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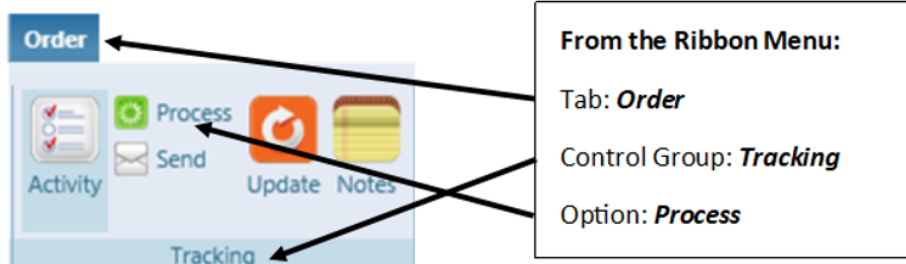
## How Do You Create a Process?

Tammy Mason - 2022-07-20 - in Quotes, Orders & Invoices

### How Do You Create a Process?

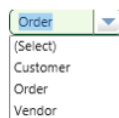
A **Process** in ASI SmartBooks organizes the **Activities** for an order. You can define the Processes based on how your company needs to flow and track orders. Multiple Processes can be created to be used for different order flows.

The Processes will be available in the Tracking Update View and the Order Tracking View. Create and define your Processes here:



Description	Type	Status
Customer	Customer	Active
customer art	Customer	Active
order	Order	Active
Order followup	Order	Active
order info	Order	Active

3. Enter a **Description** to define what this Process is meant to accomplish. This will display in the Order Tracking View.
4. Select an Activity Type for this Process. This will be either a Customer, Order, or Vendor Activity Type. Only order Activities can be used on an Order Process; the same is true for Customer and Vendor Activities.



3. Click the plus Column to add columns for Activities.

+ Column

Remove an Activity by clicking

Remove

4. Click to locate and select the Activity you want to use for each column.
5. Save the Process.