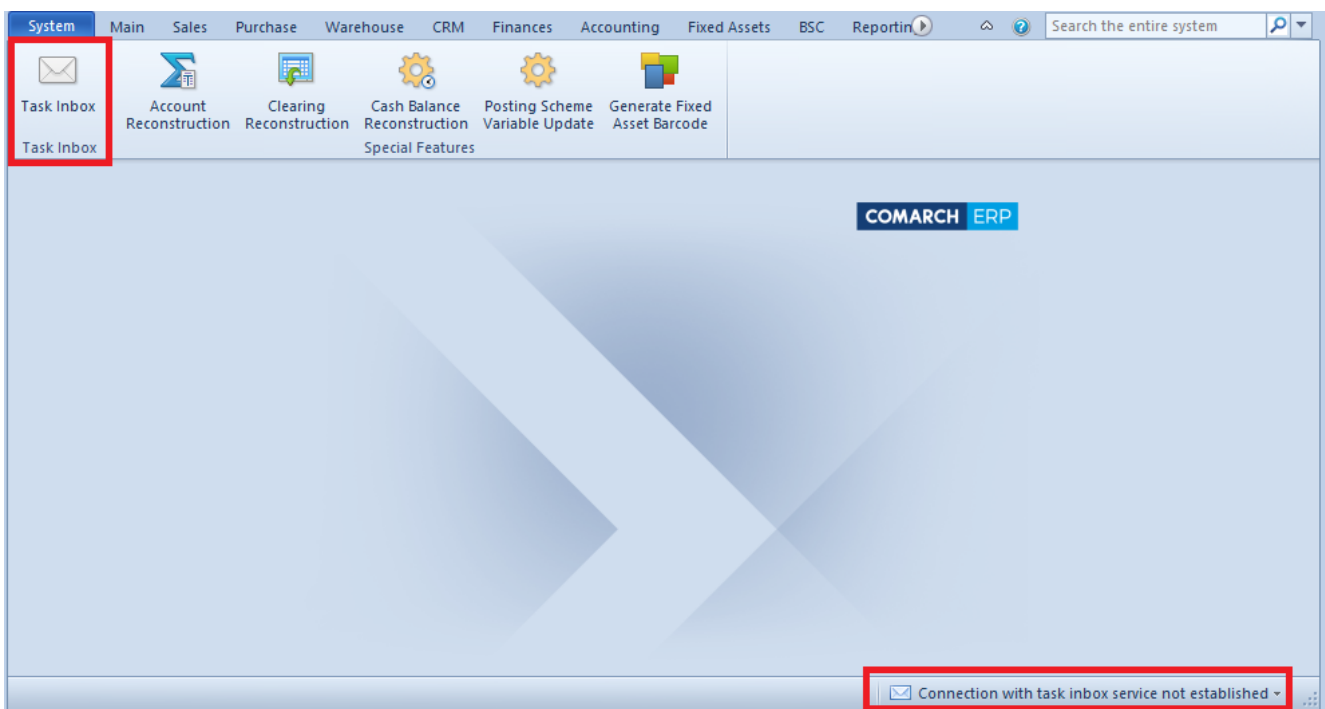


# Loggin in to the Task Inbox

Task Inbox is a tool integrated with the Comarch ERP Standard system by means of which an employee can control whole BPM process flow (within possessed authorizations) and receive information regarding execution of processes.

The Task Inbox can be opened in two ways: with the use of a button available in *Add-ons* tab or from the level of the bottom desktop bar.



Opening task inbox

If the Inbox Service Host service is started, the login port is not blocked and is compliant with the one set in [BPM configuration](#), the system logs-on automatically to the task inbox. Otherwise, the log-on window is displayed

Logon to BPM Task Inbox

Username:  
JohnSmith

Password:  
.....

Use integrated security

**Hide Advanced**

Service Address:  
localhost

Port:  
4443

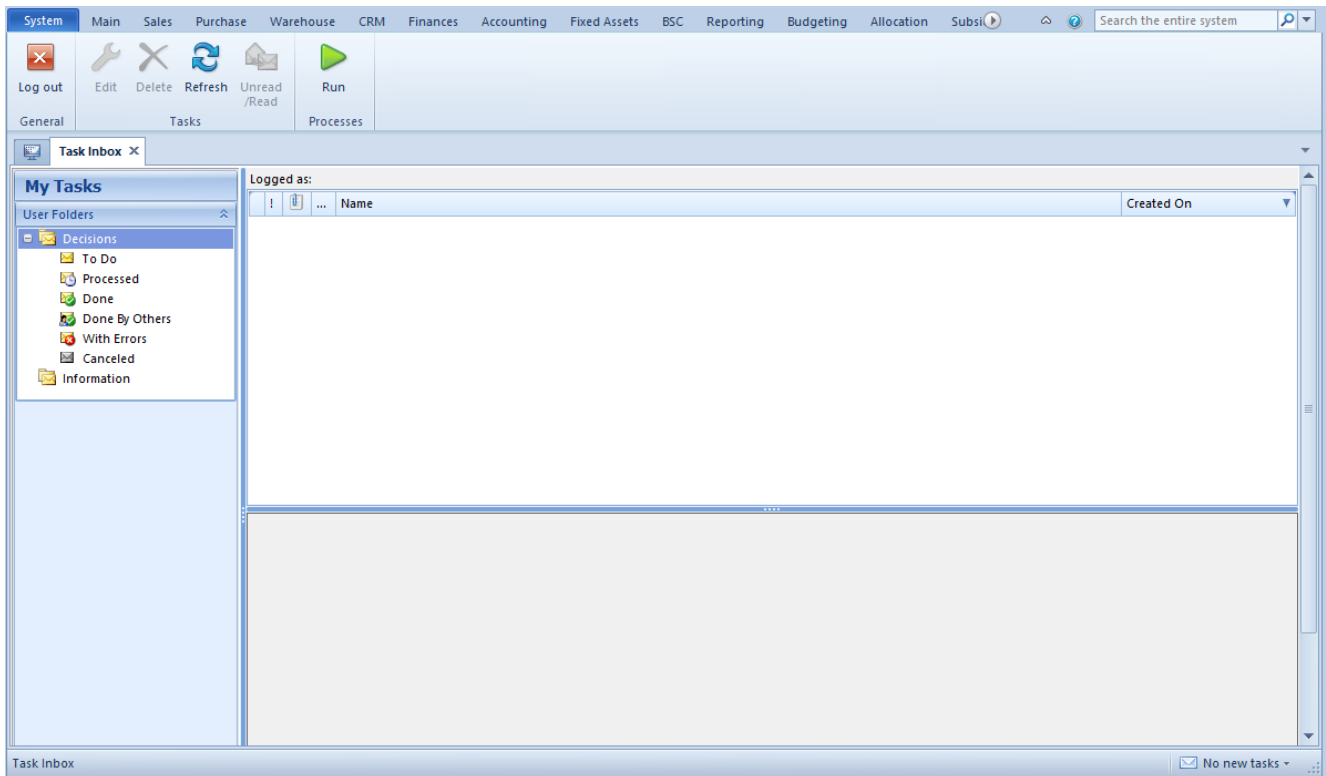
Connection to the service not established

Logging-in to the task inbox

In the window, it is necessary to enter user's access data. After clicking on [**Show Advanced**] button, it is necessary to select the Inbox Service Host service address and the port set in the BPM configuration.

If the user is logged in to the task inbox during the work with the Comarch ERP Standard System, in the right bottom corner of the screen, there is information regarding new tasks in the inbox.

To log-out, it is necessary to select [**Log out**] button, placed in the main menu of the task inbox.



Task Inbox window

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## Working with tasks

Tasks and information received by the task inbox during the work remind of e-mail messages, however they offer much more possibilities related to the integration with the Comarch ERP Standard System.

Each task is defined in the process editor with the use of *Send Decision* and *Send Information* activities. The activities make part of the <<standard activities>> group named <<Task Inbox>>.

Task inbox activities

Decision is a task which requires user's activity. A process is stopped and awaiting user's decision. A situation in which a process sends a task to many recipients and continues its work after receiving first response, may occur. In such case, subsequent decisions are not relevant from the process' point of view and the process transfers the task to *Done* folder for the operator who started the activity and *Done By Others* in the task inboxes of the rest of recipients. Information is a task which can be read only.

## User's folders

### Note

Decisions are not handled by the local processes.

After setting complete or detailed <<tracking profile>>, the user can preview process execution from the level of the tax inbox. In the inbox, for each task, tab *Preview* is added. In the tab, it is possible to preview the current status of process execution. It regards all decisions which were made or are waiting for user's actions. A decision which requires user's reaction will be highlighted in yellow.

## Preview during decision's execution

Three dots presented under a current decision mean that this is not the last decision to be made within the process. After completing the process, the user can preview it in the *Done* directory. Completed decisions are displayed in green and, besides information regarding the operator, contain information about decision which was made.

## Preview of completed decisions

### Note

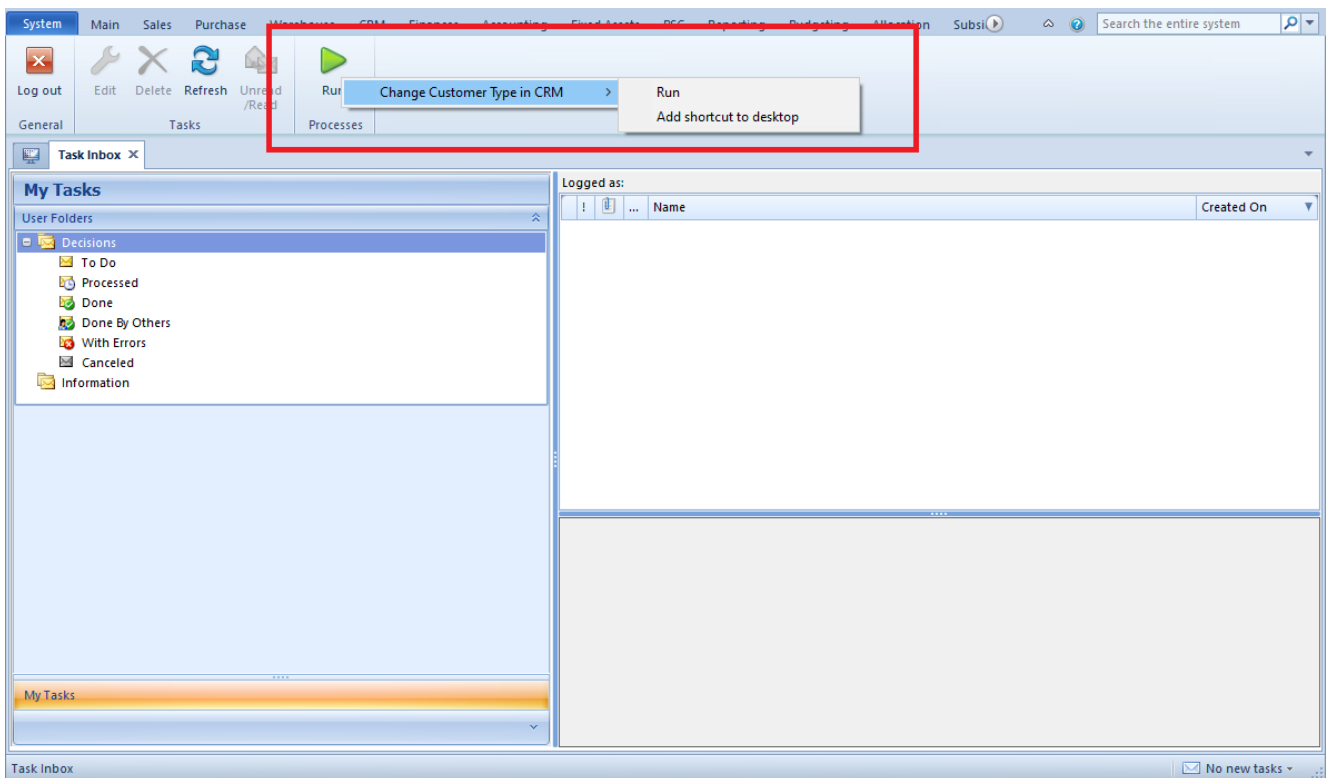
It is not possible to delete an operator who has active tasks in the task inbox.

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# Starting a process

## Starting of processes with parameters to complete

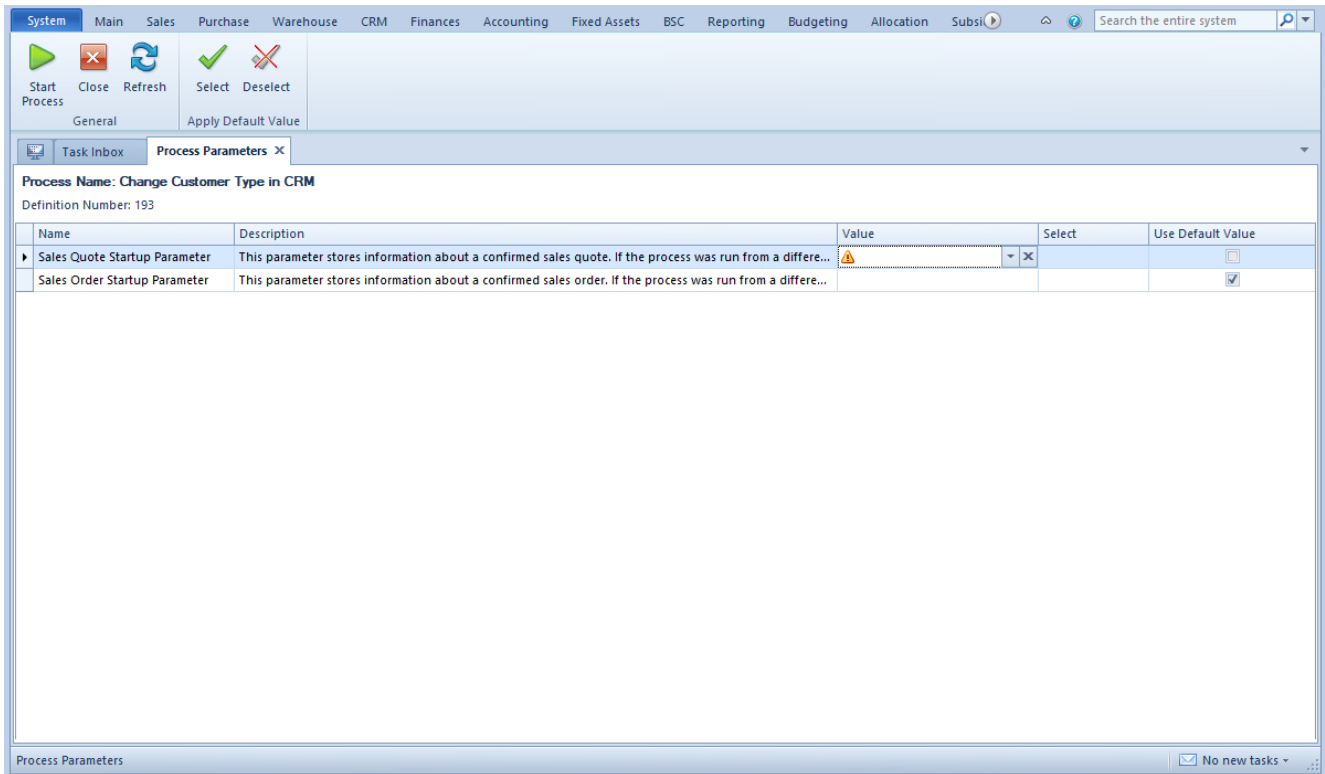
BPM processes can be started in the [ERP context](#), from the level of the [process designer](#) or from the level of the task inbox. To start a process, it is necessary to select the [Run] button and select process from a drop-down list and click on *Run*.



Starting Process From The Level of the Task Inbox

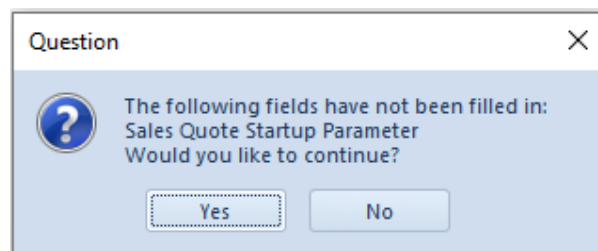
If there are not startup parameters defined for a process, the

user, when starting that process, will be able to complete them. Parameters with default value will be completed automatically along with the column *Use Default Value*. Parameters without completed value will be marked with an exclamation mark symbol.



## Process startup parameters

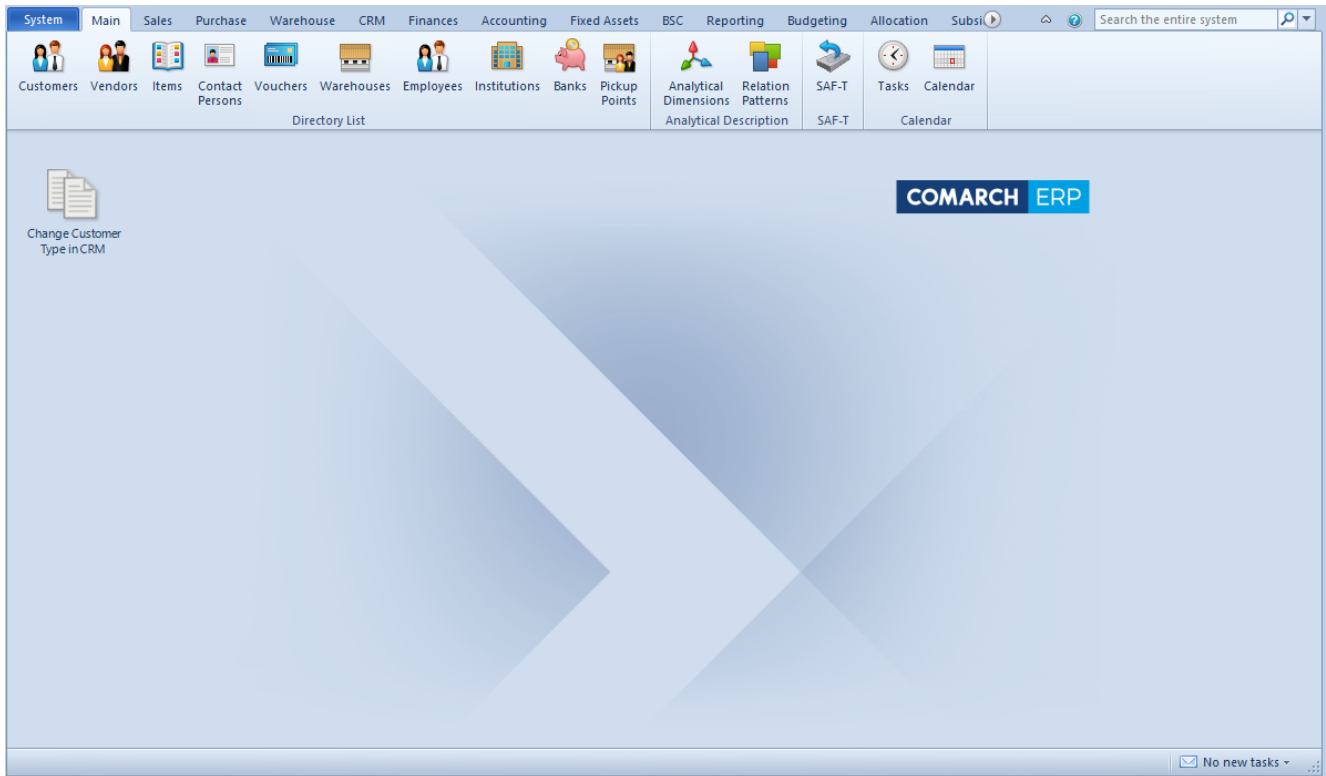
In case the user does not complete startup parameters, a question is displayed before starting the process.



Message with question in the case of an uncompleted parameter value

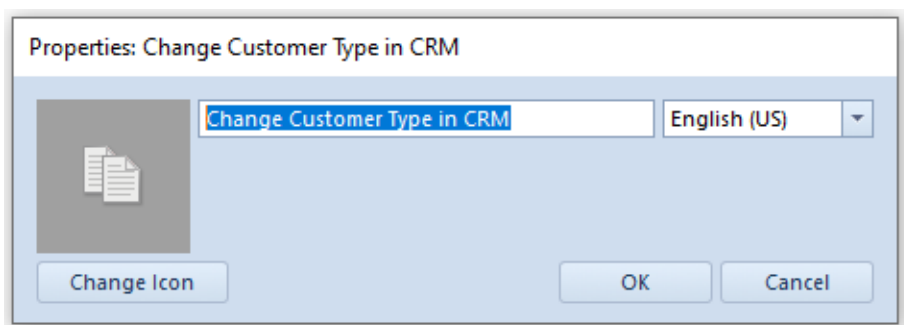
# Shortcuts to process initiation

BPM processes can be also started with the use of a shortcut created on the application desktop. To add such shortcut, it is necessary to select the [Run] button and select process from a drop-down list and click on *Add shortcut to desktop*.



Adding process shortcut to the application desktop

In the next window, it is possible to select icon and shortcut name.



Shortcut properties

The shortcut will be available on the application desktop. After double clicking on the icon, the process will be

initiated according to the provided description.