Tap the Full Potential of Jobs
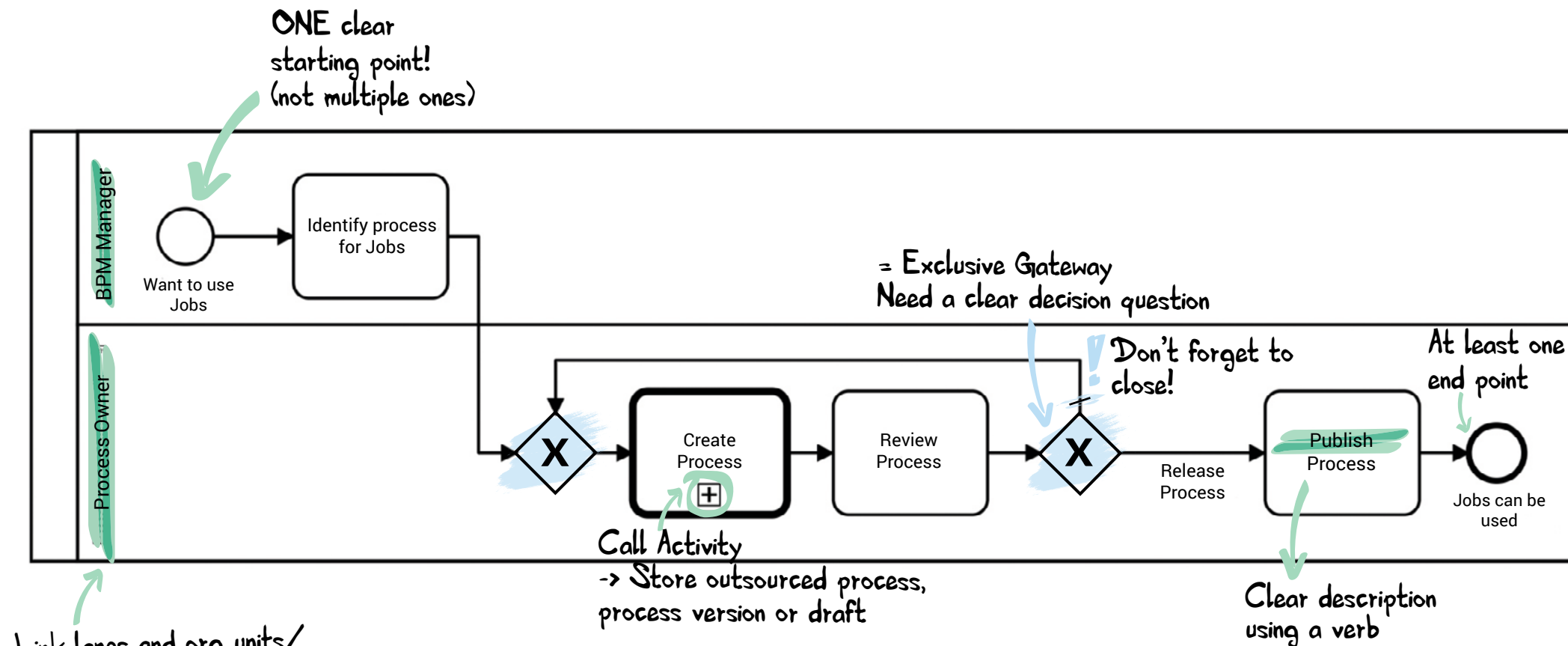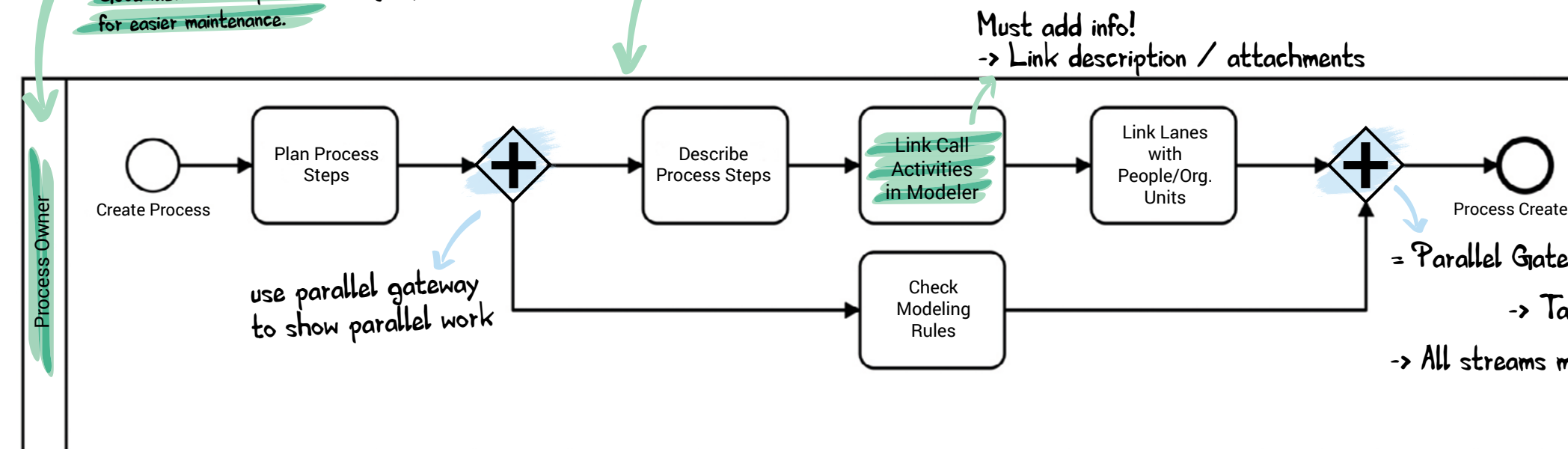## -- Notes made by Process Owners for using Jobs in Bpanda --

Read the process first and then the notes!

ONE clear starting point!
(not multiple ones)

BPM-Manager

Want to use Jobs

Identify process for Jobs

= Exclusive Gateway
Need a clear decision question

Don't forget to close!

At least one end point

Process Owner

Create Process

Review Process

Release Process

Publish Process

Jobs can be used

Call Activity
-> Store outsourced process, process version or draft

Clear description using a verb

Link lanes and org units/ people!

Good idea: Use departments or groups for easier maintenance.

Must add info!
-> Link description / attachments

Process Owner

Create Process

Plan Process Steps

Describe Process Steps

Link Call Activities in Modeler

Link Lanes with People/Org. Units

Process Created

Check Modeling Rules

use parallel gateway to show parallel work

= Parallel Gateway
-> Tasks are carried out in parallel
-> All streams must be waited for at the end

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Tap the **Full Potential** of Jobs
-- Notes made by Jobs Users --

Wizard before starting a job

Distinctions between Jobs

When does everyone need to be finished by?
Sort Jobs!

What else is relevant?

Job Details edit

All Attachments (0) Shown from process & jobs

Current Job Owners Who's currently doing something

Abort Job

You can add multiple steps in one go!!!!

Add step
Pass responsibility

Title

Menu for adding steps or handing the job over within my department

Avatar/profile pic for quick overview in Bpanda

Next suggested step -> Click to activate

Activity stream with info about job progress

Mark this step as completed here

Diagram for quick overview

Chat messages/share links for the job

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