

RUNA WFE. User Guide

Version 2.1

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Graphical Interface

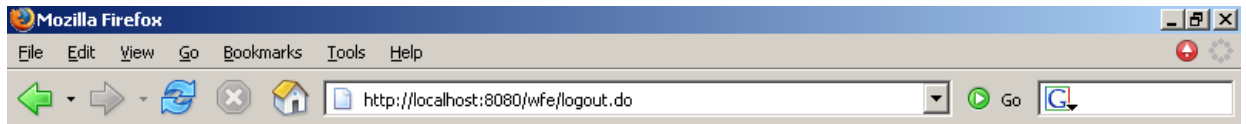
Once the system is installed, its graphical interface is available at:

<http://<servername>:8080/wfe>. <servername> is the address of the server where the system is installed.

Note. In case of AltLinux, port 8080 is used by system services, so a different port should be specified in the URL (see “System Installation Instructions”). Under AltLinux, the following URL is usually used for the graphical interface: <http://<servername>:28080/wfe>.

Note. If the SSL protocol is used for the graphical interface, use the following URL: <https://<servername>:8443/wfe>

A web-browser, opened at the above address, should display a page to enter user login and password.



RUNWFE

Login:

Password:



After entering the system, the user will see the system menu in the upper left-hand part of the page. The menu includes the following items:

- Task List
- Process Definitions
- Process Instances
- Executors
- System

Menu

- System
- Process Definitions
- Executors
- Process Instances
- Tasks

Tasks

Show Controls

Name	Description	Definition Name	Process Instance Id
Make a decision	Accept or decline the offering	over time work demo	98304001

Done Adblock

Task List

The page of the “Task List” menu item contains a list of tasks for this actor.

Click a task, and a corresponding form will appear.

Mozilla Firefox
 File Edit View Go Bookmarks Tools Help
 http://localhost:8080/wfe/submit_task.do?id=98304002
 Go

R U N A
 CONSULTING GROUP

Logged as: *gaius*
 Logout

Menu

- System
- Process Definitions
- Executors
- Process Instances
- Tasks

Task form

Accept or decline the offering of over time work

manager: Gaius Julius Caesar
 staff persone (employee): Gaiua Flavius Valerius Constantinus
 DateTime since: 15.06.2005 22:30
 DateTime till: 15.06.2005 23:30
 Reason: we need an extra work
 Comment: it is very important

staff person comment:

Accept Decline

Ok

Done Adblock

Task Sorting, Grouping and Filtering

Click the small red triangle in the upper part of the form, and a sub-form with sorting, grouping and filtering properties will appear (to close the sub-form click the triangle again):

Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 http://localhost:28080/wfe/manage_tasks.do
 Google

Getting Started Latest Headlines

RUNWFE
 simulation

Logged as: *nero*
 Logout

Menu

- Task List
- Process Definitions
- Process Instances
- Executors
- System

Tasks

▼ View Default ▼

Field name	Display Position	Sorting Type	Sorting Position	Grouping	Filter Criteria
Name	1 ▼	asc ▼	none ▼	<input type="checkbox"/>	<input type="checkbox"/>
Description	2 ▼	asc ▼	none ▼	<input type="checkbox"/>	<input type="checkbox"/>
Definition Name	3 ▼	asc ▼	none ▼	<input type="checkbox"/>	<input type="checkbox"/>
Process Instance Id	4 ▼	asc ▼	none ▼	<input type="checkbox"/>	<input type="checkbox"/>
Owner	5 ▼	asc ▼	none ▼	<input type="checkbox"/>	<input type="checkbox"/>
Role	6 ▼	asc ▼	none ▼	<input type="checkbox"/>	<input type="checkbox"/>
	7 ▼	asc ▼	none ▼	<input type="checkbox"/>	<input type="checkbox"/>

Save Save As...

Name	Description	Definition Name	Process Instance Id	Owner	Role

Done

An example of grouping properties:

Menu

- Task List
- Process Definitions
- Process Instances
- Executors
- System

Tasks

View:

	Name	Description	Process Instance Id	Owner	Role
Definition Name: TimerDemo					
	Before timer triggered	Before timer triggered	45875244	nero	requester
	After timer triggered	After timer triggered	45875211	nero	requester
Definition Name: Vacation					
	Submit a hardcopy request	Submit a written request for vacation to the human resource department	45875229	nero	requester
	Evaluate a request	Evaluate a vacation request	45875221	nero	boss

Total:4

Done

Clicking the “Save as” button in the sub-form will create a new profile with the current properties of the sub-form. The name of the profile should be specified in the field to the right of the button. Once the new profile is saved, its name appears in the selection field next to the red triangle. When a profile is selected in the selection field, the representation of the current tasks changes according to the properties in the selected profile.

The sub-form also contains an “empty” field. This field allows to sort, group and filter tasks by values of a business process variable. To do so, enter the name of the variable. After a Save is executed, the filter will be applied to all the tasks for business process instances that contain a variable with this name.

Process Definitions

The page of the “Process Definitions” menu item contains a list of business process definitions, accessible to this actor for reading.

Menu
 Task List
 Process Definitions
 Process Instances
 Executors
 System

Process Definitions
 View

	Name	Description	Process type	Total:6
<input type="checkbox"/>	TimerDemo	Demo for element timer (no start form provided)	Script	Properties
<input type="checkbox"/>	Hello World	This is the simplest process	Script	Properties
<input type="checkbox"/>	Report	Example of a simple process. Participants of this process are members of manager and staff groups	Script	Properties
<input type="checkbox"/>	Overtime Work	Participants of this process are members of manager and staff groups	Script	Properties
<input type="checkbox"/>	Vacation	Participants of this process are members of manager, all and human resource groups	Script	Properties
<input type="checkbox"/>	Businessstrip	Participants of this process are members of manager, staff, bookkeeper and human resource groups	Script	Properties

Total:6

Done

Business Process Sorting, Grouping and Filtering

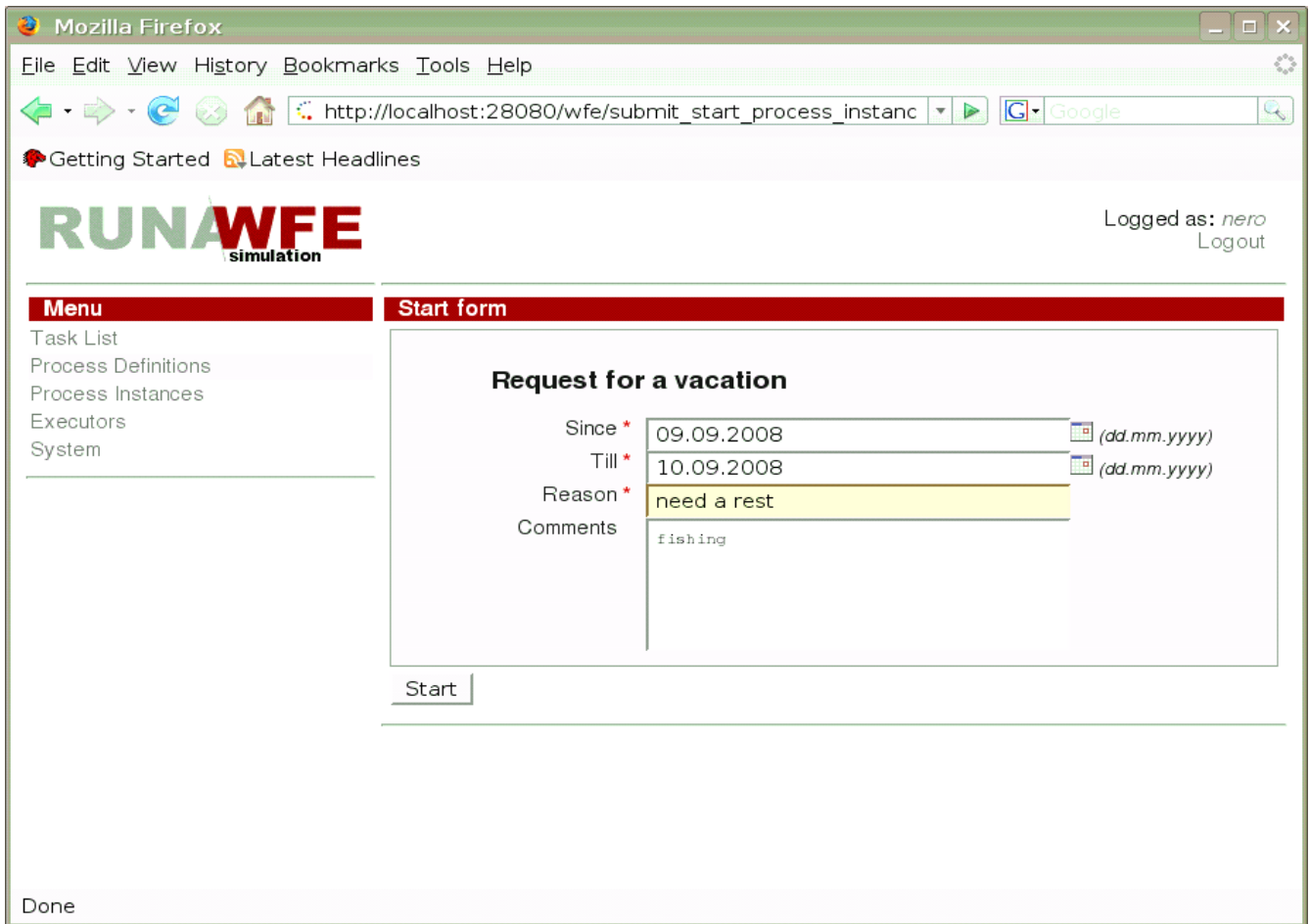
Click the small red triangle in the upper part of the form, and a sub-form with sorting, grouping and filtering properties will appear (to close the sub-form, click the triangle again):

The sub-form properties are similar to those of the sub-form for tasks.

How to Start a Business Process

Clicking the name of a business process or process icon will start a new business process instance or a start form, if it is present in the process definition.

A start form example:



Clicking the “Properties” command will open a page with business process properties.

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://localhost:28080/wfe/manage_pro

Getting Started Latest Headlines

RUNWFE
simulation

Logged as: *nero*
Logout

Menu

- Task List
- Process Definitions
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- Executors
- System

Process Definition

Permission Owners

Definition Name	TimerDemo
Version	1
Description	Demo for element timer (no start form provided)

Process Graph

```

graph TD
    Start(("(requester) start")) --> Before["(requester) Before timer triggered"]
    Before -- "3 minutes" --> After["(requester) After timer triggered"]
    After --> End((end))
    Before --> End
  
```

Done

Process Instances

The page of the “Process Instances” menu item contains a list of business process instances, accessible to this actor for reading.

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://localhost:28080/wfe/manage_process_instanc

Getting Started Latest Headlines

RUNWFE
simulation

Logged as: *nero*
Logout

Menu

- Task List
- Process Definitions
- Process Instances
- Executors
- System

Process Instances

View Default

1 2 > **Total:15**

Id	Name	Started	Ended	Version
45875249	Vacation	01.09.2008 14:56		1
45875244	TimerDemo	01.09.2008 14:48		1
45875229	Vacation	01.09.2008 14:45		1
45875221	Vacation	01.09.2008 14:45		1
45875216	Report	01.09.2008 14:45		1
45875211	TimerDemo	01.09.2008 14:44		1
45875206	TimerDemo	01.09.2008 14:44	01.09.2008 14:46	1
45875201	TimerDemo	01.09.2008 14:44	01.09.2008 14:48	1
39321601	TimerDemo	31.07.2008 19:26		1
32768073	Businessstrip	19.06.2008 21:31		1

1 2 > **Total:15**

Done

A click on a business process instance will open the properties of the instance.

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://localhost:28080/wfe/manage_process_instance.do?id

Getting Started Latest Headlines

RUNWFE
simulation

Logged as: *nero*
Logout

Menu

- Task List
- Process Definitions
- Process Instances
- Executors
- System

Process Instance Permission Owners

Name	TimerDemo
Id	32768047
Version	1
Started	19.06.2008 21:30
Ended	19.06.2008 21:31

Process Roles

Name	Executor	Organization Function
requester	nero	

Process Variables

State	Role	Variables		
end		<table border="1"><thead><tr><th>Name</th><th>Value</th></tr></thead></table>	Name	Value
Name	Value			

Process Graph

```

graph TD
    Start(("(requester) start")) --> BeforeTimer["(requester) Before timer triggered"]
    BeforeTimer --> End((end))
    BeforeTimer -- "3 minutes" --> AfterTimer["(requester) After timer triggered"]
    AfterTimer --> End
  
```

Done

Sorting, Grouping, and Filtering Business Process Instances

Click the small red triangle in the upper part of the form, and a sub-form with sorting, grouping and filtering properties will appear (to close the sub-form, click the triangle again):

The sub-form properties are similar to those of the sub-form for tasks.

Executors

The page of the “Executors” menu item contains a list of potential task executors (actors or groups of actors), accessible to this actor for reading.

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://localhost:28080/wfe/manage_executo

Getting Started Latest Headlines

RUNWFE
simulation

Logged as: *nero*
Logout

Menu

- Task List
- Process Definitions
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- Executors
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Executors

View

Total:14

	Name	Full Name	Description
<input type="checkbox"/>	manager		group for managers
<input type="checkbox"/>	human resource		group for human resource department
<input type="checkbox"/>	bookkeeper		group for bookkeepers
<input type="checkbox"/>	staff		group for main work personal
<input type="checkbox"/>	all		group for all employees
<input type="checkbox"/>	julius	Gaius Julius Caesar	
<input type="checkbox"/>	nero	Nero Claudius Caesar	
<input type="checkbox"/>	cleopatra	Cleopatra VII The Daughter of the Pharaoh	
<input type="checkbox"/>	octavia	Octavia Minor	
<input type="checkbox"/>	tiberius	Tiberius Claudius Drusus	
<input type="checkbox"/>	marcus	Marcus Aurelius Antoninus	
<input type="checkbox"/>	gaius	Gaius Flavius Valerius Constantinus	
<input type="checkbox"/>	attila	Attila the King of Huns	
<input type="checkbox"/>	caligula	Gaius Iulius Germanicus	

Total:14

[Remove](#)

Done

Clicking an executor will open a page of executor properties:

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://localhost:28080/wfe/manage_executor.t

Getting Started Latest Headlines

RUNWFE
simulation

Logged as: Administrator
Logout

Menu

- Task List
- Process Definitions
- Process Instances
- Executors
- System

Executor Details

Permission Owners

Name	julius
Full Name	Gaius Julius Caesar
Description	
Code	-11

Apply

Status

Is Active

Apply

Password

New password	***
Confirm password	

Apply

Executor Groups

View

Add

	Name	Full Name	Description
<input type="checkbox"/>	manager		group for managers
<input type="checkbox"/>	all		group for all employees

Remove

Substitutors

Add Substitution Add Terminator

	Organization Function	Substitutors Criteria	Enabled
<input type="checkbox"/>			

Ok

Done

If the executor is an actor, this page contains information on the actor, a list of permission owners for this actor, a list of groups the actor belongs to, and a list of substitution rules.

Note. If the activity indicator of the actor is reset, substitution rules are activated for this actor, redirecting his or her tasks to substitutes.

If the executor is a group of actors, this page contains information on the actor, a list of

permission owners for this group, a list of groups that are members of this group, and a list of groups this group belongs to.

Menu

- Task List
- Process Definitions
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- Executors
- System

Executor Details

Permission Owners

Name	bookkeeper
Description	group for bookkeepers

Apply

Executor Groups

View: Default

Add

Name	Full Name	Description

Remove

Group Members

View: Default

Add

Name	Full Name	Description
<input type="checkbox"/> tiberius	Tiberius Claudius Drusus	
<input type="checkbox"/> caligula	Gaius Iulius Germanicus	

Remove

Done

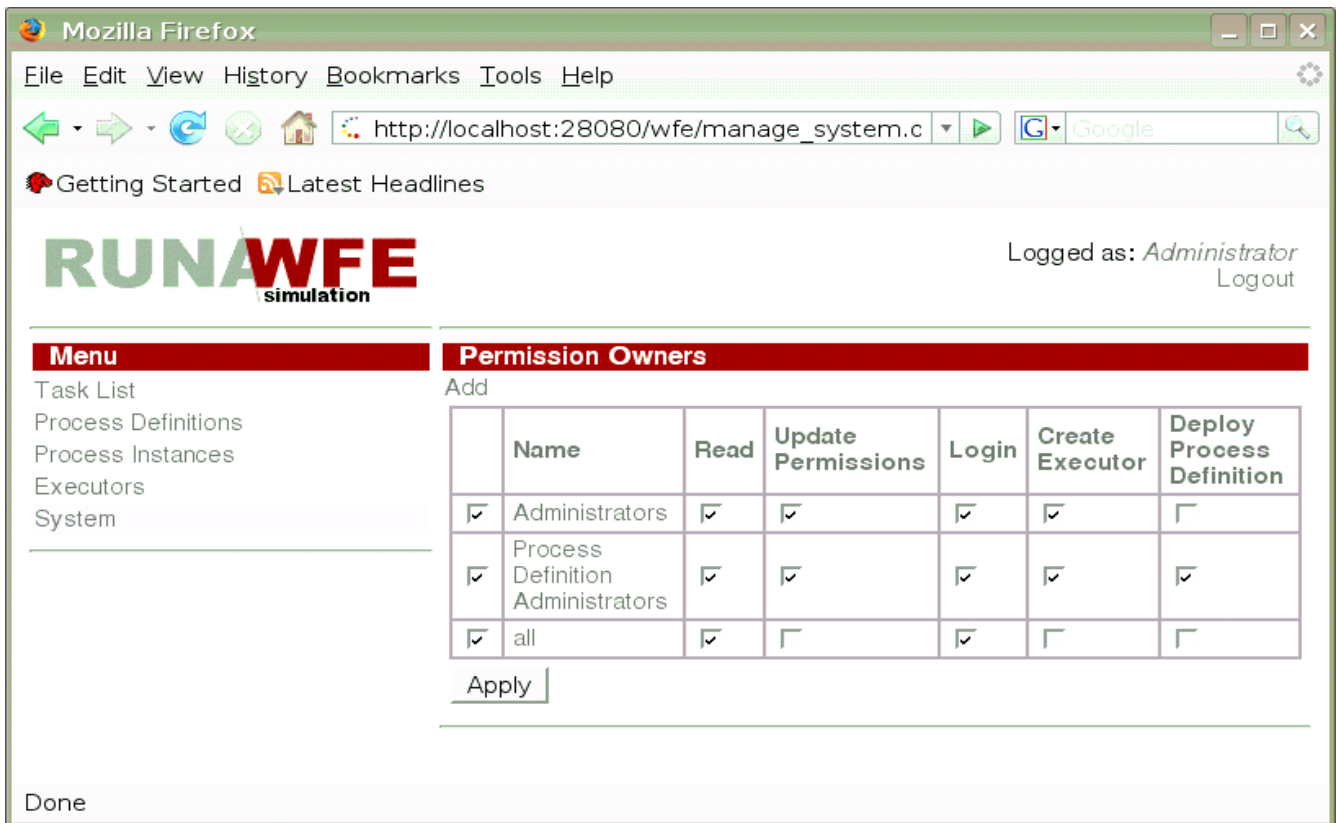
Executor Sorting, Grouping, and Filtering

Click the small red triangle in the upper part of the form, and a sub-form will appear where you can set properties for sorting, grouping, and filtering (to close the sub-form, click the triangle again):

The sub-form properties are similar to those of the sub-form for tasks.

System

The page of the “System” menu item contains a list of executor permissions to perform actions on the system.



Details of Table Display Properties

The upper part of the tables of the system graphical interface contains a “View” command, represented by a red triangle (▼).

A click on this icon opens a window with table properties:

Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 http://localhost:28080/wfe/manage_process_instances.do
 Getting Started Latest Headlines
RUNWFE simulation
 Logged as: Administrator Logout

Menu
 Task List
 Process Definitions
 Process Instances
 Executors
 System

Process Instances
 View: Default

Field name	Display Position	Sorting Type	Sorting Position	Grouping	Filter Criteria
Id	1	asc	none	<input type="checkbox"/>	<input type="text"/>
Name	2	asc	none	<input type="checkbox"/>	<input type="text"/>
Started	3	asc	none	<input type="checkbox"/>	<input type="text"/>
Ended	4	asc	none	<input type="checkbox"/>	<input type="text"/>
Version	5	asc	none	<input type="checkbox"/>	<input type="text"/>

Size: 10

Use Filter	Variable	Value
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Save Save As...

1 2 > Total:15

Id	Name	Started	Ended	Version
32768044	Hello World	19.06.2008 21:30	19.06.2008 21:30	1
32768047	TimerDemo	19.06.2008 21:30	19.06.2008 21:31	1
32768052	Report	19.06.2008 21:30	19.06.2008 21:33	1
32768057	Overtime Work	19.06.2008 21:30	19.06.2008 21:33	1
32768065	Vacation	19.06.2008 21:31	19.06.2008 21:34	1
32768073	Businesstrip	19.06.2008 21:31		1
39321601	TimerDemo	31.07.2008 19:26		1
45875201	TimerDemo	01.09.2008 14:44	01.09.2008 14:48	1
45875206	TimerDemo	01.09.2008 14:44	01.09.2008 14:46	1
45875211	TimerDemo	01.09.2008 14:44		1

1 2 > Total:15

Done

In this window you can:

- specify the position of a column on the display;
- specify sorting type and position;
- set grouping options;
- set filtering criteria;
- create a new profile based on the current one.

Here are some detailed examples of these properties.

1. Let us swap the “Name” and “Number” columns and remove the “Version” column:
 - set display position 2 for the “Name” column;
 - set display position 1 for the “Number” column;
 - set display position “none” for the “Version” column.

After saving, the view will look as follows:

Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 http://localhost:28080/wfe/manage_process_instances.do
 Getting Started Latest Headlines
RUNWFE simulation
 Logged as: Administrator Logout

Menu
 Task List
 Process Definitions
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 Executors
 System

Process Instances
 View: Default

Field name	Display Position	Sorting Type	Sorting Position	Grouping	Filter Criteria
Name	1	asc	none	<input type="checkbox"/>	<input type="checkbox"/>
Id	2	asc	none	<input type="checkbox"/>	<input type="checkbox"/>
Started	3	asc	none	<input type="checkbox"/>	<input type="checkbox"/>
Ended	4	asc	none	<input type="checkbox"/>	<input type="checkbox"/>
Version	none	asc	none	<input type="checkbox"/>	<input type="checkbox"/>

Size: 10

Use Filter	Variable	Value
<input type="checkbox"/>		

Save Save As...

1 2 > Total:15

Name	Id	Started	Ended
Hello World	32768044	19.06.2008 21:30	19.06.2008 21:30
TimerDemo	32768047	19.06.2008 21:30	19.06.2008 21:31
Report	32768052	19.06.2008 21:30	19.06.2008 21:33
Overtime Work	32768057	19.06.2008 21:30	19.06.2008 21:33
Vacation	32768065	19.06.2008 21:31	19.06.2008 21:34
Businessstrip	32768073	19.06.2008 21:31	
TimerDemo	39321601	31.07.2008 19:26	
TimerDemo	45875201	01.09.2008 14:44	01.09.2008 14:48
TimerDemo	45875206	01.09.2008 14:44	01.09.2008 14:46
TimerDemo	45875211	01.09.2008 14:44	

1 2 > Total:15

Done

2. Let us first sort by process name in the ascending order and then by number in the descending order:

- set sorting type "asc" (ascending) and sorting position 1 for the "Name";
- set sorting type "desc" (descending) and sorting position 2 for the "Number".

After saving, the view will look as follows:

Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 http://localhost:28080/wfe/manage_process_instances.do
 Getting Started Latest Headlines
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 Logged as: Administrator Logout

Menu
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 System

Process Instances
 View: Default

Field name	Display Position	Sorting Type	Sorting Position	Grouping	Filter Criteria
Name	1	asc	1	<input type="checkbox"/>	
Id	2	desc	2	<input type="checkbox"/>	
Started	3	asc	none	<input type="checkbox"/>	
Ended	4	asc	none	<input type="checkbox"/>	
Version	none	asc	none	<input type="checkbox"/>	

Size: 10

Use Filter	Variable	Value
<input type="checkbox"/>		

Save Save As...

1 2 > Total:15

Name	Id	Started	Ended
Businesstrip	32768073	19.06.2008 21:31	
Hello World	32768044	19.06.2008 21:30	19.06.2008 21:30
Overtime Work	32768057	19.06.2008 21:30	19.06.2008 21:33
Report	45875216	01.09.2008 14:45	
Report	32768052	19.06.2008 21:30	19.06.2008 21:33
TimerDemo	45875244	01.09.2008 14:48	
TimerDemo	45875211	01.09.2008 14:44	
TimerDemo	45875206	01.09.2008 14:44	01.09.2008 14:46
TimerDemo	45875201	01.09.2008 14:44	01.09.2008 14:48
TimerDemo	39321601	31.07.2008 19:26	

1 2 > Total:15

Done

Note. To change the sort order, just click the column name.

3. Specify grouping by "Name";

For the "Name" line, check the box in the "grouping" column and execute a Save command.

If you open the "Report" line, the view will be as follows:

Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 http://localhost:28080/wfe/manage_process_instances.do#Report
 Getting Started Latest Headlines

RUNWFE simulation
 Logged as: Administrator
 Logout

Menu
 Task List
 Process Definitions
 Process Instances
 Executors
 System

Process Instances
 View: Default

Field name	Display Position	Sorting Type	Sorting Position	Grouping	Filter Criteria
Id	1	desc	2	<input type="checkbox"/>	<input type="checkbox"/>
Started	2	asc	none	<input type="checkbox"/>	<input type="checkbox"/>
Ended	3	asc	none	<input type="checkbox"/>	<input type="checkbox"/>
Name	none	asc	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Version	none	asc	none	<input type="checkbox"/>	<input type="checkbox"/>

Size: 10

Use Filter	Variable	Value
<input type="checkbox"/>		

Save Save As...

1 2 > Total:15

Id	Started	Ended
Name: Businessstrip		
Name: Hello World		
Name: Overtime Work		
Name: Report		
45875216	01.09.2008 14:45	
32768052	19.06.2008 21:30	19.06.2008 21:33
Name: TimerDemo		

1 2 > Total:15

Done

4. Set the filtering criteria – to display a task, if the name of its process contains letter “m”:
 For the “Name” line, check the box in the “Filter Criteria” field and enter the text: %m%

After a Save command is executed, the lines of the “Businessstrip”, “Report”, and “Hello World” processes will disappear from the view:

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://localhost:28080/wfe/manage_process_instances.do#TimerDemo

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simulation

Logged as: Administrator
Logout

Menu

- Task List
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Process Instances

View: Default

Field name	Display Position	Sorting Type	Sorting Position	Grouping	Filter Criteria
Id	1	desc	2	<input type="checkbox"/>	<input type="checkbox"/>
Started	2	asc	none	<input type="checkbox"/>	<input type="checkbox"/>
Ended	3	asc	none	<input type="checkbox"/>	<input type="checkbox"/>
Name	none	asc	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> %m%
Version	none	asc	none	<input type="checkbox"/>	<input type="checkbox"/>

Size: 10

Use Filter	Variable	Value
<input type="checkbox"/>		

Save Save As...

Total:7

Id	Started	Ended
Name: Overtime Work		
32768057	19.06.2008 21:30	19.06.2008 21:33
Name: TimerDemo		

Total:7

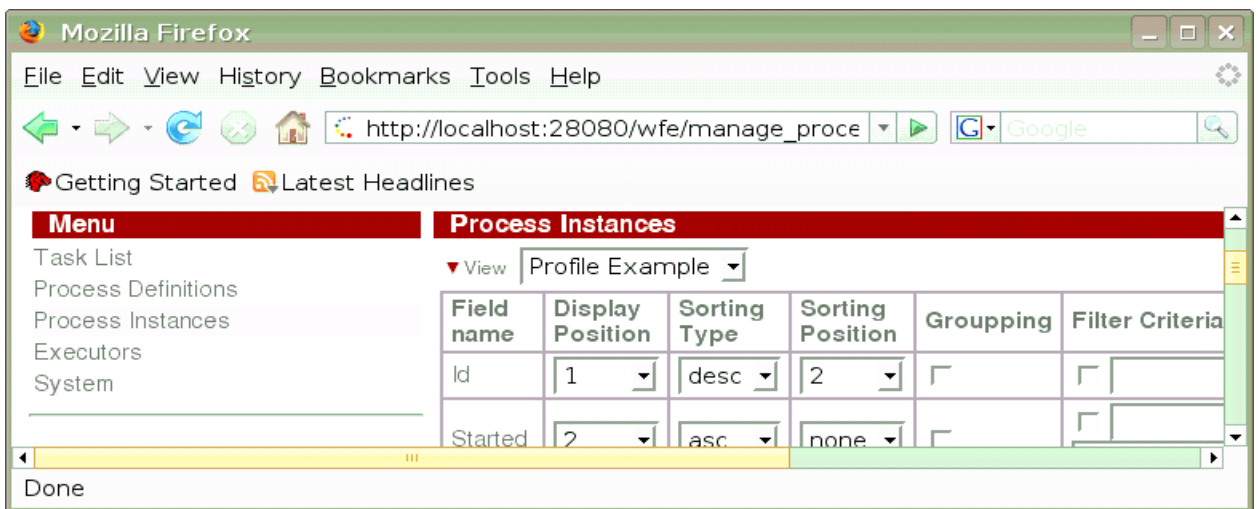
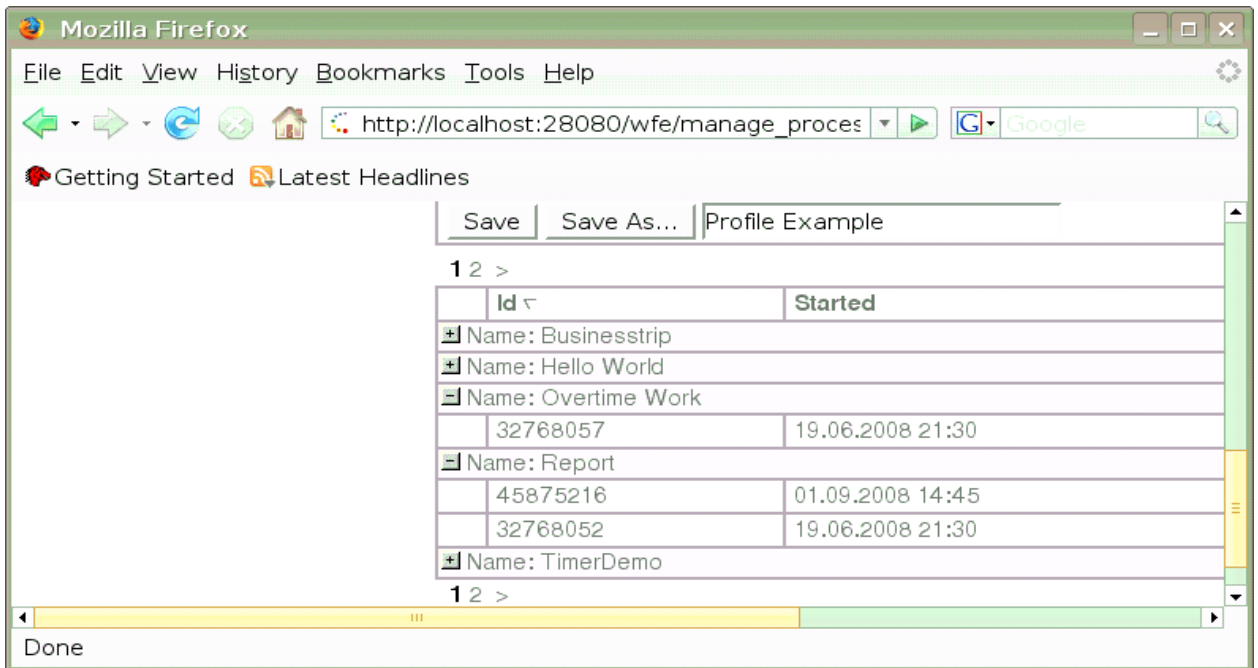
Done

Note. You can enter a string for a direct match search or use wildcards (a “%” symbol, denoting any string, including an empty string).

4. Let us create a new profile, based on the current one.

Enter “Profile Example” in the “Save As” field. Execute a Save As command.

In the upper part of the screen, the current profile will change to “Profile Example”, and the choice element will now have two values: “Default” and “Profile Example”.



Switch to the default profile and restore the initial configuration:

For all the lines, the “Grouping” and “Filter Criteria” fields are empty. The “Sorting position” is “none”.

Set display position 1 for the “Number”.

Set display position 2 for the “Name”.

Set display position 5 for the “Version”.

Execute a Save As command.

Minimize the properties window (by clicking the ▼ icon)

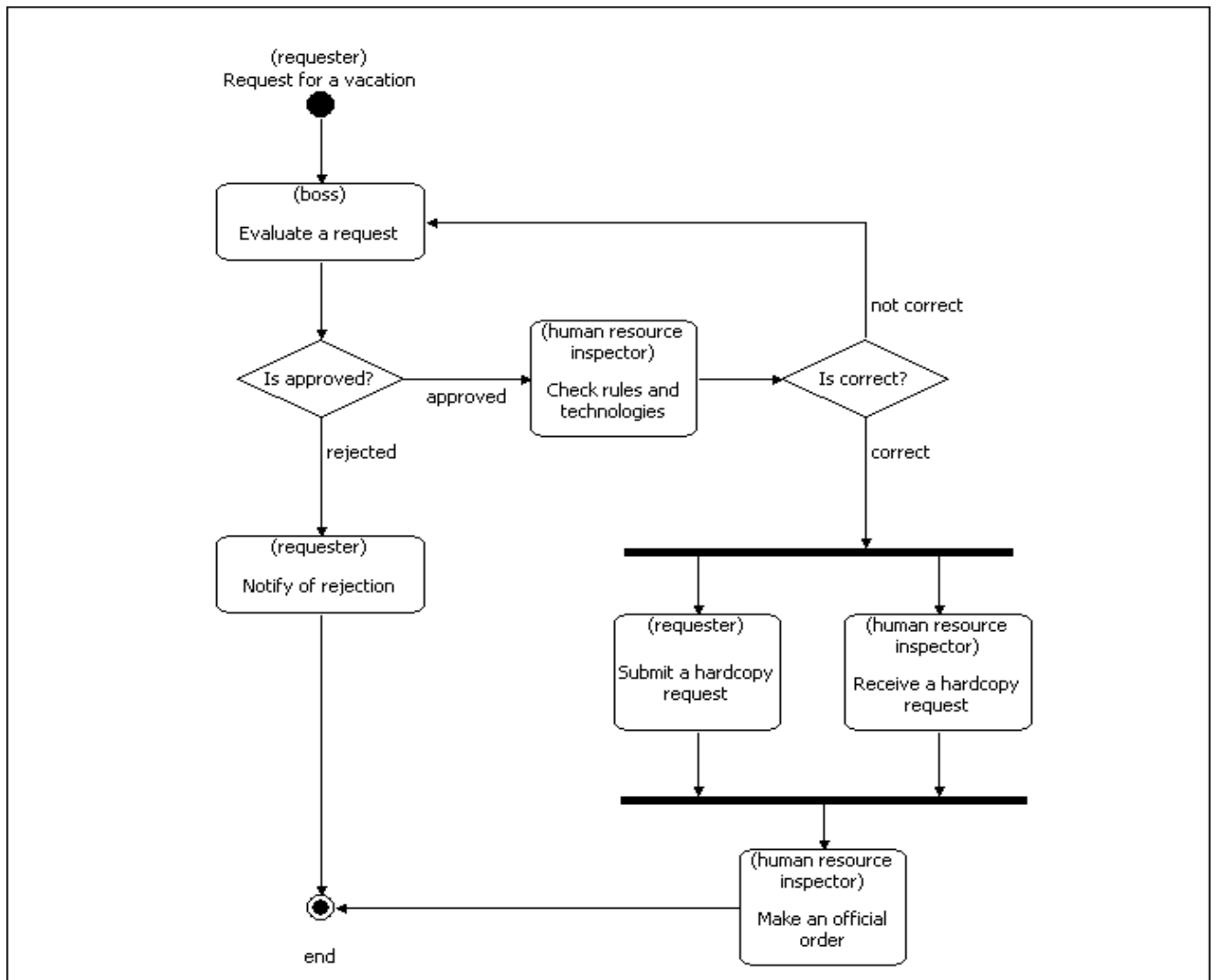
One can now change the view by switching the profiles in the choice element.

Work with Tasks

In a workflow system the activities of an enterprise are represented as a set of business processes. **A business process is a time-ordered set of tasks, executed both by people and corporate information systems and aimed at reaching a predefined business aim within a predefined time period.**

A business process can be represented as a mathematical graph – a set of nodes, called “Activities” and “route nodes” and interconnected by possible transitions. The tokens moves along these transition lines. When the token is transferred to a particular Activity, a task is sent to the corresponding executor.

Example of a business process graph:



If the executor is an employee or a group of employees of the enterprise (not an information system), the appropriate task will appear in the task list of this executor. A click on the task will display a form for this task. Once the task has been performed, the employee must fill in the data entry fields of the form and click “Execute”:

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://localhost:28080/wfe/submit_task.do?id=45875250&actorId=26&ta...

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RUNWFE
simulation

Logged as: *nero*
Logout

Menu

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Task form

Name	Description	Definition Name /	Process Instance Id	Owner	Role
Evaluate a request	Evaluate a vacation request	Vacation	45875249	nero	boss

Evaluate a vacation request

User request

Employee Nero Claudius Caesar
 Since 09.09.2008
 Till 10.09.2008
 Reason need a rest
 Comments fishing

Human resource inspector comments

Your decision

Boss comments ok

Approve Reject

Ok

Done

Once the task has been executed, the token moves to the next Activity of the business process.

If a task can be performed by a group of actors, it will appear in the task list of every group member. However, only one actor will actually be able to perform the task – the one who will be the first to do it.

One can always see the state of a business process. Just open the “Process Instances” menu and click the required instance. A page with the properties of the instance will appear.

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://localhost:28080/wfe/manage_process_instan

Getting Started Latest Headlines

RUNWFE simulation

Logged as: *nero*
Logout

Menu

- Task List
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Process Instance Permission Owners

Name	TimerDemo
Id	32768047
Version	1
Started	19.06.2008 21:30
Ended	19.06.2008 21:31

Process Roles

Name	Executor	Organization Function
requester	nero	

Process Variables

State	Role	Variables				
end		<table border="1"> <thead> <tr><th>Name</th><th>Value</th></tr> </thead> <tbody> <tr><td></td><td></td></tr> </tbody> </table>	Name	Value		
Name	Value					

Process Graph

```

graph TD
    Start((requester start)) --> State1((requester Before timer triggered))
    State1 -- 3 minutes --> State2((requester After timer triggered))
    State2 --> End((end))
  
```

Done

Substitution Assignment

If an executor of a task is not “Active” (sick or on a business trip), the system can redirect his or her tasks to other executors. Substitution rules are used for this purpose.

The “Active – Not Active” box is checked in the actor properties.

Mozilla Firefox

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http://localhost:28080/wfe/r

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simulation

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Executor Details

Permission Owners

Name	julius
Full Name	Gaius Julius Caesar
Description	
Code	-11

Apply

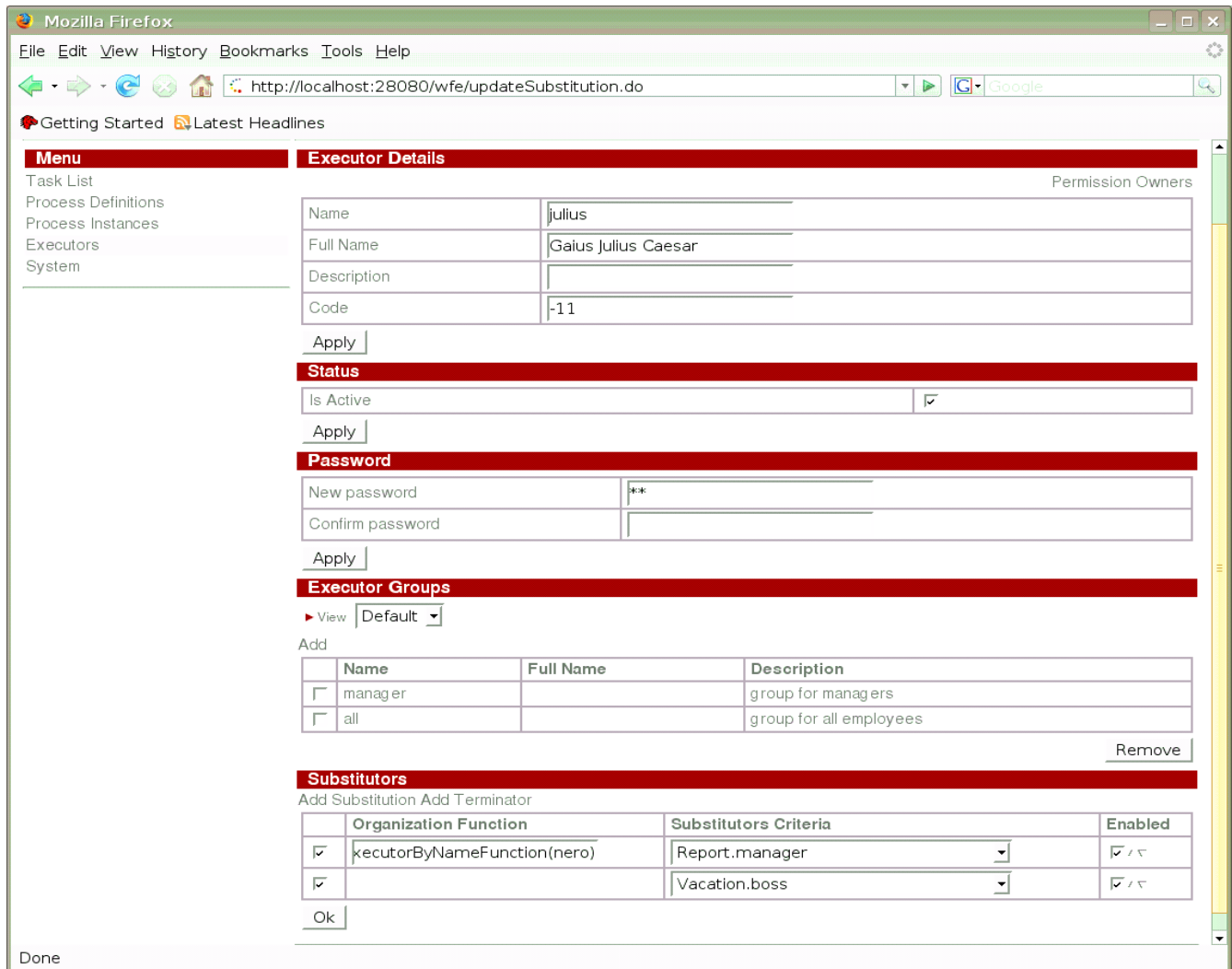
Status

Is Active	<input checked="" type="checkbox"/>
-----------	-------------------------------------

Apply

Done

Substitution rules for each actor are set in the properties of this actor.



There are substitution rules of two types:

”Rule” – specifies an Executor’s substitute for a certain case.

”Terminator” – specifies that in a certain case the Executor is not to be replaced.

If a rule is set, it is necessary to define a function on the organizational structure and select substitution criteria from a list.

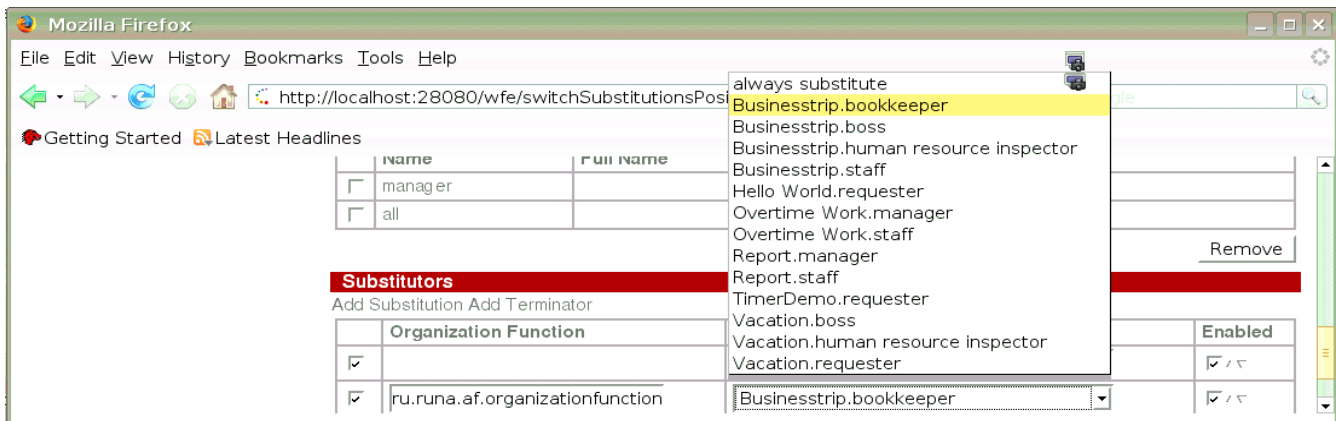
At present, the following functions on the organizational structure can be used:

- `ru.runa.af.organizationfunction.ExecutorByNameFunction` – the only parameter of this function is the name of an actor or group of actors, substituting a particular Executor.
- `ru.runa.af.organizationfunction.ChiefFunction` – the only parameter of this function is the employee number of the current actor. The function returns the actor's immediate superior as a substitute.

Example:

`ru.runa.af.organizationfunction.ChiefFunction(2038)`

The selected criteria correspond to the business process and swimlane, where the substitution will take place. There is also an “always substitute” option.



If a terminator is specified, just select substitution criteria.

The substitution rules are analyzed “top down”. The rules not checked in the “Apply” column are ignored.

For each rule, checked in the “Apply” column, the following is verified:

If substitution criteria are specified and the substitution rule is a terminator, the executor is not substituted and the rest of the rules are not considered.

If substitution criteria are specified, the substitution rule is a not a terminator and the function on the organizational structure returns at least one active executor, other replacement rules will not be considered.

If neither of the above two conditions is true, the next substitution rule is considered (in case the current substitution rule is the last one on the list, no substitution takes place).

Note. The small triangles in the “Apply” column allow to change the position of a substitution rule on the list. To remove a substitution rule, uncheck the box in column 1 and execute an “Apply” command.