

Editing Workflows

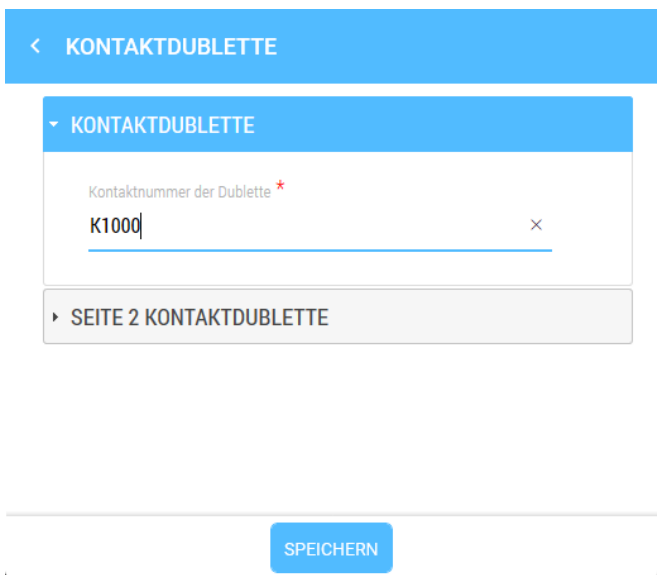
You can start a workflow using this icon:



If there are multiple workflows for the type, they are listed one below the other. The name comes from the task created in the backend.

Basic Data

First, fill in the basic data necessary for the workflow (corresponding to the task created in the respective workflow type).

A screenshot of a web application interface for configuring a workflow. At the top, there is a blue header bar with a back arrow and the text 'KONTAKTDUBLETTE'. Below this, a dropdown menu is open, showing 'KONTAKTDUBLETTE' with a downward arrow. Inside the dropdown, there is a text input field labeled 'Kontaktnummer der Dublette' with a red asterisk indicating a required field. The input field contains the text 'K1000' and has a small 'x' icon to its right. Below the input field, there is a button labeled 'SEITE 2 KONTAKTDUBLETTE'. At the bottom of the screen, there is a blue button labeled 'SPEICHERN'.

Apply these basic data by saving.

Start Workflow

The workflow - Step 1 has now been created and can be edited by clicking on the icon.

< KONTAKTDUBLETTE GEFUNDEN

DeDeNet GmbH / Business-, Web,- und Mobile Solutions



ERFASST AM

25.03.2026 10:01

ERSTELLER

Makowski PC

BESITZER

Makowski PC

SCHRITT

Schritt 1

◇ Schritt 1

← Schritt 2

▼ KONTAKTDUBLETTE

Kontaktnummer der Dublette *

K1000

▶ SEITE 2 KONTAKTDUBLETTE

WORKFLOW

Kunde

10000

Handing Over the Workflow

1. Select the process step to switch to. If there is only one, it will be preselected

< KONTAKTDUBLETTE GEFUNDEN BEARBEITEN

Zu folgendem Prozess-Schritt wechseln

Schritt zurück



1

Notiz

ZU FOLGENDEM PROZESS-SCHRITT WECHSELN



Abschluss

Schritt zurück

< KONTAKTDUBLETTE GEFUNDEN BEARBEITEN

Zu folgendem Prozess-Schritt wechseln

Schritt zurück

Notiz

Wiedervorlage

KONTAKTDUBLETTE

Kontaktnummer der Dublette *

K1000

SEITE 2 KONTAKTDUBLETTE

SPEICHERN

SCHRITT ZURÜCK

NÄCHSTER SCHRITT

2. A note can be added, if desired
3. Set a FOLLOW-UP date, if desired
4. Amendments to the basic data can still be made at this point
5. If you do not want to hand over the workflow to the next step yet, save the current status of the workflow by clicking "Save"
6. If you want to return the workflow regardless of the selection from (1), choose "Previous step"
7. If the next step should be started, then select the "Next step" button
8. A Data Transfer must be performed so that the workflow is handed over to the person responsible for the next/previous step.

Apply Workflow

In the summary, you will find all workflows created for this customer. Workflows without colour marking and without an Owner can be viewed by clicking on them.

WORKFLOWS				
DURCHSUCHEN				
Workflow	Erfasst am	Besitzer	Status	Fällig am
Kontaktdub...	25.03.202...		Unverändert	

To apply the workflow, press the highlighted button again:

<

KONTAKTDUBLETTE GEFUNDEN

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ERFASST AM

25.03.2026 10:01

ERSTELLER

Makowski PC

BESITZER

SCHRITT

Schritt 2

Schritt 1

Schritt 2

Abschluss

KONTAKTDUBLETTE

Kontaktnummer der Dublette *

K1000

SEITE 2 KONTAKTDUBLETTE

WORKFLOW

Kunde

10000

As long as the workflow has not yet been applied, the basic data cannot be changed.

< KONTAKTDUBLETTE GEFUNDEN BEARBEITEN

Notiz

1

Wiedervorlage

2

▼ KONTAKTDUBLETTE

Kontaktnummer der Dublette *

K1000

▶ SEITE 2 KONTAKTDUBLETTE

3

WORKFLOW ÜBERNEHMEN

1. Add a note, if desired
2. Add or change the FOLLOW-UP date, if desired
3. "Apply workflow" assigns the workflow to yourself. After a Data Transfer, it can no longer be edited by other people.

After applying the workflow, you can edit the basic data and select the next step (see [Handing Over the Workflow](#)).

Complete Workflow

After all steps have been carried out, there is a completion step that must be performed so that the workflow, for example, no longer appears in the FOLLOW-UP list and is considered "Completed" in the backend.

< KONTAKTDUBLETTE GEFUNDEN BEARBEITEN

Zu folgendem Prozess-Schritt wechseln

Abschluss

Notiz

Wiedervorlage

▼ KONTAKTDUBLETTE

Kontaktnummer der Dublette *

K1000

▸ SEITE 2 KONTAKTDUBLETTE

SPEICHERN

ABSCHLIEßEN

1. The process step "Completion" must be selected
2. Optionally add a note
3. Optionally edit the FOLLOW-UP date
4. Basic data should contain all information/confirmed tasks
5. If the workflow should not be completed yet, choose "Save"
6. If the workflow is processed and all points are done, use the "Complete" button.
7. Then start a Data Transfer so that the other clients are "informed".

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