



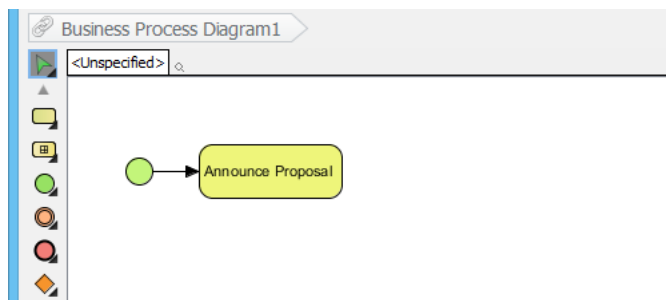
## How to Expand a BPMN Sub-Process?

Written Date : May 26, 2010

Sub-process is a standard BPMN notation that can be used to represent an activity within a business process. In this tutorial, we will take a look at some of the key actions you can perform on a sub-process.

### Drawing a sub-process

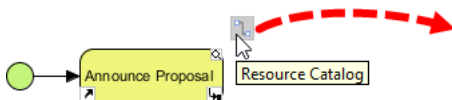
1. Create a [business process diagram](#), with a start event and a task *Announce Proposal*. Connect them with sequence flow.



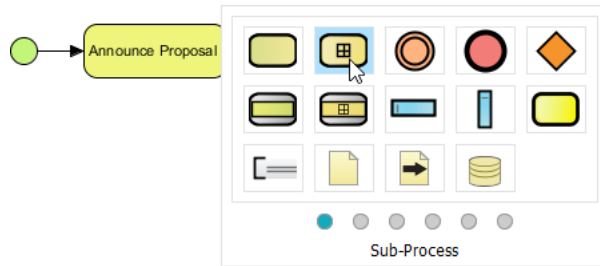
2. You can create a sub-process by making use of the Resource Catalog. Move your mouse pointer over the task *Announce Proposal*.



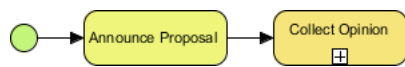
3. Press on the **Resource Catalog** button at the top right of shape and drag it out.



4. Release the mouse button and select **Sequence Flow > Sub-Process** from the Resource Catalog.



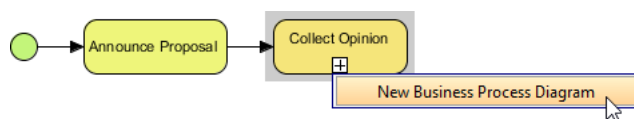
5. Enter *Collect Opinion* as the name of the sub-process and press **Enter** to confirm.



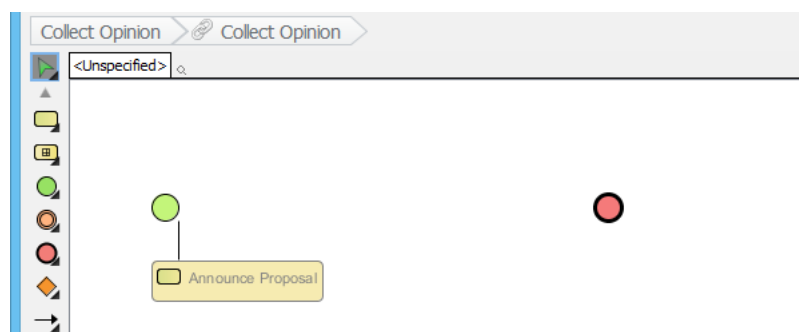
### Forming a deeper process layer

Task and sub-process are both activities in [BPMN](#). Sub-process defers in that it lets you define finer level of process detail by mean of sub-process diagram. Let's try.

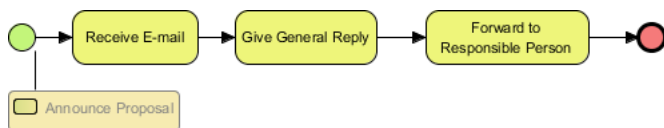
1. Click on the plus button in sub-process *Collect Opinion* and then select **New Business Process Diagram** from the popup menu.



A new business process diagram is created and opened. There is a pair of start and end event. They are there for you to connect the process flow modeled in the parent diagram and the flow to be modeled in this diagram.



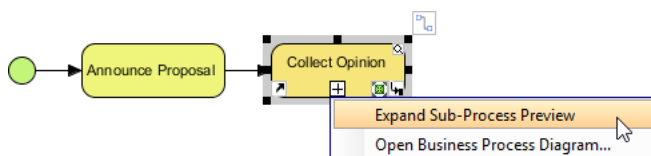
- Let's create three tasks *Receive E-mail*, *Give General Reply* and *Forward to Responsible Person* in between the start and end event as shown below.



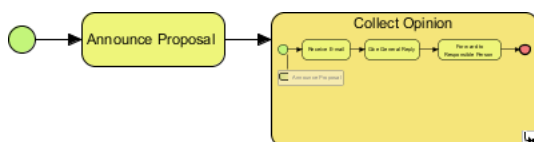
- Now, go back to the upper level by clicking on the shortcut in breadcrumb.



- You may optionally present the sub-process content as a preview in the sub-process shape. Click on the plus button in the sub-process *Collect Opinion* and then select **Expand Sub-Process Preview** from the popup menu.



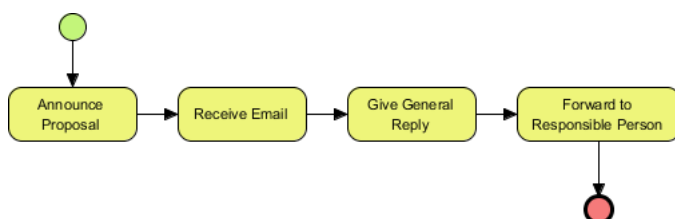
You can see the preview like the image below. If the preview is too small or too big for you, resize the sub-process shape. The preview will be updated automatically to fit the size of the sub-process shape.



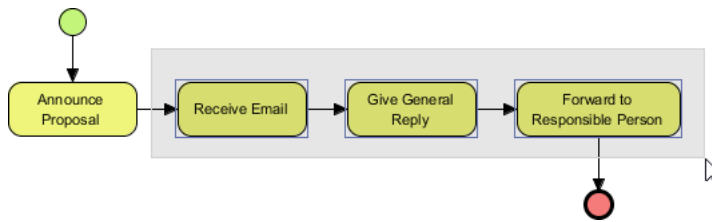
## Forming a sub-process diagram with tasks

We many group several flow objects in a business process diagram as a sub-process. Let's try.

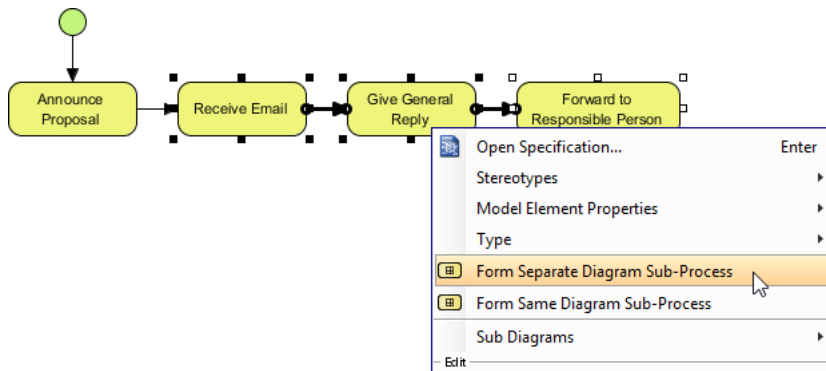
- Draw a new business process diagram with a start and end event, and four tasks *Announce Proposal*, *Receive Email* and *Forward to Responsible Person*, like this:



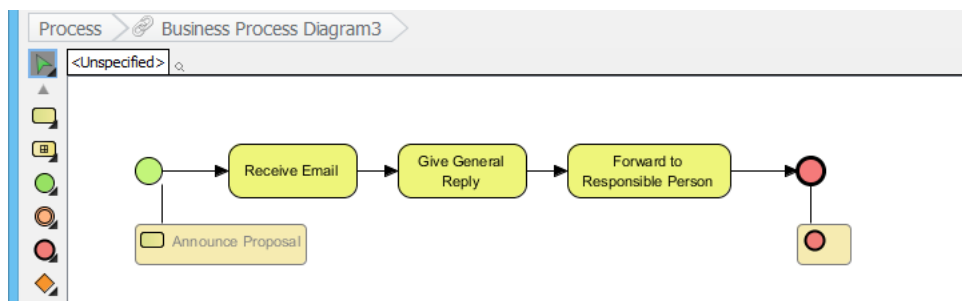
2. Select the tasks.



3. Right click on the selection and select **Form Separate Diagram Sub-Process** from the popup menu.



A new sub-process diagram is formed, with the three tasks moved to there:



If you have selected **Form Same Diagram Sub-Process**, a new sub-process shape will be created, containing the three tasks in-place, without creating any new business process diagram.

Related Links

- [Introduction to BPMN](#)
- [How to Define Working Procedures for Business Tasks](#)



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(<https://www.visual-paradigm.com/>)

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