- [BC-3154] - Migration of bytea lobs in document-service, workflow-service, report-service fails
- [BC-3157] - IE11 - Scrollbar of Compare function is missing when the hub's width is too small
- [BC-3158] - Missing scrollbar in the Attribute view when the hub's width is too small
- [BC-3159] - It can not be scrolled through comments in the hub

- [BC-3170] - OutputStream is not closed if providing downloadable content
- [BC-3172] - When you unlock a diagram as an admin the diagram has to be reopened to check it out
- [BC-3178] - translation missing for sending a comment
- [BC-3215] - The help buttons on administration panel should be round
- [BC-3230] - When I copy and paste my password out of my login mail I cannot login
- [BC-3236] - Wrong layout in depublication dialog
- [BC-3238] - After you check in a diagram, the diagram is no longer selected in the tree
- [BC-3241] - Wrong german/english tooltip for alternative and content language
- [BC-3255] - If you click on a link in the description, the link gets shown twice and the menu is not fully visible
- [BC-3260] - By changing the stage, there is no warning that the open diagram does not exist in this new stage
- [BC-3279] - When you edit the details of a catalog entry and save the changes there is a toast without text in German UI language
- [BC-3307] - When navigating to a favorite after clicking on the Home Button, tree does not switch stage
- [BC-3324] - A user group can not be renamed or deleted when its name is too long
- [BC-3327] - Wrong layout if you click on a changed symbol in the version tab
- [BC-3329] - When a symbol is found in the search which does not contain a keyword the keyword attribute is shown very incomplete
- [BC-3331] - You can't edit comments on diagrams
- [BC-3342] - Performance of requesting domain related data decreases due to calling the necessary data step by step
- [BC-3398] - IE11: Alignment and padding in administration area is not correct
- [BC-3400] - Text too long in matrix filter drop down for actors depending on the width of the field
- [BC-3401] - Floating label of the filter field in matrix view is not aligned correctly if an actor is selected
- [BC-3402] - Up button for attributes should only be available if the user navigates within the attributes view
- [BC-3406] - Filter by role in administration area is not working
- [BC-3411] - Selection in matrix is not styled correctly
- [BC-3414] - Esc and Cancel doesn't work as expected on dialog "The diagram has been changed"
- [BC-3419] - Centered text in symbol palette (freeform) and the distance between entries is large
- [BC-3422] - The arabic language breaks the line
- [BC-3428] - Unnecessary copy option the context menu of edges
- [BC-3435] - Wrong labels in the context menu of the Resize feature
- [BC-3440] - It's impossible to reset a start Diagram
- [BC-3450] - When you rename a diagram by using the context menu the new name will only be shown after reloading the client or reopening the repository
- [BC-3453] - Link in workflow email does not lead to the diagram but to the login screen
- [BC-3457] - BPMN export is omitting lanes
- [BC-3462] - When you open a diagram and switch to its 'Public workspace' there is still shown its local version

- [BC-3463] - When you click on different symbols with the same symbol type after you added some attributes to some of them the attributes will be shown in the other symbols, too
- [BC-3464] - Misspelling in check in loading screen: 'Diagramm gets checked in...' instead of 'Diagram gets checked in...'
- [BC-3465] - Misspelling in paste loading screen: 'Elements gets pasted...' instead of 'Elements get pasted...'
- [BC-3466] - Misspelling when you want to import a diagram but the format is wrong: 'falsches Format' instead of 'Falsches Format'
- [BC-3467] - FIREFOX - You can not set symbols as favorites
- [BC-3478] - When you change the stage to Local workspace the local version of a diagram will not be shown although it has one
- [BC-3479] - When a diagram is opened in its local version and change the stage the diagram still show its local version
- [BC-3519] - Category title for search facettes is not displayed
- [BC-3527] - Wrong diagram is selected in tree if you choose cancel in the diagram change dialog
- [BC-3532] - VisualData not updated after a "409 conflict" (lock exception)
- [BC-3539] - When you use the search while a diagram with not saved changed is opened then there is no dialogue about saving and the client freezes
- [BC-3547] - Misspelling in the canvas' context menu: 'Add / Remove Free Space' instead of 'Add / Remove free space'
- [BC-3550] - When dropping an role on the canvas and immediantly trying to create an edge that results in a choice dropdown, the canvas is not useable anymore until reload
- [BC-3551] - Chips in comments are deformed
- [BC-3563] - Reattaching a node, undo this and reattachinga gain leads to an error and reattachment of this node is not possible anymore
- [BC-3568] - if you are in private stage the search should use common
- [BC-3570] - Color Inputs are not displayed correctly in IE11
- [BC-3572] - after dropping an item, the inplace edit ist started. but if you directly drop another item the edited text is not applied correct
- [BC-3577] - If there is more than one ContenteditableInputFields field, only the first one will work.
- [BC-3590] - Right click on canvas throws error when clipboard is empty
- [BC-3597] - Direct after Login In Existing Diagrams in the Tree are not clickable
- [BC-3633] - If the Diagram name is to long - In the Local workspace the Diagram context menu is not shown
- [BC-3640] - typing error in comments (unter einer minute)
- [BC-3649] - Domain data transfer broken for diagrams in private stage
- [BC-3654] - Right Click on a pool causes deselection
- [BC-3675] - A big biagram cannot be published
- [BC-3702] - RACI Matrix doesn't get updated when a pool is split into two lanes
- [BC-3713] - Error when you try to cut a diagram and paste it in a Category
- [BC-3785] - The sorting in the tree is not deterministic

- [BC-3792] - When you Filter the Search - the Counter is not updated
- [BC-3807] - Misspelling: 'SEND' instead of 'SENDEN' in German UI Language

23.321 Version 3.3.5

The following bugs have been fixed in this release

- [BC-2896] - You can not publish a diagram when it is too big
- [BC-2913] - Performance of requesting domain related data decreases due to not using @BatchSize for attributes

23.322 Version 3.3.5

The following bugs have been fixed in this release

- [BC-3274] - Replace existing SAML-Keystore

23.323 Version 3.3.4

The following bugs have been fixed in this release

- [BC-3344] - Report cannot be executed if diagram has non mappable attributeTypes
- [BC-3362] - Report cannot be executed if diagram has non mappable entityTypes
- [BC-3363] - Catalog export fails if domain data does not match method
- [BC-3421] - PublishDiagramHistoryCtrl.findAll endpoint throws an exception
- [BC-3460] - adjust apigateway to changed workflow service endpoints for archive

23.324 Version 3.3.3

The following bugs have been fixed in this release

- [BC-3267] - Latest published diagrams are not in versions view
- [BC-3416] - Editing labels on freeforms cause application to crash entirely

23.325 Version 3.3.2

The following bugs have been fixed in this release

- [BC-3407] - Follow links via Double-Click on node works again
- [BC-3410] - Abort an interaction via ESC key

23.326 Version 3.3.1

The following bugs have been fixed in this release

- [BC-505] - List with locally checked out diagrams is not displayed correctly in firefox
- [BC-2201] - If you add text with multiple lines to an annotation in the diagram, the text will have only one line in the properties
- [BC-2458] - NodeSymbol is always set to defaultSymbol from Entity
- [BC-2460] - You can't format the text of an annotation with the formatting bar in the editor
- [BC-2619] - Use a simplified object when drag & drop from symbol palette, equal to when moving an existing entity in diagram
- [BC-2622] - If you start inplace edit on a node via double click, the entity gets de- and reselected, which causes a new rendering of attribute view and context palette
- [BC-2624] - Right click on canvas causes deselection when in positive coordinate values
- [BC-2629] - Drag & Drop out of symbol palette does not work when clicking in the (vertical) middle of the label
- [BC-2653] - Custom logos are sometimes cut off when the explorer has a lot of content
- [BC-2663] - FIREFOX - All kinds of context menus from the editor are shown in the top left corner of the editor
- [BC-2773] - When you select something in a checked in diagram the cursor looks like a move cursor
- [BC-2778] - (De-)Publishing as an editorial change is not possible - The checkbox for editorial change is missing when you want to (de-)publish a diagram as an administrator
- [BC-2781] - FIREFOX - In the catalog you can not scroll through the attribute view of a symbol
- [BC-2782] - The stamp function to add a symbol to a diagram can only be canceled by Esc
- [BC-2785] - If we want only to change some diagram attributes we don't have the possibility to save this changes
- [BC-2786] - If you use the search functions in the catalog it isn't possible to reject an object in the catalog
- [BC-2790] - Comments on symbols are not saved
- [BC-2796] - Do not reload diagram from server when switching diagram views
- [BC-2802] - The text "Ergebnistyp [*]" isn't present as topic in the left menu after searching
- [BC-2803] - Empty dialog shown if you click "Reorganisieren" in the catalog
- [BC-2805] - Render context menus on tree items only when clicking on the menu button
- [BC-2836] - Changing the content language while a symbol is selected causes that the diagram attributes will be shown in the attribute tab but with the symbol's attribute fields
- [BC-2838] - The description attribute is displayed lower than other attribute labels when it has no value
- [BC-2893] - File upload input is too short in catalog view
- [BC-2898] - Occurrences are not displayed for search result items on search result page
- [BC-2936] - Catalog does not load all entries by scrolling
- [BC-3067] - The text formatting window of an annotation does not work correctly

23.327 Version 3.3.0

New features

- The possible synchronization between the BIC Cloud and an ActiveDirectory has been further expanded.

The following bugs have been fixed

- [BC-2101] - Overlapping of explorer and application Logo

23.328 Version 3.2.0

New features

- SSO via SAML: The automatic login can be configured for on-premises and private cloud installations in the customer project. Users who do not yet exist in the system are created with the first login.

23.329 Version 3.1.4

The following bugs have been fixed

- [BC-2702] - Performance of opening diagrams decreases with more diagrams within one repository
- [BC-2603] - Search service cannot convert Strings throws exception “Execution of Rabbit message listener failed.”
- [BC-2597] - java.lang.OutOfMemoryError: Java heap space when creating a diagramManual
- [BC-2598] - “Unable to download report for execution id” due NullPointerException
- [BC-2440, BC-2441, BC-2436, BC-2439] - Complex email templates can not be uploaded into the Service without reworking them before

23.330 Version 3.1.3-1

The following bugs have been fixed

- [BC-2442] - Commands sent to server are in wrong order and checkin fails
- [BC-3092] - When using replaced catalog item in new diagram, checkin is not possible anymore

23.331 Version 3.1.3

The following bugs have been fixed

- [BC-2569] - No paragraph between checkboxes in the attributes view if there is enough space for more than one checkbox in a row
- [BC-2579] - drag & drop from images
- [BC-2580] - label positioning in custom symbols

23.332 Version 3.1.2

The following bugs have been fixed

- [BC-2105] - When the user clicks on a category, the list with the local diagrams and diagram types is missing
- [BC-2200] - Printed PDF is always in portrait mode instead of landscape
- [BC-2217] - If you follow the occurrences of an object, the object is not visible in the diagram
- [BC-2270] - Comments on symbols are not displayed correctly
- [BC-2308] - zoom factor on old diagrams leads to blank canvas
- [BC-2312] - switch from diagram view to matrix view and back
- [BC-2317] - Responsible applications are not shown in the matrix as executing column
- [BC-2364] - Double clicking on activity with one decomposition does not open it
- [BC-2372] - Diagrams having long names are shown as centered text in favorites panel
- [BC-2437] - Copy and paste revokes catalogstates of entities

23.333 Version 3.1.1

New features

- *Searching for keywords:* Searching for keywords is now even easier in the integrated search engine of BIC Cloud. Simply click on the desired keyword in the attribute bar of the search, so that you will see all entries that have the same keyword in their attributes.
- *List of all decompositions and attachments:* If several decompositions and/or attachments are maintained within the attributes of an object, a list of all of them is displayed when you click onto the object. This allows a targeted navigation.
- *Integrated upload function in the attribute bar:* You can now link documents, images etc. with objects by using the intuitive upload function in the attribute bar. Simply click on the upload arrow in the field “Attachment (URL)” or just drag the desired document into the attribute bar.
- *Note for expired diagrams:* If the validity period of a diagram is exceeded, a warning will be displayed in the publication stage.
- *Optimized display of occurrences:* In the list of occurrences of objects, all nodes are now enumerated. If, for example, an object is input and output of different activities at the same time, the object is displayed two times, once in each of its functions.
- *Extension of matrix representation:* In addition to roles, the matrix representation now also contains inputs, outputs, IT-systems and risks, which are displayed in the respective column.
- *Performance improvement when switching views:* If you change the view/representation of your diagram, no re-connection to the server is necessary anymore. In this way, when you change the view, the same information will be displayed in a different representation, even if the diagram has been changed at the same time.
- *Performance improvement when checking in and out:* If you check your diagram in or out, no re-connection to the server is necessary anymore. In this way, when you check in or out, the same information will be displayed before and afterwards.
- *Display of the current role:* In the upper right corner you now see your current role alongside your user name. In this way, you are able to see at one glance which rights you are currently having. There is the possibility to *change your user role*.

- Improvement of the *attribute view*: Attributes are no longer provided by a retrieval of the server, but by the diagram itself. This improves the loading speed of especially governance attributes.
- *Adjusting the background color*: As an administrator, you can change the background color of the logo area so that it harmonizes perfectly with your logo.
- Integration of links in the *description field*: You have the possibility to add links to your description text. Use the add link feature in the description text of the attribute field.
- *Expand and collapse attribute groups*: Attribute groups, such as the governance attributes, can now be expanded and collapsed with a simple click.
- Re-open BIC Cloud through the last visited repository: The system remembers which repository you were working on last, so you will be redirected to this repository when you log in again.
- Indication for *denied access*: If you do not have access to a specific diagram, you now see an image in the workspace that tells you that you are not allowed to open this model.
- Adjustment of the symbol for *occurrence attributes*: Occurrence attributes are now represented by the plugpin symbol to indicate that the attributes only apply to this specific node.
- The *BPMN Collaboration diagram* has been extended to include the event-based gateway and data store. In addition, there are some extensions and reorganizations of object attributes.

The following bugs have been fixed in this release

- [BC-178] - Header and footer are not printed
- [BC-235] - Inclusive Or Gateway has no mini symbol palette
- [BC-273] - Search for Keywords, Attachement URLs, Identifier, version, scope and access restriction is not working
- [BC-297] - If a refinement and several variants are maintained for an activity, only links to two of the diagrams are displayed after a double-click on the activity. In addition, the IDs of the diagrams are displayed in the list instead of the names
- [BC-1136] - Show properties context menu not opens the attributes view
- [BC-1498] - No warning window that a diagram is not saved when you leave an unsaved diagram
- [BC-1725] - IE11 - The diagram's 'Valid From' and 'Valid To' attributes will not be saved after check in
- [BC-1866] - Area to upload a new logo is very small if there is not already a logo set
- [BC-1880] - When changing the role, do not always switch to "published" state.
- [BC-1883] - If you try to open a checked out diagram in a new tab, it only opens a blank tab
- [BC-1898] - It is not possible to open a favorite diagram by selection in the favorite list
- [BC-1909] - There are some representation errors in RACI matrixes which are scrollable
- [BC-1974] - Matrix view: When scrolling on many lines, the line with column headings disappears
- [BC-1975] - Matrix view: Column sorting of the matrix view inconsistent
- [BC-1982] - Catalog filter can not be deselected in the explorer
- [BC-1983] - Slider in the color picker dialog doesn't work
- [BC-1993] - Gateways cannot create a label with F2
- [BC-2009] - IE11 - On Local Workspace all diagrams are shown as selected
- [BC-2055] - The search facets are not reset when searching for keywords
- [BC-2072] - In IE11 you can't set date values in the catalog

- [BC-2075] - Wrong layout for the dialog to replace a catalog entry with another one in IE11
- [BC-2086] - Firefox - The diagram's 'Valid From' and 'Valid To' attributes will not be saved after check in
- [BC-2092] - When you change your role to Reader you can still edit published diagrams which are checked out
- [BC-2099] - email comparison to find authors etc. is case sensitive
- [BC-2126] - Tabbing or clicking into description attribute causes a copy of a approved catalog entity because it is threatened as change
- [BC-2145] - RACI Matrix does not account for application pools without role pools
- [BC-2188] - Workflow email failure "questions to the responsible person"

23.334 Version 3.1.0

New features

- Performance improvement: Performance improvement when opening diagrams.
- Improved comment display: Comments to objects are no longer displayed as a speech bubble at the respective object, but clearly visible in the center of the screen.
- Start diagram: A user can set a diagram from his favorites as his personal start diagram so that it is opened directly at login.
- Advanced search results: In addition to diagrams the search now also finds objects and provides the option of navigation via the occurrences of the objects.
- Enriched Matrix: The alternative representation "Matrix" now also contains IT-systems as executing actors for BPMN and EPC diagrams.
- Dynamic model comparison: A clear graphical highlight of the changes to earlier versions and the possibility to get directly to the object details is available to you.
- Display of the local workspace: The "Show only local diagrams" function can now be found under "Change stage". This further enhances the clarity of the system, especially for modelers. The function is now called "Local Workspace".
- Change the authorization role: The active role in the system can be switched if you have more rights than only "Reader". This makes it easier for you to get into the role of other users and to view the system from the perspective of your employees.
- Discard changes: Modelers can discard local changes via the context menu of the checked-in diagram.
- Searching in the catalog: The search in the catalog shows the active search term permanently. This gives you a better overview of the displayed content of your catalog and you have the possibility to further restrict it.
- Improved catalog display: The catalog can be unfolded and then displays all available object types as a filtering option.
- Copy of formatting: The copying of a specific format is available to modelers as a functionality in the menu bar. This allows you to transfer formatting from one object to the another.
- Reorganization of the catalog: If the filter is active, you can reorganize the selected object types. That means that unused (not modeled in a diagram) catalog entries are deleted. Keep in mind that decompositions are not yet considered as used in a diagram - this means that you should control persons' objects manually, since these are not necessarily shown in the diagram but could be deposited as a governance participant.
- Editing diagrams: Authors can only edit diagrams when they are maintained as authors in the model attributes. If you check in a diagram where the author has not been specified, the system will notify you.

- Reminder when attempting to publish a checked-out diagram: Checked-out diagrams cannot be published, so the system tells you to check them in.
- Comment when rejecting a published diagram: In case of rejection of a published diagram, a comment has to be given. In addition, the initiator receives a rework task.
- Task list for releases: A list of tasks for upcoming and completed workflows is available to governance participants.
- Depublication: The depublication (removal of a diagram from the publication) is now available.
- E-mail delivery when publishing and depublishing: Users who have saved a diagram as a favorite or have it within their scope will be informed by e-mail when the diagram is published or depublished.
- Bilingual e-mail delivery: Depending on the setting in the user details, the e-mail is sent in German or English.
- Adjustment of colors and logo: In the administration area, you can set the company colors and the company logo. These settings affect all users.

23.335 Version 3.0.3

New features

- Performance IE11: Various performance enhancements within the Internet Explorer 11 browser has been made.
- Comments on process steps: The comment function is available not only on diagrams, but also on diagram content. Thus, the content in diagrams can be discussed more specifically.
- Dynamic diagram comparison: The diagram comparison shows you your changes live. By selection in the diagram, the changes are highlighted. You can e.g. compare your local work status with the published version, or even two archived versions of the same diagram.
- Multifaceted search function: The search shows your results depending on the search filters (“facets”) set. The search filters work additively - the more you activate in various categories, the less results you have left.

23.336 Version 3.0.2

New features

- Watermarks: Watermarks are available in several languages and display the name of the respective object in the selected language. These are initially activated in the background of pools and lanes. You can also edit the watermarks in the formatting palette. If you rename the watermark itself in the formatting palette, it will no longer automatically display the name of the object.
- Diagram display in a new tab: You can open a diagram in a new browser tab. To do this, you must click the “Open in a new window” option in the context menu of your diagram.
- Change workspace: Users can change their workspace - this is done either centrally from your active repository in the context menu or on the diagram by changing the versions. That way for example a modeler can view the entire repository in the publication version, in order to see what already has been released.
- Cross-model copying: The copying of diagram content can now be done across diagrams of the same type. Note that resources (such as roles, applications, risks and controls) are reused and process flow elements (such as events, activities and operators) are newly created. As a result, connections from and/or to new elements must be recreated.

- **Search:** You can search for attributes of your diagrams. The search result page shows intelligent filtering possibilities, attributes as well as descriptions and offers the possibility to directly move to the diagram profile. The latter can be found in the lower right corner of the page.
- **Notifications when generating a report:** During the generation of a report, the system displays a progress indicator. If you close this indicator, you will receive another message after completion, which will allow you to download the report.
- **New loading indicator:** If you open large diagrams, you will see a loading indicator for the duration up to the display of the diagram. This indicator has been updated and the design has been optimized.
- **Archiving diagrams:** When you publish your diagrams, PDF archive entries are created from these diagrams. The archive entries are created in the same languages in which the content is maintained in your diagram.

23.337 Version 3.0.1

New features

- **Attribut-bar in the catalog:** When opening the catalog, the attribute-bar appears simultaneously. That way, you can see the most important information at first sight.
- **Filtering settings:** The filtering settings in the catalog are retained while navigating in the Cloud, so that they are still active when you return to the catalog. Additionally, the dialog for creating new catalog entries is preselected with the filtered type.
- **Group-based authorization management:** Besides the role-based authorization management, there is also the possibility to assign authorizations based on groups. In order to do so, you simply have to match your users with the appropriate group. It facilitates the authorization of users. Note, that users can be assigned to more than one group.
- **Dynamic tooltip:** Descriptions to objects are displayed in a dynamic tooltip as soon as you place your mouse over the highlighted information symbol („i“) in the diagram.
- **RACI-matrix-illustration:** The RACI-matrix-illustration is an alternative view of EPC- and BPMN Collaboration Diagrams. It provides an understandable overview of the responsibilities in your process.
- **Check-in reminder:** In case you did not check in an edited diagram, you will receive a reminder to do so when leaving the site (Internet Explorer) or when logging out (Internet Explorer and Chrome). Therefore the diagram is unlocked for other users.
- **Mini symbol palette:** A mini-symbol palette is now available for modeling. This allows you to easily create your diagrams from step to step, without having to search for the next symbol. The connections between the symbols are created automatically.

The following bugs have been fixed in this release

- The output of too many download messages during the creation of the catalog export in certain constellations is now corrected.
- Selections will remain active when you switch between symbols and symbol formatting.
- Some improvements have been made for the Internet Explorer.

SYSTEM REQUIREMENTS

24.1 Hardware Requirements User Workstations

BIC Process Design and BIC Process Execution are browser-based tools and there is no need of a separate client installation. Nevertheless, there are hardware requirements for the computer which runs the web browser.

CPU	RAM	Network data rate
4 CPU cores	8 GB (The user workstation must have 64-bit operating system to be able to use all physical RAM)	10 Mbps or more recommended[*]

[*]Since the application content is freely defined by the authors, the size of the content can vary in a huge range. For example, using high-resolution images in diagrams heavily increases the amount of data that must be transferred to display such diagrams. Limited data rates result in longer loading times for application and content, which can result in users experiencing impaired application performance.

On user workstations with less hardware resources performance of BIC will degrade. Performance may be sufficient for limited use cases like read-only viewing.

24.2 Software Requirements User Workstations

Web Browser	Web Browser Settings	Printing
Supported: Google Chrome, Microsoft Edge in the latest version, Mozilla Firefox (latest ESR) Recommended: Google Chrome	JavaScript and Cookies activated, at least 50 MB free memory for web databases	PDF Viewer (e.g., Adobe PDF)

24.3 Software Requirements Single Sign On

Single Sign On is supported based on the SAML 2.0 protocol, which is supported by almost all current IAM providers. Integration of a Private BIC Process Design & Execution with Active Directory and Single Sign On requires Active Directory Federation Services 2.0 or higher with SAML 2.0 activated. Integration will require additional services for implementation, configuration, and coordination with customer's IT department, offered for an annual fee.