# 3 Process Chaining Principles

Process chaining is a facility in Trent that allows you to link forms and processes together into a logical sequence.  There are several benefits for using these, however the main ones are:
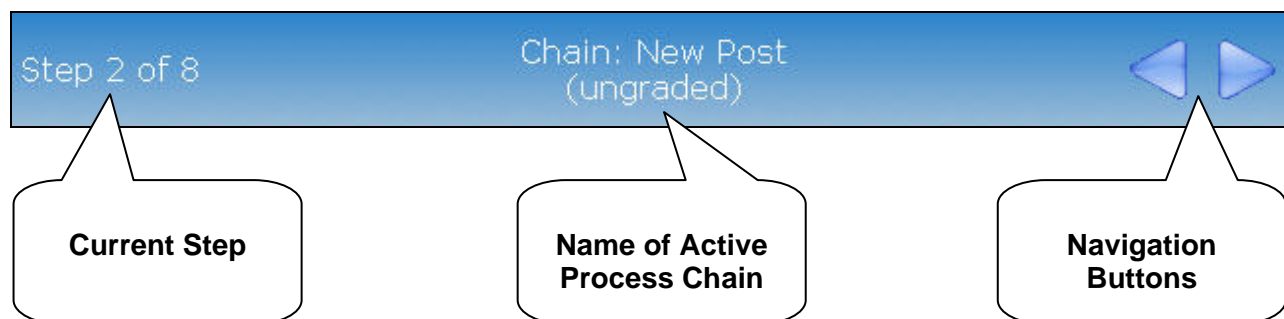
- Users do not have to remember the form sequence that is used for the required process, such as New Starters.

- Process chains can be stopped and restarted as required, therefore long processes can be completed in stages.

## 3.1  Starting a Process

Each process chain is linked to a type of record and is therefore accessed from the appropriate module/menu options.  Details of each process, including where to find them will be explained later.

## 3.2  The Process Chain Bar

Completing forms within a process chain is the same as if you completed them independently, however when in a process chain you are given information about what you are currently doing along with the ability to navigate from step to step.



Step 2 of 8    Chain: New Post (ungraded)

**Current Step**            **Name of Active Process Chain**            **Navigation Buttons**

Once the first step within a process chain has been completed, you can add other details as required.

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**Note:  It is essential to save the first step of the chain, even if no entries are made**

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To move onto the next step, click on the Next Step button in the top right corner of the form.

To go backwards through the process use the Previous Step button, also found in the top right corner of the form.

## 3.3 Stopping and Restarting the Process

Trent keeps a track on where you are in the process, therefore it is possible to stop the process at any point with a view to returning where you left off and continuing.

To stop the process, simply navigate away from the process chain. To restart the process from the place you left it follow the steps below.

1.  Click on the To Do List button within the Control Bar



2.  This will open the To Do List Pane.
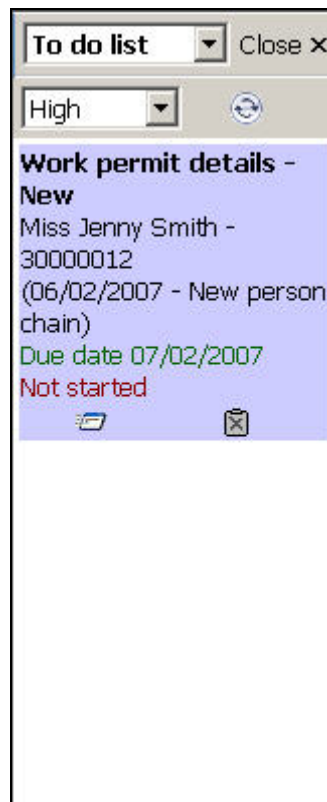


3.  Click on the process you would like to continue. Trent will open the Process Chain at the place indicated at the top of the task details.