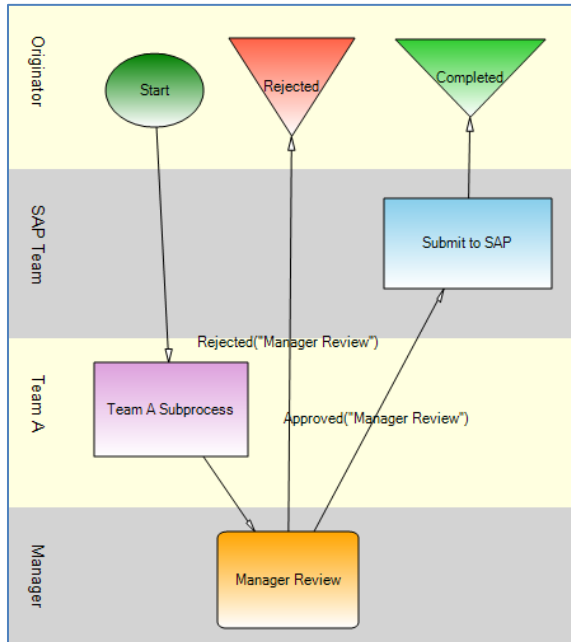**WINSHUTTLE**

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Winshuttle Designer Job Aid

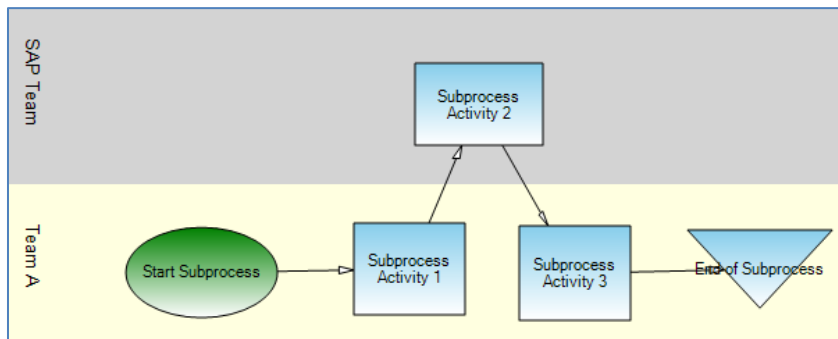## How to Create Subprocess in a Workflow using a Loop

1. Open Winshuttle Designer > click **File** > click **New** > click **Workflow Solution for Forms**.

2. Create the workflow; insert a **Loop Block** node [icon] for the Subprocess. Example:

3. Name each node.
4. Select the Loop node added for the Subprocess.
   a. Go to the **Participant Pane**, on the right hand side > go to the **Loop** section > in **LoopType** field, select **None**.
      NOTE: Since the Loop Type is None, a Loop Condition is not needed.
5. Add transitions between the nodes.
6. Double click on Loop node to create new canvas for the Subprocess.
7. Create the workflow for the Subprocess.
   a. Start the workflow in the SAME swimlane as the main canvas. Example:

8. Click **Save**.

Notes:

- *When the Subprocess ends the workflow would continue. In the example, the next step would be the Manager Review.*
- *Each node of the entire workflow must have a unique name.*
- *It is possible to create multiple Subprocesses for a workflow. Each Subprocess would have its own canvas.*