

From process map to live workflow in 7 steps

Chronos Workflow Platform (CWP) is a no-code, self-service platform for process automation and document management. This guide shows how your team builds a workflow, step by step, without coding.



Hours to 2 days

for a simple process with 2–10 steps

3–7 days

for a complex process with 11–70+ steps,
set up by a key user

Unlimited

users and processes in every plan

WHY CHOOSE CWP

CWP is a no-code, self-service enterprise workflow platform for automating processes and managing documents in a user-friendly way. Digitize paper-based activities into step-by-step processes that follow your internal policies, with real-time, collaborative eForms and tasks, accessible from anywhere.

Built-in language switching makes it a strong fit for multi-language and cross-border operations.

No code

Self-service

Collaborative eForms

Access from anywhere

Multi-language

Built-in documents

AI-powered

KEY TERMS

Business process

A set of linked activities that reach a business goal, such as an insurance claim, contract approval, holiday request or purchase request.

Workflow

The automation of a business process, where documents, information or tasks pass between participants under defined rules.

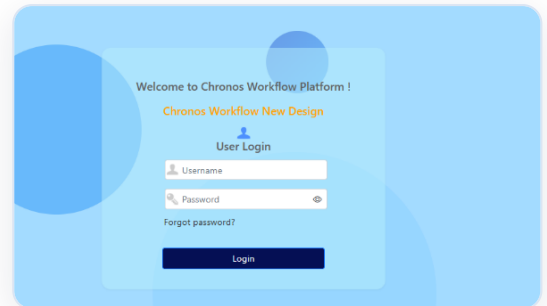
Workflow automation

Software that runs a business process defined in a process plan, with its activities, rules and data.

1

Sign in

For a demo, you get a dedicated web address and login. With a perpetual license, we install CWP on your own infrastructure at no extra charge. With a SaaS subscription, we set you up as the system administrator.

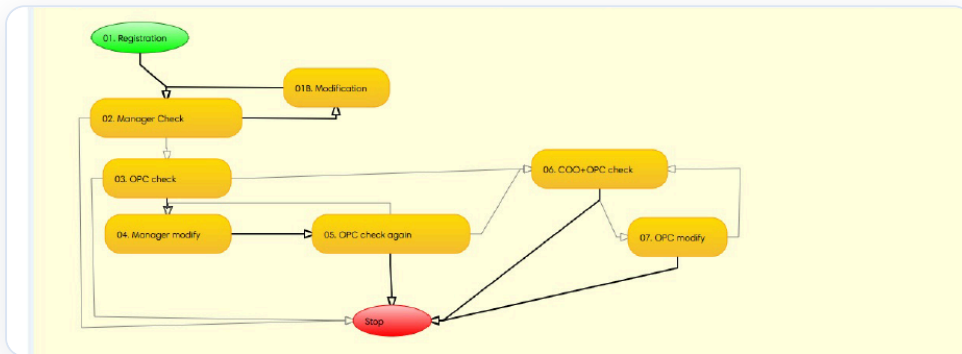


2

Design your process map

[Administration](#) > [Document/Process Types](#) > [Import Process Design](#)

Draw your process in the built-in drag-and-drop designer, or import it from MS Visio. We recommend the built-in designer to avoid step and routing issues. CWP is multi-language, so set up designs in your main language.



An incident reporting process in the CWP graphical designer.

FAST LANE

Process Wizard

Prefer a guided route? The Process Wizard sets up a new process from an existing process design in a few clicks.

01 · DESIGN

Draw a new process design, or choose an available one

02 · FIELDS

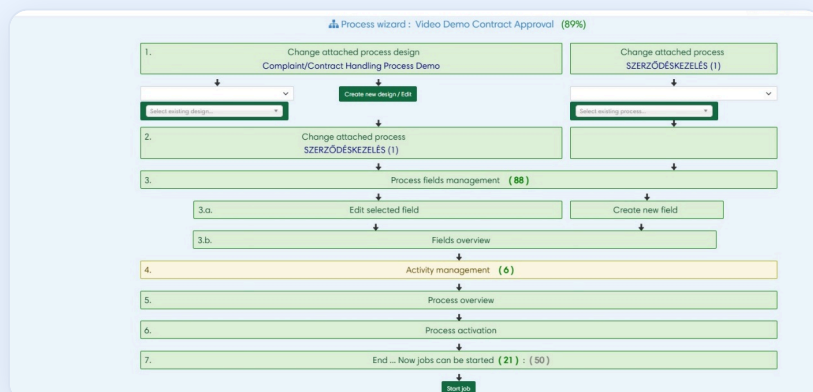
Edit form fields and their visibility per step, then check the form overview

03 · ACTIVITIES

Set job owners and routes, then review the process

04 · ACTIVATE

Activate the process, and jobs can start



3

Add users, departments and roles

[Administration > Organization > Persons / Departments / Roles](#)

Add or change users (name, title, contact details, IDs, password) and build an org hierarchy of any depth, or import it from Active Directory. AD sync never overwrites CWP admins. Assign step owners by role, so processes don't need editing when people change jobs.

4

Create a process type and category

[Administration > Document/Process Types > Manage Categories](#)

Create a new document/process type: choose the flowchart design, name, technical or short name, category and position. New processes stay passive until you activate them. Example categories: IT, HR, Purchasing, Customer service.

5

Define eForm fields, visibility and layout

[Right-click the process type > Fields](#)

Add fields per process, set what each step can see in the Activities > Fields column or in the graphical designer, and arrange fields on the responsive 12-column form.

Activities

Name	Is Auto.	Starts Sub.	Start	End
01. Registration	x	x	✓	x
01b. Modification	x	x	x	x
02. Assignment of attributes	x	x	x	x
03. Cosigning Approvals (parallel)	✓	✓	x	x
04. Signer approval	x	x	x	x
05. Signing of paper docs	x	x	x	x
Stop	✓	x	x	✓

Fields

#	Name	Technical Name	Type
1	Contract data	contractdata	Section Tab Page
2	Contracted Company	contractedcompany	Document Reference
3	Address of company	address	Text
4	Tax ID number	taxnumber	Text
5	Subject of Contract	subject	Text
6	Start date	sdate	Date
7	Expected close date	closedate	Date
8	Contracted Amount	amount	Number

6

Set routing, owners and notifications

[Activities > Routings](#)

Configure step transitions and conditions, dynamic routings where users choose the path, step owners (person, role, department, field content or referenced master data), and email notifications and SLAs per step, using your own templates.

Name	Start	End	Fields	Fields UI Settings	Routings	Dyn. Routings	Word Merge	Subproc.	Automatically started processes	Activity dependent UI components
01. Registration	✓	x	✗	✗	✗	✗	✗	✗	✗	✗
01b. Modification	x	x	✗	✗	✗	✗	✗	✗	✗	✗
02. Assignment of attributes	x	x	✗	✗	✗	✗	✗	✗	✗	✗
03. Cosigning Approvals (parallel)	x	x	✗	✗	✗	✗	✗	✗	✗	✗
04. Signer approval	x	x	✗	✗	✗	✗	✗	✗	✗	✗
05. Signing of paper docs	x	x	✗	✗	✗	✗	✗	✗	✗	✗
Stop	x	✓	✗	✗		✗	✗	✗	✗	✗

7

Activate

[Administration > Advanced Operations > Activate](#)

The process status shows active or passive. Here you also find database connections, system interfaces, WordMerge documents and the holiday calendar.

BUILT-IN REPORT GENERATOR

Create statistical, progress and performance reports with rich filters: running dates, process, field, type, owner and more.

Excel export

Take any report into Excel for further analysis.

Calculated fields

Reports with calculated-field values.

Process history

Graphical history of every process instance.

Scheduled reports

Automatic reports on a schedule.

Audit trail

Every change recorded, change by change.

CWP log

System log reports for administrators.

BUILT-IN AI: MOST POPULAR FEATURES



AI Assistant

POPULAR

Ask questions about your processes in plain language. Answers come from your CWP data, link straight to the related forms, and show only what each user is allowed to see.



Generative AI in process forms

POPULAR

Write, rewrite and polish text directly in eForm fields, such as descriptions, justifications or summaries, without leaving the process.



AI invoice scanning

Upload scanned invoices: AI reads them, extracts the selected information and fills it into the process fields automatically, ready for approval.



AI-powered report analysis

Describe what you want to learn from your report, and AI analyzes the data and summarizes the findings in plain language.

BUILT-IN DOCUMENT MANAGEMENT

The e-Library keeps documents next to the processes that use them: folder hierarchies, check-in and check-out, version and audit history, metadata-driven filing, WordMerge templates and time-stamped e-signatures.

Every plan includes everything

Workflow, document management, reporting and audit trail, with unlimited users and processes.

License or subscription

Choose a perpetual license or a subscription, in the cloud or self-hosted. See chronosworkflow.com/pricing.

AI features

AI services come from a third-party provider, so they need a separate AI agreement. CWP can also run under your company's existing AI contract.

Set up your first workflow in hours, not months.

It's as easy as it sounds. Book a demo and we'll show you CWP with your own processes.

[Book a demo → chronosworkflow.com/contact](https://chronosworkflow.com/contact)[See pricing](#)