

# Create new workflow

This action requires the "**create new workflow**" permission.

New workflows can be created through the [Create new workflow](#) form.

The screenshot shows a web form titled "Add workflow" with a breadcrumb "Home /". The form is divided into two main sections: "Basic information" and "Workflow steps".

**Basic information**

- NAME**: A text input field with the placeholder "Enter name" and a red asterisk indicating it is required.
- DOCUMENT TYPE**: A dropdown menu with the placeholder "Select document type" and a red asterisk.
- STATUS CATEGORY**: A dropdown menu with the placeholder "Select status category" and a red asterisk.

**Workflow steps**

Fill workflow document type

At the bottom right, there is a checkbox labeled "After save, create another" and a green "Save" button.

There should be only **one workflow for every status category of a certain document type.**

## Workflow steps

workflow steps define how a record can move between statuses (from which status into which status). Available statuses for the workflow steps depend on the selected "status category".

Once a workflow is created, only statuses, defined in workflow steps will become valid. Any other status within the selected status category of the document type will result in an error.

### Order items

USER: Nejč Frece Žohar, nejc.frece.zohar@dewesoft.com × STATUS: NEW ⌵ i

PRODUCT: ⌵ QUANTITY: 1 + − Add

PRODUCT	QUANTITY	ACTIONS
No data for table		

Save

Goods transfer 0 ⌵

File manager 0 ⌵

Comments 0 ⌵

Revision #4

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