



Nintex[®] Workflow

Creating a basic Nintex Workflow

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Creating a basic Nintex Workflow

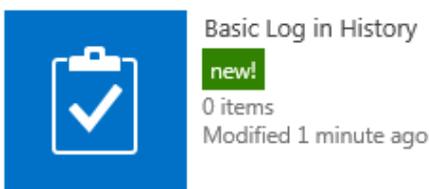
To begin with, we are going to start off by creating a basic workflow with Nintex Workflow. This workflow sits on a basic tasks list, and uses a Log to History action. Once the workflow has been created, we will also show you how to view the workflow history and other information available about your workflows (when created with Nintex Workflow).

What is the Log in History action?

This action logs a user-defined entry into the workflow history list and is useful when debugging information is needed. Often, the Log in History is used to troubleshoot where a workflow is failing and where logic is not running as expected. It assists in ensuring a workflow has run correctly by allowing you to log any information you want to at specific points in the workflow. We'll also show you how to view the workflow history at the end of the tutorial.

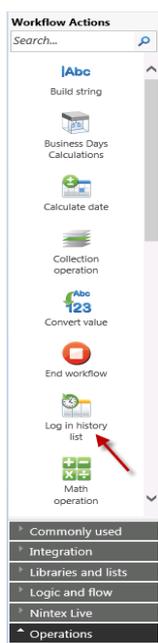
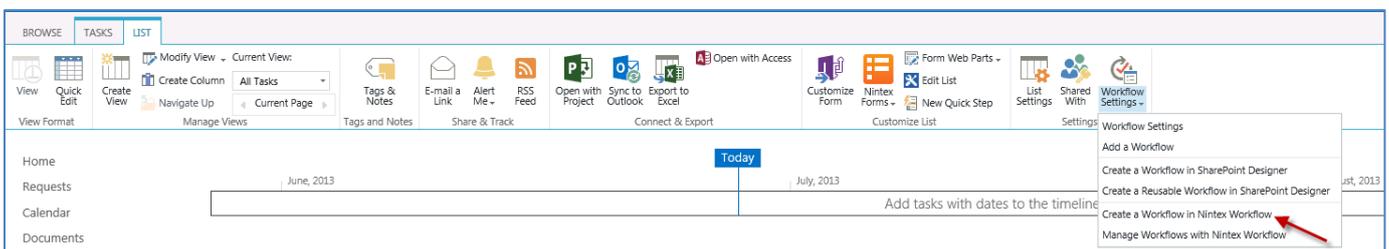
Let's Begin

The first step is to open a SharePoint List and create a new task app from the Settings Icon. Click on **Add an App**, and then click on the **Tasks** app. The name we can give it is "Basic Log in History".



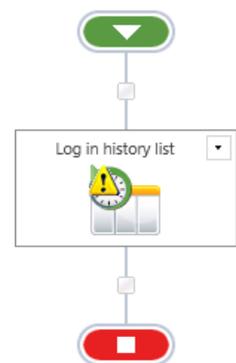
Open the Nintex Workflow Designer

Open the **Tasks List** app and click the **List** tab. Select **Workflow Settings** and click on **Create a Workflow with Nintex Workflow**.



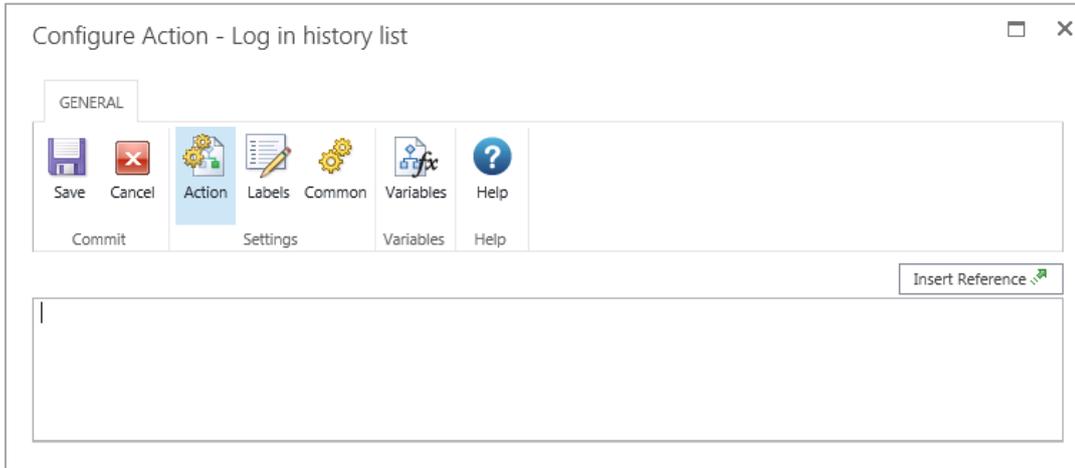
Since we want to create a very basic workflow, we'll choose the **Blank** template. On the left-hand side you will see the Workflow Actions toolbox. This is where all the actions available for creating workflows are available. Click on the **Operations** category, and locate the **Log in History List** action.

Placing an action on the design canvas is as simple as dragging and dropping the action onto the drop zone.

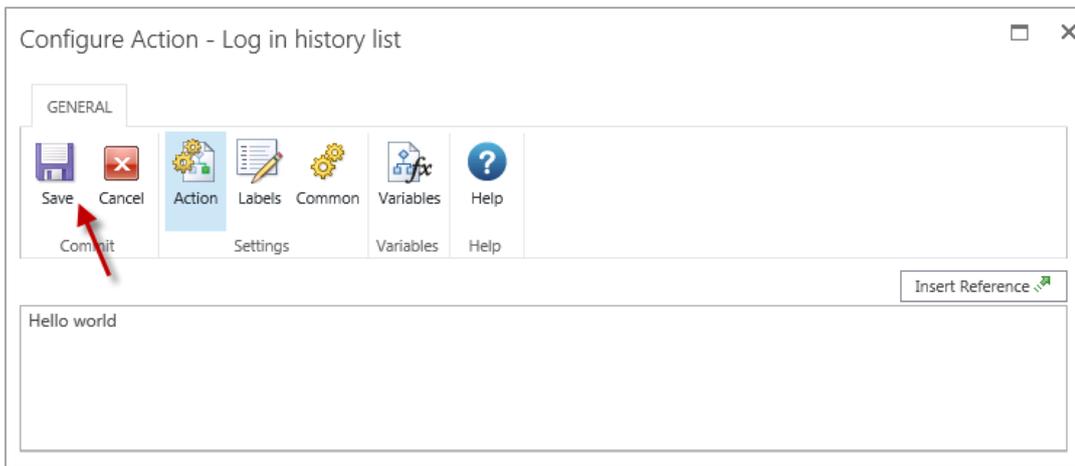


Configuring the action

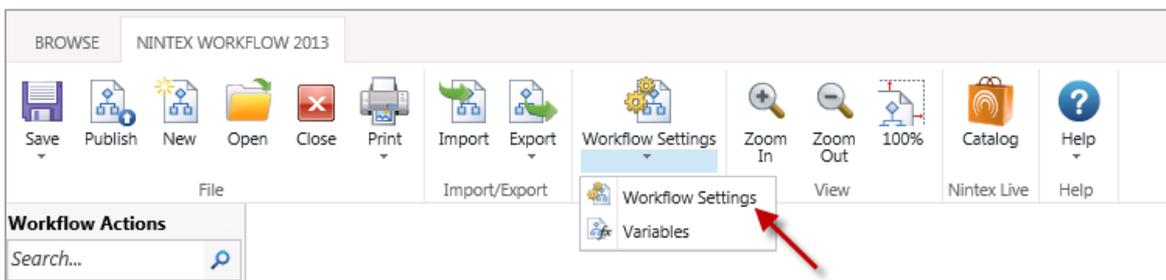
Select the drop-down arrow on the Log in History List action and click on **Configure**. This will open the configuration dialog for this action.



In the text field of the action, we'll enter a basic statement "Hello world" and click on **Save**.



Now before we finish up, let's set the workflow to run automatically. We could also customize the workflow to run manually, but in this case, I want to automate it. Click on **Workflow Settings** in the Ribbon.



In the **Start when items are created** field, select **Yes** and click **Save**.

The screenshot shows the 'Workflow Settings' dialog box. At the top, there is a ribbon with buttons for 'Save', 'Cancel', 'Variables', 'Association Columns', 'Edit Start Form', and 'Help'. Below the ribbon, the 'Title and description' section has a 'Title' field containing 'New Workflow' and an empty 'Description' field. The 'Workflow options' section includes checkboxes for 'Start manually' (checked) and 'Require manage list rights' (unchecked). Two dropdown menus are present: 'Start when items are created' is set to 'Yes' and 'Start when items are modified' is set to 'No'. A red arrow points to the 'Yes' option in the first dropdown menu.

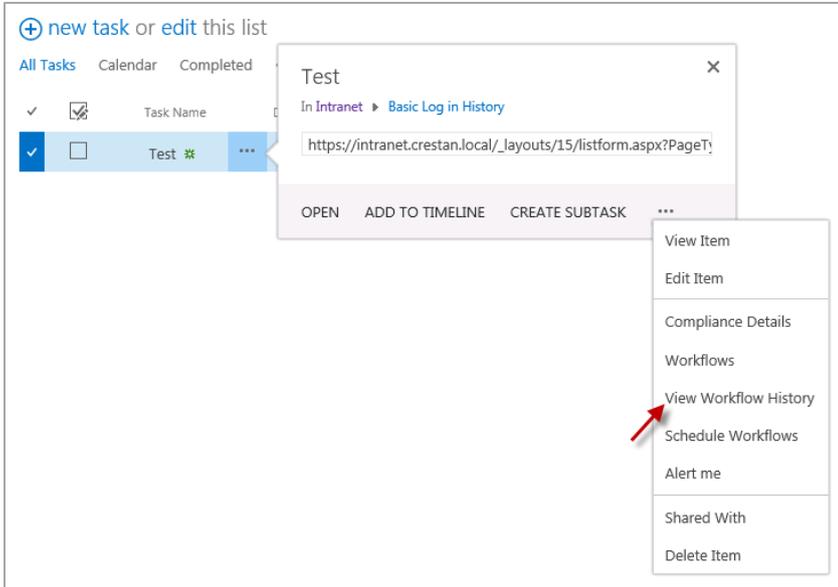
You have just created your first workflow with Nintex Workflow, the last and final step is to Publish the workflow. You can do that by clicking **Publish** in the Ribbon and entering a **Title** for the workflow. I'll call it "Hello world" and click **Submit**. Now click **Close** in the Ribbon and we can add a new task and run the workflow.

The screenshot shows a task list titled 'Basic Log in History'. At the top, there is a date filter set to 'June, 2013'. Below the filter, there is a link that says '+ new task or edit this list' with a red arrow pointing to it. Underneath, there are tabs for 'All Tasks', 'Calendar', and 'Completed', along with a search box labeled 'Find an item'. The task list header includes columns for 'Task Name', 'Due Date', and 'Assigned To'. At the bottom, a message states 'There are no items to show in this view of the "Basic Log in History" list.'

Opening the workflow history

In the **Task Name** field, enter “Test” and click **Save**. Now that you have created a task, the workflow will start automatically and I can show you how to view the workflow history.

Next to the new list item is an ellipsis (...), click on the **ellipsis (...)** to open the menu. Click on the second **ellipsis (...)** and select **View Workflow History**.



This opens the workflow status page, where you can view any running, completed or cancelled and errors workflows. Under **Running Workflows**, you should see the workflow we just created – Hello world. Click on the blue link to open the Workflow Progress page.

Workflow Status

Nintex workflows that are running for this list item.

Running Workflows			
Name	Started by	Started	Idle time
Hello world	Eden Stafford	6/25/2013 6:55 PM	0 minutes
Completed Workflows			
Name	Started by	Started	Completed
Cancelled & Errored Workflows			
Name	Started by	Started	Ended

The workflow progress page allows you to see where a workflow has progressed to. In this basic workflow, we only have the one action and therefore only one action appears on the screen. The green of the action indicates the workflow action has completed.

In future workflows, you will also notice grey, yellow and red workflow actions. Grey indicates the action has yet to be completed, or will not be completed due to the logic of the workflow, and red indicates the workflow has stopped or is resting on that action. Yellow indicates an action that is currently being processed.

To drill down further into your workflow, click on the **Click here to show detailed view** link in the Workflow Information box.

The screenshot shows a 'Workflow Progress: Hello world' interface. On the left, there is a 'Workflow Information' box with the following details: Item: Test, Workflow: Hello world, Initiator: Eden Stafford, Started: 6/25/2013 6:55 PM, and Status: Completed 6/25/2013 6:55 PM. A red arrow points to a blue link 'Click here to show detailed view' at the bottom of this box. To the right of the information box is a flow diagram with three steps: a green downward arrow, a green box labeled 'Log in history list' with a clock icon, and a red square with a white dot.

This page provides a more detailed view of the workflow and breaks information down by action history. Here we can see when the Log in History list action started and when it ended.

The screenshot shows a 'Workflow Details' page with the following sections:

- Action History**: A table with columns for Action, Start, End, and Duration. The data row shows 'Log in history list' starting and ending at '6/25/2013 6:55 PM' with a duration of '0 minutes'.
- Task History**: This section is currently empty.
- Workflow Messages**: A table with columns for Time, Event, Message, and Outcome. The data row shows a message 'Hello world' at '6/25/2013 6:55 PM' with the event 'Workflow Comment'.

We have now demonstrated how to create a basic workflow and how to view the history of your workflows.