

Using Activities

This section will describe how to use Activities in a BPMN process diagram. Activities (Tasks, Subprocesses, and Call Activities) can have the following specific markers displayed on their shapes:

- Compensation
- Standard loop
- MultiInstance loop (parallel)
- MultiInstance loop (sequential)

To add a Compensation marker to an Activity, do one of the following

- Right-click an Activity and select **Is For Compensation**.
- Open the Activity Specification window. Click to clear the **Is For Compensation** check box and click **Close**.

To add a Loop marker to an Activity

- Right-click an Activity and click to select **Standard Loop** or **MultiInstance Loop**.

To display a MultiInstance Loop (sequential) marker on a MultiInstance Loop activity, do one of the following

- Right-click an Activity with a MultiInstance Loop (parallel) marker and on the shortcut menu select **Is Sequential**.
- Open the Activity with a MultiInstance marker Specification window. Select **Is Sequential** and click **Close**.

To convert an Activity to another type of Activity

- Right-click a Task, SubProcess, or Call Activity and from the shortcut menu select **Refactor > Convert To** and then select an Activity type to which you need to convert the selected Activity.

To display Resources assigned for Activities

- Right-click the diagram pane and then do one of the following:
- On the shortcut menu, click to select the **Show Assigned Resources** check box (see the following figure).
- From the shortcut menu, select **Diagram Properties** and in the open dialog, set the **Show Assigned Resources** property value to true.

Related element

- [Activities](#)

Related diagrams

- [BPMN Process Diagram](#)
- [BPMN Collaboration Diagram](#)

Related procedures

- [Creating a Diagram](#)
- [Creating and Using Tasks](#)
- [Creating and Using SubProcesses](#)
- [Creating and Using an Event](#)
- [Creating and Using a Sequence Flow](#)
- [Creating and Using Data Items](#)
- [Using Common BPMN Elements](#)
- [Navigation Between BPMN Diagrams](#)