

## Add a Condition to a Transition

Conditions allow you to control whether an object is moved to a certain state or if an action will be performed. This is done by using fields, formulas, and workflow states to create a formula with parameters that must be met before the transition or action can occur. For more information on formulas, see the following articles:

- [Formulas Overview](#)
- [Variables, Operators & Functions](#)
- [Null Values in Formulas](#)
- [Formula Examples](#)

### EXAMPLE

Your company has a policy that severe incidents must skip the typical review process and must be investigated immediately. As such, for the Incident object type workflow, you create a condition on the Submit for Review trigger that if the “Severe” option has been chosen on the Incident Severity select list, the object is automatically transitioned to the Investigation Required state once the Submit for Review trigger is clicked on a form.

The screenshot displays the 'Admin Edit Workflow' interface. On the left, the 'INCIDENT' workflow is shown with three states: 'CREATION', 'DRAFT', and 'INCIDENT CLOSED'. The 'CREATION' state has two triggers: 'Submit for Review' (transitions to 'In Review' or 'Investigation Required') and 'Save as Draft' (transitions to 'Draft'). The 'DRAFT' state has two triggers: 'Save changes to draft incident' (transitions to 'Draft') and 'Submit for Review' (transitions to 'In Review').

The right-hand 'EDIT TRIGGER' palette is open, showing the configuration for the 'Submit for Review' trigger. It includes the following sections:


- TRANSITION DETAILS:** Name: 'Submit for Review'; Destination State: 'Investigation Required'.
- CONDITIONS:** Name: 'Severe Incidents'.
- VARIABLES:** A variable named 'INCIDENTSE' is selected, with the field 'Incident Severity'.
- FORMULA:** The formula 'INCIDENTSE==3' is entered.

*A condition on a transition, as displayed in the Edit Trigger palette on the right.*

**To add a condition on a transition:**




Ensure the [state](#), [trigger](#), and transition you wish to add the condition to have already been created and configured prior to following the steps below.

1. From the **Edit Workflow** page, click a trigger to open the **Edit Trigger** palette.
2. Click the  icon next to the transition.
3. Click **Add Condition**.

### TRANSITION DETAILS

**Name**

**Destination State**

 Investigation Required ▼

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### CONDITIONS

[+ ADD CONDITION](#)

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### ACTIONS

[+ ADD ACTION](#)

*The Edit Trigger palette where you can add conditions and actions.*

4. **Optional:** Enter a name for the condition in the **Name** field. Conditions are named **Default Condition Formula** by default.
5. Click **Add Variable**.
6. Select either **Field**, **Relationship**, or **Reference** from the **Variable Type** dropdown menu:
  - If you selected **Field**, choose a field or formula from the **Available Components** dropdown menu. The options in this dropdown are fields or formulas added directly to the object type.
  - If you selected **Relationship** or **Reference**:
    - a. Select a relationship or reference saved to the object type from the **Relationship** or **Reference** dropdown menu.
    - b. Select a field, formula, or workflow state from the **Available Components** dropdown menu. These are the fields, formulas, or states saved to the object type(s) in the relationship or reference.
    - c. Select a variable sub-type from the **Sub Type** dropdown menu to specify how the data from multiple objects will be compiled or calculated. See the **Field & Formula Variables** and/or **Workflow State Variables** sections of the [Variables, Operators & Functions](#) article for more information on the available sub-types.



Fields can be added to formulas only if they've been added directly to the object type or if they're saved to an object type associated through a relationship or reference. Only numeric fields, date fields, and select lists with numeric values added to their options are accepted in formulas. See the [Fields](#) category for more information.

7. **Optional:** Enter a name for the variable in the **Name** field. By default, the unique ID of the field or formula is automatically populated.

### VARIABLES

|   |  |
|---|--|
| <b>Variable Type</b>                                | <b>Available Components</b>                    |
| <input type="text" value="Field"/>                  | <input type="text" value="Incident Severity"/> |
| <b>Name</b>   | <b>Description</b>                             |
| <input type="text" value="INCIDENTSE"/>             | <input type="text"/>                           |
| <input type="checkbox"/> Treat empty values as Null |  |

*A new condition formula.*



Naming a variable after a function will result in an error.

8. **Optional:** Enter a description for the formula in the **Description** field.
9. **Optional:** Select the **Treat empty values as Null** checkbox if objects with blank variables should not be assigned a zero (0) value. See the [Null Values in Formulas](#) article for more information.
10. Click **Create**.
11. Continue adding variables by following steps 5-10 above. To remove a variable, click the icon beside the variable.

**INCIDENTSE**

Field: Incident Severity

*An existing variable on a condition.*

12. Using the variable name(s), enter a formula, including any operators and/or functions, in the **Formula** field (e.g. **INCIDENTSE==3**). See the [Variables, Operators & Functions](#) article for more information.

### VARIABLES

[+ ADD VARIABLE](#)

**INCIDENTSE**

Field: Incident Severity

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### FORMULA

*Creating a new formula using the variable name.*



You must use double equal signs (==) in condition formulas. See [Variables, Operators & Functions](#) article for more information.

13. Click **Done**.