Creating and Using SubProcesses

A BPMN diagram can display subprocesses with different symbol properties. They are as follows:

- An expanded SubProcess can contain inner shapes.
- A collapsed SubProcess cannot display inner shapes. A plus sign (+) marker will be displayed for a collapsed subprocess.

If the *Is Triggered By Event* property of a SubProcess is set to true, it will call an Event SubProcess and will be drawn with a dashed border.

There are two specific types of SubProcesses:

- Transaction SubProcess. It is represented with double borders.
- AdHoc SubProcess. It is represented with an AdHoc marker on its shape.

To create a SubProcess

> ⊕ Business Analyst perspective provide most popular SubProcess types. Full list of SubProcesses types you can have only in Business Modeler and Full
>
> Featured perspectives.

1. Open a BPMN Process diagram.
2. On the diagram pallet, click the arrow next to the SubProcess and select the needed type of SubProcess.

To expand a SubProcess, do one of the following

- Right-click a SubProcess shape and from the shortcut menu select Symbol(s) Properties. Then, in the Symbol Properties dialog, click to clear the **Suppress Content**.
- Right-click a SubProcess shape and in the shortcut menu click to clear Suppress Content.

To collapse SubProcess, do one of the following

- Right-click a SubProcess shape and then on the shortcut menu click to select Suppress Content.
- Right-click a SubProcess shape and from the shortcut menu select Symbol(s) Properties. Then in the Symbol Properties dialog click to select the Suppress Content.

To mark a created SubProcess as an event SubProcess, do one of the following

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- Right-click the SubProcess and on the shortcut menu click to select **Triggered By Event**.
- Open the SubProcess Specification window. Select the **Triggered By Event** check box.

To convert a SubProcess to a Transaction SubProcess or AdHoc SubProcess

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- Right-click the SubProcess and from the shortcut menu select **Refactor** > **Convert To** > **More Specific** > **AdHoc SubProcess** or **Transaction SubProcess**.

To convert a Transaction SubProcess or AdHoc SubProcess to a SubProcess

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- Right-click the Ad Hoc SubProcess or Transaction SubProcess and from shortcut menu select **Refactor** > **Convert To** > **More General**> **SubProcess**.

To display a Start Event icon on a Event SubProcess

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1. Create an expanded Event SubProcess.
2. Create a Start Event to the Event SubProcess.
3. Right-click the SubProcess and click to select the **Suppress Content** check box.

Related element

- SubProcesses

Related Diagrams

- BPMN Process Diagram
- BPMN Collaboration Diagram

Related procedures

- Creating a Diagram
- Creating and Using Tasks
- Using Activities
- Creating and Using an Event
- Creating and Using a Sequence Flow
- Creating and Using Data Items
- Navigation Between BPMN Diagrams