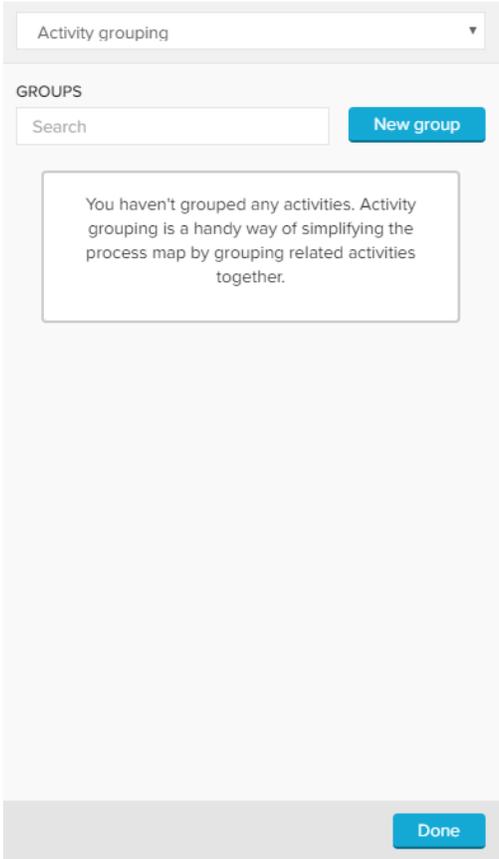


PE: Activity grouping

You can group activities to be displayed as a single activity.



Let's assume, we want to group the activities "Print and Send Purchase Order (Paper)", "Send Purchase Order (eOrder)", "Send Purchase Order (eMail)" and "Send Purchase Order Update".

Click on . The following window will open:

New group

Title
Send Purchase Order

Search by activity name

- Print and Send Purchase Order (Paper)
- Send Purchase Order (eMail)
- Send Purchase Order (eOrder)
- Send Purchase Order Update
- Delete Purchase Requisition Item
- Cancel Invoice Receipt
- Change Currency
- Change PR Approval
- Change Vendor
- Create Purchase Order Item
- Create Purchase Requisition Item
- Delete Purchase Order Item
- Change Price
- Dun Order Confirmation
- Cancel Goods Receipt
- Reactivate Purchase Order Item

Select all activities, and (optionally) name your group. The name will be displayed in the Selection Bar and in the Process Explorer.



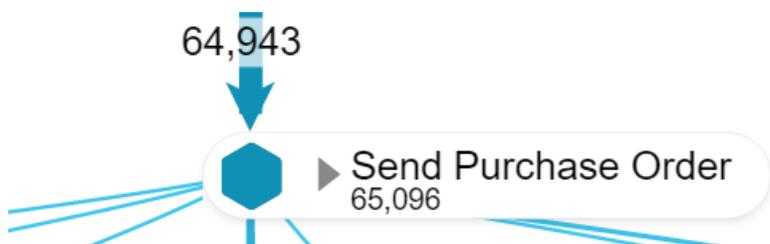
Search Field

Use the Search Field to search for any activity.



Confirm your selection with

The new group will now combine all incoming cases.



Recognize a group

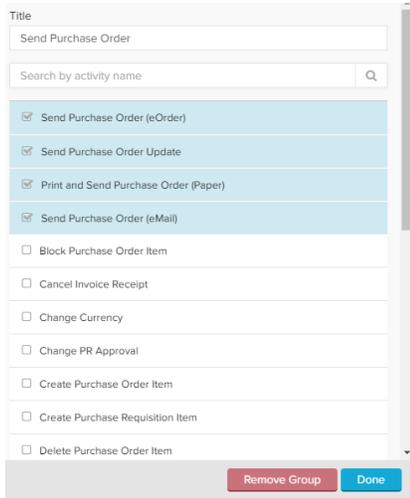
You can recognize a group by the small icon next to the group name.

With **"Expand Group"** you will temporarily dissolve the group. All included activities will show up in the Process Map again, with a small icon attached. Right-click on any of these activities and choose **"Collapse Group"** to resolve the group.

These options are even available for viewers of your analysis (with no edit-rights).

To edit your group, choose your group from the Activity grouping settings.

In the known window, you can now remove or add activities, or remove the group with the  button.



The screenshot shows a software window titled "Send Purchase Order". At the top, there is a text input field containing "Send Purchase Order". Below it is a search bar labeled "Search by activity name" with a magnifying glass icon. The main area contains a list of activities, each with a checkbox. The first four activities are checked and highlighted in light blue: "Send Purchase Order (eOrder)", "Send Purchase Order Update", "Print and Send Purchase Order (Paper)", and "Send Purchase Order (eMail)". The remaining activities are unchecked: "Block Purchase Order Item", "Cancel Invoice Receipt", "Change Currency", "Change PR Approval", "Create Purchase Order Item", "Create Purchase Requisition Item", and "Delete Purchase Order Item". At the bottom right of the window, there are two buttons: "Remove Group" (in red) and "Done" (in blue).