

Working with webMethods Business Console

Version 10.7

October 2020

This document applies to webMethods Business Console 10.7 and to all subsequent releases.

Specifications contained herein are subject to change and these changes will be reported in subsequent release notes or new editions.

Copyright © 2014-2021 Software AG, Darmstadt, Germany and/or Software AG USA, Inc., Reston, VA, USA, and/or its subsidiaries and/or its affiliates and/or their licensors.

The name Software AG and all Software AG product names are either trademarks or registered trademarks of Software AG and/or Software AG USA Inc. and/or its subsidiaries and/or its affiliates and/or their licensors. Other company and product names mentioned herein may be trademarks of their respective owners.

Detailed information on trademarks and patents owned by Software AG and/or its subsidiaries is located at <https://softwareag.com/licenses/>.

Use of this software is subject to adherence to Software AG's licensing conditions and terms. These terms are part of the product documentation, located at <https://softwareag.com/licenses/> and/or in the root installation directory of the licensed product(s).

This software may include portions of third-party products. For third-party copyright notices, license terms, additional rights or restrictions, please refer to "License Texts, Copyright Notices and Disclaimers of Third Party Products". For certain specific third-party license restrictions, please refer to section E of the Legal Notices available under "License Terms and Conditions for Use of Software AG Products / Copyright and Trademark Notices of Software AG Products". These documents are part of the product documentation, located at <https://softwareag.com/licenses/> and/or in the root installation directory of the licensed product(s).

Document ID: SBP-UG-107-20210222

Table of Contents

About this Guide	7
Document Conventions.....	8
Online Information and Support.....	9
Data Protection.....	10
1 Overview	11
About Business Console.....	12
Business Console Features.....	12
2 Getting Started	15
Pre-Requisites.....	16
Users, Roles, and Groups.....	18
Opening the Business Console User Interface.....	19
Setting a Landing Page.....	20
Logging Out of Business Console.....	21
3 Administering Business Console	23
Configuring Servers for Business Console.....	24
Configuring Business Console with Twitter.....	26
Configuring User Endorsement Rating.....	27
Configuring To-Do List Setting.....	27
Configuring Task Type Setting.....	28
Configuring Work Stream.....	29
Configuring AppSpace Settings.....	29
Configuring the Analytical Engine for Business Console.....	30
Setting the Maximum Number of Columns in Work Stream.....	30
Setting the Maximum Number of Legends in a Chart.....	31
Setting the People Picker Preferences.....	31
Configuring HPSTRA Settings.....	32
Configuring the Session Timeout Settings.....	32
Configuring the REST Service Timeout Settings.....	32
Enabling Inbox Set Status Action.....	33
Managing Task Types Using My webMethods.....	33
Creating and Deploying a Task Type with the Task Business Data Gadget.....	33
Customizing Business Console.....	34
Customizing Business Console Using Gadgets.....	36
4 About Work Stream	79
About Work Stream.....	80
Operations You Can Perform in Work Stream.....	80
Showing and Hiding Projects in Work Stream.....	81

5 About Cases	83
Managing Cases.....	84
6 About Processes	91
Managing Processes.....	92
Process Instance Details.....	92
7 About Tasks	97
Managing Tasks.....	98
Searching for Task Instances.....	109
Using To-Do Lists.....	111
Task Charting and Analyzing Task Activities.....	115
Collaborating Task Activities.....	116
8 Using Social Guidance for Task Execution	119
Social Guidance in Business Console.....	120
Endorsement Methods.....	120
Endorsement Properties in My webMethods Server.....	121
Networking with Task Experts.....	121
Viewing Trending Information on Social Media.....	121
9 Using Services for Business Process Guidance	123
Overview.....	125
Summary of Services Available for Business Process Guidance.....	125
Summary of Data Structures.....	126
Social Guidance Service URLs.....	126
Extracting the WSDL for Social Guidance Services.....	127
addKeyword.....	127
addKeywords.....	127
deleteKeyword.....	128
deleteKeywords.....	128
getKeyword.....	128
listKeywords.....	129
updateKeyword.....	129
updateKeywords.....	129
getTaskExpertList.....	130
listSkillsByUser.....	130
addTagsToTask.....	130
deleteTagsFromTask.....	131
listTagsByTask.....	131
updateTaskTags.....	131
endorseUser.....	132
deleteEndorsementForUser.....	132
endorseUserBasedOnTask.....	133
Keyword.....	133
Guidance.....	133

Endorsement.....	133
A Admin User Reference.....	135
B Non-Admin User Reference.....	137
C Icon Reference.....	143
D Permission Reference.....	145

About this Guide

- Document Conventions 8
- Online Information and Support 9
- Data Protection 10

This guide is for users of webMethods Business Console, a web and tablet friendly user interface for administering, managing, and monitoring business processes.

Both user-oriented and administrator-oriented features are documented here; however, Business Console features are available to users based on the privileges of their role.

To use this guide effectively, you should be familiar with:

- Process model design and business process monitoring. For more information, see *Software AG Designer Online Help*, *webMethods Monitor User's Guide*, and *Working with Business Process Dashboards*.
- AgileApps Cloud case management. For more information, see AgileApps Cloud documentation.
- Working with tasks in the My webMethods environment. For more information about conceptual and procedural information, see the PDF publication *webMethods Task Engine User's Guide*.
- General terminology and usage of My webMethods. For more information, see the PDF publication *Administering My webMethods Server* and *Working with My webMethods*.

Important:

If you have a lower fix level installed, some of the features described in this document might not be available to you. For a cumulative list of fixes and features, see the latest fix readme on the Empower website at <https://empower.softwareag.com>.

Document Conventions

Convention	Description
Bold	Identifies elements on a screen.
Narrowfont	Identifies service names and locations in the format <i>folder.subfolder.service</i> , APIs, Java classes, methods, properties.
<i>Italic</i>	Identifies: Variables for which you must supply values specific to your own situation or environment. New terms the first time they occur in the text. References to other documentation sources.
Monospace font	Identifies: Text you must type in. Messages displayed by the system. Program code.
{ }	Indicates a set of choices from which you must choose one. Type only the information inside the curly braces. Do not type the { } symbols.

Convention	Description
	Separates two mutually exclusive choices in a syntax line. Type one of these choices. Do not type the symbol.
[]	Indicates one or more options. Type only the information inside the square brackets. Do not type the [] symbols.
...	Indicates that you can type multiple options of the same type. Type only the information. Do not type the ellipsis (...).

Online Information and Support

Software AG Documentation Website

You can find documentation on the Software AG Documentation website at <http://documentation.softwareag.com>.

Software AG Empower Product Support Website

If you do not yet have an account for Empower, send an email to empower@softwareag.com with your name, company, and company email address and request an account.

Once you have an account, you can open Support Incidents online via the eService section of Empower at <https://empower.softwareag.com/>.

You can find product information on the Software AG Empower Product Support website at <https://empower.softwareag.com>.

To submit feature/enhancement requests, get information about product availability, and download products, go to [Products](#).

To get information about fixes and to read early warnings, technical papers, and knowledge base articles, go to the [Knowledge Center](#).

If you have any questions, you can find a local or toll-free number for your country in our Global Support Contact Directory at https://empower.softwareag.com/public_directory.aspx and give us a call.

Software AG TECHcommunity

You can find documentation and other technical information on the Software AG TECHcommunity website at <http://techcommunity.softwareag.com>. You can:

- Access product documentation, if you have TECHcommunity credentials. If you do not, you will need to register and specify "Documentation" as an area of interest.
- Access articles, code samples, demos, and tutorials.

-
- Use the online discussion forums, moderated by Software AG professionals, to ask questions, discuss best practices, and learn how other customers are using Software AG technology.
 - Link to external websites that discuss open standards and web technology.

Data Protection

Software AG products provide functionality with respect to processing of personal data according to the EU General Data Protection Regulation (GDPR). Where applicable, appropriate steps are documented in the respective administration documentation.

1 Overview

■ About Business Console	12
■ Business Console Features	12

About Business Console

webMethods Business Console is a business window for complex business processing and analytical engines. Business Console uses the capabilities of business process management suite of products, and helps you manage your business processes and perform real-time analysis.

Business Console provides you consolidated and detailed views, AppSpaces, analytics, charting, social guidance, and collaboration environment for executing:

- Business processes and tasks configured in My webMethods Server
- Cases configured in AgileApps Cloud

Business Console is a web and tablet friendly responsive interface for viewing, monitoring, assigning, collaborating, analyzing, escalating, and executing business cases, processes, and tasks. It is a role-based monitoring and social guidance tool for managing business processes.

Business managers can:

- Monitor and analyze business cases, processes, and tasks using AppSpaces, drill-able process models, and charts.
- Manage team and task assignments.
- Escalate tasks, network with experts, endorse experts, and view trending information related to business processes on social media.

Business operators can:

- View, act, and collaborate on the assigned tasks.
- Take help from experts to complete tasks faster and more effectively.
- Execute webMethods processes and tasks.
- Monitor AgileApps Cloud cases.

Administrators can:

- Customize Business Console
- Assign role-based permissions

Business Console Features

Business Console provides you a rich, simple, scalable, and customizable user interface. You can use the customize options on the user interface or use the RESTful APIs to customize the user interface, which is launched using My webMethods Server.

The access and functional privileges assigned to you as a My webMethods Server user define the capabilities available to you in Business Console.

The table below lists the operations you can perform from tabs in Business Console.

In Business Console...	You can...
Home > What's Happening Now	<ul style="list-style-type: none"> ■ Monitor process instances, task instances, and case instances in the Work Stream panel. ■ View task charting in the Task Activity panel. ■ View and collaborate task activities such as posting comments, adding attachments, creating child tasks, and configuring task actions in the Activity Stream panel. ■ Quickly identify tasks for a day in My Calendar. ■ Search social networking site for posts related to your tasks and view trending information in the Twitter Stream panel. ■ Use social guidance to identify user expertise, endorse users, and improve business processes in the Task Experts panel.
Home > Task Inbox	<ul style="list-style-type: none"> ■ Search, view, and execute tasks assigned to you either directly in your user account, or indirectly, through a role or group that you are a member of.
Home > AppSpace or AppSpace	<ul style="list-style-type: none"> ■ Create new customized AppSpaces using gadgets. ■ Group AppSpaces and enable role-based access. ■ Edit AppSpaces and configure the gadgets used in the AppSpace. ■ Delete AppSpaces and AppSpace groups. ■ Use an AppSpace as the default landing page instead of the What's Happening Now page.
Processes	<ul style="list-style-type: none"> ■ View process diagram with interactive step metrics. ■ View process instance details, step details, and rule violations. ■ View data comparison metrics.
For more information, see <i>webMethods Optimize User's Guide</i> .	
Analytics	<ul style="list-style-type: none"> ■ View general runtime health of business processes on dashboard. ■ View process metrics for a specified date range. ■ Create escalation tasks and assign these tasks to appropriate individuals.

In Business Console...

You can...

- Email tasks and escalation actions including contextual information about the task escalated or emailed.
- View process alarms.

For more information, see *Working with Business Process Dashboards*.

2 Getting Started

- Pre-Requisites 16
- Users, Roles, and Groups 18
- Opening the Business Console User Interface 19
- Setting a Landing Page 20
- Logging Out of Business Console 21

Pre-Requisites

Before you begin, you must:

1. Install and configure Business Console along with the required products. See [“Products Required for Enabling Business Console Capabilities”](#) on page 16.
2. Configure products to use the same user directory service.
3. Create user accounts in My webMethods Server. See the *Administering My webMethods Server* guide.
4. Configure permissions. See [“Users, Roles, and Groups”](#) on page 18.

Products Required for Enabling Business Console Capabilities

The table below lists the products required for enabling various capabilities in Business Console.

For enabling...	Install and configure...
webMethods task management	<ul style="list-style-type: none">■ webMethods Task Engine■ webMethods Integration Server■ My webMethods Server■ webMethods Database Component Configurator
webMethods process and task management	<ul style="list-style-type: none">■ webMethods Task Engine■ webMethods Process Engine■ webMethods Integration Server■ My webMethods Server■ webMethods Monitor■ webMethods Database Component Configurator
AgileApps Cloud case management	<ul style="list-style-type: none">■ AgileApps Cloud■ webMethods Integration Server■ My webMethods Server
AgileApps Cloud case management along with webMethods process management	<ul style="list-style-type: none">■ AgileApps Cloud■ webMethods Task Engine■ webMethods Process Engine■ webMethods Integration Server

For enabling...

webMethods process management using **webMethods Optimize** in **Processes** tab

Install and configure...

- My webMethods Server
- webMethods Monitor
- webMethods Database Component Configurator
- Optimize
- webMethods Task Engine
- webMethods Process Engine
- webMethods Integration Server
- My webMethods Server
- webMethods Monitor
- webMethods Database Component Configurator

For more information, see *webMethods Optimize User's Guide*.

Note:

You can use Business Console features except the **Processes** tab without installing and configuring Optimize.

Business process analysis in **Analytics** tab

- webMethods Task Engine
- webMethods Rules Engine
- Software AG MashZone
- webMethods Process Engine
- webMethods Integration Server
- My webMethods Server
- webMethods Monitor
- webMethods Database Component Configurator

For more information, see *Working with Business Process Dashboards*.

Note:

You can use Business Console features except the **Analytics** tab without installing and configuring Software AG MashZone.

Users, Roles, and Groups

Business Console access control and management of user, group, and role are performed through My webMethods Server user interface. Business Console features are assigned based on your user account, or your membership in one or more groups or roles in My webMethods Server.

Two categories of Business Console users:

- Administrators
- Other users

Business Console users require functional privileges for Task Engine, and the ACL privileges for Integration Server and Monitor.

Assigning AgileApps Cloud Roles to Users

Only users with AgileApps Cloud role membership can work on cases in Business Console. For assigning AgileApps Cloud role to a user, My webMethods Server and AgileApps Cloud must use the same user directory service.

> To assign AgileApps Cloud role to users

1. Login to My webMethods Server as administrator.
2. Create the AgileApps Cloud role.
 - a. Navigate to **Applications > Administration > System-Wide > User Management > Roles**.
 - b. Click **Add Role**.
 - c. In the **Role Name** field, type the AgileApps Cloud role name you want to assign to a user.
Make sure to provide the exact AgileApps Cloud role name. Role name is case-sensitive.
 - d. Move the role provider to the **Selected Items** box.
 - e. Click **Create Role**.
3. Assign the AgileApps Cloud role to My webMethods Server users.
 - a. Navigate to **Applications > Administration > System-Wide > User Management > Roles**.
 - b. Search for the AgileApps Cloud role to which you want to add users.
 - c. In the search results, click the role name or click the Edit icon .

- d. On the **Members** tab, click **Edit Members**.
- e. In the **Keywords** field, type a keyword representing the users you want to search for, and click **Search**.
- f. Move one or more users to the **Selected** box.

Note:

The selected users must have a valid first name, last name, and email address. For information about editing the information for a user, see the *Administering My webMethods Server* guide.

- g. Click **Apply**.

Viewing and Updating Your Profile

Business Console uses the user details, groups, and roles configured in My webMethods Server.

> To view and update your profile

1. Use the **Update Profile** option in the administration menu.
2. To edit the profile, type the new values in the fields, and click **Save**.
3. To change the profile picture, click **Update Profile Picture**, and upload the new profile picture.

Opening the Business Console User Interface

Use the following procedure to open the Business Console user interface.

> To open the Business Console user interface

1. In your browser, provide the following URL:

```
http://host: port/business.console
```

host The name or IP address of the machine on which My webMethods Server is running.

port The port used by My webMethods.

2. Enter your My webMethods Server user ID and password.

Setting a Landing Page

The Home page is the default landing page when you log on to Business Console. You can customize the landing page according to your preferences. Business Console uses an order of precedence to determine the landing page to display for a user.

The following table lists the options in Business Console to set a landing page, and the privileges that you must have to perform each task.

To	Privilege Required	Action	Order Of Precedence
(Option 1) Set a landing page for yourself	Administration privileges for Business Console	Select Landing Page from the menu options on the Customize Business Console page. See “Customizing Business Console” on page 36 for more information.	First
(Option 2) Set an AppSpace as the landing page for yourself		Click  and select Set as Landing Page . See “Editing AppSpace Using Gadgets” on page 38 for more information.	Second
(Option 3) Set an AppSpace as the landing page for specific Business Console users	Administration privileges for Business Console	Click  and select Set as Landing Page for Specific Users . See “Editing AppSpace Using Gadgets” on page 38 for more information.	Third

Order of Precedence

Business Console uses an order of precedence to determine a landing page to display.

The order of precedence for displaying a landing page is as follows:

- **Option 1.** Setting a landing page for yourself in Business Console is first in priority.
- **Option 2.** Setting an AppSpace as the landing page for yourself is second in priority.
- **Option 3.** Setting an AppSpace as the landing page for specific Business Console users is third in priority.

The following example describes the order of precedence:

Consider that John has both Administrative and user privileges. He is in the group BC1 and belongs to the role User. John uses option 1 to set a landing page MyPage. Additionally, John uses option 2 to set an AppSpace MyApp as his landing page. The Administrator also uses option 3 to set a specific AppSpace BC1App as John's landing page.

In this example, the landing page MyPage (set using option 1) is displayed in Business Console for John.

If option 1 is not configured, MyApp (set using option 2) is displayed as the landing page for John. If option 1 and option 2 are not configured, BC1App (set using option 3) is displayed as the landing page for John.

Moreover, the Administrator can use option 3 to set a default landing page for users, groups, and roles. For example, consider that the Administrator sets BC1 as the landing page for John's group, Role 1 as the landing page for John's User role, and J1 as the landing page for John. In this case, when John logs on, J1 is displayed as the default landing page. If J1 is not set, the landing page for John's User role Role1 is displayed. If both J1 and Role 1 are not set, the landing page for John's group BC1 is displayed.

Logging Out of Business Console

Use the following procedure to log out of Business Console.

➤ To log out of Business Console

1. Navigate to the administration menu located on the Business Console title bar.
2. Click **Logout**.

3 Administering Business Console

■	Configuring Servers for Business Console	24
■	Configuring Business Console with Twitter	26
■	Configuring User Endorsement Rating	27
■	Configuring To-Do List Setting	27
■	Configuring Task Type Setting	28
■	Configuring Work Stream	29
■	Configuring AppSpace Settings	29
■	Configuring the Analytical Engine for Business Console	30
■	Setting the Maximum Number of Columns in Work Stream	30
■	Setting the Maximum Number of Legends in a Chart	31
■	Setting the People Picker Preferences	31
■	Configuring HPSTRA Settings	32
■	Configuring the Session Timeout Settings	32
■	Configuring the REST Service Timeout Settings	32
■	Enabling Inbox Set Status Action	33
■	Managing Task Types Using My webMethods	33
■	Creating and Deploying a Task Type with the Task Business Data Gadget	33
■	Customizing Business Console	34
■	Customizing Business Console Using Gadgets	36

Configuring Servers for Business Console

Only users with administrator privileges can specify the servers for Business Console.

In the administration menu, select the **Administer Business Console** menu option, and specify the server settings for the following fields:

Field	Specify...
Integration Server URL	<p>URL of the Integration Server that Business Console must connect to. For example, <code>http://localhost:5555</code>.</p> <p>Make sure that Process Engine is configured in the Integration Server.</p> <div style="background-color: #f0f0f0; padding: 5px;"> <p>Note: In the URL, if you specify a machine name or IP address, make sure you configure the remote My webMethods Server to allow access to Business Console. See the instructions in “Configure a Remote My webMethods Server to Allow Access to Business Console” on page 25.</p> </div>
Task Engine URL	<p>Task Engine configuration for My webMethods Server:</p> <p>URL of the Task Engine that Business Console must connect to. For example, <code>http://localhost:8585</code>.</p> <p>If the Task Engine URL points to a load balancer, then the load balancer must be configured for sticky sessions.</p> <p>TE Server Type: MWS</p> <p>Make sure you have configured the following with Task Engine:</p> <ul style="list-style-type: none"> ■ My webMethods Server ■ Monitor <div style="background-color: #f0f0f0; padding: 5px;"> <p>Note: In the URL, if you specify the machine name or IP address, make sure you configure the remote My webMethods Server to allow access to Business Console. See the instructions in “Configure a Remote My webMethods Server to Allow Access to Business Console” on page 25.</p> </div> <p>Task Engine configuration for Integration Server:</p> <p>URL of the Task Engine that Business Console must connect to. For example, <code>http://localhost:8585</code>.</p>

Field	Specify...
	TE Server Type: IS
AgileApps Cloud URL	URL of the AgileApps Cloud sever that Business Console must connect to. Make sure you have configured AgileApps Cloud with My webMethods Server.

Configure a Remote My webMethods Server to Allow Access to Business Console

If you want to connect Business Console to a remote My webMethods Server, configure the remote My webMethods Server to allow access to Business Console as shown below:

1. In the remote My webMethods Server installation, open the MWS\server\default\deploy\portal.war\WEB-INF\web.xml file for edit. The Cross-origin filter contains:

```
<filter>
  <filter-name>cross-origin</filter-name>
  <filter-class>org.eclipse.jetty.servlets.CrossOriginFilter</filter- class>
</filter>
```

```
<filter-mapping>
  <filter-name>cross-origin</filter-name>
  <url-pattern>/cometd/*</url-pattern>
</filter-mapping>
```

2. Change the Cross-origin filter to:

```
<filter>
  <filter-name>cross-origin</filter-name>
  <filter-class>org.eclipse.jetty.servlets.CrossOriginFilter</filter-class>

  <init-param>
    <param-name>allowedMethods</param-name>
    <param-value>GET,POST,HEAD,OPTIONS</param-value>
  </init-param>
  <init-param>
    <param-name>allowCredentials</param-name>
    <param-value>>true</param-value>
  </init-param>
  <init-param>
    <param-name>chainPreflight</param-name>
    <param-value>>false</param-value>
  </init-param>
</filter>
<filter-mapping>
  <filter-name>cross-origin</filter-name>
  <url-pattern>/cometd/*</url-pattern>
  <url-pattern>/rest/*</url-pattern>
</filter-mapping>
```

Configuring Business Console with Twitter

Before you configure and enable the Twitter settings, make sure you have created an account in Twitter. See [“Creating Twitter Account for Business Console” on page 26](#).

Provide the Twitter settings in the Administration page as specified in the table below.

Fields	Description
Enable	Select this option to enable searching and viewing the task related posts on Twitter.
Consumer Key, Consumer Secret, Access Token, and Access Token Secret	Provide the corresponding values you obtained from the Twitter website. For registering your Business Console application in the Twitter website and obtaining values for the parameters, see “Creating Twitter Account for Business Console” on page 26 .
HTTP Proxy Host, HTTP Proxy Port, HTTP Proxy User, and HTTP Proxy Password	Provide values for these parameters, if you want to configure a proxy server for external network connection.

Creating Twitter Account for Business Console

To enable Business Console to interact with Twitter, Business Console administrator must first create an account in Twitter, and then provide the Twitter settings in the Administration page as specified in [“Configuring Business Console with Twitter” on page 26](#).

➤ To create an account in Twitter

1. Stop My webMethods Server, if it is running.
2. Access the Twitter website to create a new account.
3. Download the VeriSign Class 3 Public Primary Certification Authority - G3.pem certificate as mentioned in the Twitter website to a local directory.
4. Import the VeriSign Class 3 Public Primary Certification Authority - G3.pem certificate to My webMethods Server.
 - a. Open command prompt and change directory to *Software AG_directory \MWS\server\default\config\security*.
 - b. Use the JVM's keytool command to import the Verisign certificate to the *Software AG_directory \MWS\server\default\config\security* directory as shown below. For information about importing certificates using the keytool command, see the *Administering My webMethods Server* guide.

```
keytool -import -keystore sagdemoca.jks -file
<path_to_the_downloaded_Verisign_certificate_file> -alias verisignClass3
```

- c. The command prompts you for the password for the certificate file. Type the password. By default, the password is changeit.
 - d. When command prompts: Trust this certificate? [no]:, type y.
5. Start My webMethods Server.

Configuring User Endorsement Rating

Only users with administrator privileges can use the **Administer Business Console** menu option in administration menu to enable endorsements and specify a value for the **Maximum User Endorsement Rating** field.

Field	Specifies...
Maximum User Endorsement Rating	The maximum endorsement rating you can grant to another user. The default value is 1.
Do Not Show Endorsements	Whether the endorsements must be displayed in the Task Experts panel and the Task Detail page.

Configuring To-Do List Setting

Only users with administrator privileges can use the **Administer Business Console** menu option to configure to-do lists.

Configure to-do lists using the settings listed in the table below. For information about creating to-do lists with or without templates, see [“Using To-Do Lists” on page 111](#).

Field	Specifies...
Maximum number of rows per to-do list template	The maximum number of rows you can add to a to-do list template. Tip: If the number of child tasks that you want to add to a to-do list is more than the maximum number of rows allowed in the to-do list template, you can add the additional child tasks to the to-do list by using the same template and the same parent task ID while performing another to-do list creation operation.
Allow tags for to-do list	Whether or not you can use tags for to-do lists.

Field	Specifies...
	<p>Using tags, you can search the to-do lists or the parent task of to-do lists.</p> <p>You can view the tag of a to-do list in the task detail page of the to-do list task.</p>
Default tag for to-do list	The default tag for to-do lists.
Enable to-do list polling	<p>Whether or not to poll Task Engine for the status of to-do lists.</p> <p>If you have enabled to-do list polling, when you start a to-do list, Business Console polls the Task Engine in regular intervals and displays the updated status of the start operation in the To-Do List dialog. If you want to stop polling that has been going on for a long time, click x at the end of the polling progress bar.</p> <p>You can disable to-do list polling to avoid frequent polling of Task Engine. If you have disabled to-do list polling,  Refresh polling icon is available on the To-Do List dialog for starting manual polling.</p>

Configuring Task Type Setting

Only users with administrator privileges can use **Administer Business Console** menu option to configure the task type display. The task type settings specifies whether to use the task ID, custom ID, or the task name as the identifier for task instances in Business Console.

Specify one of the following options for the **Display Name** field.

Select...	To...
Custom ID	To use custom IDs as the identifier for task instances. The custom IDs are the IDs defined by you for the task instances.
Task ID	To use the task ID as the identifier for task instances. The task IDs are auto-generated by Task Engine when you queue a task instance.
Task Name	To use the task name as the identifier for task instances. The task names are defined by you or the processes.

Enable or disable the **Show gadgets for Business Data** option

Select...	To...
Show gadgets for Business Data	when a gadget URL is defined while creating the task type in Designer, selecting this option replaces the existing open CAF portlet with the gadget. If the gadget URL is undefined, gadget will not appear on selecting this option. Only Task business Data and Task Summary gadgets would have this option.

Configuring Work Stream

Only users with administrator privileges can use the **Administer Business Console** menu option to configure Work Stream. Specify the following fields:

Field	Specifies...
Show Case Project Name	Whether to display the project name along with the case type name on Work Stream.
Show Process Project Name	Whether to display the project name along with the process type name on Work Stream.
Show Task Project Name	Whether to display the project name along with the task type name on Work Stream.

Configuring AppSpace Settings

Only users with administrator privileges can configure the AppSpace settings.

In the administration menu, select the **Administer Business Console** option, and specify the settings for the following fields:

Field	Description
Maximum gadgets allowed per AppSpace	Specify a numeric value for the maximum number of gadgets allowed in an AppSpace. The default value is 15.
Landing Page	Reset the landing page of users, groups, and roles. For more information about resetting the landing page, see “Resetting the Landing Page” on page 30.
Show the AppSpace menu on the masthead	Select to access the AppSpace options from the masthead.

Resetting the Landing Page

Only users with administrator privileges can use the **Administer Business Console** menu option to reset the landing page of a user.

> To reset the landing page

1. Select **Administer Business Console** menu option from the administration menu.
2. Click **Reset** button in the **Landing Page** field.

The Landing Page window appears.

3. Do one of the following:
 - Select **Users, Groups, or Roles** to view landing pages based on user names, groups, or roles.
 - Select **AppSpace Alias** to view landing pages based on AppSpace aliases.
4. Select the landing pages to reset.
5. Click **Apply**.

Configuring the Analytical Engine for Business Console

Only users with administrator privileges can configure the analytical engine settings. For more information about using analytics, see *Working with Business Process Dashboards*.

In the administration menu, select the **Administer Business Console** option, and specify the settings for the following fields:

Field	Specify...
Analytical Engine URL	URL of the analytical engine that Business Console must connect to. Ensure that you have configured the analytical engine with My webMethods Server.
Analytical Engine Username	User name for accessing the analytical engine.
Analytical Engine User Password	Password for accessing the analytical engine.

Setting the Maximum Number of Columns in Work Stream

Only users with administrator privileges can use the **Administer Business Console** menu option to set the maximum number of columns.

You can specify the maximum number of columns allowed for a case list, process list, and task list in **Work Stream**. Specify the following fields:

Field	Specify...
Maximum task columns	A numeric value for the maximum number of columns allowed in a task list. The minimum value is two, and the default value is six.
Maximum process columns	A numeric value for the maximum number of columns allowed in a process list. The minimum value is two, and the default value is six.
Maximum case columns	A numeric value for the maximum number of columns allowed in a case list. The minimum value is two, and the default value is six.

You can use the **Configure Columns** setting to select columns for display in a case list, process list, or task list.

Setting the Maximum Number of Legends in a Chart

Only users with administrator privileges can use the **Administer Business Console** menu option to set the maximum number of legends in a chart.

Specify the maximum number of legends allowed for a **Chart**.

Field	Specify...
Maximum Legend Limit	A numeric value for the maximum number of legends allowed in a chart. If the number of legends is more than this numeric limit, none of legends appear on the chart. The minimum value is zero. There is no maximum limit. The default value is five.

Setting the People Picker Preferences

Only users with administrator privileges can use the **Administer Business Console** menu option to set the preferences for the **People Picker** gadget.

Configure the preferences for **People Picker**. Specify a value for the following fields:

Field	Specify...
Disable Classic View	Select to revert to the new UI layout.
No. of users to display per page	A numeric value that limits the maximum number of users listed on a page.

Configuring HPSTRA Settings

Only users with administrator privileges can configure HPSTRA settings.

In the administration menu, select the **Administer Business Console** menu option, and select **Enable HPSTRA Search**.

Field	Description
Enable HPSTRA Search	Select to perform free text search in task list management, Task Inbox, and instance list management.

Configuring the Session Timeout Settings

Only users with administrator privileges can configure the **Session Timeout** settings.

These settings are used for logging off an inactive user from Business Console. You can set a time duration to wait before Business Console automatically logs off an inactive user.

> To set the time duration to wait

1. In the administration menu, select the **Administer Business Console** option, and select **Enable Session Timeout**.
2. Type the time duration to wait in the **Session Timeout** field.

We recommend you to set the same time duration in both Business Console and My webMethods Server so that the session timeout settings are synchronized.

3. Click **Save**.

Configuring the REST Service Timeout Settings

Only users with administrator privileges can configure the **REST Service Timeout** settings.

This setting is used to determine the timeout duration for a REST call.

> To set the time duration to wait

1. In the administration menu, select the **Administer Business Console** option, and select **Enable REST Service Timeout**.
2. Type the time duration to wait in the **REST Service Timeout** field.

Ensure that the **Enable REST Service Timeout** value is less than the **Enable Session Timeout** value.

3. Click **Save**.

Enabling Inbox Set Status Action

Only users with administrator privileges can select **Enable Inbox Set Status Action**. By default, **Enable Inbox Set Status Action** is selected. For more information on **Set Status** action, see “[Task Actions](#)” on page 102.

If you clear the **Enable Inbox Set Status Action** check box, then for a single task instance, the **Complete** option is available under **SetStatus** action from . Also, **SetStatus** action is not available from the **Actions** menu. For multiple task instances, only the **Complete** option is available under **SetStatus** action from .

Managing Task Types Using My webMethods

Only users with administrator privileges can use the **Administer Tasks** menu option in Business Console’s administration menu to manage, modify, and delete task types using the Task Engine Administration page in My webMethods.

For information about administering task types, see *webMethods Task Engine User’s Guide*.

Creating and Deploying a Task Type with the Task Business Data Gadget

To view the gadgets associated with the Task Business Data gadget you need to enable the **Show Gadgets with Business Data** option in the Task Business Data gadget. On enabling this option, the CAF gadget is replaced by the Task Business Data gadget. The Task Business Data and Task Summary gadgets have the capability to display the task business data.

» To view the gadgets associated with the Task Business Data gadget

1. Login in to Business Console.
2. Navigate to the appropriate AppSpace.
3. Add the Task Business Data gadget into the AppSpace.
4. Click the  icon on the task business data gadget and click **Gadget Settings**.

The **Task Business Data Settings** dialog box appears.

5. In the **Task Business Data Settings** dialog box, enable the **Show gadgets for business data** option.

The Task Summary gadget also has the **Show gadgets for business data** option. Enabling this option in the gadget displays the gadgets associated with the Task Summary gadget.

Customizing Business Console

You can customize the Business Console user interface as per your business requirement. Any Business Console user can customize the color theme, but only a user with administration privileges can customize logo, masthead, title, tab labels, landing page, task instance panels, gadgets, process details, and task details.

To customize...	Perform these steps...
Logo	<ol style="list-style-type: none">1. Select the Customize Business Console menu option from the administration menu.2. Select Logo from the menu options on the Customize Business Console page.3. Click Select Logo to upload the logo. The size of the image must be 140 X 40 pixels and the image file can be in .JPG or .PNG format. The image you upload is displayed on the top left corner of the Business Console masthead.4. Click Reset to Default, if you want to retain the default logo.
Masthead Color	<ol style="list-style-type: none">1. Select the Customize Business Console menu option from the administration menu.2. Select Masthead Color from the menu options on the Customize Business Console page.3. Use the color pickers to select the colors for masthead elements.4. Click Preview to view the changes.5. Click Reset to Defaults, if you want to retain the default colors.6. Click Apply to apply the new colors to the masthead.
Title and Labels	<ol style="list-style-type: none">1. Select the Customize Business Console menu option from the administration menu.2. Select Title and Labels from the menu options on the Customize Business Console page.3. Edit the titles and labels as per your requirement. Type the new title in the text field. Maximum length of title and labels is 50 characters.4. Click Reset to Defaults, if you want to retain the default title.5. Click Apply to use the new title.

To customize...	Perform these steps...
Color Theme	<ol style="list-style-type: none"> 1. Select the Customize Business Console menu option from the administration menu. 2. Select Color Theme from the menu options on the Customize Business Console page. 3. Select a theme and click Apply to apply the new theme to the masthead.
Gadgets	<ol style="list-style-type: none"> 1. Select the Customize Business Console menu option from the administration menu. 2. Select Gadgets from the menu options on the Customize Business Console page. 3. Select the color for gadget elements. 4. Click Apply to apply the new colors to all the gadgets used in Business Console.
Landing page	<ol style="list-style-type: none"> 1. Select the Customize Business Console menu option from the administration menu. 2. Select Landing Page from the menu options on the Customize Business Console page. 3. In the Default Landing Page drop-down list, select the page you want to make as the landing page. When you first login to Business Console, the Home page is the default landing page. The URL in the Default Landing Page URL field is set to the landing page you specify. To reset the landing page to Home page, click Clear next to the Default Landing Page URL field. 4. Click Apply to save the changes specified for the landing page.
Analytics dashboard	<ol style="list-style-type: none"> 1. Select the Customize Business Console menu option from the administration menu. 2. Select Analytics from the menu options on the Customize Business Console page. 3. Select Enable Custom Dashboard if you want to view custom dashboard in addition to the default dashboard for processes in the Analytics tab. 4. Click Apply to save the changes.

Customizing Business Console Using Gadgets

Gadgets are re-usable components for customizing your business monitoring views. You can customize AppSpaces, landing page, process details page, and task details page in Business Console by using:

- Built-in gadgets
- Customized gadgets created in Software AG Designer and deployed to My webMethods Server

Built-in gadgets retrieve data from the same servers configured with Business Console, whereas the user-created or customized gadgets created in Designer can be configured to use different servers. Both built-in gadgets and user-created gadgets can be customized further by configuring the settings of individual gadgets. For each gadget you need to use in Business Console, the access permission for that gadget must be set for you in My webMethods Server.

Note:

When you design your own gadget using Designer, make sure the views and actions of the gadget function within a Business Console AppSpace.

For...	See...
Creating new AppSpaces using gadgets	“Creating Business Console AppSpaces Using Gadgets” on page 37
Editing AppSpaces	“Editing AppSpace Using Gadgets” on page 38
Customizing gadgets	“Customizing Business Console” on page 34
Managing AppSpace groups	“Managing AppSpace Groups” on page 74
Customizing process details page using gadgets	“Customizing Process Details Using Gadgets” on page 75
Customizing start task page using gadgets	“Customizing Start Task Page using Gadgets” on page 75
Customizing task details page using gadgets	“Customizing Task Details Using Gadgets” on page 76
Creating gadgets using Software AG Designer	<i>webMethods CAF and OpenUI Development Help</i>
Assigning gadget permissions	“Assigning Gadget Access Permissions” on page 76
Assigning AppSpace permissions	“Assigning AppSpace and AppSpace Group Access Permissions” on page 77

Creating Business Console AppSpaces Using Gadgets

Use built-in gadgets or the gadgets created in Designer to create AppSpaces. You can group AppSpaces, and share an AppSpace group with other users.

By default, Business Console provides these example AppSpaces:

- My Inbox Demo - This AppSpace provides the same functionality of **My Inbox**.
- WHN Demo - This AppSpace provides the same functionality of the **What's Happening Now** tab.

In the **AppSpace** tab, use the procedure below to create customized AppSpaces.

> To create a new AppSpace

1. In the **AppSpace** tab, click .

The New AppSpace Configuration dialog appears.

2. Specify the **Title**, **Group Name**, **Internal type**, and **Alias** for the AppSpace.

To select a different language or locale and provide a title, click . Only administrators can view and use AppSpaces of internal type, and they do not appear in the **AppSpace** tab. Alias is used to view an AppSpace in a web browser. For more information about viewing an AppSpace in a web browser, see [“Viewing an AppSpace in a Web Browser” on page 39](#).

3. Select the type of view. The available options are **Desktop** and **Mobile**.
4. Specify the layout for the AppSpace. You can use any of the existing layouts or create a new layout. To create a new layout, do the following:

- a. Click **Create Custom Layout**.

The Layout Designer dialog appears.

- b. Click **Add Container** to add containers.
- c. Drag the containers to create a custom layout for the AppSpace. You can also resize the containers.
- d. Click **Save and Apply**.
- e. Specify a name for the custom layout, and then click **Save**.

5. Click **Save** in the AppSpace Configuration dialog.

6. Click **Add Gadget** in each container and select the gadgets listed in the Add New Gadget dialog.
7. Configure each gadget in the AppSpace, see [“Editing AppSpace Using Gadgets” on page 38](#).
8. To modify the AppSpace, click **Configure**.
9. Click **Save** to save the new AppSpace.

Editing AppSpace Using Gadgets

Use the procedure below to edit an existing AppSpace.

➤ To edit an AppSpace

1. In the **AppSpace** tab, select the AppSpace you want to edit.
2. Click  and select **Edit AppSpace**.
3. Edit the AppSpace and configure the gadgets.
 - To add gadgets to the AppSpace, click **Add Gadget** in each container.

The Add New Gadget dialog displays the gadget categories on the left panel, and lists the gadgets of the selected category on the right panel. Additionally, information about a gadget appears on the dialog when you select the gadget.
 - Click **Expand/Collapse**, if you want to expand or collapse all gadgets in the AppSpace.

The names of all gadgets included in the AppSpace are displayed when gadgets are collapsed. This action enables you to view all gadgets in the AppSpace without having to scroll down to the end of the page.
 - To modify the AppSpace, click **Configure**.
 - To configure each gadget in the AppSpace, click  corresponding to the gadget.
 - Select **Gadget Settings** to specify the gadget settings.

For configuring a user-created gadget, the parameters available for configuration depends on the design of each gadget.
 - Select **Server Settings** to specify from which server the user-created gadget should retrieve data. A user-created gadget can be configured to connect to:
 - My webMethods Server
 - Integration Server
 - AgileApps Cloud

- Other SAML 2.0 authenticated server

This option is not available for built-in gadgets. All built-in gadgets use the same server settings as configured for Business Console. You cannot change the server configuration for individual built-in gadgets.

- To remove a gadget, click **X** corresponding to the gadget.
4. Click  and select **Set as Landing Page**, if you want to set the AppSpace as the landing page for Business Console.
 5. Click  and select **Set as Landing Page for Specific Users**, if you want to set the AppSpace as the landing page for specific Business Console users.
 6. Click  and select **Delete AppSpace**, if you want to remove the AppSpace.
 7. Click  and select **Clone AppSpace**, if you want to clone the AppSpace. Cloning creates a new AppSpace with the same layout and gadgets as in the existing AppSpace.
 8. Click  and select **Export AppSpace**, if you want to export the AppSpace. For more information, see [“Exporting an AppSpace As an .xml File” on page 41](#).

Viewing an AppSpace in a Web Browser

You can directly view an AppSpace in a web browser if the AppSpace has an alias. You can specify an alias for an AppSpace when creating it. For more information about the alias, see [“Creating Business Console AppSpaces Using Gadgets” on page 37](#). You can view an AppSpace in a web browser to test the AppSpace after creating it.

➤ To view an AppSpace in a web browser

1. Identify the alias of the appSpace that you want to view in the web browser.
2. Open an instance of a web browser and specify the URL in the following format:

```
http://host:port/business.console.gadgets#/appspace/AppSpaceAlias
```

where:

- *host* is the host name of My webMethods Server.
- *port* is the port number used by My webMethods Server.
- *AppSpaceAlias* is the alias name of the AppSpace.

Viewing Standalone AppSpaces

You can view the AppSpace tab in webMethods Business Console as an individual standalone application using the following URL:

`http://localhost:8585/appspaces`

Exporting an AppSpace As a .cdp File

You can export an AppSpace as a .cdp format file. After exporting, you can import an AppSpace to a My webMethods Server instance. Importing an AppSpace enables you to access the AppSpace from other Business Console applications. For information about importing an AppSpace, see [“Importing an AppSpace” on page 41](#).

➤ To export an AppSpace

1. As system administrator, log on to My webMethods Server.
2. Navigate to **Folders > Administrative Folders > Administration Dashboard > Migration > Content Import/Export**.
3. In the **Migration Source Type** field, select **Single Object**.
4. In the **Migration Mode** field, select **Export**, and then click **Next**.
5. In the **Export Name** field, type a name for the export file.
6. In the **Item to export** field, click **Browse**.
The Browse dialog box appears.
7. Navigate to **Folders > Custom Applications > Business Console Dashboard Container**.
8. Select an AppSpace to export, and then click **Select**.
9. Select the following components to export:
 - **Create Auto Deployable Component**
 - **Export Access Control Lists**
 - **Export User Scoped Preferences**
10. Click **Next**.

A file download dialog appears for downloading the `wm_exportName.cdp` file, where `exportName` is the name specified in the **Export Name** field.

Exporting an AppSpace As an .xml File

Only users with administrator privileges can export an AppSpace.

You can export an AppSpace as an .xml format file. After exporting, you can import an AppSpace to a My webMethods Server instance. Importing an AppSpace enables you to access the AppSpace from other Business Console applications.

When you import an Appspace, the group associations of the Appspace are also imported.

➤ To export an AppSpace

1. In the **Appspace** tab, select the AppSpace you want to export.
2. Click  and select **Export AppSpace**. An .xml file is generated and downloaded automatically.

Note:

You can import an .xml file into Business Console by deploying the xml file on My webMethods Server. See *Administering My webMethods Server* for more information. The Appspace gets deployed on My webMethods Server and is available on Business Console. The same .xml file can be imported by deploying to My webMethods Server.

Importing an AppSpace

You can import an AppSpace to an instance of My webMethods Server. This action enables you to access AppSpaces from other Business Console applications. For information about exporting an AppSpace, see [“Exporting an AppSpace As a .cdp File” on page 40](#).

You can import an AppSpace in one of the following ways:

- Deploying an AppSpace using the File System. See [“Deploying an AppSpace using the File System” on page 41](#).
- Deploying an AppSpace using the Install Option. See [“Deploying an AppSpace using the Install Option” on page 42](#).
- Using the **Content Import/Export** option in My webMethods Server. See [“Importing an AppSpace to My webMethods Server ” on page 42](#).

Deploying an AppSpace using the File System

You can use the file system and deploy an AppSpace to an instance of My webMethods Server.

➤ To deploy an AppSpace using the file system

1. Enable the Auto Deploy role for automatic deployment of portlets. For more information about the Auto Deploy role, see the *Administering My webMethods Server* guide.

2. Copy the .cdp file of the AppSpace to the *Software AG_directory* \MWS\server*serverName*\deploy directory. For more information about how to export an AppSpace as a .cdp file, see [“Exporting an AppSpace As a .cdp File” on page 40](#).

Deploying an AppSpace using the Install Option

You can use the install option and deploy an AppSpace to an instance of My webMethods Server.

➤ To deploy an AppSpace using the installation UI

1. As system administrator, log on to My webMethods Server.
2. Navigate to **Folders > Administrative Folders > Administration Dashboard > Configuration > Install Administration**.
3. Click **Install New Component**.
4. Click **Choose File** and select the .cdp file of the AppSpace.

For more information about how to export an AppSpace as a .cdp file, see [“Exporting an AppSpace As a .cdp File” on page 40](#).
5. Click **Next**, and then click **Install**.

Importing an AppSpace to My webMethods Server

You can import an AppSpace to an instance of My webMethods Server.

➤ To import an AppSpace

1. As system administrator, log on to My webMethods Server.
2. Navigate to **Folders > Administrative Folders > Administration Dashboard > Migration > Content Import/Export**.
3. In the **Migration Source Type** field, select **Single Object**.
4. In the **Migration Mode** field, select **Import**, and then click **Next**.
5. In the **Install Destination** field, click **Browse**.

The Browse dialog box appears.
6. Navigate to **Folders > Custom Applications**.
7. Select **Business Console Dashboard Container**, and then click **Select**.

8. In the **Install Component** field, click **Choose File**, and then select the .cdp file of the AppSpace.

For more information about how to export an AppSpace as a .cdp file, see [“Exporting an AppSpace As a .cdp File” on page 40](#).

9. Click **Next**.

Understanding Built-in Gadgets

You can use built-in gadgets to customize AppSpaces in Business Console.

You can view built-in gadgets in the Add New Gadget dialog box. The Add New Gadget dialog box displays built-in gadgets in the following categories:

- **Business Console - Common.** These built-in gadgets are for all instance types such as processes, tasks, and cases.

- Global Activity Stream
- Attachments
- Instance List Management
- People Picker
- Work Stream
- MashZone NextGen

See [“Common Gadgets” on page 45](#).

- **Business Console - Case.** These built-in gadgets are for cases.

- Case Activity
- Case Business Data
- Case Comments
- Case Details Header
- Case Lookup
- Workflow and Activity Status
- Case Summary
- Case Task Business Data
- Case Task Details Header
- Case Task Summary
- Case Workflows

- Create Instance
- Hours Logged
- Workflow Diagram

See [“Case Related Gadgets”](#) on page 53.

- **Business Console - Processes.** These built-in gadgets are for processes.

- Callable Processes
- Process Comments
- Process Header
- Process Diagram
- Process Summary
- Process Tasks
- Process Timeline Diagram

See [“Process Related Gadgets”](#) on page 59.

- **Business Console - Tasks.** These built-in gadgets are for tasks.

- Task Charts
- Task Inbox
- Task Audit
- Task Business Data
- Task Comments
- Task Experts
- Task Header
- Task Summary
- Task Calendar

See [“Task Related Gadgets ”](#) on page 62.

- **Gadget Samples.** To access gadget samples, the system administrator for My webMethods Server must install the gadget samples. For installation instructions, see [“Installing Sample Gadgets”](#) on page 77.

Important:

Gadget samples are not certified and Software AG does not provide support for gadget samples.

You can use the gadget settings, server settings, and events to configure a built-in gadget. Certain gadgets produce one or more events as a result of a user action or a change. Additionally, a gadget can subscribe to events produced by other gadgets to trigger an action. For example code that demonstrates how to configure events, see [“Code Samples” on page 72](#). For more information about gadgets, see the *Developing Gadgets for webMethods Business Console Guide*.

Common Gadgets

Global Activity Stream

Displays information related to activities such as adding attachments or comments received from users.

Produced Event	Description														
<p>TASK_TYPE_PERMISSION_LOADED_FOR_TASK_ACTION</p> <p>Following are the output parameters in the payload (payload.<parameter>):</p> <table border="1"> <thead> <tr> <th>> Parameter</th> <th>> Description</th> </tr> </thead> <tbody> <tr> <td>taskId</td> <td>Task type ID</td> </tr> <tr> <td>taskId</td> <td>Task ID</td> </tr> <tr> <td>status</td> <td>Task status</td> </tr> <tr> <td>name</td> <td>Task name</td> </tr> <tr> <td>source</td> <td>Gadget name</td> </tr> <tr> <td>isDelegated</td> <td>Task is delegated if the value is true. Otherwise, it is false.</td> </tr> </tbody> </table>	> Parameter	> Description	taskId	Task type ID	taskId	Task ID	status	Task status	name	Task name	source	Gadget name	isDelegated	Task is delegated if the value is true. Otherwise, it is false.	<p>Retrieves user permissions for task instances after clicking the  icon.</p>
> Parameter	> Description														
taskId	Task type ID														
taskId	Task ID														
status	Task status														
name	Task name														
source	Gadget name														
isDelegated	Task is delegated if the value is true. Otherwise, it is false.														
<p>TASK_ASSIGN_TO_USER</p> <p>Following is the output parameter in the payload (payload.<parameter>):</p> <table border="1"> <thead> <tr> <th>> Parameter</th> <th>> Description</th> </tr> </thead> <tbody> <tr> <td>taskId</td> <td>Task ID</td> </tr> </tbody> </table>	> Parameter	> Description	taskId	Task ID	<p>Triggered when you perform the Assign To task action.</p>										
> Parameter	> Description														
taskId	Task ID														
<p>ACCEPT_TASK_SUCCESSFUL</p> <p>Following is the output parameter in the payload (payload.<parameter>):</p>	<p>Triggered when you perform the Accept task action.</p>														

Produced Event	Description								
<p>> Parameter</p> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>taskId</td> <td>Task ID</td> </tr> </tbody> </table>	Parameter	Description	taskId	Task ID					
Parameter	Description								
taskId	Task ID								
<p>ACCEPT_FOR_TASK_SUCCESSFUL</p> <p>Following is the output parameter in the payload (payload.<parameter>):</p> <p>> Parameter</p> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>taskId</td> <td>Task ID</td> </tr> </tbody> </table>	Parameter	Description	taskId	Task ID	<p>Triggered when you perform the Accept For task action.</p>				
Parameter	Description								
taskId	Task ID								
<p>BASIC_DELEGATE_SUCCESSFUL</p> <p>Following is the output parameter in the payload (payload.<parameter>):</p> <p>> Parameter</p> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>taskId</td> <td>Task ID</td> </tr> <tr> <td>targetUserID</td> <td>Delegated user IDs in a list</td> </tr> <tr> <td>responseJSON</td> <td>Success message from the server</td> </tr> </tbody> </table>	Parameter	Description	taskId	Task ID	targetUserID	Delegated user IDs in a list	responseJSON	Success message from the server	<p>Triggered when you perform the Delegate task action.</p>
Parameter	Description								
taskId	Task ID								
targetUserID	Delegated user IDs in a list								
responseJSON	Success message from the server								
<p>TASK_REMOVE_DELEGATION_SUCCESSFUL</p> <p>Following is the output parameter in the payload (payload.<parameter>):</p> <p>> Parameter</p> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>taskId</td> <td>Task ID</td> </tr> </tbody> </table>	Parameter	Description	taskId	Task ID	<p>Triggered when you perform the Remove Delegations task action.</p>				
Parameter	Description								
taskId	Task ID								
<p>Subscribed Event</p> <p>COLLABORATION_TASK_CREATED</p>	<p>Description</p> <p>Updates the activity information after creating an instant task or a collaboration task.</p>								

Attachments

Displays attachments for an instance type based on the gadget setting. Additionally, you can download, upload, and delete attachments.

Gadget Setting**Type****Description**

Type of instance. You can select one of the following instance types:

- **Activity**
- **Process**
- **Task**
- **Case**

Instance ID

The Instance ID of a process, task, or case.

Case Type

The case type associated with a case instance. This option appears only for case instances.

Subscribed Event**Description**

PROCESS_DETAILS_DASHBOARD_LOADED

Retrieves the process for which attachments must be displayed.

Following is the input parameter in the payload (payload.<parameter>):

> Parameter	> Description
instanceId	Process Instance ID

TASK_DETAILS_DASHBOARD_LOADED

Retrieves the task for which attachments must be displayed.

Following are the input parameters in the payload (payload.<parameter>):

> Parameter	> Description
instanceId	Task ID
type	Set the value to <code>tlm</code> to display attachments associated with tasks.

CASE_DETAILS_DASHBOARD_LOADED

Retrieves the case for which attachments must be displayed.

ACTIVITY_DETAILS_DASHBOARD_LOADED

Retrieves the activities for which attachments must be displayed.

Instance List Management

Displays a process list, task list, or case list based on the gadget setting.

Gadget Setting	Description
Type	Type of instance. Select one of the following instance types: <ul style="list-style-type: none"> ■ Process ■ Task ■ Case
Name	Name of the process type, task type, or case type.
Gadget label	The title of the gadget.
Show instance details	Displays process instances, task instances, or case instances.
Following gadget settings are applicable only to tasks:	
Custom task name	The custom title to use for the Task Name column.
Select a saved search	Select a saved search criteria for retrieving tasks.
Show only my tasks	Displays tasks that are associated with the current user.
Show completed tasks	Displays tasks that are complete.

Produced Event	Description
UPDATE_INBOX_TASK_LIST	Updates the task instances in the task inbox.

Following are the output parameters in the payload (payload.<parameter>):

> Parameter	> Description
pageNumber	The updated page number in the task inbox
pageSize	The updated page size in the task inbox

Produced Event**Description**

AA_OBJECT_RECORD_CHANGE

Triggered when a case instance is selected.

Following are the output parameters in the payload (payload.<parameter>):

> Parameter	> Description
AAObjectID	Case type ID
AAObjectRecordID	Case Instance ID

SAVED_SEARCH_DELETE_CHART_REFRESH

Triggered when a saved search query is deleted.

Following is the output parameter in the payload (payload.<parameter>):

> Parameter	> Description
savedSearchID	Saved search name

TASK_ASSIGN_TO_USER

Triggered when you perform the Assign To task action.

Following is the output parameter in the payload (payload.<parameter>):

> Parameter	> Description
taskId	Task ID

ACCEPT_TASK_SUCCESSFUL

Triggered when you perform the Accept task action.

Following is the output parameter in the payload (payload.<parameter>):

> Parameter	> Description
taskId	Task ID

ACCEPT_FOR_TASK_SUCCESSFUL

Triggered when you perform the Accept For task action.

Following is the output parameter in the payload (payload.<parameter>):

> Parameter	> Description
taskId	Task ID

Produced Event	Description								
<p>BASIC_DELEGATE_SUCCESSFUL</p> <p>Following is the output parameter in the payload (payload.<parameter>):</p> <table border="1"> <thead> <tr> <th>> Parameter</th> <th>> Description</th> </tr> </thead> <tbody> <tr> <td>taskId</td> <td>Task ID</td> </tr> <tr> <td>targetUserID</td> <td>Delegated user IDs in a list</td> </tr> <tr> <td>responseJSON</td> <td>Success message from the server</td> </tr> </tbody> </table>	> Parameter	> Description	taskId	Task ID	targetUserID	Delegated user IDs in a list	responseJSON	Success message from the server	<p>Triggered when you perform the Delegate task action.</p>
> Parameter	> Description								
taskId	Task ID								
targetUserID	Delegated user IDs in a list								
responseJSON	Success message from the server								
<p>TASK_REMOVE_DELEGATION_SUCCESSFUL</p> <p>Following is the output parameter in the payload (payload.<parameter>):</p> <table border="1"> <thead> <tr> <th>> Parameter</th> <th>> Description</th> </tr> </thead> <tbody> <tr> <td>taskId</td> <td>Task ID</td> </tr> </tbody> </table>	> Parameter	> Description	taskId	Task ID	<p>Triggered when you perform the Remove Delegations task action.</p>				
> Parameter	> Description								
taskId	Task ID								

Subscribed Event	Description				
<p>COLLABORATION_TASK_CREATED</p> <p>Following is the input parameter in the payload (payload.<parameter>):</p> <table border="1"> <thead> <tr> <th>> Parameter</th> <th>> Description</th> </tr> </thead> <tbody> <tr> <td>taskId</td> <td>Task ID of the parent task</td> </tr> </tbody> </table>	> Parameter	> Description	taskId	Task ID of the parent task	<p>Updates the list after creating an instant task or a collaboration task.</p>
> Parameter	> Description				
taskId	Task ID of the parent task				

People Picker

Displays users listed in the active directory that is configured on My webMethods Server.

Gadget Setting	Description
<p>Maximum users to display per page</p>	<p>The maximum number of users to display on a page.</p>

Work Stream

Displays a list of process types, task types, and case types. This gadget enables you to customize the following pages: Process Details, Task Details, and Case Details.

Subscribed Event	Description
GLOBAL_PERMISSION_LOADED	Updates the user interface based on user permissions.
REFRESH_PLM_GADGET_ON_CLOSE	Updates the process list.

Following is the input parameter in the payload (payload.<parameter>):

> Parameter	> Description
pKey	Parameter to identify the process type. For example, the payload.pKey for the Hire (HR) process has the following format: HR/Hire

MashZone NextGen

Displays the MashZone NextGen data on Business Console as a gadget. For more information, see [“MashZone NextGen Gadgets” on page 52](#).

Gadget Setting	Description
Dashboard URL	The URL of the MashZone NextGen instance.
UI Settings	Custom settings for the gadget on Business Console.

Specify the following:

> Parameter	> Description
Height in px	Height of the gadget frame.
Gadget Title	A unique title for the gadget.
Show Border	Select to display a border for the MashZone NextGen gadget.

Gadget Setting**Data Mappings**

Provide the following mapping details:

➤ Parameter	➤ Description
Mapping ID	A unique string representing the common entity in two different data sets.
Widget ID	The Widget ID details of the MashZone NextGen data set that is obtained from the MashZone NextGen Dashboard instance.
Widget Parameter	The parameter that needs to be mapped between the two communicating MashZone NextGen gadgets.
Default Value	Assign a default parameter value through which the communication is visible on Business Console.

Description

The settings to map the data set with another MashZone NextGen gadget having a different **Dashboard URL**.

MashZone NextGen Gadgets

One or more Business Console instances can recognize a MashZone NextGen instance as an authentic source of information. This two-way communication takes place using SAML authentication. A MashZone NextGen gadget that is created in Business Console renders the information from a MashZone NextGen instance.

Additionally, two or more MashZone NextGen gadgets can communicate with each other on Business Console provided they have a common entity in the data set. For example, if there are two disparate data sets such as (city, average age of people) and (city, average income of people) with one or more common entities such as the city name, then these two data sets can be mapped and configured to communicate with each other based on the city entity in both. The data mapping of a gadget is done by identifying the data mapping parameters in a MashZone NextGen chart. Although these data sets have different representations such as a pie chart or a data grid and so on in the MashZone NextGen instance, they can seamlessly communicate with each other on Business Console.

You need to configure the host and the port numbers of Business Console in the content security policy file in the MashZone NextGen installation. See the *MashZone NextGen User and Developer Guide* for steps to perform this configuration task.

Configuring Communication Among MashZone NextGen Gadgets

Two or more MashZone NextGen gadgets can communicate with each other in Business Console provided they have a common entity in their data sets.

➤ To configure a MashZone NextGen gadget to communicate with another

1. Click  icon on the MashZone NextGen gadget.

The **MZNG Settings** dialog box appears.

2. In **MZNG Settings** dialog box, provide a **Dashboard URL** that corresponds to the MashZone NextGen instance that you want the gadget to communicate with.
3. Under **Data Mappings**, provide the following details:

Field	Specify...
Mapping ID	Provide a unique name for the mapping task.
Widget ID	Provide the Widget ID value.
Widget Parameter	Provide the Widget Parameter value.
Default Value	Provide an optional default value from the data set that you want to highlight by default on loading the MashZone NextGen gadget in Business Console. The default value or the selection gets overridden based on selections on other MashZone NextGen gadgets. Therefore, the default value might not be applicable if two or more communication-enabled MashZone NextGen gadgets are placed on the same AppSpace.

For instructions to identify the data mapping parameters, see the *MashZone NextGen User and Developer Guide*.

4. You can add multiple data entities in a data set to filter specific sets of data from a large data set. Click   to add and delete a data mapping condition.

After configuring a MashZone NextGen gadget to communicate with another, you can select a data entity in one MashZone NextGen gadget to highlight the corresponding entity in the other.

Case Related Gadgets

Case Activity

Displays a list of activities associated with a case instance.

Gadget Setting	Description
Case Type ID	The type of case.
Case Instance ID	The Instance ID of the case.

Case Business Data

Displays the business data or summary or both for a case instance.

Gadget Setting	Description
Case Type ID	The type of case.
Case Instance ID	The Instance ID of the case for which the information must be retrieved.
Show Business Data	Displays the business data of a case instance in the Business Data tab.
Show Case Summary	Displays the case details in the Summary tab.

Case Comments

Displays comments for a case or an activity associated with a case.

Gadget Setting	Description
Type	Specify whether you want to view comments for a case or activity.
Case Instance ID	The Instance ID of the case for which the information must be retrieved.
Activity ID	The ID of the activity associated with a case. The field appears when you select Activity in the Type field.

Subscribed Event	Description
ACTIVITY_DETAILS_DASHBOARD_LOADED	Loads the comments for an activity.

Case Details Header

Displays the header of a case. The header contains the case ID, actions, status, and duration.

Gadget Setting	Description
Case Type ID	The type of case.

Gadget Setting**Description****Case Instance ID**

The Instance ID of the case.

Produced Event

CASE_INSTANCE_DELETED

Description

Triggered when a case instance is deleted.

Following are the input parameters in the payload (payload.<parameter>):

> Parameter	> Description
caseInstanceId	Case Instance ID.

Case Lookup

Search for case related objects such as users, accounts, and other objects.

Subscribed Event

LOOKUP_CASE_OBJECT

Description

Used for searching a case object.

Following are the input parameters in the payload (payload.<parameter>):

> Parameter	> Description
contactType	Type of object to search. For example, user, account, owner, or any other object.
fieldId	(optional) A unique ID of the field to update.
lookupText	(optional) The text or keyword to use for searching.
pageNumber	(optional) The page number to search.
pageSize	(optional) The maximum number of search results.

Produced Event

CASE_OBJECT_SELECTED

Following are the output parameters in the payload
(payload.<parameter>):

Description

Triggered to send the details of the selected case object from the gadget.

> Parameter	> Description
name	The name of the selected object.
meta	Metadata about the selected object.

Workflow and Activity Status

Displays the status of a case and its activities.

Gadget Setting	Description
Case Type ID	The type of case.
Case Instance ID	The Instance ID of the case.

Case Summary

Displays the summary of a case instance.

Gadget Setting	Description
Type	The type of case.
Case Instance ID	The Instance ID of the case.

Case Task Business Data

Displays the business data of an activity associated with a case.

Gadget Setting	Description
Case Type ID	The type of case.
Case Instance ID	The Instance ID of the case.
Activity ID	The Instance ID of the activity associated with a case.

Subscribed Event

ACTIVITY_DETAILS_DASHBOARD_LOADED

Description

Loads the business data of an activity associated with a case.

Case Task Details Header

Displays the header for an activity associated with a case. The header contains the Activity ID, actions, status, and priority.

Gadget Setting**Description****Case Type ID**

The type of case.

Case Instance ID

The Instance ID of the case.

Activity ID

The Instance ID of the activity associated with a case.

Produced Event**Description**

CASE_INSTANCE_DELETED

Triggered when an activity is deleted.

Following is the output parameter in the payload
(payload.<parameter>):

> Parameter	> Description
caseInstanceID	Activity Instance ID

Subscribed Event

ACTIVITY_DETAILS_DASHBOARD_LOADED

Description

Loads the header of an activity associated with a case.

Case Task Summary

Displays the summary of an activity associated with a case.

Gadget Setting**Description****Case Type ID**

The type of case.

Case Instance ID

The Instance ID of the case.

Activity ID

The Instance ID of the activity associated with a case.

Subscribed Event

ACTIVITY_DETAILS_DASHBOARD_LOADED

Description

Loads the business data of an activity associated with a case.

Case Workflows

Displays a list of process instances associated with a case.

Gadget Setting

Description

Case Type ID

The type of case.

Case Instance ID

The Instance ID of the case.

Create Instance

Creates a new case or activity.

Gadget Setting

Description

Type

Specify whether you want to create a new case or activity.

Case Type ID

The type of case.

Case Instance ID

The Instance ID of the case in which you can create the activity. The field appears when you select **Activity** in the **Type** field.

Hours Logged

Displays the hours logged for a case.

Gadget Setting

Description

Case Type ID

The type of case.

Case Instance ID

The Instance ID of the case.

Workflow Diagram

Displays the process diagram that represents the status of a process associated with a case.

Gadget Setting

Description

Workflow ID

The Instance ID of a workflow.

Process Related Gadgets

Callable Processes

Displays all callable processes of a parent process.

Gadget Setting

Instance ID

Callable Process Label

Update gadget to display child processes

Description

The Instance ID of the parent process.

The title of the gadget.

Displays child processes of a callable process in the gadget.

Subscribed Event

PROCESS_DETAILS_DASHBOARD_LOADED

Following are the input parameters in the payload (payload.<parameter>):

> Parameter	> Description
instanceId	Process Instance ID
callableType	Set the value to process to display associated process instances

Description

Triggers after loading the process details page. The payload must contain the Instance ID of the parent process.

Process Comments

Displays comments related to tasks associated with a process instance. Additionally, you can perform actions such as add comments to a single task or multiple tasks, delete comments, and send emails.

Gadget Setting

Instance ID

Description

The Instance ID of the process.

Subscribed Event

PROCESS_DETAILS_DASHBOARD_LOADED

Following is the input parameter in the payload (payload.<parameter>):

Description

Loads the Process Comments gadget.

Subscribed Event	Description
-------------------------	--------------------

> Parameter	> Description
instanceId	Process Instance ID

Process Header

Displays information such as process ID, status, and duration of the process in a header panel. Additionally, you can set the task priority.

Gadget Setting**Instance ID****Description**

The Instance ID of the process.

Subscribed Event

PROCESS_DETAILS_DASHBOARD_LOADED

Following is the input parameter in the payload (payload.<parameter>):

> Parameter	> Description
instanceId	Process Instance ID

Description

Retrieves the information to display for a process.

Process Diagram

Displays the process diagram that represents the status.

Gadget Setting**Instance ID****Description**

The Instance ID of the process.

Subscribed Event

PROCESS_DETAILS_DASHBOARD_LOADED

Following is the input parameter in the payload (payload.<parameter>):

> Parameter	> Description
instanceId	Process Instance ID

Description

Retrieves the Instance ID for a process from the payload and displays the process diagram.

Process Summary

Displays the summary of a process.

Gadget Setting

Instance ID

Summary Tab Label

Diagram Tab Label

Description

The Instance ID of the process.

The name to use for the **Summary** tab.

The name to use for the **Diagram** tab.

Subscribed Event

PROCESS_DETAILS_DASHBOARD_LOADED

Following is the input parameter in the payload
(payload.<parameter>):

Description

Retrieves the Instance ID for a process from the payload and displays the process summary.

> Parameter	> Description
instanceId	Process Instance ID

Process Tasks

Displays the task instances associated with a process.

Gadget Setting

Instance ID

Tasks Label

Description

The Instance ID of the process.

The title of the gadget.

Subscribed Event

PROCESS_DETAILS_DASHBOARD_LOADED

Following are the input parameters in the payload
(payload.<parameter>):

Description

Retrieves the task instances for a process.

> Parameter	> Description
instanceId	Process Instance ID

Subscribed Event

taskInstanceType	Set the value to process to display task instances associated with the process
------------------	--

Description

Process Timeline Diagram

Displays the timeline diagram of a process.

Gadget Setting

Instance ID

Description

The Instance ID of the process.

Subscribed Event

PROCESS_DETAILS_DASHBOARD_LOADED

Following is the input parameter in the payload (payload.<parameter>):

Description

Loads the Process Timeline Diagram gadget

> Parameter	> Description
instanceId	Process Instance ID

Task Related Gadgets

Task Charts

Displays charts for tasks such as bar charts and pie charts.

Gadget Setting

Maximum Legend Limit

Description

Maximum number of legends allowed in a chart.

Saved Search

The task filter for chart results. The public and private saved searches that you defined in My webMethods are available for selection.

Default is **All My Tasks (Standard Task Inbox)**.

Gadget Setting**Chart Type****Description**

The type of chart.

The following chart types are available for selection:

- Bar chart
- Pie chart
- Donut chart
- Bubble chart
- Tree chart

Default is **Bar chart**.

Task Parameter

The task data on which the task charting is based.

Group By Task Type

Whether the chart data is grouped by task type.

The **Group By Task Type** option is not available for Pie chart and Donut chart. It is mandatory for Bubble chart and Tree chart.

Produced Event

UPDATE_CHART_DEFAULT_SAVED_SEARCH

Description

Triggered when running saved search queries.

LAUNCH_TASK_CHART_SETTINGS

Displays the Chart Settings dialog box.

Task Inbox

Displays the task instances in an inbox.

Gadget Setting**Description****Inbox**

The task inbox. Select **My Inbox** to view the tasks assigned to you, or select one of the task types.

Select Saved Search

A saved search query for retrieving task instances.

Gadget Setting

Filter

Description

Select a task filter. This option appears only when you select **My Inbox** in the **Inbox** field.

Custom Task Name

A custom title for the **Task Name** column.

Use Custom Task Name

Displays the custom title when selected.

Action Menu Orientation

Select a position to display the task actions menu in the gadget. You can either select the **Left** position or the **Right** position.

Subscribed Event

ACCEPT_TASK_SUCCESSFUL

Description

Refreshes the task inbox when a task is accepted.

Task Audit

Displays the audit information for a task.

Gadget Setting

Instance ID

Description

The Instance ID of the task.

Subscribed Event

TASK_DETAILS_DASHBOARD_LOADED

Following is the input parameter in the payload (payload.<parameter>):

Description

Triggered when the audit information for a task instance is retrieved on the task details page.

> Parameter	> Description
instanceId	Task Instance ID

Task Business Data

Displays the business data for a task instance.

Gadget Setting**Instance ID****Task type name****Task application name****Finish URL** (Optional)**Show Gadgets for Business Data****Description**

The Instance ID of the task.

Name of the task type.

Name of the application which contains the task.

URL to return after completing the task. This is an optional field.

Replaces the existing CAF/OpenUI portlet with a gadget. A gadget URL must be defined while creating a task type in Software AG Designer to replace the existing CAF/OpenUI portlet.

Subscribed Event

TASK_DETAILS_DASHBOARD_LOADED

Following is the input parameter in the payload (payload.<parameter>):

Description

Triggered when the business data for a task instance is retrieved and displayed on the task details page.

> Parameter	> Description
instanceId	Task Instance ID

Task Comments

Displays the comments for a task instance.

Gadget Setting**Instance ID****Description**

The Instance ID of the task.

Subscribed Event

TASK_DETAILS_DASHBOARD_LOADED

Following is the input parameter in the payload (payload.<parameter>):

Description

Triggered when comments for a task instance is retrieved and displayed on the task details page.

Subscribed Event	Description
------------------	-------------

> Parameter	> Description
instanceId	Task Instance ID

Task Experts

Displays a list of task experts based on task tags. Endorsement ratings are used for determining task experts.

Gadget Setting

Tags

Description

Task tags for which the task experts must be retrieved.

Collapsible

Makes the Task Experts panel collapsible.

Subscribed Event

TASK_DETAILS_DASHBOARD_LOADED

Description

Displays data for a task instance.

Following is the input parameter in the payload (payload.<parameter>):

> Parameter	> Description
instanceId	Task Instance ID

TASK_ENDORSE_SUCCESSFUL

Refreshes the gadget after a user endorses a task expert.

Following is the input parameter in the payload (payload.<parameter>):

> Parameter	> Description
taskId	Task ID

LOAD_EXPERTSPANEL

Refreshes the Task Experts panel after an update.

Following is the input parameter:

> Parameter	> Description
taskTypeName	Task type name

Task Header

Displays the header for a task. The header contains the parent task ID, priority, status, duration, and actions.

Gadget Setting

Instance ID

Description

The Instance ID of the task.

Produced Event

TASK_DETAILS_UPDATED

Description

Triggered after updating the task priority.

LOAD_TASK_HEADER_DETAILS

Displays the header for a task instance.

TASK_ASSIGN_TO_USER

Triggered when you perform the Assign To task action.

Following is the output parameter in the payload (payload.<parameter>):

> Parameter	> Description
-------------	---------------

taskId	Task ID
--------	---------

ACCEPT_TASK_SUCCESSFUL

Triggered when you perform the Accept task action.

Following is the output parameter in the payload (payload.<parameter>):

> Parameter	> Description
-------------	---------------

taskId	Task ID
--------	---------

ACCEPT_FOR_TASK_SUCCESSFUL

Triggered when you perform the Accept For task action.

Following is the output parameter in the payload (payload.<parameter>):

> Parameter	> Description
-------------	---------------

taskId	Task ID
--------	---------

BASIC_DELEGATE_SUCCESSFUL

Triggered when you perform the Delegate task action.

Following is the output parameter in the payload (payload.<parameter>):

Produced Event**Description**

> Parameter	> Description
taskId	Task ID
targetUserID	Delegated user IDs in a list
responseJSON	Success message from the server

TASK_REMOVE_DELEGATION_SUCCESSFUL

Following is the output parameter in the payload (payload.<parameter>):

> Parameter	> Description
taskId	Task ID

Triggered when you perform the Remove Delegations task action.

Subscribed Event**Description**

LOAD_TASK_HEADER_DETAILS

Displays the header for a task instance.

TASK_DETAILS_DASHBOARD_LOADED

Displays data for a task instance.

Following is the input parameter in the payload (payload.<parameter>):

> Parameter	> Description
instanceId	Task Instance ID

Task Summary

Displays the summary of a task instance.

Gadget Setting**Description****Instance ID**

The Instance ID of the task.

Summary Tab Label

The title to use for the **Summary** tab.

Business Data Tab Label

The title to use for the **Business Data** tab.

Gadget Setting

Show Gadgets for Business Data

Description

Replaces the existing CAF/OpenUI portlet with a gadget. A gadget URL must be defined while creating a task type in Software AG Designer for the gadget to replace the existing CAF/OpenUI portlet.

Produced Event

TASK_ENDORSE_SUCCESSFUL

Following is the output parameter in the payload (payload.<parameter>):

> Parameter	> Description
taskId	Task ID

Description

Triggered when a user endorses a task expert.

Subscribed Event

TASK_DETAILS_DASHBOARD_LOADED

Following are the input parameters in the payload (payload.<parameter>):

> Parameter	> Description
instanceId	Task Instance ID

Description

Displays the data for the task instance.

GET_TASK_CHILDREN_STATUS

Following is the input parameter in the payload (payload.<parameter>):

> Parameter	> Description
parentTaskIds	Parent task ID

Displays the status of the child tasks.

UPDATE_TASK_DETAILS_TODO

Following events are related to task actions:

TASK_ASSIGN_TO_USER

Updates the to-do list of the task instance.

Triggered when the task instance is assigned to a user.

Subscribed Event	Description				
<p>Following is the input parameter in the payload (payload.<parameter>):</p> <table border="1"> <thead> <tr> <th>> Parameter</th> <th>> Description</th> </tr> </thead> <tbody> <tr> <td>taskId</td> <td>Task ID</td> </tr> </tbody> </table>	> Parameter	> Description	taskId	Task ID	
> Parameter	> Description				
taskId	Task ID				
<p>ACCEPT_TASK_SUCCESSFUL</p> <p>Following is the input parameter in the payload (payload.<parameter>):</p> <table border="1"> <thead> <tr> <th>> Parameter</th> <th>> Description</th> </tr> </thead> <tbody> <tr> <td>taskId</td> <td>Task ID</td> </tr> </tbody> </table>	> Parameter	> Description	taskId	Task ID	Triggered when the current user accepts the task instance.
> Parameter	> Description				
taskId	Task ID				
<p>ACCEPT_FOR_TASK_SUCCESSFUL</p> <p>Following is the input parameter in the payload (payload.<parameter>):</p> <table border="1"> <thead> <tr> <th>> Parameter</th> <th>> Description</th> </tr> </thead> <tbody> <tr> <td>taskId</td> <td>Task ID</td> </tr> </tbody> </table>	> Parameter	> Description	taskId	Task ID	Triggered when the current user accepts the task instance on behalf of one or more users or roles.
> Parameter	> Description				
taskId	Task ID				
<p>BASIC_DELEGATE_SUCCESSFUL</p> <p>Following is the input parameter in the payload (payload.<parameter>):</p> <table border="1"> <thead> <tr> <th>> Parameter</th> <th>> Description</th> </tr> </thead> <tbody> <tr> <td>taskId</td> <td>Task ID</td> </tr> </tbody> </table>	> Parameter	> Description	taskId	Task ID	Triggered when the current user delegates a task instance to another user.
> Parameter	> Description				
taskId	Task ID				
<p>TASK_REMOVE_DELEGATION_SUCCESSFUL</p> <p>Following is the input parameter in the payload (payload.<parameter>):</p> <table border="1"> <thead> <tr> <th>> Parameter</th> <th>> Description</th> </tr> </thead> <tbody> <tr> <td>taskId</td> <td>Task ID</td> </tr> </tbody> </table>	> Parameter	> Description	taskId	Task ID	Triggered when the current user removes task delegations.
> Parameter	> Description				
taskId	Task ID				

Task Calendar

Displays a calendar to identify the days when you have scheduled tasks and to search for tasks based on their date property. See [“My Calendar” on page 104](#).

Gadget Setting

Task Type

Description

The type of the task instance to search.

Saved Search

A saved search query for searching task instances.

Filter Fields

A date property for searching task instances.

Show Only My Tasks

View task instances that are assigned to the current user.

Produced Event

REGISTER_SCHEDULED_CALENDER_EVENTS

Description

Updates the calendar.

Task Child Details

Displays the child tasks of a parent task.

Gadget Setting

Parent Task ID

Description

The ID of the parent task for which you want to view the child tasks.

Subscribed Event

LOAD_CHILD_TASKS

Following is the input parameter in the payload (payload.<parameter>):

Description

Loads the child tasks of a parent task.

> Parameter

> Description

taskId

Task ID of the parent task

TASK_TYPE_PERMISSION_LOADED

Following is the input parameter in the payload (payload.<parameter>):

Loads the current user permissions for the parent task type.

Subscribed Event	Description
<p>> Parameter</p> <p>taskTypeId</p>	<p>> Description</p> <p>Task ID of the parent task</p>
<p>TASK_ASSIGN_TO_USER</p> <p>Following is the input parameter in the payload (payload.<parameter>):</p>	<p>Triggered when you perform the Assign To task action, and it updates the tasks in the gadget.</p>
<p>> Parameter</p> <p>taskId</p>	<p>> Description</p> <p>Task ID of the parent task</p>
<p>ACCEPT_TASK_SUCCESSFUL</p> <p>Following is the input parameter in the payload (payload.<parameter>):</p>	<p>Triggered when the current user accepts the task instance, and it updates the tasks in the gadget.</p>
<p>> Parameter</p> <p>taskId</p>	<p>> Description</p> <p>Task ID</p>
<p>ACCEPT_FOR_TASK_SUCCESSFUL</p> <p>Following is the input parameter in the payload (payload.<parameter>):</p>	<p>Triggered when the current user accepts the task instance on behalf of one or more users or roles, and it updates the tasks in the gadget.</p>
<p>> Parameter</p> <p>taskId</p>	<p>> Description</p> <p>Task ID</p>

Code Samples

Following code samples demonstrate how you can configure events in your gadgets:

Triggering an Event With Payload to Load a Process Diagram

The following code sample is for loading a process diagram using the Process Diagram gadget.

```
//Payload creation
var payload = new Object();
//Following is an example process Instance ID; Use a valid process Instance ID.
payload["instanceId"] = "9ef9a0d0-ac8a-18e7-8e09-ffffffdc4ca";

//Triggering an event to load the process diagram
_this.$scope.eventBus.fireEvent(EventConstants.PROCESS_DETAILS_DASHBOARD_LOADED,
payload);
```

You must define a function inside the `defineScope` element of the gadget controller file (`controller.js`) and add an argument that takes the process Instance ID as an input parameter. For more information about the gadget controller file, see the *Developing Gadgets for webMethods Business Console Guide*.

```
_this.$scope.loadProcessDiagram = function(processInstanceId){

    //Your custom code, if any

    var payload = new Object();
    payload["instanceId"] = processInstanceId;
    //For example, "9ef9a0d0-ac8a-18e7-8e09-ffffffdc4ca";

    //Triggering an event to load the process diagram
    _this.$scope.eventBus.fireEvent(EventConstants.PROCESS_DETAILS_DASHBOARD_LOADED,

    payload);

    //Your custom code, if any
};
```

Additionally, call the function from the gadget view file (`view.xhtml`) and pass the process Instance ID as a parameter. For more information about the gadget view file, see the *Developing Gadgets for webMethods Business Console Guide*.

```
//Call the function using a button.
<button data-ng-click="loadProcessDiagram('9ef9a0d0-ac8a-18e7-8e09-ffffffdc4ca')">
    Load Process Diagram
</button>
```

You must add the Process Diagram gadget and your gadget to the same AppSpace.

Triggering an Event Without Payload to Refresh the Task Header

The following code sample is for refreshing the task header using the Task Header gadget.

```
//Triggering an event to refresh or reload
//task header in the "Task Header" gadget
_this.$scope.eventBus.fireEvent(EventConstants.LOAD_TASK_HEADER_DETAILS);
```

You must define a function inside the `defineScope` element of the gadget controller file.

```
_this.$scope.refreshTaskInformation = function(){

    //Your custom code, if any

    //Triggering an event to refresh or reload
    _this.$scope.eventBus.fireEvent(EventConstants.LOAD_TASK_HEADER_DETAILS);

    //Your custom code, if any
};
```

Additionally, call the function from the gadget view file.

```
//Calling the function from a button.
<button data-ng-click="refreshTaskInformation()">
```

```
Reload Task Information
</button>
```

You must add the Task Header gadget and your gadget to the same AppSpace. The Task Header gadget must be configured with a valid task ID.

Triggering an Event with Custom Data to Load Experts

The following code sample is to load a list of experts for a task type using the Task Experts gadget.

```
//Define custom data or direct payload
//Task type is the name of the task type for
//which user endorsements have to be loaded
var taskTypeName = "DefaultTask";

//Triggering an event to load a list of task
//experts with taskTypeName as custom data
_this.$scope.eventBus.fireEvent(EventConstants.LOAD_EXPERTSPANEL,
taskTypeName);
```

You must define a function inside the `defineScope` element of the gadget controller file and add an argument that takes the task type as an input parameter.

```
_this.$scope.loadTaskExperts = function(taskTypeName){

    //Your custom code, if any
    //Triggering an event to load a list of task experts with
    //taskTypeName as custom data
    _this.$scope.eventBus.fireEvent(EventConstants.LOAD_EXPERTSPANEL, taskTypeName);

    //Your custom code, if any
};
```

Additionally, call the function from the gadget view file and pass the task type as a parameter..

```
//Calling the function from a button.

<button data-ng-click="loadTaskExperts('DefaultTask')">
    Load Task Experts
</button>
```

You must add the Task Experts gadget and your gadget to the same AppSpace.

For more information about developing gadgets, see the *Developing Gadgets for webMethods Business Console Guide*.

Managing AppSpace Groups

You can group AppSpaces. AppSpace groups are listed in the **AppSpace** tab.

You can do the following:

- Group AppSpaces by specifying a group while configuring the AppSpace. See [“Editing AppSpace Using Gadgets” on page 38](#).

- Move an AppSpace from one group to another by using the **Configure** option, and changing the group name for the AppSpace.
- Remove group association from an AppSpace by using the **Configure** option, and removing the group name for the AppSpace.
- Delete an AppSpace group. Deleting an AppSpace group also deletes the AppSpaces that are in the AppSpace group.

You cannot rename an AppSpace group.

Customizing Process Details Using Gadgets

If you have created a customized work stream by using the Work Stream built-in gadget, you can use gadgets to customize the process details page.

➤ To customize process details page using gadgets

1. In the **AppSpace** tab, select the customized work stream AppSpace.
2. Select the **Customize Process Details Page** option on the process type bar.
3. Click **Edit Process Details**.
4. Use gadgets to customize the process details page. See [“Editing AppSpace Using Gadgets” on page 38](#).
5. Click **Save** to save the changes to the customized process details page.

Customizing Start Task Page using Gadgets

If you have created a customized work stream by using the Work Stream built-in gadget, you can use gadgets to customize the start task page.

➤ To customize start task page using gadgets

1. In the **AppSpace** tab, select the customized work stream AppSpace.
2. Select the **Customize the Start Task Page** option on the task type bar.
3. Click **Edit Task Details**.
4. Use gadgets to customize the task details page. See [“Editing AppSpace Using Gadgets” on page 38](#).
5. Click **Save** to save the changes to the customized task details page.

Customizing Task Details Using Gadgets

If you have created a customized work stream by using the Work Stream built-in gadget, you can use gadgets to customize the task details page.

> To customize task details page using gadgets

1. In the **AppSpace** tab, select the customized work stream AppSpace.
2. Select the **Customize Task Details Page** option on the task type bar.
3. Click **Edit Task Details**.
4. Use gadgets to customize the task details page. See [“Editing AppSpace Using Gadgets” on page 38](#).
5. Click **Save** to save the changes to the customized task details page.

Assigning Gadget Access Permissions

For each gadget you need to use in Business Console, administrator must set the access permission in My webMethods Server.

> To assign gadget permissions

1. Log in as Administrator to My webMethods Server.
2. In My webMethods, navigate to **Applications > Administration > System-Wide > Permissions Management**.
3. Select **Business Console Gadgets** from the **Resource Type** list.
4. Click **Search**.
5. Move the required gadgets to the **Selected** list, and click **Next**.
6. Click **Edit** corresponding to the user, group, or role. If the user is not listed, click **Add** to add a user, group, or role.
7. Select **Grant** for **Gadget > Basic > View Object**.
8. Click **Ok**.

Assigning AppSpace and AppSpace Group Access Permissions

For users to view, modify, and delete AppSpaces and groups, the administrator must set the access permission in My webMethods Server.

Note:

By default, My webMethods Server users have the view permission for AppSpaces. The administrator can remove the view permission if necessary.

> To assign permissions

1. Log in as Administrator to My webMethods Server.
2. Navigate to **Applications > Administration > System-Wide > Permissions Management**.
3. Select one of the following from the **Resource Type** list.
 - To select an AppSpace, select **Business Console AppSpaces**.
 - To select an AppSpace group, select **Business Console AppSpace Group**.
4. Click **Search**.
5. Move the required AppSpaces or AppSpace Groups to the **Selected** list, and click **Next**.

The list of users, groups, and roles appears.

6. Click **Edit** corresponding to the user, group, or role. If the user is not listed, click **Add** to add a user, group, or role. For more information about user management, see the *Administering My webMethods Server* guide.
7. Select **Grant** for each permission that you want to assign.
8. Click **OK**.
9. Click **Apply**.

Installing Sample Gadgets

Install sample Business Console gadgets using the Install Administration page on My webMethods.

> To install sample gadgets

1. Log in to My webMethods Server as sysadmin.
2. Click **Administration Dashboard > Configuration > Install Administration**.

3. Expand **MWS Component Directory > Samples > Business Console > Gadgets**.
4. Select Wm_bc_gadgets_samples.war.
5. Click **Install Selected** and click **Install**.

4 About Work Stream

■ About Work Stream	80
■ Operations You Can Perform in Work Stream	80
■ Showing and Hiding Projects in Work Stream	81

About Work Stream

Work Stream organizes projects related to:

- AgileApps Cloud cases
- webMethods processes having task steps
- webMethods tasks

You can drill-down on a project and view real-time information of cases, processes, and tasks belonging to that project. For more information, see [“Operations You Can Perform in Work Stream” on page 80](#).

Operations You Can Perform in Work Stream

Work Stream is a categorized drill-down list. You can perform the following operations based on the permissions assigned to you.

Category	Operations
Cases	<ul style="list-style-type: none">■ View, filter, and search case types■ View and search case instances in case list■ Start a case instance■ Drill-down and view case instance details■ Perform actions on case instances in case list■ Customize case keylinks■ Configure columns in a case list■ Hide case type■ Pin case type
Processes	<ul style="list-style-type: none">■ View, filter, and search process types■ View and search process instances and callable processes in process list■ Drill-down and view process instance details■ Perform actions on process instances in process list■ Configure columns in a process list■ Customize process badges■ Hide process type

Category	Operations
Tasks	<ul style="list-style-type: none"> ■ Pin process type ■ View, filter, and search task types ■ Schedule the delegation of tasks associated with a particular task type ■ View and search task instances and to-do lists in task list ■ Start a task instance ■ Create a to-do list ■ Drill-down and view task instance details ■ Perform actions on task instances in task list ■ Configure columns in a task list ■ Customize keylinks ■ Hide task type ■ Pin task type

Showing and Hiding Projects in Work Stream

You can show and hide projects in **Work Stream**. This action allows you to view only projects that you want in **Work Stream**.

➤ To show or hide projects

1. Select **Show/Hide Project Types** from the ⚙️Settings menu.

The Show/Hide Project Types dialog appears.

2. Do one of the following:
 - To show projects, select the check boxes corresponding to the projects.
 - To hide projects, clear the check boxes corresponding to the projects.
3. Click **Apply**.

5 About Cases

■ Managing Cases	84
------------------------	----

Managing Cases

Case types are listed in **Work Stream**. The case list for each case type displays cases based on your roles and privileges.

Note:

Case types are defined in AgileApps Cloud. For more information, see the AgileApps Cloud documentation.

Only users with AgileApps Cloud role membership can work on cases in Business Console. For more information, see [“Assigning AgileApps Cloud Roles to Users” on page 18](#). Alternatively, to view and manage cases in Business Console, you can configure AgileApps Cloud as a Service Provider in My webMethods Server. For more information, see [“Configuring AgileApps as a Service Provider to Access Cases” on page 84](#).

You can filter cases in the case list using case keylinks on the case type bar. For more information on customizing case keylinks, see [“Customizing Case Keylinks” on page 89](#). You can also use the search field to search for cases in the case list. For more information, see [“Searching for Case Instances” on page 90](#).

You can perform actions on a case in the case list or in the case details page. For more information, see [“Case Actions” on page 89](#).

To perform actions on a case using:

- Case list. See [“Case List Operations” on page 85](#).
- Case details page. See [“Case Instance Operations” on page 86](#).

Configuring AgileApps as a Service Provider to Access Cases

You can configure AgileApps Cloud as a Service Provider in My webMethods Server to access cases in Business Console.

➤ To configure AgileApps Cloud as a Service Provider

1. Open the `custom_wrapper.conf` file in a text editor.

You can find the file at the following location:

Software AG_directory \profiles\MWS_serverName \configuration

2. Add the following property to the file.

```
wrapper.java.additional.604=-Dcasemanagement.saml.sso.useSAMLResponse=true
```

3. Restart My webMethods Server.
4. Register AgileApps Cloud as a Service Provider in My webMethods Server. Perform the following:

- a. As system administrator, navigate to **Folders > Administrative Folders > Administration Dashboard > Configuration > SAML SP Registration**.
 - b. Click **Register New SP**, specify the registration details, and then click **Submit**.
5. Register My webMethods Server as a third-party identity provider (IDP) in AgileApps Cloud.
- To know details for registering My webMethods Server, navigate to **Folders > Administrative Folders > Administration Dashboard > Configuration > SAML IDP Configuration**. For more information about registering an IDP, see the AgileApps Cloud documentation.
6. Specify the AgileApps Cloud URL in the Administration page of Business Console.

Ensure that the same URL is specified at the following locations:

- **SAML Issuer Identifier** field in the Service Provider registration page of My webMethods Server.
- **SAML Request Issuer URL** field in the Single Sign-On (SSO) settings page of AgileApps Cloud.

Case List Operations

Case lists display cases for case types in **Work Stream**. You can view information about cases such as case number, case status, and case priority in case lists. The following table lists the operations you can perform using a case list.

Operation	Description
Perform case actions such as Assign to User and Delete	See “Case Actions” on page 89 .
Search for case instances	See “Searching for Case Instances” on page 90 .
Create a case instance	See “Starting Cases” on page 89 .
Configure case list columns	Use the Configure Columns settings.
Claim cases	See “Claiming Cases” on page 87 .
Assign cases	See “Assigning Cases” on page 87 .
View case instance details	Click the case number corresponding to the case instance in the case list. See “Case Instance Operations” on page 86 .

Case Instance Operations

From the case list on **Work Stream**, you can navigate to a case details page and perform the following operations:

Operation	Description
View the case type	Name of the case type for the case instance.
View the case properties such as case number, description, priority, and status	See “Case Properties” on page 86 .
View activities, workflows, comments, attachments, and hours logged for the case.	Use the toggle switches on the left side vertical bar of the case details page to show/hide Activities, Workflows, Activity Stream, Attachments, and Hours Logged panels of the case instance.
Add activities	See “Adding Activities to Case Instances” on page 88 .
Perform case actions such as Assign to User and Delete	See “Case Actions” on page 89 .
View the business data of the case instance	Business data of the case is displayed in the Business Data tab.
Change the priority of a case	Select a priority for the case from the Priority list. Case priorities are defined in AgileApps. For more information, see the AgileApps documentation.

Case Properties

You can view these case properties in the case details page.

Property	Description
<i>Case Type</i>	The case type of the case instance.
Priority	Priority of the case.
Status	Status of the case.
Duration	Length of time since the case is active.
Case Number	Case number assigned to the case in AgileApps Cloud.
Description	Description for the case.

Property	Description
Subject	Subject of the case.
Activities	List of activities associated with the case instance. You can add new activities to the case instance. See “Adding Activities to Case Instances” on page 88.
Workflows	List of workflows associated with the case instance. These workflows are defined in AgileApps Cloud for the case. You can click  or  to start/stop each workflow.
Activity Stream	Comments provided for the case. Click the toggle switch on the left side vertical bar of the case details page to show/hide the Activity Stream panel.
Attachments	Attachments added to the case. Click the toggle switch on the left side vertical bar of the case details page to show/hide the Attachments panel.
Hours Logged	Displays the hours logged for the case in AgileApps Cloud.

Claiming Cases

When you claim cases, the cases are assigned to you. You can claim one or more cases in the case list.

> To claim cases

1. Locate the case type in **Work Stream**.
2. Click on the case type bar.
3. Select the cases that you want to claim in the case list. To select more than one case, press CTRL.
4. Select **Claim** from  Settings menu.
5. Click **Yes** in the confirmation dialog.

Assigning Cases

You can assign one or more cases in the case list to other users.

> To assign cases

1. Locate the case type in **Work Stream**.

2. Click on the case type bar.
3. Select the cases that you want to assign in the case list. To select more than one case, press CTRL.
4. Select **Assign To** from  Settings menu.
5. Select the user to whom you want to assign the cases.
6. Click **OK**.

Adding Activities to Case Instances

The Activities panel in the case details page allows you to add activities to a case. For information about how to perform actions on an activity associated with a case, see “[Actions in a Case Activity](#)” on page 88.

➤ To add activities to a case

1. Locate the case type in **Work Stream**.
2. Click on the case type bar.
3. Click the case number corresponding to the case instance in the case list.
The case details page appears.
4. Click the toggle switch on the left side vertical bar to show the Activities panel.
5. Click  to add a new activity.
The Add New Activity dialog appears.
6. Select one of the following:
 - **Single Step**. This option allows you to create the new activity with minimum details.
 - **Activity Form**. This option allows you to specify more details for the new activity.
7. Enter values in the fields for the activity.
8. Click **Save**.

Actions in a Case Activity

You can perform actions on an activity associated with a case in the case details page.

➤ To perform an action on an activity

1. In the case details page, click the **Activity ID** for the activity in the Activities panel.
2. Select one of the following actions depending on the current status of the activity.

Action	Use this action to...
Assign to User	Assign the activity to a user.
Delete	Delete the activity.
Complete	Change the activity status to Complete.

Case Actions

Depending on your access privileges and the current status of the case instance, you can perform these actions:

Action	Use this action to...
Assign to User	Assign the case to a user.
Delete	Delete the case.

Starting Cases

You can use the **Start Case** option on a case type bar in **Work Stream** to create and start a case.

➤ To create and start a case

1. Locate the case type in **Work Stream**.
2. Select **Start Case** from the menu on the case type bar.
The Create Case Instance dialog appears.
3. Enter values in the fields for the case. Make sure to specify the **Subject** and **Description** for the case.
4. Click **Create**.

Customizing Case Keylinks

In the Customize Case Keylinks dialog, for each keylink:

To...	Do...
Change the saved search	Select the saved search from the Keylink Name list. The saved searches available in the list are defined in AgileApps Cloud.
Change the icon	Select an icon from the Icon list.
Save changes	Click Save .

Searching for Case Instances

Use the search field in case lists to search for case instances of a case type. In the search field, you can:

- Provide a case number and search for a specific case instance.
- Use saved searches to search for case instances.

> To use a saved search

1. Click ▼ in the search field of a case list.
2. Click the **Saved Searches** tab.
3. Select a saved search from the list. The saved searches available in the list are defined in AgileApps Cloud.
4. Click **Go**.

Collaborating Case Activities

In **Activity Stream**, users can share comments, and view activities related to a case type or case instance. **Activity Stream** displays the activities related to the case type selected in **Work Stream**. The table below lists the operations you can perform in **Activity Stream**.

Click...	To...
	Refresh content in Activity Stream to view the latest changes.
	Post a global comment or case-specific comment.
	Show older posts in Activity Stream.
	Reply to a comment made for a case type.
	Draft an email in the E-mail dialog box and send an email to the user, who wrote the comment.

6 About Processes

■ Managing Processes	92
■ Process Instance Details	92

Managing Processes

Work Stream lists process types with task steps. The process list for each process type displays processes that you have privileges to view. You can use the search field to search for processes in the process list.

Manage tasks using:

- Process lists.
- Process detail page. See [“Process Instance Details” on page 92](#).

Process Instance Details

When you navigate to a process detail page by using the process list on **Work Stream**, you can view the process instance details in the **Summary** tab and the process model diagram in the **Diagram** tab.

Use the toggle switches on the left side vertical bar of the process detail page to hide/show the consolidated task list, callable processes, activity stream, and attachments of the process instance.

The following information is available on the process detail page. For more information about the process details, see the descriptions in the tables below.

- Properties of the process instance in the **Summary** tab.
- List of task instances belonging to the process instance in the **Task Instances** panel. For customizing the task instances panel, see [“Customizing Task Instance Panel” on page 94](#).
- Process diagram in the **Diagram** tab.
- Process activities (consolidated list of activities related to all the tasks belonging to the process instance) in the **Activities Stream** panel.
- Process attachments (all the attachments of the tasks belonging to the process instance) in the **Attachments** panel.

Field	Description
<i>Process type name</i>	Name of the process type or process model of the process instance.
<i>Process instance ID</i>	ID of the process instance.
Status	Status of the process instance. For more information, see “Process Instance Statuses” on page 95 .
Duration	Length of time since a process instance is active.

Summary Tab

Field	Description
Instance ID	Unique identifier for the process instance.
Custom ID	Meaningful identifier you have provided for the process instance.
Process Name	Name of the process type or process model of the process instance.
Model Version	Name of the model version used for the process instance.
Start Date / Time	Date and time the process instance started.
Last Updated	Last date and time that information was logged for the process instance.
Model Type	Name of the model type used for the process instance.
Instance Iteration	Number of times the process instance has been submitted.
Tags	Tags specified for the process instance.

Diagram Tab

In the **Diagram** tab, you can view an image of the process model as designed in Designer, if an image is available for the process model. You also have an option to view the process instance information available on My webMethods.

Viewing Business Rules Decision Entities

To view decision entities, you need a My webMethods user account with permissions to read application pages. You must also ensure that the Business Rules user interface is installed on My webMethods Server. For more information about Business Rules and My webMethods Server permissions, see *webMethods BPM Rules Development Help* and *Working with Business Rules in My webMethods*.

> To view decision entities

1. Click  on the process details page.

The **Business Rules** panel displays the name of the rule project, the name of the decision entity, and the type of the decision entity.

2. Click the decision entity that you want to view.

You can view the information in the **Decision Table** panel.

In addition, you can see the processing mode and description of the decision entity. To show or hide this information, click . To open the decision entity in the Business Rules user interface on My webMethods Server, click .

3. To view the change history of the decision entity:
 - a. Click  to expand the **Change History** panel and view the events.
 - b. (Optional) To view more information about an event, click .
 - c. (Optional) To view events in a specific time period, select a time period in the **Time Period** list, and click **Done**.

The events for the selected time period are displayed in the **Change History** panel.

Note:

The events in the **Change History** panel pertain to a particular date and time, but the **Decision Table** panel always displays the current information. So, the information displayed in the **Change History** panel might differ from the **Decision Table** panel.

Customizing Task Instance Panel

> To customize the task instance panel

1. Click  on the task instance panel.
2. For each task type you want to customize in the task instance panel on the process details page, select the columns. Perform these steps:
 - a. Select the task type name.
 - b. On the column header, select the check boxes corresponding to the columns to be displayed.
 - c. Select the fields to be displayed in each of the column selected for display.
3. Click  or  to add or remove a task type specification.
4. Click **Apply** to apply the new settings for the task instance panel on the process details page.
5. Click **Reset** to display the task ID, task type name, and status of the task instances in the task instance panel on the process details page.

Process Instance Statuses

Process Status	Determines
Running	Process instance is started, running, or revised.
Failed	Process instance has failed.
Completed	Process instance has completed or stopped.
Other Status	Process instance status is other than the ones mentioned above such as: <ul style="list-style-type: none">■ Failed (Escalated)■ Suspended■ Resumed■ Submitted

7 About Tasks

■ Managing Tasks	98
■ Searching for Task Instances	109
■ Using To-Do Lists	111
■ Task Charting and Analyzing Task Activities	115
■ Collaborating Task Activities	116

Managing Tasks

Work Stream lists the task types of both stand-alone tasks and tasks used in processes. The task list in **Work Stream** displays all tasks of a task type that you have privileges to view, regardless of the task assignment. Tasks displayed on the task list are filtered based on the task keylink selected on the task type bar. For information on customizing task keylinks, see [“Customizing Task Keylinks” on page 109](#).

Use the search field to search for tasks and view the results in the task list. The completed tasks are not listed by default in a task list, but you can search for the completed tasks. For more information, see [“Searching for Task Instances” on page 109](#).

A task can have child tasks and to-do lists. The child tasks can be mandatory or non-mandatory. If a child task is specified as mandatory, the parent task cannot be marked as completed unless the status of the mandatory child task is Completed, Error, Canceled, or Expired. For more information see, [“Creating an Instant Task” on page 116](#) and [“Using To-Do Lists” on page 111](#).

You can apply task management actions to the tasks listed in task list or in the task instance details page. To apply various task management actions to the tasks in the task list, the task status must be Active, Error, or Suspended. You cannot apply task list management actions to tasks with canceled, Completed, or Expired status. For more information, see [“Task Actions” on page 102](#).

You can schedule the delegation of tasks associated with a particular task type. For more information, see [“Scheduling Task Delegations” on page 106](#).

Manage tasks using:

- Task lists. See [“Task List Operations” on page 98](#).
- Task detail page. See [“Task Instance Operations” on page 99](#).

Task List Operations

Task lists display tasks, child tasks, and to-do lists grouped by task type. The following table lists the operations you can perform using a task list in **Work Stream**.

Operation	Description
View task ID, task name, task status and priority of task instances	See “Task Status” on page 103 and “Task Priority” on page 102 .
Schedule a task	See “Scheduling Tasks” on page 104 .
Schedule task delegation	See “Scheduling Task Delegations” on page 106 .
Start a task	See “Starting Tasks” on page 107 .
Search for task instances	See “Searching for Task Instances” on page 109 .

Operation	Description
Perform task actions such as Resume, Suspend, Assign To, Accept For, and Resubmit.	See “Task Actions” on page 102.
Configure task list columns	Use the Configure Columns settings.
View business data of task instances	Use the Configure Columns settings to view business data in a task list.
Create an instant task	See “Creating an Instant Task” on page 116.
Use to-do lists	See “Using To-Do Lists” on page 111.
View task instance details	Click the task ID corresponding to the task instance in the task list. See “Task Instance Operations” on page 99.

Task Instance Operations

When you navigate to a task detail page by using the task list on **Work Stream**, you can view details of a task instance, and perform the following operations:

Operation	Description
View the task type	Name of the task type of the task instance.
View the task properties such as task ID, custom ID, task name, description, status, priority, and duration in the Summary tab	See “Task Properties” on page 100.
View to-do tasks, attachments, comments, experts, and audit information of the task	Use the toggle switches on the left side vertical bar of the process instance page to show/hide Comments, Task Experts, Attachments, and Audit panels of the task instance.
Perform task actions such as Resume, Suspend, Assign To, Accept For, and Resubmit.	See “Task Actions” on page 102.
Change the schedule of a task	See “Rescheduling Tasks” on page 104.
Create or view child tasks	See “Creating an Instant Task” on page 116.
Create or view to-do lists	See “Using To-Do Lists” on page 111.
View the business data of the task instance in the Business Data tab	Business data required by the task is passed from the process.

Operation	Description
	Make sure you do not specify page refresh action for business data.
Perform actions on a task	Select an action from the Actions list. See “Task Actions” on page 102 .
Change the priority of a task	Select the priority for the task (None, Low, Medium, High, Critical) from the Priority list.
Endorse users for the task	Click Endorse in the Summary tab, and provide the endorsement rating for the users. This option is available only if you have enabled endorsements. See “Configuring User Endorsement Rating” on page 27 .
View or post task comments	View or post comments in the Comments panel.
View or post task attachments	View or post attachments in the Attachments panel.
View task experts, email tasks experts, or assign a task to a task expert	Select the expert from the Task experts panel, and perform the required action.
Add tags for a task	Type new tags in the Tags field in the Summary tab.
Set the expiry date for a task	Set the expiry date for the task in the Expiry Date field.

Task Properties

You can view the task properties in the task detail page.

Property	Description
Process Instance	Process instance information if the task instance is associated to a process.
<i>Task Type</i>	The task type name of the task instance.
Task ID/Custom ID/Task Name	One of the following appears based on the selected property in the Display Name field in the Administration page. <ul style="list-style-type: none">■ The task identification number assigned to the task by the Task Engine.■ Custom ID defined by you for the task instances.

Property	Description
	<ul style="list-style-type: none"> Name of the task provided by you or defined by a process.
Priority	Priority defined for the task. See “Task Priority” on page 102 .
Status	Status of the task. See “Task Status” on page 103 .
Duration	Length of time since the task is active.
Created by and date	By whom and when the task was created.
Last accepted by and date	By whom and when was the task last accepted.
Last modified by and date	By whom and when was the task last modified.
Name	Name of the task.
Description	Description provided for the task or defined by the process.
Expiry date	Expiration date for the task.
Assigned to	Name of users, groups, or roles to whom the task is assigned.
Delegation	Shows from whom and to whom the task has been delegated.
Contributors	Persons contributing to the task.
	<p>Note: If auto-accept is set to true for a task during design time, the list of contributors for the task is not updated if the task is opened, changed, or closed from Business Console.</p>
Tags	Tags specified for the task.
Mandatory	This option for child tasks specifies if the task is mandatory. If a task is specified as mandatory, the parent task cannot be marked as completed unless the mandatory child task is in Completed, Error, Canceled, or Expired status.
To-Do tasks	List of to-do tasks, if any.
Task Experts	Experts endorsed for the task. Click the toggle switch on the left side vertical bar of the process instance page to show/hide the Task Experts panel.
Comments	Comments provided for the task. Click the toggle switch on the left side vertical bar of the process instance page to show/hide the Comments panel

Property	Description
Attachments	Attachments added to the task. Click the toggle switch on the left side vertical bar of the process instance page to show/hide the Attachments panel.
Audit	Displays the audit information of the task.

Task Priority

You can escalate or change the priority of task instances to any of the following values based on your business requirement:

- None
- 1-Critical
- 2-High
- 3-Medium
- 4-Low

Task Actions

Depending on the access privileges and the current status of the task instance, you can perform these actions on tasks:

Action	Use this action to...
Resume	Resume a suspended task.
Suspend	Suspend an active (running) task.
Assign To	Assign a task to one or more users, groups, or roles. The task appears on the user's My Inbox.
Accept For	Accept a task on behalf of one or more users or roles. The task appears in each individual user's task inbox as an accepted task. You cannot accept a scheduled task on behalf of other users.
Accept	Accept a task.
Resubmit	Resubmit an active task. This forces the task data to be re-evaluated regardless of whether or not any of the data has been modified. Note that resubmitting a task can have an effect on task assignments.
Set Status	Change the status of the task. Available settings are Active, Completed, Error, Canceled, Expired, and Suspended. You cannot set the status of a scheduled task.
Delete	Delete a task from the current process list.

Action	Use this action to...
Delegate	Delegate a task to another user.
Remove Delegations	Remove all delegations applied to the task.
Create Instant Task	Opens the New Instant Task dialog box.
To-Do List	Create a list of to-do tasks. This option is not available in Task Inbox.

For more information about applying task actions on tasks, see *webMethods Task Engine User's Guide*.

Task Status

The task status can be set manually by a user, or automatically by the Task Engine as a result of processing rules.

Task statuses:

Task Status	Description
New	The task is in New status only if the queued task is not scheduled or specified for immediate start. Immediately after a task starts, the status transitions from New to Active .
Scheduled	Task is scheduled to start at the specified date and time. At the scheduled time, the status of the task changes from Scheduled to Active .
Active	The task is running normally and is available for user interaction.
Completed	The task is complete. No further work can be done on a task that is completed, other than deleting it.
Error	The task has transitioned to an error condition. No further work can be done on a task that is in Error status, other than deleting it.
Canceled	The task is canceled. No further work can be done on a task that is canceled, other than deleting it.
Suspended	The task is suspended. A suspended task can be resumed or placed back into Active status by a manual user action or as the result of a task event evaluation.
Expired	The task has expired as a result of a manual action by a user or as a result of a task event evaluation.

Scheduling Tasks

When you create a new task instance, you can specify the date and time to start the new task. Task instances scheduled to start at a later time are in Scheduled state. You can reschedule tasks anytime before the start time. At the specified start time, the task starts, and the state of the task changes from Scheduled to Active. You cannot manually change the status of a scheduled task or accept scheduled tasks.

My Calendar on the What's Happening Now tab,  scheduled task icon on the task list, and the status property of the task help you identify the scheduled tasks. For information about My Calendar, see [“My Calendar” on page 104](#).

Use one of the following to schedule or reschedule task instances:

- Business Console user interface. For information about scheduling a task, see [“Starting Tasks” on page 107](#). For information about rescheduling a task, see [“Rescheduling Tasks” on page 104](#).

Important:

You cannot schedule task instances of task types that were created prior to version 9.10.

- Task Engine WmTaskClient services. For information about using `queueTask` and `updateTask` Task Client services, see *webMethods Task Engine API and Service Reference*.
- My webMethods Server RESTful services. For information about using RESTful services, see *webMethods Task Engine API and Service Reference*.

Rescheduling Tasks

You can reschedule tasks that are in Scheduled state. You cannot re-schedule a task to start earlier than the current date and time or after the expiry date.

> To reschedule tasks

1. In the task list, select the scheduled task you want to edit.
2. In the task detail page, edit the **Task Schedule Date** field to specify the new date and time when the task should start.
3. Click **Save**.

My Calendar

My Calendar displays your scheduled tasks. Additionally, you can search for tasks based on their date property such as creation date, last updated date, accepted date, and expiry date.

My calendar displays the current month by default. However, you can navigate to other months if needed. **My Calendar** indicates the current date in gray color, and your scheduled tasks and task search results are indicated in blue color.

The following table lists the operations you can perform in **My calendar**:

To...	Do...
Refresh the calendar to display the latest changes	Click  Refresh.
Search for tasks	For more information about searching tasks, see “Searching for Tasks using My Calendar” on page 105 .
Identify the dates you have scheduled tasks	Look for dates colored blue. Dates marked with darker shades of blue indicate that multiple tasks are scheduled for those dates.
View which tasks are scheduled to start on a date	Click the date marked for scheduled tasks and view the scheduled task list.
View details, reschedule, or edit details of a scheduled task	<ol style="list-style-type: none"> 1. Click the date marked for the scheduled task. 2. Click on the task ID of the task to view the task details page. <p>For information about task details, see “Task Properties” on page 100.</p>
View the current month if you have scrolled to other months	Click Today .
Navigate to the next month	Click  .
Navigate to the previous month	Click  .

Searching for Tasks using My Calendar

You can use **My Calendar** to search for tasks based on their date property.

> To search tasks

1. Click  on **My Calendar**.

The Calendar Settings dialog box appears.

2. Specify the following fields:

Field	Specify...
Task Type	A task type for the tasks.

Field	Specify...
Saved Search	A search criteria for searching tasks. For example, all tasks or critical tasks in the selected task type.
Filter Fields	A date property for searching tasks. For example, creation date, last updated date, accepted date, or expiry date of tasks.

- To view tasks that are assigned only to you in the search results, select the **Show Only My Tasks** check box.
- To add more task types to search, click .
- You can click  to remove task types.
- Click **Submit**.

Depending on the searched tasks, dates appear in blue color on **My Calendar**. You can click the date to view related tasks and send task reminders.

Scheduling Task Delegations

You can schedule the delegation of tasks associated with a particular task type.

> To schedule the delegation

- Do one of the following to open the Schedule Delegation dialog box:
 - Locate the task type in Work Stream and select **Schedule Delegation** from the menu on the task type bar.
 - On My Inbox, click  and select **Schedule Delegation**.
 - On Task Inbox, select one of the task types, then click  and select **Schedule Delegation**.
- Specify the fields listed in the following table:

Field	Description
Task	Select the task type.

Note:

This field does not appear on the Schedule Delegation dialog box when you open it from the Work Stream or after selecting a task type in Task Inbox.

Field	Description
Delegated From	<p>Click the  icon and select a user from whom the task type must be delegated to another user.</p> <p>Note: You cannot select a user in this field when you open the Schedule Delegation dialog box from My Inbox. In this case, your user name is used for scheduling the delegation.</p>
Delegated To	<p>Click the  icon and select a user to whom the task type must be delegated.</p>
Date	<p>Select the start date, start time, end date, and end time for the delegation.</p>

3. Click **Add**.

You can click the **View Schedule Delegation** tab to view scheduled delegations. In addition, you can delete scheduled delegations.

Starting Tasks

You can use one of these options to create and start a task immediately, or to schedule a task:

- **Instant Task** tab available on the left margin of Business Console. See [“Using Instant Task Tab” on page 107](#).
- **Start Task** option on a task type bar on **Work Stream**. See [“Using Start Task Option” on page 108](#).

Using Instant Task Tab

➤ To instantly create and start a task instance

1. Click the **Instant Task** vertical tab on the left margin.
2. Select the task type for the task instance from the drop-down list.
3. Click **Go**.
4. Input the properties for the new task in the Start Task dialog. See [“Start Task Properties” on page 108](#).

Start Task dialog displays the properties only if the interface for start task (or queue task) is defined for the task type.

Important:

A newly created task is in scheduled state if you have specified a schedule for starting the task. At the scheduled time, the status of the task changes from scheduled to active.

5. Click **Start Task**.

You get a confirmation message and the task ID of the new task.

6. Click **Close**.

Using Start Task Option

> To start a task of a task type

1. Locate the task type in **Work Stream**.
2. Select **Start Task** from the menu on the task type bar.
3. Input properties for the new task in the Start Task dialog. See [“Start Task Properties” on page 108](#).

Start Task dialog displays the properties only if the interface for start task (or queue task) is defined for the task type.

Important:

A newly created task is in scheduled state if you have specified a schedule for starting the task. At the scheduled time, the status of the task changes from scheduled to active.

4. Click **Start Task**.

You get a confirmation message and the task ID of the new task.

Start Task Properties

In the Start Task dialog, specify the following properties for the new task.

Property	Specify...
Name	Name for the task instance.
Description	Description for the task instance.
Priority	Priority for the task instance.
Custom Task ID	Custom identification for the task instance.
Task Schedule Date	Date when the task instance should start.

Property	Specify...
Time	Time when the task instance should start on the date specified in Task Schedule Date .

Customizing Task Keylinks

In the Customize Keylinks dialog, for each keylink:

To...	Do...
Change the saved search	Select the saved search from the Keylink Name list.
Change the icon	Select an icon from the Icon list.
Save changes	Click Save .

Searching for Task Instances

Use the search field in the task lists to search for task instances of a task type. In the search field, you can:

- Provide a task ID and search for a specific task instance.
- Create a search criteria for searching task instances.
- Save and reuse search criteria for searching task instances. For more information, see [“Using Saved Searches” on page 109](#).

Using Saved Searches

You can save a search criteria for tasks and reuse the saved searches in Business Console or My webMethods.

In Business Console, the functionality to create, modify, delete, and reuse public and private task searches is available in the task lists viewed through Work Stream, My Inbox, or a custom inbox.

A private saved search is available only to the user who created the saved search. Public saved searches are available to all Task Engine users. A saved search can be made available in the task list of a specific task type or in all task lists.

Saved searches can be used for customizing task keylinks and for charting.

Action	Perform these steps...
Create a new saved search	<ol style="list-style-type: none"> 1. Click ▼ in the search field of a task list. 2. Click the Create New Search tab.

Action	Perform these steps...
	<ol style="list-style-type: none"><li data-bbox="386 254 976 287">3. Select the fields and criteria for the search. Click + to add more criteria for the search. Click - to remove a search criteria.<li data-bbox="386 411 678 445">4. Click Save Search.<li data-bbox="386 472 1133 506">5. Provide a name and description for the search criteria.<li data-bbox="386 533 1289 632">6. Select whether you want the new search to be available to all users (Public), or to you only (Private). By default, the saved searches are private, and available only to user who created the saved search.<li data-bbox="386 659 1268 726">7. Select whether the new search should be available in all task lists or only to the current task type.<li data-bbox="386 753 578 787">8. Click Save.
Use a saved search	<ol style="list-style-type: none"><li data-bbox="386 814 927 848">1. Click ▼ in the search field of a task list.<li data-bbox="386 875 824 909">2. Click the Saved Searches tab.<li data-bbox="386 936 873 970">3. Select a saved search from the list. Click Show Details to view the search criteria of a saved search.<li data-bbox="386 1052 553 1085">4. Click Go.
Modify a saved search	<ol style="list-style-type: none"><li data-bbox="386 1106 927 1140">1. Click ▼ in the search field of a task list.<li data-bbox="386 1167 824 1201">2. Click the Saved Searches tab.<li data-bbox="386 1228 1289 1316">3. Select the saved search that you want to modify. Click Show Details to view the search criteria of the saved search.<li data-bbox="386 1344 1289 1472">4. Select the fields and criteria for the search. Click + to add more criteria for the search. Click - to remove a search criteria.<li data-bbox="386 1499 808 1533">5. Click Update Saved Search.
Delete a saved search	<ol style="list-style-type: none"><li data-bbox="386 1558 927 1591">1. Click ▼ in the search field of a task list.<li data-bbox="386 1619 824 1652">2. Click the Saved Searches tab.<li data-bbox="386 1680 1289 1768">3. Select a saved search that you want to delete. Click Show Details to view the search criteria of the saved search.<li data-bbox="386 1795 607 1829">4. Click Delete.

Action	Perform these steps...
Clear a custom search	Remove “Custom search applied” from the search field.

Using To-Do Lists

A to-do list is a defined set of tasks. A to-do list has a parent task and a set of child tasks belonging to one or more task types. You can have both mandatory and non-mandatory tasks in a to-do list. Each child task can be assigned to one or more users. For example, you might want to create a to-do list task for grouping the sub-tasks of a hiring or procurement process.

You can create a to-do list by using a new to-do list template or by re-using an existing to-do list template. For information about configuring to-do lists, see [“Configuring To-Do List Setting” on page 27](#).

The table below lists the to-do list operations that you can perform and the privileges that you must have for performing the operations.

To...	You need this functional privilege...	See...
Create, update, or delete a to-do list template	Create To-do List Template	<ul style="list-style-type: none"> ■ “Creating To-Do List Templates” on page 111 ■ “Viewing, Updating, or Deleting To-Do List Templates” on page 112
Create a to-do list	Create To-do List	<ul style="list-style-type: none"> ■ “Creating To-Do Lists” on page 113 ■ “Viewing and Updating To-Do Lists” on page 114
View to-do list template	Use Public To-do List Template	“Viewing, Updating, or Deleting To-Do List Templates” on page 112

Creating To-Do List Templates

To-do list templates are useful for creating to-do lists. You can specify the child tasks and the attributes for each child task either when you create the to-do list template or when you later update the template.

➤ To create a to-do list template

1. Select the **To-Do List** menu option on the task type bar or from the **Actions** menu of a task in the task list.

2. Provide a name for the to-do list.
3. Provide the attribute values for the child tasks. If required, you can change the attribute values of the child tasks after creating the to-do list. For information about the attributes, see [“To-Do List Attributes” on page 114](#).
 - Click  to add a child task.
 - Click  to remove a child task.
 - If you want to remove all the child task definitions in the to-do list, click **Clear Entries**.
4. Click **Save To-Do List Template**.
5. Type the unique name for the to-do list template and select whether you want the template to be private or public.

A private to-do list template is available only to the user who created it. Public to-do list templates are available for all users.

Viewing, Updating, or Deleting To-Do List Templates

After you create a to-do list, you can view the template, and edit the template as required.

Except for the to-do list template name and the access right (public or private), you can update the values of other attributes of the to-do list template.

➤ To view and update a to-do list template

1. Select the **To-Do List** menu option on the task type bar or from the **Actions** menu of a task in the task list.
2. Select the template you want to use from the **Saved To-Do List Template**.
3. To change the attribute values of the child tasks, edit the attribute values. If required, you can change the attribute values of the child tasks after creating the to-do list. For information about the attributes, see [“To-Do List Attributes” on page 114](#).
 - Click  to add a child task.
 - Click  to remove a child task.
4. Click **Update To-Do List Template** to save the changes.
5. Click **Delete to-Do List Template** to remove the template.

Creating To-Do Lists

You can create a to-do list with or without using a to-do list template. When you create a to-do list, you create instances of all the tasks defined in the to-do list template.

> To create a to-do list

1. Select the **To-Do List** menu option on the task type bar or from the **Actions** menu of a task in the task list.

If you select the **To-Do List** menu option from the **Actions** menu in a task list, the task ID of the parent task type is specified by default in the **Associated To** field.

2. Provide a name for the to-do list.
3. If you want to create a to-do list by using a saved to-do list template, click the **Saved To-Do List Template** tab and perform the following steps:
 - a. Select the template you want to use from the **Saved To-Do List Template**.
 - b. If required, provide values for all the child task attributes. See [“To-Do List Attributes” on page 114](#).

After creating a to-do list, you can change the attribute values of the child tasks in the task detail page.
 - c. If you want to remove a child task, click  corresponding to the child task.
 - d. If you want to add a child task, click .
 - e. If you have made any changes to the template, click **Update To-Do List Template** to save the changes to the template.
 - f. Click **Start To-Do List** to create and start the to-do list.
4. If you want to create a to-do list without using a saved to-do list template, click the **Create To-Do List Template** tab and provide values for the child task attributes. If required, you can change the attribute values of the child tasks after creating the to-do list. See [“To-Do List Attributes” on page 114](#).
5. Click **Start To-Do List**.

Icon displayed in each child task row helps you identify which child task instances were successfully created.

Viewing and Updating To-Do Lists

In the task list, the child tasks are grouped under the parent task of the to-do list.

> To view and update to-do lists

1. In the task list of the to-do list's parent task, expand the parent task to view the child tasks of the to-do list.
2. Click on the task ID of the parent task to view the list of child tasks in the To-do Tasks panel in the task detail page.
3. Click the task ID of a child task in the To-do Tasks panel to view the task details or edit a child task. For information about what operations you can perform on a task, see "[Task Instance Operations](#)" on page 99.

To-Do List Attributes

The attributes of the child tasks of a to-do list define the to-do list tasks.

Parent Task Attributes

Attribute	Specifies...
Parent Task ID	ID of the parent task to which the to-do list is associated to.

Child Task Attributes

Attribute	Specifies...
<i>Task Type Name</i>	Task type name of the child task.
Name	Name of the child task.
Description	Description of the child task.
Custom Task ID	Custom ID of the child task instance.
Priority	Priority of the child task.
Expiry Date	Expiry date of the child task.
Assigned To	Name of the user to whom the child task is assigned.
Tags	Tags of the child task.
Mandatory	Whether the child task is mandatory. If a child task is specified as mandatory, the parent task cannot be marked

Attribute	Specifies...
	as completed unless the mandatory child task status is Completed, Error, Canceled, or Expired.

Task Charting and Analyzing Task Activities

webMethods Business Console provides task charting in the Task Activity panel of the **What's Happening Now** tab. The settings specified in the **Chart Settings** dialog box define the chart results for analyzing the task activities. Click  on the charts panel to specify the chart settings.

Editing Chart Settings

Define the chart settings in the Chart Settings dialog box.

Chart Setting	Specifies...
Saved Search	The task filter for chart results. The public and private saved searches that you defined in My webMethods are available for selection. Default is All My Tasks (Standard Task Inbox) .

Chart Type	The type of chart. The following chart types are available for selection: <ul style="list-style-type: none"> ■ Bar chart ■ Pie chart ■ Donut chart ■ Bubble chart ■ Tree chart
-------------------	--

Default is **Bar chart**.

When you point the mouse to a status on a chart, a tooltip appears indicating the number of tasks in the status.

Note:

The tooltip is not displayed for Tree charts.

When you click on a status, a dialog box appears indicating the task IDs. You can click a task ID in the dialog box to view the task details page.

Note:

Chart Setting **Specifies...**

You cannot click a status on a Bubble chart and Tree chart to view the task IDs.

Task Parameter The task data on which the task charting is based.

Group By Task Type Whether the chart data is grouped by task type.

The **Group By Task Type** option is not available for Pie chart and Donut chart. It is mandatory for Bubble chart and Tree chart.

Collaborating Task Activities

In **Activity Stream**, users can share comments, post attachment, view activities related to a task type or task instance. **Activity Stream** displays the activities related to the task type selected in **Work Stream**. The table below lists the operations you can perform in **Activity Stream**.

Click...	To...
	Refresh content in Activity Stream to view the latest changes.
	Post a global comment or task-specific comment.
	Create an instant task.
	Attach one or more files to the task. You can attach up to three files to a task. The size of each file attachment must be less than 20MB.
	Apply task management actions to the selected task. For more information, see “Task Actions” on page 102 .
	Show older posts in Activity Stream.
	Reply to a comment made for a task type.
	Draft an email in the E-mail dialog box and send an email to the user, who wrote the comment.
	Remove a comment from a task.

Creating an Instant Task

Instant tasks are collaboration tasks that enable sharing of comments and attachments.

> To create an instant task

1. Make sure the parent task for which you want to create a child task is enabled for collaboration.
2. In the task list or activity stream, select the parent task.

3. Select **Create Instant Task** action.
4. In the New Instant Task dialog box, specify the field values for the new task. See the field descriptions in [“New Instant Task” on page 117](#).
5. Click **Create New**.

New Instant Task

Field	Description
Instant Task Type	Select a task type for the instant task.
Name	Type a name for the task.
Description	Type a description for the task.
Priority	Select the priority for the task.
Expiry Date	Select the expiry date for the task.
Assign To	Select the user to whom you want to assign the task.
Queue Task Immediately	Select this option if you want the task to start immediately after creation. Otherwise, the task is deferred to start later. The task status is New if the task is not specified to start immediately. Immediately after the task starts, the task status transitions from New to Active .
Mandatory	Select this option if this is a mandatory task. If a task is specified as mandatory, the parent task cannot be marked as completed unless the mandatory child task status is Completed, Error, Canceled, or Expired.

Managing Your Task Inbox

In the **Task Inbox** tab on Business Console title bar, you can view the tasks grouped by task type.

Operations you can perform in task inbox:

Operation	Perform these steps...
View tasks grouped by task type	From the Task Inbox drop down menu, select My Inbox to view the tasks assigned to you, or select one of the saved searches to view the tasks for which you have permission to view.

Operation

Filter tasks

Search for tasks instances of a task type

View task detail and perform actions

View the unaccepted tasks

View the tasks expiring today

Configure the task list columns

Schedule task delegation

Set a task list as the default landing page

Accept tasks

Perform these actions on a task:

- Resume
- Suspend
- Assign To
- Accept For
- Resubmit
- Set Status
- Delete
- Delegate
- Remove Delegation
- Create Instant Task

Perform these steps...

Select a task filter from the left panel.

Provide the task ID on the task search field or use saved searches. For more information, see [“Searching for Task Instances” on page 109](#).Click the task ID corresponding to the task instance in the task list. See [“Task Instance Operations” on page 99](#).Click  on the Business Console title bar.Click  on the title bar.Select **Configure Columns** from the  Settings menu. You can configure to view the business data too.Select **Schedule Delegation** from the  Settings menu.Select **Set This As Landing Page** from the  Settings menu.Click **Accept** corresponding to the task in the task list.See [“Task Actions” on page 102](#).

8 Using Social Guidance for Task Execution

■ Social Guidance in Business Console	120
■ Endorsement Methods	120
■ Endorsement Properties in My webMethods Server	121
■ Networking with Task Experts	121
■ Viewing Trending Information on Social Media	121

Social Guidance in Business Console

The social guidance feature in Business Console enables you to:

- **View experts** for a task type. You can view the list of experts for a task type in the Task Experts panel in **What's Happening Now** tab, task detail page, and process detail page.
- **Network with task experts** and improve task execution. You can email task experts or assign task instances to task experts. For more information, see [“Networking with Task Experts” on page 121](#).
- **Endorse users** based on their task expertise. When a user is endorsed for a task, the endorsement rating that the user gets is added to all the tags associated with the task of the user. For information about how user endorsements can be done, see [“Endorsement Methods” on page 120](#).

The social endorsement feature in Business Console is governed by the social guidance properties of the Task Engine available in My webMethods Server. See [“Endorsement Properties in My webMethods Server ” on page 121](#).

Use the **Do Not Show Endorsements** option in the Administration page to display or hide endorsements in the task detail pages and the Task Experts panel. For more information, see [“Configuring User Endorsement Rating” on page 27](#).

Endorsement Methods

Business Console identifies and tracks tasks experts of a task type based on the points a user receives for task instances.

User endorsements are possible through any of the following methods only if the `task.socialbpm.enabled` system property of the Task Engine is set to 1. For information about property setting, see [“Endorsement Properties in My webMethods Server ” on page 121](#).

- **Automatic user endorsement.** Task Engine endorses users automatically when a user completes a task.

Use `task.socialbpm.default.systemendorse.enabled` and `task.socialbpm.endorsement.rating` properties to enable automatic user endorsement.

- **Manual user endorsement.** Other users endorse task experts using the **Endorse** option in the **Summary** tab of the task detail page in Business Console.

- Use the `task.socialbpm.enabled` property to enable user endorsement.

- Use the **Maximum User Endorsement Rating** parameter in Business Console to define the maximum endorsement rating a user can grant to another user.

For example, if a user gets four stars, and **Maximum User Endorsement Rating** is set to five, the rating for the user can be calculated as $(4/5)*5$ (that is, `no_of_stars_received/max_endorsement_rating*max_endorsement_rating`). See [“Configuring User Endorsement Rating” on page 27](#).

- **Customized user endorsement.** Users are endorsed by using the web services.

Use the `task.socialbpm.customendorse.enabled` property to enable the usage of web services for user endorsements. For information about web services, see [“Using Services for Business Process Guidance” on page 123](#).

Endorsement Properties in My webMethods Server

Configure these social guidance properties of Task Engine available in My webMethods Server. Edit the properties in the *Software AG_directory* \profiles\MWS_serverName\configuration\custom_wrapper.conf file.

Property	Description
<code>task.socialbpm.customendorse.enabled</code>	Specify 0 to disable endorsements through web services. Default value is 1 (enabled).
<code>task.socialbpm.enabled</code>	Specify 0 to disable all endorsement methods. That is, disable endorsement by other users, Task Engine, and web services. Default value is 1 (enabled).
<code>task.socialbpm.default.systemendorse.enabled</code>	Specify 0 to disable automatic endorsement by Task Engine. Default value is 1 (enabled).
<code>task.socialbpm.endorsement.rating</code>	Specify a value that Task Engine adds to a task tag rating when automatic endorsement is enabled. Default value is 1.

Networking with Task Experts

The Task Experts panel on the **What’s Happening Now** tab provides you the capability to network with the task experts for the task type selected in Process Stream.

Operations you can perform:

- View profile of an expert
- Send email to an expert

For information about how experts are identified, see [“Using Social Guidance for Task Execution” on page 119](#).

For information about configuring the email server, see *Administering My webMethods Server*.

Viewing Trending Information on Social Media

Twitter Stream on the **What’s Happening Now** tab provides the functionality to search the social networking site. You must enable the Twitter settings on the Administration page to view Twitter Stream. See [“Configuring Business Console with Twitter” on page 26](#).

By default, this panel does not display anything. If you select a task type in **Process Stream**, you can view the tweets pertaining to the selected task type name.

In Twitter Stream, you can view only 50 recent tweets pertaining to the keyword you searched, and make only 180 searches in an interval of 15 minutes. The "Rate limit exceeded" exception appears if you make frequent search requests.

9 Using Services for Business Process Guidance

■ Overview	125
■ Summary of Services Available for Business Process Guidance	125
■ Summary of Data Structures	126
■ Social Guidance Service URLs	126
■ Extracting the WSDL for Social Guidance Services	127
■ addKeyword	127
■ addKeywords	127
■ deleteKeyword	128
■ deleteKeywords	128
■ getKeyword	128
■ listKeywords	129
■ updateKeyword	129
■ updateKeywords	129
■ getTaskExpertList	130
■ listSkillsByUser	130
■ addTagsToTask	130
■ deleteTagsFromTask	131
■ listTagsByTask	131
■ updateTaskTags	131

■ endorseUser	132
■ deleteEndorsementForUser	132
■ endorseUserBasedOnTask	133
■ Keyword	133
■ Guidance	133
■ Endorsement	133

Overview

Services are available for enabling the following social guidance features for business processes:

- Endorse users based on task tags.
- Endorse user for a task.
- Remove all the endorsements from users.
- Retrieve a list of experts for a task.
- Retrieve the endorsements of a user.
- Create, update, and delete task tags.

Summary of Services Available for Business Process Guidance

The following services are available:

Keyword Management

Service	Description
addKeyword	Adds a new Keyword object to the database.
addKeywords	Adds new Keyword objects to the database.
deleteKeyword	Removes a Keyword object from the database.
deleteKeywords	Removes Keyword objects from the database.
getKeyword	Returns a Keyword object matching the input criteria.
listKeywords	Returns the Keyword objects matching the input criteria.
updateKeyword	Updates the name and type of a Keyword object.
updateKeywords	Updates the name and type of one or more Keyword objects.

Task Guidance

Service	Description
getTaskExpertList	Returns a list of recommended task experts identified by the specified tags, with the most recommended expert at the top of the list.
listSkillsByUser	Returns all the endorsements of a specified user.

Task Tagging

Service	Description
addTagsToTask	Adds one or more tags to the specified task.
deleteTagsFromTask	Deletes all the tags of a specified task.
listTagsByTask	Lists all the tags of a specified task.
updateTaskTags	Updates the tags of a specified task.

User Endorsement

Service	Description
endorseUser	Endorses user for the specified task tags.
endorseUserBasedOnTask	Endorses user for task expertise.
deleteEndorsementForUser	Removes all the endorsements from a specified user.

Summary of Data Structures

Element	Description
Keyword	An object containing information about the ID, name, and type of a keyword.
Guidance	An object containing information about the name, rating, and user ID of an expert.
Endorsement	An object containing information about who endorsed the user, rating provided to the user, and the task tag ID for which the user is being endorsed.

Social Guidance Service URLs

The social guidance services are hosted at the following endpoints on the machine where the Task Engine is installed.

```
http://hostName:port/services/bizPolicy/bizPolicyName
```

Where:

- *hostName* specifies the machine where My webMethods Server and the Task Engine are running.

- *port* specifies the port on which My webMethods Server listens for http requests. The default port is 8585, however, this port assignment is configurable. If you do not know which port your server uses, contact your My webMethods Server administrator.
- *bizPolicyName* specifies the name of the folder where the service is stored.
 - *socialendorsementbizpolicy* folder contains the *endorseUser*, *endorseUserBasedOnTask*, and *deleteEndorsementForUser* services.
 - *socialguidancebizpolicy* folder contains the *getTaskExpertList*, and *listSkillsByUser* services.

Extracting the WSDL for Social Guidance Services

To obtain the WSDL, log on to My webMethods Server as administrator and navigate to following URL:

```
http://hostName:port/services/bizPolicy/bizPolicyName?wsdl
```

Example

```
http://server:8585/services/bizPolicy/socialappendorsementbizpolicy?wsdl
```

```
http://server:8585/services/bizPolicy/socialendorsementbizpolicy?wsdl
```

```
http://server:8585/services/bizPolicy/socialguidancebizpolicy?wsdl
```

```
http://server:8585/services/bizPolicy/socialkeywordsbizpolicy?wsdl
```

addKeyword

Adds a new Keyword object to the database.

Input Parameters

keyword **Keyword** New Keyword object to be added.

Output Parameters

keywordID **Integer** Keyword ID of the newly added Keyword. Returns null if the new Keyword cannot be added.

addKeywords

Adds new Keyword objects to the database.

Input Parameters

keywords **Keyword[]** Array of new Keyword objects to be added.

Output Parameters

None.

deleteKeyword

Removes a Keyword object from the database.

Input Parameters

keyword **Keyword** Keyword object to be deleted.

Output Parameters

None.

deleteKeywords

Removes Keyword objects from the database.

Input Parameters

keywords **Keyword[]** An array of Keyword objects to be deleted.

Output Parameters

None.

getKeyword

Returns a Keyword object matching the input criteria.

Input Parameters

keyword **Keyword** The Keyword object containing:

- keyword ID

Or

- keyword name and keyword type

Output Parameters

Keyword **Keyword** The Keyword object matching the input criteria.

listKeywords

Returns the Keyword objects matching the input criteria.

Input Parameters

keywordType **String** Specify tag or skill.

Output Parameters

keyword **Keyword[]** An array of Keywords matching the input criteria.

updateKeyword

Updates the name and type of a Keyword object.

Input Parameters

keyword **Keyword** The Keyword object containing new values for keyword name and/or keyword type. The keyword ID cannot be changed.

Output Parameters

keywordID **Integer** The keyword ID of the Keyword object updated.

updateKeywords

Updates the name and type of one or more Keyword objects.

Input Parameters

keywords **Keyword[]** An array of Keyword objects containing new values for keyword name and/or keyword type. The keyword ID cannot be changed.

Output Parameters

None.

getTaskExpertList

Returns a list of recommended task experts identified by the specified tags, with the most recommended expert at the top of the list.

Input Parameters

tags **String** Comma-separated list of tags.

Output Parameters

guidance **Guidance[]** An array of Guidance objects representing the names, ratings, and user IDs of the experts of a specific task.

listSkillsByUser

Returns all the endorsements of the specified user.

Input Parameters

userId **String** User ID of the My webMethods Server user.

Output Parameters

endorsement **Endorsement[]** An array of Endorsement objects representing who endorsed the user, rating provided for the user, and the task tag ID for which the user is endorsed.

addTagsToTask

Adds one or more tags to the specified task.

Input Parameters

<i>taskID</i>	String The unique identifier that the Task Engine assigns to the task.
<i>tags</i>	String Comma-separated list of text to be used to define tags. No character limit enforced. Alphanumeric characters, spaces, underscores, and dashes are allowed.

Output Parameters

None.

deleteTagsFromTask

Deletes all the tags of a specified task.

Input Parameters

<i>taskID</i>	String The unique identifier that Task Engine assigns to the task.
---------------	---

Output Parameters

None.

listTagsByTask

Lists all the tags of a specified task.

Input Parameters

<i>taskID</i>	String The unique identifier that Task Engine assigns to the task.
---------------	---

Output Parameters

<i>Tags</i>	String[] List of tags associated with the <i>taskID</i> .
-------------	--

updateTaskTags

Updates the tags of a specified task.

Input Parameters

<i>taskID</i>	String The unique identifier that Task Engine assigns to the task.
<i>tags</i>	String Comma-separated list of new tags for the task. No character limit enforced. Alphanumeric characters, spaces, underscores, and dashes are allowed.

Output Parameters

None.

endorseUser

Endorses user for the specified task tags. If you want to endorse an expert for a specific skill/tag, you need to first add the skill/tag using `addKeyword`.

Input Parameters

<i>endorsedBy</i>	String ID of the user performing the endorsement. In case of system endorsement, 'SYSTEM' is stored in this parameter.
<i>keywordNames</i>	String List List of task tags.
<i>userID</i>	String ID of the My webMethods Server user being endorsed.
<i>rating</i>	Double Rating for the expert user.

Output Parameters

None.

deleteEndorsementForUser

Removes all the endorsements from a specified user.

Input Parameters

<i>userID</i>	String ID of the My webMethods Server user from whom all the endorsements must be removed.
---------------	---

Output Parameters

None.

endorseUserBasedOnTask

Endorses user for task expertise.

Input Parameters

<i>rating</i>	Double Numeric rating for endorsing the user for all the tags associated with the task.
<i>taskID</i>	String ID of the task for which the user is being endorsed.

Output Parameters

None.

Keyword

An object containing information about the ID, name, and type of a keyword.

Element	Description
<i>keywordID</i>	Integer Unique keyword ID.
<i>keywordName</i>	String Keyword name.
<i>keywordType</i>	String Keyword type. Keyword type can be either <code>skill</code> or <code>tag</code> .

Guidance

An object containing information about the name, rating, and user ID of an expert.

Element	Description
<i>displayName</i>	String Expert user name.
<i>rating</i>	Double Expert user rating.
<i>userId</i>	String User ID of the expert user on My webMethods Server.

Endorsement

An object containing information about who endorsed the user, rating provided to the user, and the task tag ID for which the user is being endorsed.

Element	Description
<i>endorsedBy</i>	String Who endorsed the user. Contains the user ID of the person who endorsed or 'SYSTEM' if endorsed by the system.
<i>endorseCount</i>	Double Rating provided to the user for the task tag.
<i>keywordId</i>	Integer Task tag ID for which the user is being endorsed.

A Admin User Reference

Only users with administrator privileges can perform the Business Console configuration tasks by using the Administration menu on the masthead.

To...	Use this menu item...	Do...
Configure the Integration Server, Task Engine, and AgileApps Cloud to which Business Console must connect	Administer Business Console	See “Configuring Servers for Business Console” on page 24.
Configure a Twitter account for Business Console	Administer Business Console	See “Configuring Business Console with Twitter” on page 26.
Configure user endorsement	Administer Business Console	See “Configuring User Endorsement Rating” on page 27.
Configure to-do lists	Administer Business Console	See “Configuring To-Do List Setting” on page 27.
Configure task type display	Administer Business Console	See “Configuring Task Type Setting” on page 28.
Configure Work Stream	Administer Business Console	See “Configuring Work Stream” on page 29.
Configure AppSpace Settings	Administer Business Console	See “Configuring AppSpace Settings” on page 29
Configure the Analytical Engine for Business Console	Administer Business Console	See “Configuring the Analytical Engine for Business Console” on page 30
Configure Column Settings in Work Stream	Administer Business Console	See “Setting the Maximum Number of Columns in Work Stream” on page 30
Manage task types using My webMethods	Administer Tasks	See “Managing Task Types Using My webMethods” on page 33.

To...	Use this menu item...	Do...
Customize the user interface	Customize Business Console	See “Customizing Business Console” on page 34.
Program user endorsement		Use the web services available for business process guidance. See “Configuring User Endorsement Rating” on page 27 and “Using Services for Business Process Guidance” on page 123.

B Non-Admin User Reference

The operations you can perform in Business Console depends on the access and the functional privileges assigned to you.

To...	Navigate to...	Do...
View the unaccepted tasks	Masthead	Click  .
View the tasks expiring today	Masthead	Click  .
View case types, process types, and task types	What's Happening Now > Work Stream	See "About Work Stream" on page 79.
View case instances grouped by case type	What's Happening Now > Work Stream	Click on the case type bar.
View case instances grouped by saved search (keylinks)	What's Happening Now > Work Stream	Click  on the case type bar to view the customized keylinks.
Customize case keylinks (using saved searches)	What's Happening Now > Work Stream	Select the Customize Keylinks option on the case type bar and configure the keylinks. See "Customizing Case Keylinks" on page 89.
Search for cases in case list	What's Happening Now > Work Stream	<ol style="list-style-type: none">1. Expand the case type bar.2. Use the search field to search cases. See "Searching for Case Instances" on page 90.
Configure case instances	What's Happening Now > Work Stream > Case List	Click  Settings.
View case instance details such as attachments and comments.	What's Happening Now > Work Stream > Case List	Click the case number of the case instance and select the Summary tab.

To...	Navigate to...	Do...
View business data of case instance	What's Happening Now > Work Stream > Case List	Click the case number of the case instance and select the Business Data tab.
Add comments to a case	What's Happening Now > Work Stream > Case List > Summary or What's Happening Now > Activity Stream	<ol style="list-style-type: none"> 1. Type the comment for the case. 2. Click Post.
View/hide attachments of a case	Work Stream > Case List > Case Detail	Click  on the vertical side on the case details page.
View/hide task instances belonging to a case	Work Stream > Case List > Case Detail	Click  on the vertical side on the case details page.
View/hide the activities of a case	Work Stream > Case List > Case Detail	Click  on the vertical side on the case details page.
View/hide process instances belonging to a case	Work Stream > Case List > Case Detail	Click  on the vertical side on the case details page.
View/hide hours logged for a case	Work Stream > Case List > Case Detail	Click  on the vertical side on the case details page.
View process instances grouped by status (Keylinks)	What's Happening Now > Work Stream	<ol style="list-style-type: none"> 1. Click on the process bar to view the keylinks 2. Click on the keylink pertaining to the status of process instances you want to view.
Filter process instances	What's Happening Now > Work Stream	<ol style="list-style-type: none"> 1. Click on the process bar to view the keylinks. 2. Click on the keylink pertaining to the status of process instances you want to view. 3. Search and view the process instances in the process list.
View process instance details	What's Happening Now > Work Stream	<ol style="list-style-type: none"> 1. Click on the process bar to view the keylinks.

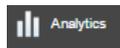
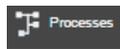
To...	Navigate to...	Do...
		<ol style="list-style-type: none"> 2. Click on the keylink pertaining to the status of process instances you want to view. 3. Search and view the process instances. 4. Click on the custom ID link corresponding to the process instance, and view the process instance details in the process detail page.
View process diagram	Work Stream > Process List > Process Detail	Click the Diagram tab on the process detail page.
View/hide task instances belonging to a process	Work Stream > Process List > Process Detail	Click  on the vertical side on the process detail page.
View/hide the activities of a process	Work Stream > Process List > Process Detail	Click  on the vertical side on the process detail page.
View/hide attachments of a process	Work Stream > Process List > Process Detail	Click  on the vertical side on the process detail page.
View task instances grouped by task type	What's Happening Now > Work Stream	Click on the task type bar.
Create and start a task instantly	Instant Task tab on the left margin	See "Starting Tasks" on page 107 .
Schedule task	Instant Task tab on the left margin or What's Happening Now > Work Stream	See "Scheduling Tasks" on page 104 .
Schedule task delegation	What's Happening Now > Work Stream > Task List or Settings on My Inbox.	See "Scheduling Task Delegations" on page 106 .
View task instances grouped by saved search (Keylinks)	What's Happening Now > Work Stream	Click  on the task bar to view the customized keylinks.
Customize task keylinks (using saved searches)	What's Happening Now > Work Stream	Select the Customize Keylinks option on the task type bar and configure the

To...	Navigate to...	Do...
		keylinks. See “Customizing Task Keylinks” on page 109.
Search for tasks in task list	What’s Happening Now > Work Stream	<ol style="list-style-type: none"> 1. Expand the task type bar. 2. Use the search field to search tasks. See “Searching for Task Instances” on page 109.
Create and use to-do lists	What’s Happening Now > Work Stream	See “Using To-Do Lists” on page 111.
Configure task instances	What’s Happening Now > Work Stream > Task List	Click  Settings .
View mandatory child tasks	What’s Happening Now > Work Stream > Task List	Use Configure Columns settings to display the Is Mandatory column details in the task list.
View task instance details such as tags, attachments, comments, experts, and audit information of a task	What’s Happening Now > Work Stream > Task List	Click the task ID link of the task instance and select the Summary tab.
View business data of task instance	What’s Happening Now > Work Stream > Task List	Click the task ID link of the task instance and select the Business Data tab.
Change task priority	What’s Happening Now > Work Stream > Task List > Summary	Select the priority from the drop-down list.
Tag tasks	What’s Happening Now > Work Stream > Task List > Summary	Type the new tag in the Tags field.
Create an instant task	What’s Happening Now > Work Stream > Task List or What’s Happening Now > Activity Stream	Click Create Instant Task option.
Add comments to a task	What’s Happening Now > Work Stream > Task List > Summary or What’s Happening Now > Activity Stream	<ol style="list-style-type: none"> 1. Type the comment for the task. 2. Click Post.

To...	Navigate to...	Do...
Add attachments to a task	What's Happening Now > Work Stream > Task List > Summary or What's Happening Now > Activity Stream	<ol style="list-style-type: none"> 1. Select the task instance in task list, and type your comment for the task. 2. Click  Add Attachments. 3. Click Attach.
Reply to a comment, email the user who commented for a task, or delete a comment	What's Happening Now > Activity Stream	See "Collaborating Task Activities" on page 116.
Endorse users for a task	What's Happening Now > Work Stream > Task List > Summary	See "Configuring User Endorsement Rating" on page 27 and "Using Services for Business Process Guidance" on page 123.
Visualize task data and analyze task activity	What's Happening Now > Task Activity	See "Task Charting and Analyzing Task Activities" on page 115.
View user profile, roles, and group memberships	Update Profile option in the administration menu	See "Viewing and Updating Your Profile" on page 19.
Edit user profile	Update Profile option in the administration menu	See "Viewing and Updating Your Profile" on page 19.
View and filter trending information related to tasks on social media	What's Happening Now > Twitter Stream	See "Viewing Trending Information on Social Media" on page 121.
Network with task experts	What's Happening Now > Task Experts	See "Networking with Task Experts" on page 121.
Filter and view tasks, accept tasks, delegate tasks, or remove delegation from tasks in your task inbox	Task Inbox tab	See "Managing Your Task Inbox" on page 117.
Customize task list in Work Stream and Task Inbox	What's Happening Now > Work Stream > Task List or Task Inbox > Task List	<p>Click  Settings and use the Configure Columns option and select the columns to be displayed.</p> <p>You can also include the business data fields to Task List.</p>

C Icon Reference

Icon/Image



Click to...

Collaborate and manage business processes in the **What's Happening Now** tab (Home).

View dashboards for process overview, step instances, and process instances.

View process metrics, identify problems, and take corrective actions. For more information, see *Working with Business Process Dashboards*.

View the unaccepted tasks.

View the tasks that are expiring today.

View/hide the case type information in Work Stream.

View/hide the process type information in Work Stream.

View/hide the task type information in work Stream.

View/hide the keylinks of a case type or task type in Work Stream.

- View/hide task instances in case details and process details page.
- Create instant task in Activity Stream.
- View/hide Activity Stream panel in case details and process details page.
- View/hide Comments panel in task detail page.
- View/hide Attachments panel.
- Add attachments.

Icon/Image



Click to...

- Configure setting or perform actions in:
- Case list
- Process list
- Task list
- Charts
- Task Inbox



Refresh content to display the real time changes.

D Permission Reference

Business Console users require access and functional privileges for Task Engine, and the Access Control List (ACL) privileges for Integration Server and Monitor.

Important:

A user must be a member of the My webMethods Users role to log into Business Console.

Users in the My webMethods administrator role can grant or deny access privileges and functional privileges for users, groups, or roles. User permissions for a resource type are set in the **Navigate > Applications > Administration > System-Wide > Permissions Management** page in My webMethods.

Use:

- Resource type permissions to define which resource type a user, group, or role can manage.
- Access privileges to define what a user, group, or role can view.
- Functional privileges to define what a user, group, or role can modify. Without the appropriate access privileges, the functional privileges are of no use.

Note:

You must re-login to Business Console, if any permission is changed.

The sections below list the access privileges, functional privileges, and resource type permissions a user requires for Task Engine to perform operations in Business Console. For more information about setting ACLs and user permissions, see *webMethods Integration Server Administrator's Guide*, *webMethods Task Engine User's Guide*, and *webMethods Monitor User's Guide*.

Basic Permissions

This section lists the minimum access privileges and task type permissions you need to view process types, task types, task lists, task details, business data, audit information, charts, task activities, unassigned tasks, tasks expiring today, task inbox, and task experts.

Access Privilege Required

- Access Privileges > Monitoring > Business > Tasks > Task List Management

Task Type Permissions Required

- Tasks Administration > Task Administration
- Task Management

Access Privilege Required

- Access Privileges > Monitoring > Business > Tasks > Task Charts
- Access Privileges > Monitoring > Business > Tasks > My Inbox

Task Type Permissions Required

- Task Application Root Page

Permissions For Task Management

This section lists the task type permissions and access privileges you need in addition to the basic permissions to perform task management operations.

Task Management Operation**Permissions Required**

Perform task actions

Task Type PermissionTask Management > *Specific permissions for task actions***Access Privilege**Business Console > Access Privileges > Tasks > *Specific permissions such as Task List Actions and Task Details Actions*

Start a task

Task Type Permission

Tasks Administration > Task Administration > Queue New Task Instance

Tasks Administration > Queue New Task Instance

Filter and view tasks, accept tasks, view assigned tasks, delegate tasks, or remove delegation from tasks in the **Task Inbox** tab**Task Type Permission**

Task Application Root Page > Task Inbox Page

Access Privilege

Business Console > Access Privileges > Tasks > Task Inbox

Business Console > Access Privileges > Tasks > Inbox Filters

Permissions For Task Collaboration

This section lists the permissions you need in addition to the basic permissions to perform task collaboration operations.

Task Management Operation	Privileges Required	Task Type Permissions Required
Perform collaborative task actions such as creating instant tasks, endorsing users, and networking with users		Task Collaboration > <i>Specific permissions</i>
Create to-do lists	Functional Privilege Business Console > Functional Privileges > To-Do Lists > Create To-Do List	Task Collaboration > <i>Specific permissions</i>
Reply to a comment or delete a task comment		Task Comments > <i>Specific permissions</i>
Use email option in Activity Stream	Access Privilege Access Privileges > Administration > Business > Tasks > Task Email Listener Administration	

Permissions For Process Management

You need the following privileges in addition to the basic permissions to view process lists, process instance details, and diagrams of processes with task steps:

- Access Privileges > Monitoring > Business > Process Instances
- Access Privileges > Administration > Business > Business Processes
- Functional Privileges > Business Monitoring > Processes > *Specific permissions*
- Business Console > Access Privileges > Processes > *Specific permissions*

Permissions For Customizing Business Console

You need the following functional privilege in addition to the basic permissions to customize title and tab labels:

- Business Console > Functional Privileges > Business Console Customization > Allow Business Console Customization

Permissions For Using Business Console Gadgets

You need the following access permissions in addition to the basic permissions to use a Business Console gadget for customizing Business Console AppSpaces:

- Gadget > Basic > View object

For assigning gadget permissions to users, groups, or roles, see [“Assigning Gadget Access Permissions” on page 76](#).

Permissions For Using AppSpaces and AppSpace Groups

You need the following access permissions in addition to the basic permissions:

- AppSpace > Basic > View Object
- AppSpace Container > Basic > View Object

For assigning AppSpace permissions to users, groups, or roles, see [“Assigning AppSpace and AppSpace Group Access Permissions” on page 77](#).

Additionally, you need the following access privilege:

- Business Console > Access Privileges > AppSpaces > AppSpace

Permissions For AgileApps Cloud Case Management

Cases types are defined in AgileApps Cloud. For more information about accessing cases in Business Console, see [“Managing Cases” on page 84](#).

You need the following access privilege to access cases in Business Console:

- Business Console > Access Privileges > Cases

Additionally, you need the following access privileges to perform case management operations:

- Business Console > Access Privileges > Cases > Summary
- Business Console > Access Privileges > Cases > Case List Actions
- Business Console > Access Privileges > Cases > Case Details Actions

Permissions For Accessing Analytics, Processes, and What's Happening Now Tabs

You need the following access privileges to access tabs in Business Console:

- Business Console > Access Privileges > General > *Specific permissions to access tabs*