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**.

![Workflow Settings](image)

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.
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**.

![Screenshot of Nintex Workflow interface](image)

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](image)

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.

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.

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