

Create an automation

Choose an available template, configure what the workflow creates and publishes, set its schedule, and save it.

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Before you begin

- ✓ Prepare a bulletin template if you want to generate a PDF, or a starter notice for a notice-only workflow.
- ✓ Connect any social integrations you want to enable in the publishing step.

1

STEP 1 OF 5 · 2 MIN

Open Automations

Open Workflows and select Create workflow in the page header.

The list also has Run history. Use it after creation to inspect runs; it does not start the setup flow.

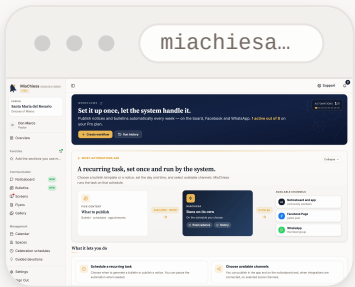


Fig. 1 The localized Workflows page; Create workflow opens the setup wizard.

2

STEP 2 OF 5 · 2 MIN

Choose a template

The creation wizard currently keeps its control labels in Italian. On Scegli un modello, select a card under Bollettino + Avviso or Solo Avviso. Each card lists its contents, publishing destinations, and any missing requirement.

Selecting an available card moves directly to Configurazione. There is no separate Custom option on this screen.

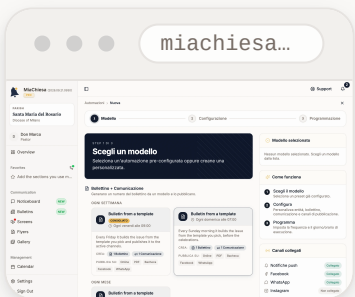


Fig. 2 In English mode, the wizard keeps the Italian heading Scegli un modello; the visible Bollettino + Avviso templates appear beside the empty summary, Come funziona and Canali collegati.

3

STEP 3 OF 5 · 2 MIN

Configure the action

Under Configurazione, enter Nome automazione and optionally Descrizione. At Cosa vuoi creare?, keep at least one of Bollettino PDF or Avviso / Comunicazione selected.

Use Avanti through Entità, Modello or Avviso, and Pubblicazione. Choose the requested template and content; under Pubblicazione, enable notifications or only the social channels that are already connected.

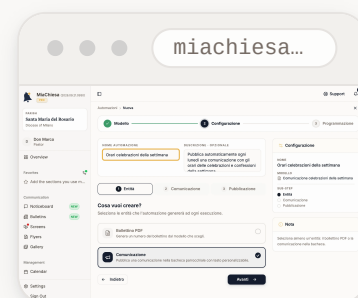


Fig. 3 The selected template opens Configurazione and pre-fills the Italian Nome automazione field.

4

STEP 4 OF 5 · 2 MIN

Set the schedule

Under Programmazione, apply a Modello rapido or set Frequenza, Giorni della settimana or Giorno del mese, and Orario.

Check Riepilogo programmazione and the calculated upcoming runs. The time uses the Europe/Rome time zone.

5

STEP 5 OF 5 · 2 MIN

Review and save

Review the configuration summary and select the Italian button Crea Automazione. The workflow is created as active and the app returns to the Workflows list.

Open its detail page to inspect Programmazione and Storico esecuzioni. The run history remains empty until the first run occurs.

What you have achieved



The new active workflow appears in Your workflows.



The generated entities, publishing settings, and schedule remain available from its detail page.

Troubleshooting

A template cannot be selected



Read the [Per attivare questo modello](#) panel and follow its link to configure the missing requirement.

A social channel is disabled



Connect the service from Settings > Integrations, then return to Pubblicazione.

The workflow does not run



Open its detail page, check that it is active, and review the next run and Storico esecuzioni.