**Gateways**

- **Data-based Exclusive Gateway**
  - When splitting, it routes the sequence flow to exactly one of the outgoing branches based on conditions. Upon merging, it awaits all incoming branches to complete before triggering the outgoing flow.
- **Event-based Exclusive Gateway**
  - It is always followed by capturing events or receive tasks. Sequence flow is routed to the subsequent event/task which happens first.
- **Parallel Gateway**
  - Using a split the sequence flow, all outgoing branches are activated simultaneously. When merging parallel branches it waits for all incoming branches to complete before triggering the outgoing flow.
- **Inclusive Gateway**
  - When splitting one or more branches are activated based on branching conditions. When merging it awaits all active incoming branches to complete.
- **Complex Gateway**
  - It triggers one or more branches based on complex conditions or verbal descriptions. Use sparingly as the semantics might not be clear.

**Activities**

- **Task**
  - A task is a unit of work, the job to be performed.
- **Subprocess**
  - A subprocess is a decomposable activity. It can be collapsed to hide the details.

**Data**

- **Data Object**
  - Represents information flowing through the process, such as business documents, e-mails or letters.
  - Attaching a data object with an **Association** indicates hand-over of information between the activities involved.
  - Bidirected Association indicates that the data object is modified, i.e., read and written during the execution of an activity.

**Transactions**

- **Transaction**
  - A transaction is a set of activities that logically belong together; it might follow a specified transaction protocol.
  - Completed activities can be compensated. An activity and the corresponding Compensable Activity are related using the corresponding Link Events.

**Documentation**

- **Group**
  - An arbitrary set of objects can be defined as a Group to show they logically belong together.
  - Any object can be associated with a Text Annotation to provide additional documentation.