

# Modifying BPMN Table

To create a new element in a BPMN table

- Click the **Add New** button on the Table Edit toolbar.

To add an existing element to a BPMN table, do one of the following

- In the Containment tree, select one or more Resources and drag them to the table.



- Hold down Shift to select multiple elements that are grouped together.
- Hold down Ctrl to select multiple elements that are not grouped together.

- Click the **Add Existing** button on the Table Edit toolbar. The select element dialog opens, select element you need to add to the table and click **OK**.



To select more than one element, click the **Multiple Selection** button.

To remove an element from a BPMN table

- Select the element in the table and click the **Delete From Table** button on the Table Edit toolbar.

To delete an element from both a BPMN table and the model

- Select the element in the table and click the **Delete** button on the Table Edit toolbar.

To display columns of the table

1. On the Table Edit toolbar, click **Show Columns**.
2. From the menu, select properties to be shown in the table.

To edit element property value in a cell



The property can be edited if it is not locked.

1. Click a cell.
2. Do one of the following:
  - Edit the value directly in the selected cell.
  - Click the ... button. The property value editor dialog opens.

To export a BPMN table to the \*.html, \*.csv, or \*.xlsx format

1. On the BPMN table toolbar, click **Export**. The **Choose file** dialog opens.
2. Do one of the following:
  - Browse for a location to save a table in.
  - Type the exported table name.
  - Select the exported table format.
3. Click **Save**.

## Related procedures

- [Creating a Diagram](#)

**Related external resource**

- [Generic table](#)