

Get started in QualiWare

Introduction to QualiWare – basic navigation and modeling via the Web

qualiware

Agenda

- Workspace and navigation
- How to draw diagrams
- How to describe diagrams and symbols
- How to link across diagrams
- External documents
- How to describe the organization
- Linking content together
- Spreadsheet
- Analyzing and exploring the repository

The screenshot displays the Qualware software interface, which is organized into a grid of dashboards and navigation elements. On the left, a dark sidebar contains a vertical menu with icons for STRATEGY, PROCESS, APPLICATION, INFORMATION, ORGANIZATION, TECHNOLOGY, COMPLIANCE, SUSTAINABILITY, RISK, NEWS, and ANALYTICS. The main workspace is divided into several sections:

- MY DESKTOP**: A section for personalized content.
- INNOVATION**: A section for new ideas and projects.
- STRATEGY**: A section for strategic planning.
- PROCESS MANAGEMENT**: The active section, featuring:
 - Enterprise Management System**: A flowchart diagram with yellow and orange boxes.
 - Business Operating Model**: A detailed process flow diagram with green and yellow elements.
 - Process Risk**: A section for analyzing risks and controls, with a sub-section for "Process responsibility".
 - Process cost**: A bar chart showing "Number of Business Processes" (459), "Total Cost of Business Processes" (\$17,193.62), and "Average Cost of all Business Processes" (\$38.40).
 - Capabilities delivered**: A pie chart showing "Delivered: 83" (71.55%) and "Not Delivered: 33" (28.45%).
- APPLICATION MANAGEMENT**: A section for managing applications.
- RISK MANAGEMENT**: A section for managing risks.
- COMPLIANCE**: A section for managing compliance.
- ENTERPRISE ARCHITECTURE**: A section for managing enterprise architecture.
- ANALYTICS**: A section for data analysis.





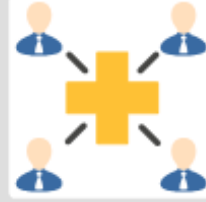




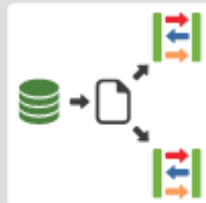







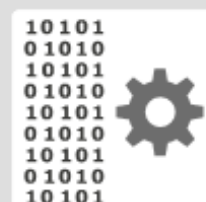
Additional features include a "Quick Search" bar, "My areas of interest" (21 items), "To-Do" (1 item), and several "Register" buttons for Risk, Idea, Problem, and Incident. The Qualware logo is visible in the bottom left corner.



Workspace and navigation

qualiware

Enterprise Architecture Framework

	Strategy	Process	Application	Information	Organization	Technology
Conceptual	 <p>Strategy</p>	 <p>Business Process Model</p>	 <p>Application Architecture</p>	 <p>Semantic Model</p>	 <p>Stakeholder Model</p>	 <p>Strategic Technology Model</p>
Logical	 <p>Policies</p>	 <p>Business Process Design</p>	 <p>System Design</p>	 <p>Logical Data Model</p>	 <p>Organization Model</p>	 <p>Business Technology</p>
Operational	 <p>Business Rules</p>	 <p>Work Flow</p>	 <p>Component Model</p>	 <p>Physical Data Model</p>	 <p>Human Resource Model</p>	 <p>Physical Technology</p>

QualiWare supports all dimensions of the Enterprise Architecture Framework.

The desktops and menu (cf. next slide) contains relevant subset for each of the columns in the Enterprise Architecture framework

Workspace

- 1 Desktops
- 2 Action buttons
- 3 Menu

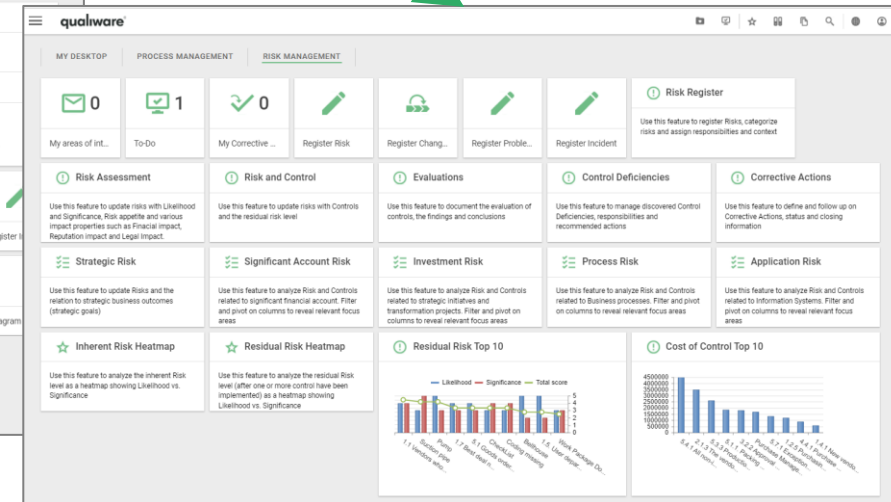
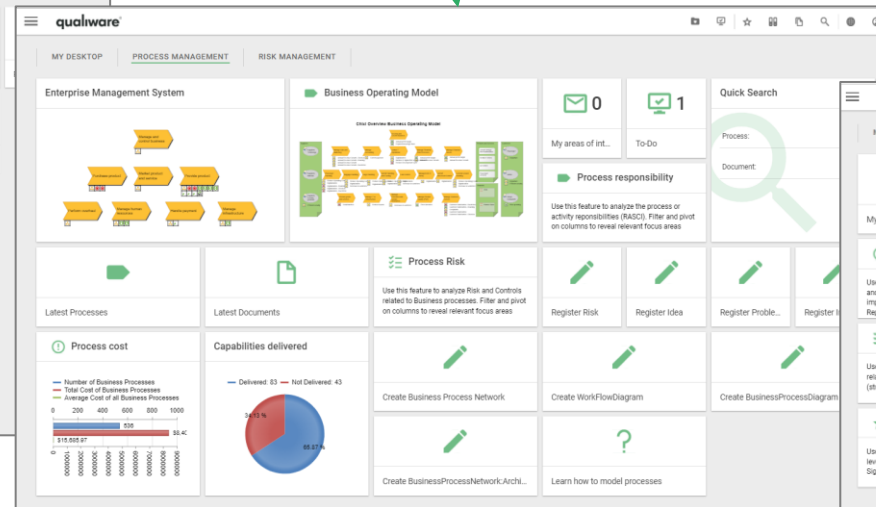
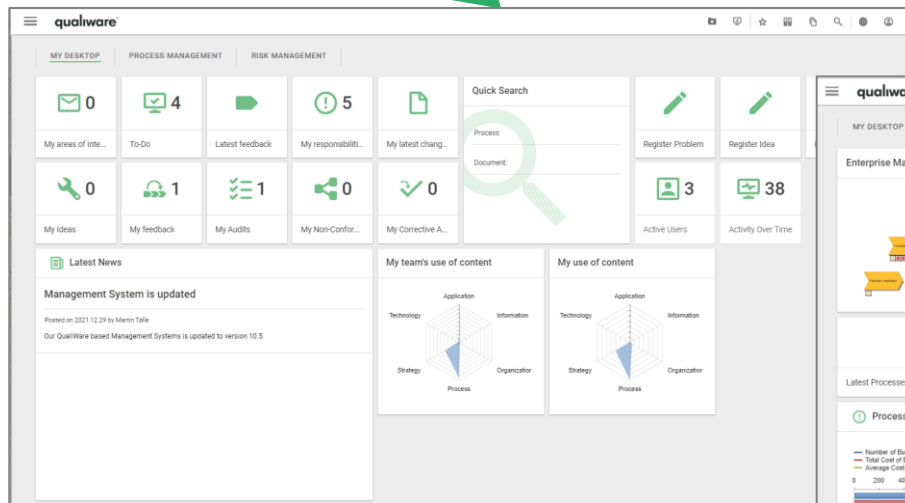
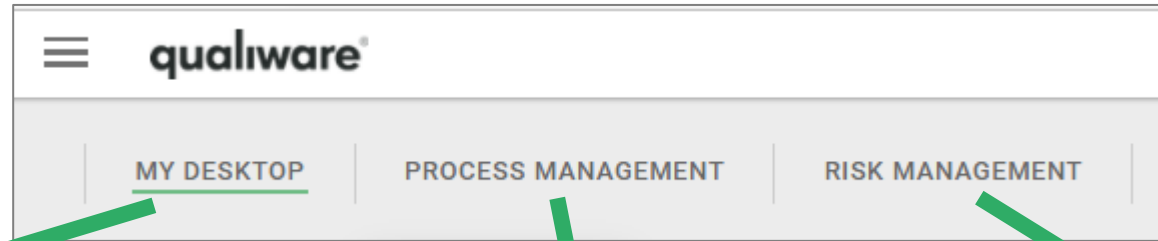
The screenshot shows the Qualiware workspace interface. At the top, there is a navigation bar with tabs: MY DESKTOP, INNOVATION, STRATEGY, **PROCESS MANAGEMENT**, APPLICATION MANAGEMENT, RISK MANAGEMENT, COMPLIANCE, ENTERPRISE ARCHITECTURE, and ANALYTICS. A toolbar in the top right contains icons for video, chat, star, list, document, search, and user. The main content area is divided into several sections:

- Enterprise Management System:** A flowchart showing processes like 'Manage and control business', 'Purchase product', 'Market product and service', 'Provide product', 'Perform market', 'Manage human resources', 'Handle payment', and 'Manage infrastructure'.
- Business Operating Model:** A detailed flowchart titled 'Child Overview Business Operating Model'.
- Notifications:** Two boxes showing '21' messages and '1' task.
- Quick Search:** Search fields for 'Process:' and 'Document:'.
- Process responsibility:** A section for analyzing process or activity responsibilities (RASCI).
- Process Risk:** A section for analyzing risk and controls related to business processes.
- Latest Processes and Latest Documents:** Two sections with document icons.
- Process cost:** A bar chart showing 'Number of Business Processes' (489), 'Total Cost of Business Processes' (\$17,193.62), and 'Average Cost of all Business Processes' (\$8.40).
- Capabilities delivered:** A pie chart showing 'Delivered: 83 (71.55%)' and 'Not Delivered: 33 (28.45%)'.
- Action Buttons:** A grid of buttons including 'Register Risk', 'Register Idea', 'Register Problem', 'Register Incident', 'Create Business Process Network', 'Create WorkFlowDiagram', 'Create BusinessProcessDiagram', and 'Learn how to model processes'.

The left sidebar menu (labeled '3') includes: STRATEGY, PROCESS, APPLICATION, INFORMATION, ORGANIZATION, TECHNOLOGY, COMPLIANCE, SUSTAINABILITY, RISK, NEWS, and ANALYTICS. The Qualiware logo is visible in the bottom left corner of the interface.

Workspace - Each desktop has a dedicated set of tiles

It is possible to have multiple Desktops.



All desktops can be configured for different users and roles, i.e. both the number of desktops shown as well as the content on each desktop.

The tiles on a desktop provides access to further details and actions

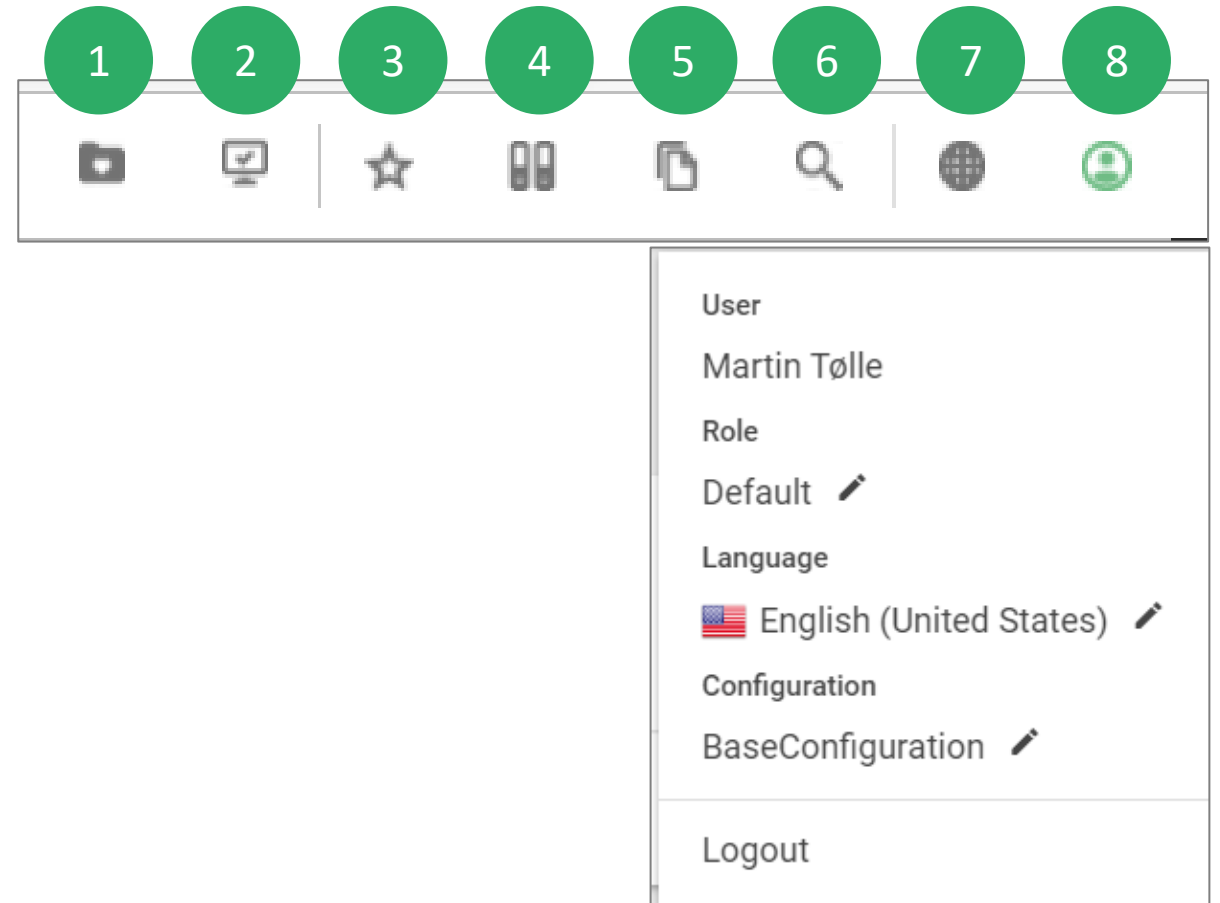
The image displays a central Qualiware dashboard with several tiles. Green arrows originate from these tiles and point to four detailed views:

- Top Left:** A process flow diagram for 'Chixi Car Rental Processes' showing steps like 'Manage and control business', 'Purchase product', 'Market product and service', and 'Provide product'.
- Bottom Left:** A 'Chixi Overview Business Operating Model' diagram showing a complex flow of business processes.
- Bottom Center:** A 'Process Risk Impact' table with columns for Name, Type, Consequence, Likelihood, Significance, Control, Control Responsible, Residual Likelihood, and Residual Significance. It lists various risks such as 'Intruder who is able to enter the Company service quality and process areas on the fly'.
- Right:** A 'New Incident' form with fields for Name, Observation, Diagnosis, Reported By, Responsible, Originated By, Originated Date, Concerns, Estimated Time, Estimated Solution Delivery, Impact, and Priority.

The central dashboard also includes sections for 'Enterprise Management System', 'Business Operating Model', 'Process Responsibility', 'Process Risk', 'Process Cost', and 'Capabilities Delivered'.

Workspace – Action buttons

- 1 Open 'My Subscriptions' list in right fold-in pane
- 2 Open 'To-do' list
- 3 Show latest view objects
- 4 Open Repository Explorer
- 5 Open Repository Compare
- 6 Open Free Text Search
- 7 Open Architect Application (QLM)
- 8 Open User Profile to change: role/language/configuration



Action buttons in top-right pane change depending on context and user access

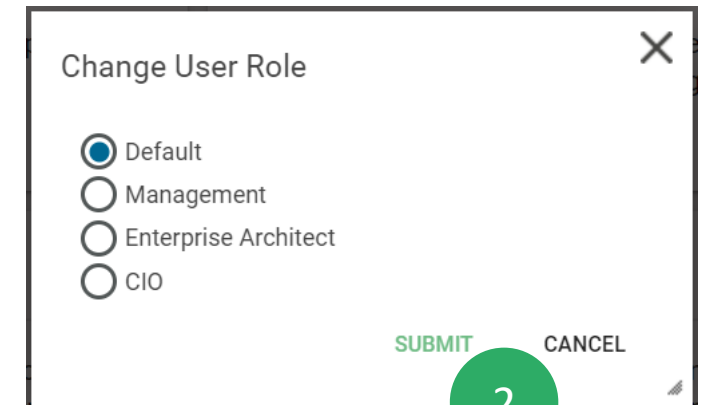
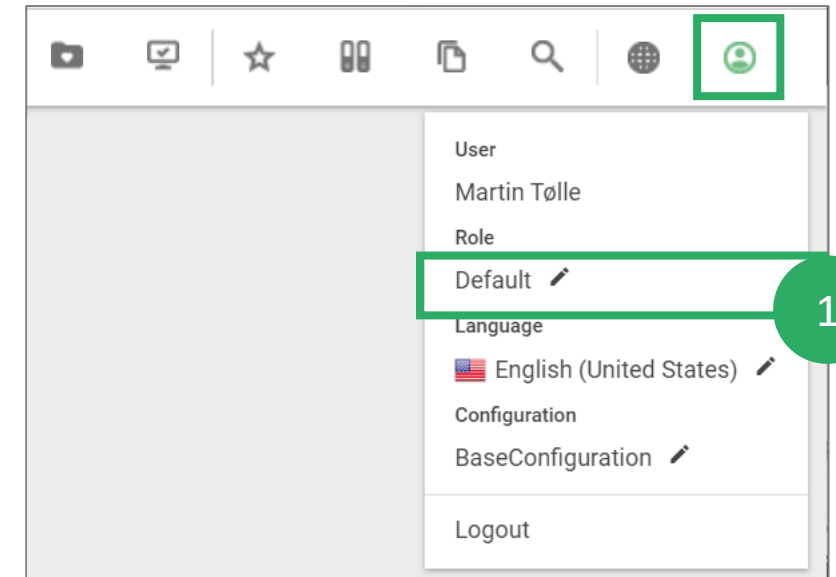
Change Role (if available)

The content on the workspace (desktop(s), menu, and actions buttons) can be configured, and set up for different user role(s).

If available, a user can shift between different user roles.

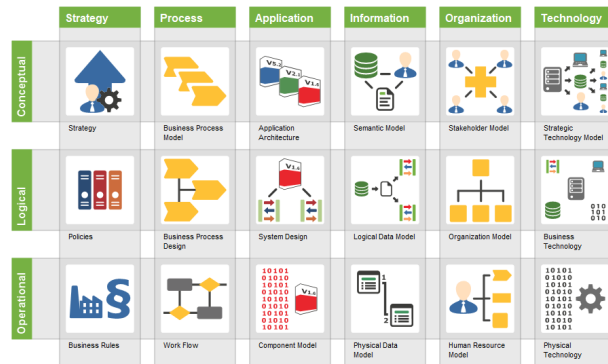
- 1 Click the user profile icon to change between available Roles
- 2 Select the user role and click “Submit” to change the role

The Workspace will reflect the selection



Workspace – Left menu

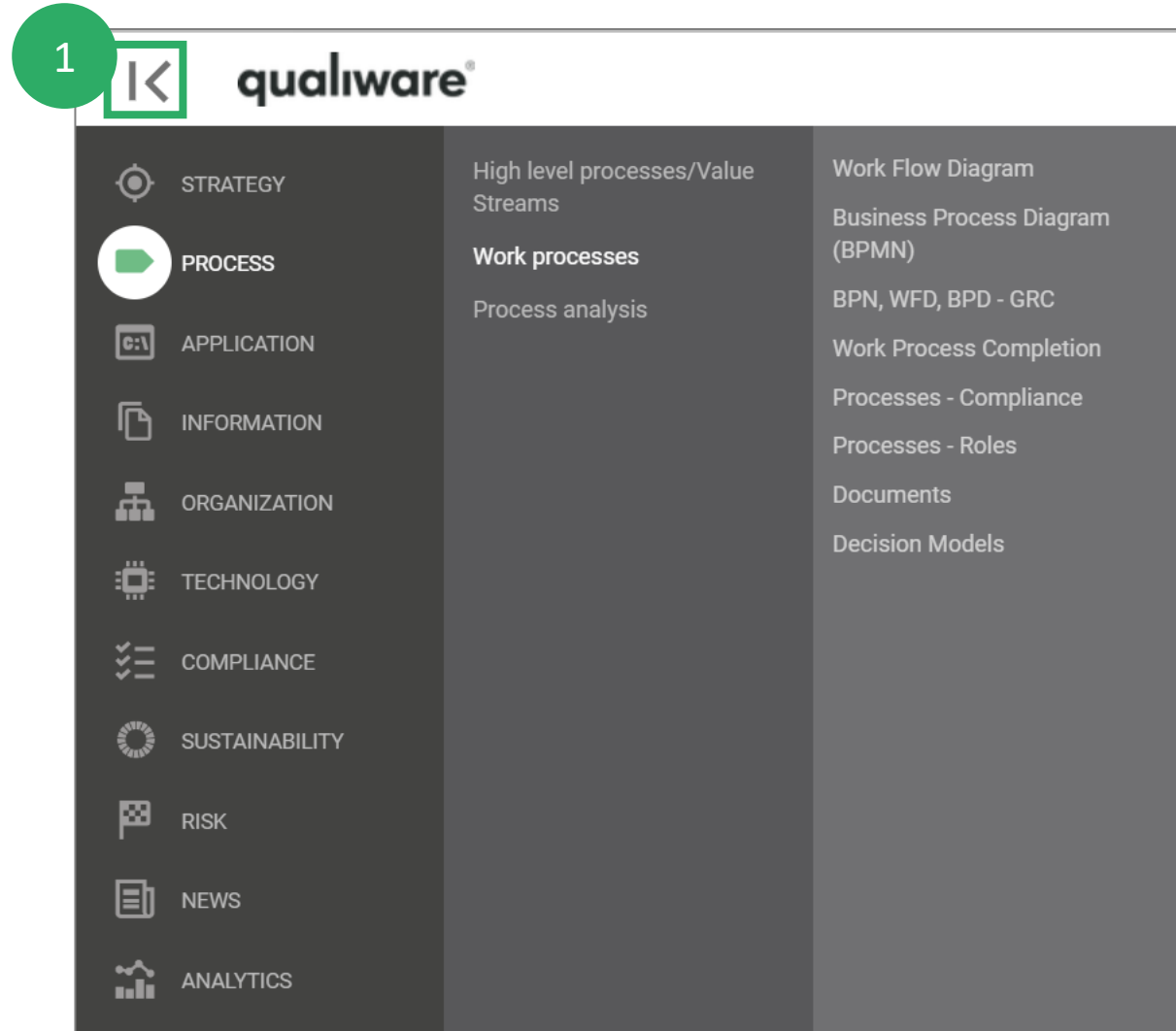
The default menu contains an entry for each column in the Enterprise Architecture framework plus other important modeling domains



Menu visibility and content is dependent on your user role

The Menu can be configured and customized

Menu fold out to third level.



1

Click icon to Hide/Show menu

Diagram view workspace

Menu, Information-boxes and Business Information charts can be collapsed/shown

The screenshot shows the Qualware interface for 'Chixil Car Rental Processes'. The central diagram area displays a process flow with steps: Perform overhaul, Purchase product, Market product and service, Provide product, Manage human resources, Handle payment, Manage infrastructure, and Manage and control business. The right sidebar contains several charts: 'Business Process Cost - Benefit' (a bar chart showing 8 processes, 200,000 total cost, and 20,000 average cost), 'Business Process Status' (a bar chart showing 5 total, 2 approved, and 3 development), and 'Capabilities Delivered by Business Process' (a pie chart showing 84 delivered and 38 not delivered).

1

Collapsible boxes with information about diagram and symbols

2

Extended action button list

3

Diagram-specific actions (governance actions and features)

4

Business information charts

5

Tabs with specific diagram information, analytics and editing capabilities

6

Zooming and panning buttons

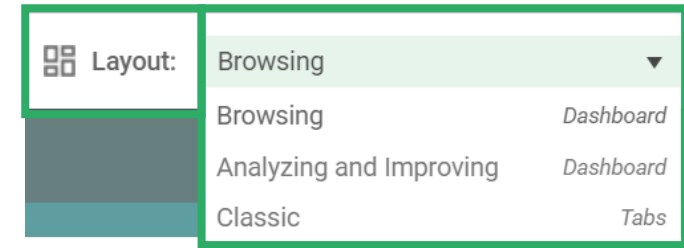
7

Layout menu (change to Dashboard, 10.8)

Dashboards (New Diagram workspace)

QualiWare 10.8 introduces a new Dashboard layout with multiple new features:

- it is possible to set up multiple layouts for a diagram type, e.g. browsing view for the content user; and an analyzing and improving view for the content owner
- the dashboards can be customized by the user
- the content is responsive, showing associated data either for the diagram as a whole or for the selected object
- a set of new tiles have been added to provide easy access to associated features, well-known as well as cool new features
- See more about the [new Dashboard feature on our Center of Excellence](#)



A screenshot of the QualiWare dashboard for 'Chixi Car Rental Processes'. The dashboard is divided into several sections:

- Diagram:** A central flowchart showing process steps: 'Perform overhaul', 'Manage human resources', 'Purchase product', 'Market product and service', 'Handle payment', 'Provide product', and 'Manage and control business'.
- Responsibility:** A table with fields: Owner (Henrik Knudsen), Responsible (Karen Vasquez), Resources, Consulted, and Informed.
- Status:** A table with fields: Revision (46), Status (Development), Valid from, Valid to, Last modified (2022 10 19), Modified By (KunoB), and Change description.
- Aligned with:** A list of associated items: 3 Document(s), 3 Goal(s), and 8 Regulation(s). Below are links for 'Leasing Contract Europe', 'drg_workflow1', 'QW Letter head', and 'Satisfied PAX/customers'.
- Collaboration:** A list of collaboration items: 5 Change Request(s), 1 Non Conformance(s), and 1 Comment(s). Below are links for 'We need to automate some of the booking registration', 'Description is missing', and 'Can we make sure we only sell German cars'.
- Process hierarchy:** A tree view showing the process structure, including 'Chixi Car Rental Processes', 'Chixi Mega Financial Risk Processes', 'Chixi Passenger Handling', 'Chixi Process Overview', and 'Wayfinding'.
- Description:** A text area with a description: 'We have split our processes in to management , main and supporting processes.' and a bulleted list of points.
- Process report:** A tile with a report icon.
- Model Gallery:** A tile with a model icon.
- Responsibility (RASCI):** A tile with a group of people icon.
- Model context:** A tile with a model icon.
- Ratings:** A tile with a star icon.



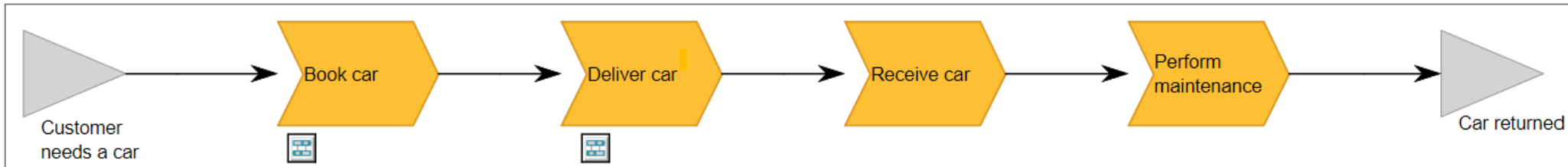
How to draw a diagram

Introduction to the Webmodeler

qualiware

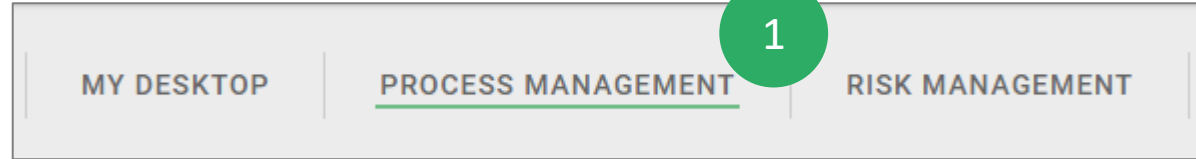
Process modeling

Process modeling focuses on events, processes and their sequence.

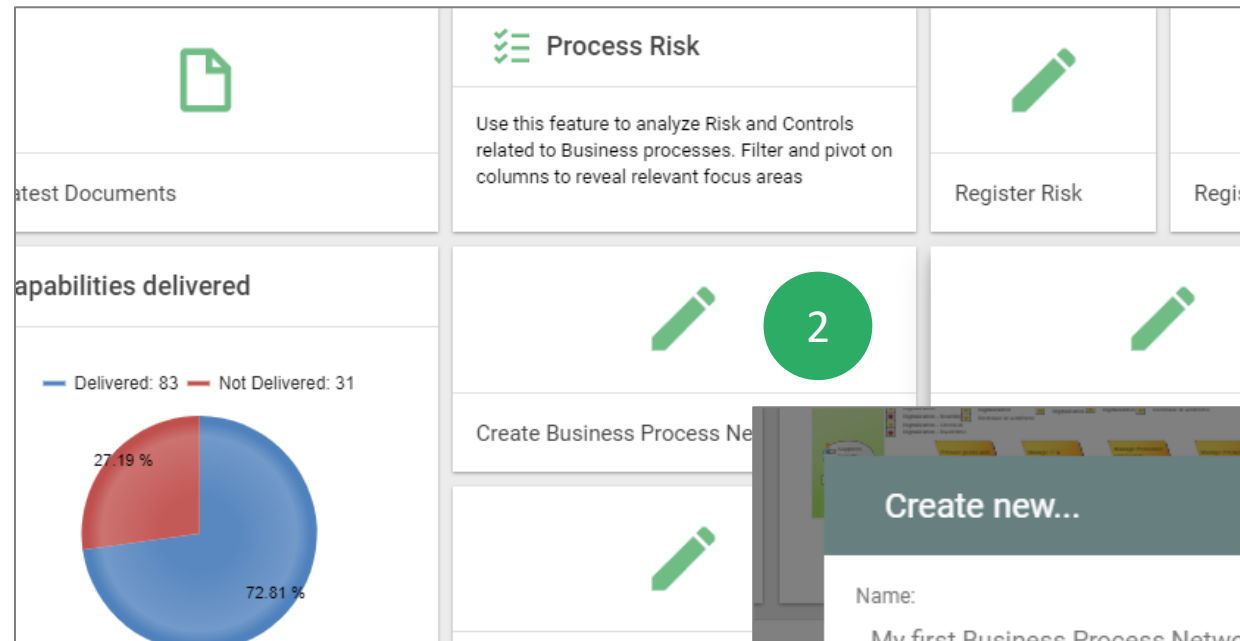


Create a new diagram from desktop tile

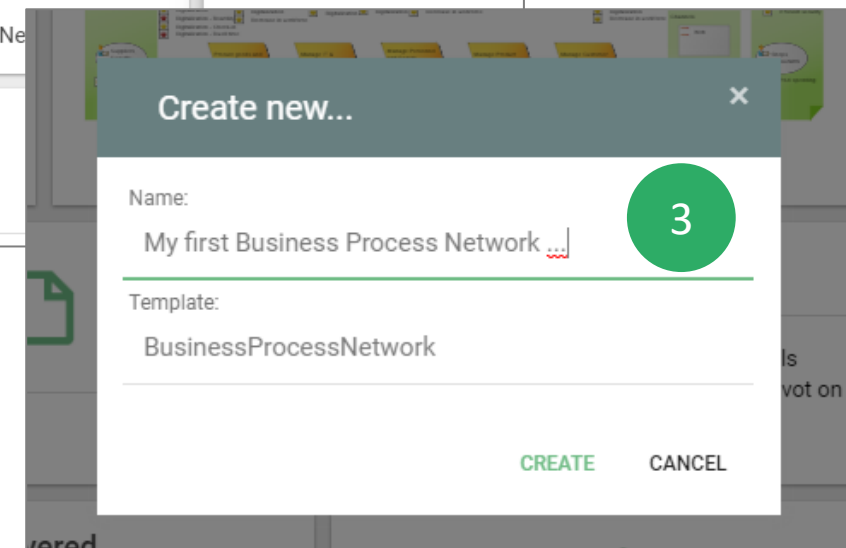
1 Open the relevant desktop



2 Click the tile e.g. –Create Business Process Network’



3 Enter the name of your diagram and select ‘CREATE’



Web-Modeler

The diagram template BusinessProcessNetwork is used for describing processes

The screenshot displays the Qualiware Web-Modeler interface. At the top, the title bar shows "qualiware" and "Rent a Car" [Revision 0]. Below the title bar is a menu bar with "File" and "Save" options, followed by a toolbar with various editing tools. A "Layout:" dropdown menu is visible on the right side of the toolbar. A green arrow labeled "Import" points to a menu icon in the top right corner.

The main workspace is a grid where a process diagram is being created. It features a "Customer needs a car" event (represented by a triangle) connected to a "Book Car" process (represented by an orange arrow). Green arrows point to these elements with labels "BusinessEvent" and "BusinessProcess".

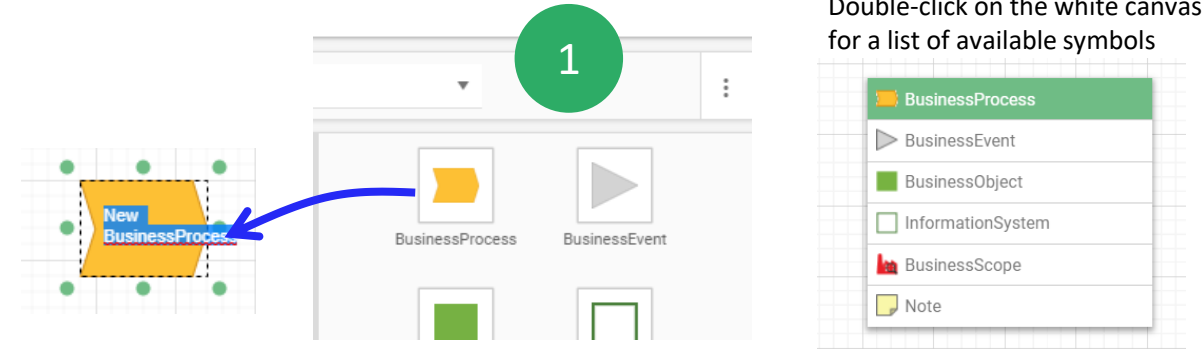
On the right side, there is a "Layout Panel" containing a grid of "Available symbols" such as BusinessProcess, BusinessEvent, BusinessObject, InformationSystem, BusinessScope, and Note. A green arrow labeled "Layout Panel" points to this panel, and another green arrow labeled "Available symbols" points to the grid of symbols.

At the bottom right, there is a "Zoom" slider with a scale from 0 to 500. A green arrow labeled "Editing Toolbar" points to the toolbar area, and another green arrow labeled "Layout Panel" points to the right side of the workspace.

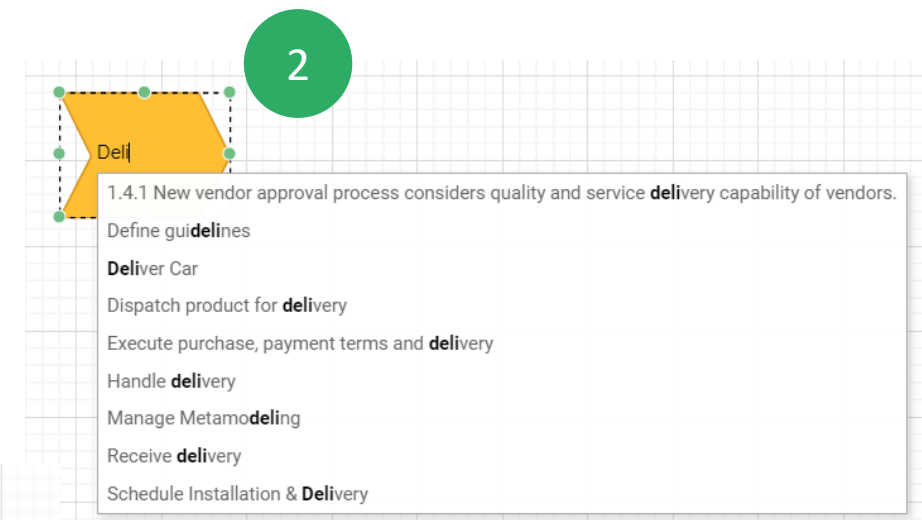
At the bottom left, a green arrow labeled "Selecting the content of the right side pane" points towards the left side of the workspace.

Add a symbol

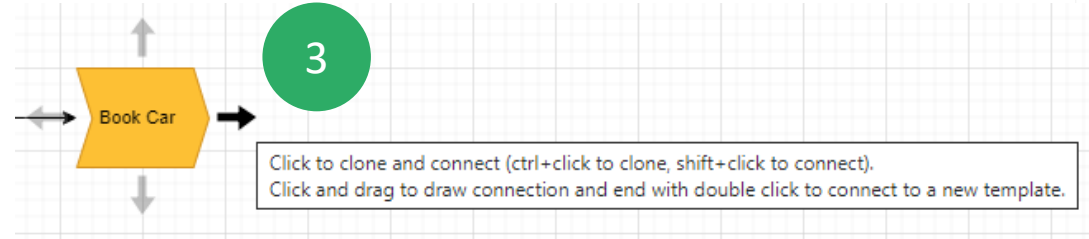
1 Drag with your left mouse button a symbol (a BusinessProcess) from the symbol bar and release the button where you wish to place the symbol (or double-click on the white canvas for a list of available symbols)



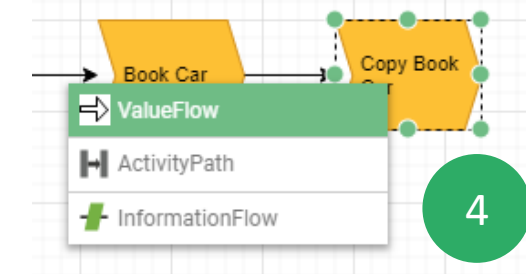
2 Give the BusinessProcess a name. Once 3 or more characters of the name are typed, a “search-box” will appear showing all similar objects in the repository of the selected type (BusinessProcess). This enables reuse of objects and/or having unique object names in the repository.



3 Alternatively hover over a BusinessProcess you wish to repeat/clone and click one of the four arrows



4 A new BusinessProcess will appear. If multiple connection-types are allowed between the two symbols, select the desired connection-type from the menu. Then double click the label and name the new BusinessProcess.



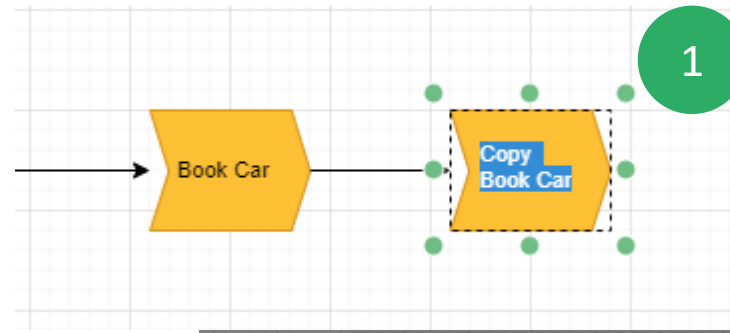
Re-using symbols

1 Select the BusinessProcess and double click the name to highlight the text

2 Right click the name to open a list of existing business processes

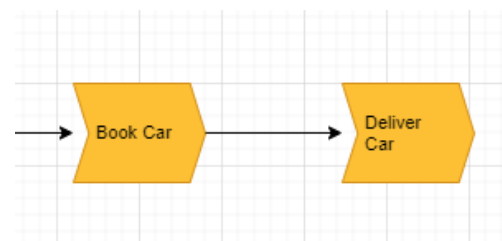
3 Browse the list to find the BusinessProcess you're looking for. Try to sort the columns differently by clicking the column header or enter a searchstring in the search field to narrow down you last.

4 Select the desired BusinessProcess or click 'Create New' if you didn't find what you were looking for. Finish by clicking 'Select' to return the selected BusinessProcess to the diagram



A screenshot of the 'Select BusinessProcess' dialog box. On the left, a green circle with the number '2' is positioned over the 'Copy Book Car' symbol. On the right, a green circle with the number '3' is positioned over the dialog title. The dialog shows a list of templates with columns for Name, Template, Last modified, Modified by, and Tags. A green circle with the number '4' is positioned at the bottom right of the dialog.

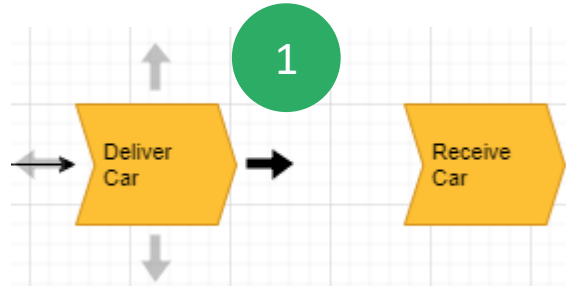
Name	Template	Last modified	Modified by	Tags
<input type="checkbox"/> 1.4.1 New vendor approval process considers quality and service delivery capability of vendors.	BusinessProcess	2020.05.20 23:49:00	Kuno Brodersen	
<input type="checkbox"/> A1. EA relaterede udfordringer	BusinessProcess	2017.09.29 02:02:24	QualiWare Administrator	
<input type="checkbox"/> A2. EA governance strategi	BusinessProcess	2017.09.29 02:02:25	QualiWare Administrator	
<input type="checkbox"/> A3. EA metodegrundlag	BusinessProcess	2017.09.29 02:02:25	QualiWare Administrator	
<input type="checkbox"/> A4. Projekt charter	BusinessProcess	2017.09.29 02:02:26	QualiWare Administrator	
<input type="checkbox"/> A5. Vision, mål og strategier	BusinessProcess	2017.09.29 02:02:26	QualiWare Administrator	
<input type="checkbox"/> A6. It-principper	BusinessProcess	2017.09.29 02:02:26	QualiWare Administrator	
<input type="checkbox"/> Achieve Agreement	BusinessProcess	2017.09.29 02:02:27	QualiWare Administrator	



Connecting existing symbols

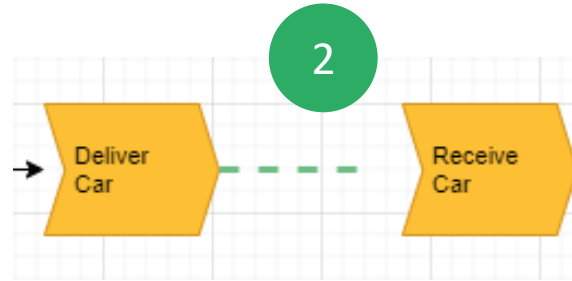
1

Hover the source symbol and select the arrow on the side of the symbol where the connection should start.



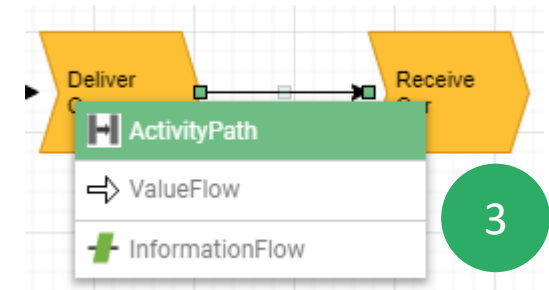
2

Drag the arrow with the left mouse button and release it on top of the target symbol



3

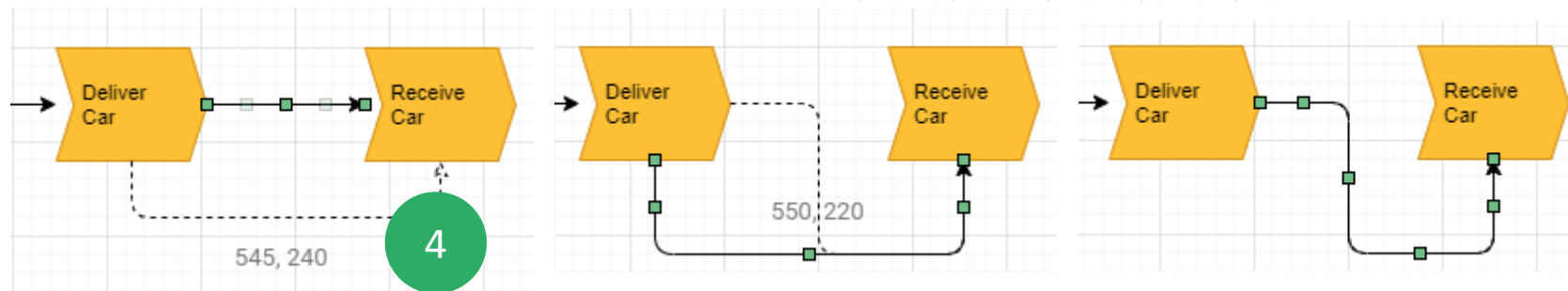
Select the desired connection type from the popup menu



4

Use the green selector points on the connection to move sections of the connector to different positions

Tip: To find the easiest route between two symbols just select the connection and press the 'Space' key



Deleting objects

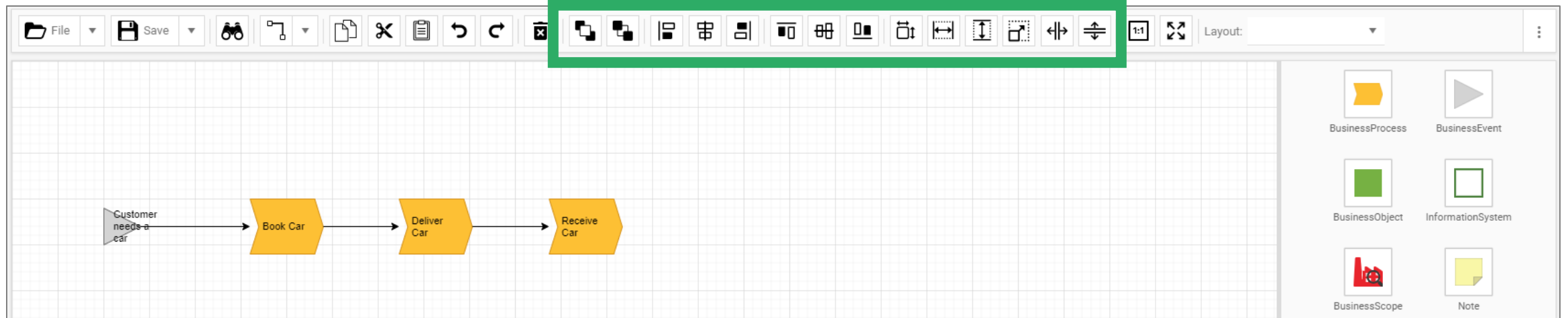
- Select the symbol, select **Delete** key or the icon 'Delete selected' to remove the object from the diagram



- Note: This will only remove the object from the diagram. To delete an object from the Repository go to the Repository Explorer, find the object and delete it using the context menu

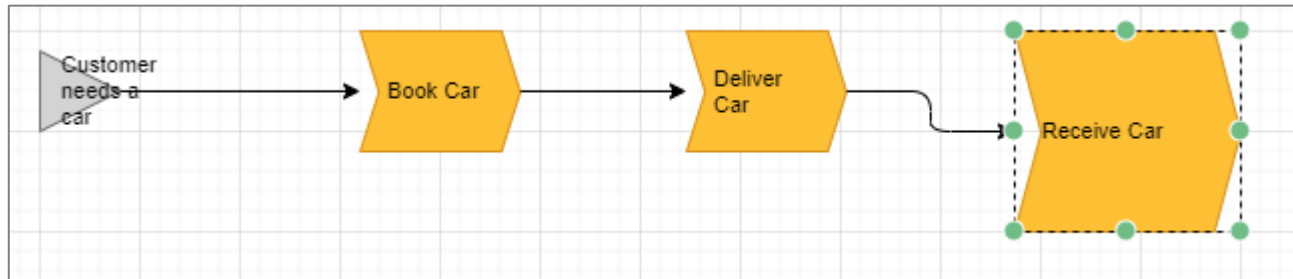
Editing

The toolbar contains buttons for editing functionality



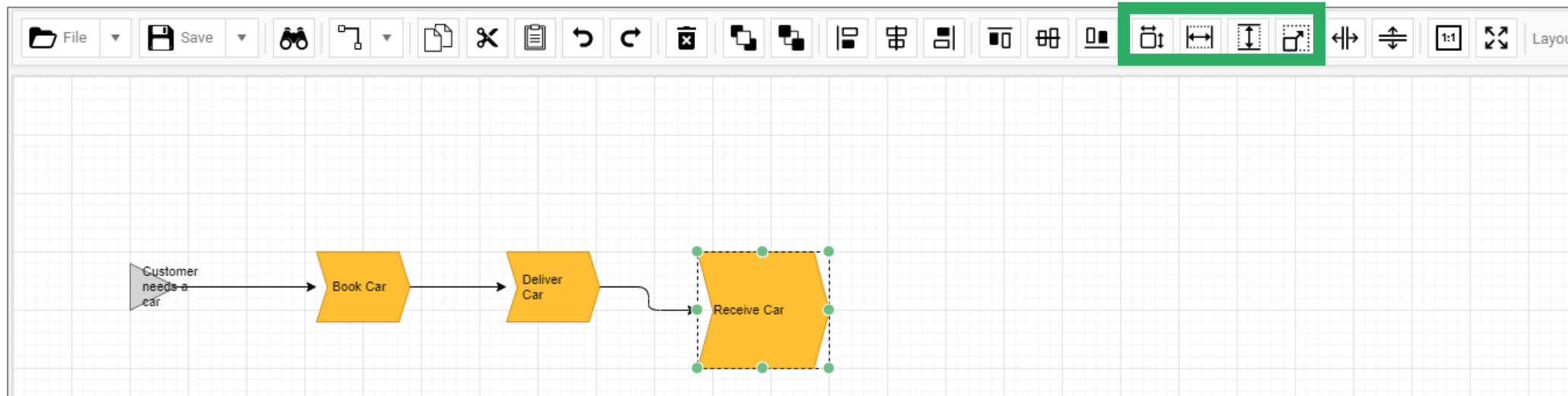
Symbol size

- You can change the size of any symbol.
- Select the object, get hold of a node and drag to desired size.



Sizing

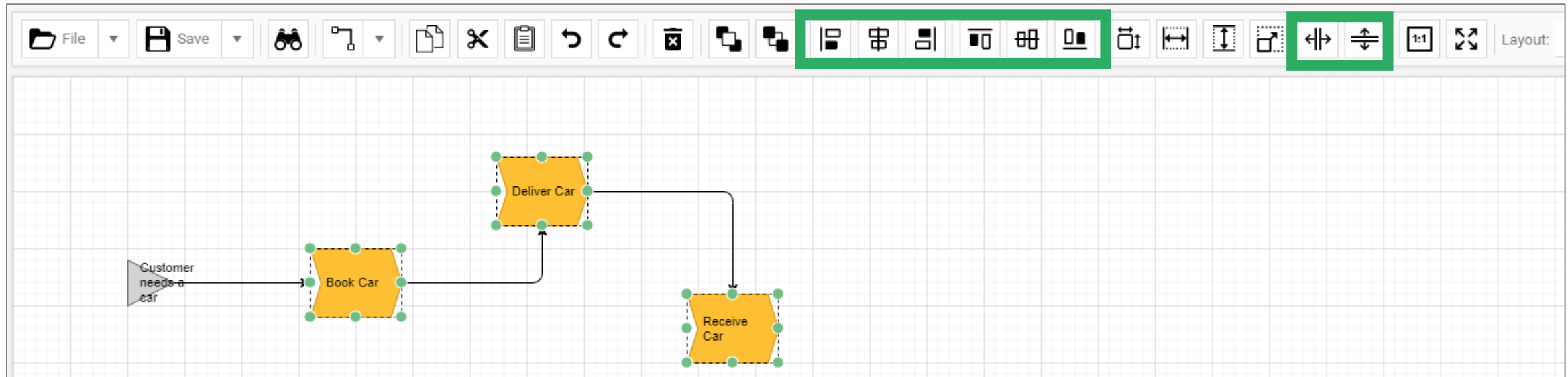
- Use the buttons in the toolbar to align symbols
 - First select the controlling symbol (the symbol with the correct size/width/height). Then hold the shift key down and select the symbols you wish to change.



- Then press one or more of the action buttons
 - Resize to original size
 - Align width (with first selected object)
 - Align height (with first selected object)
 - Align size (with first selected object)

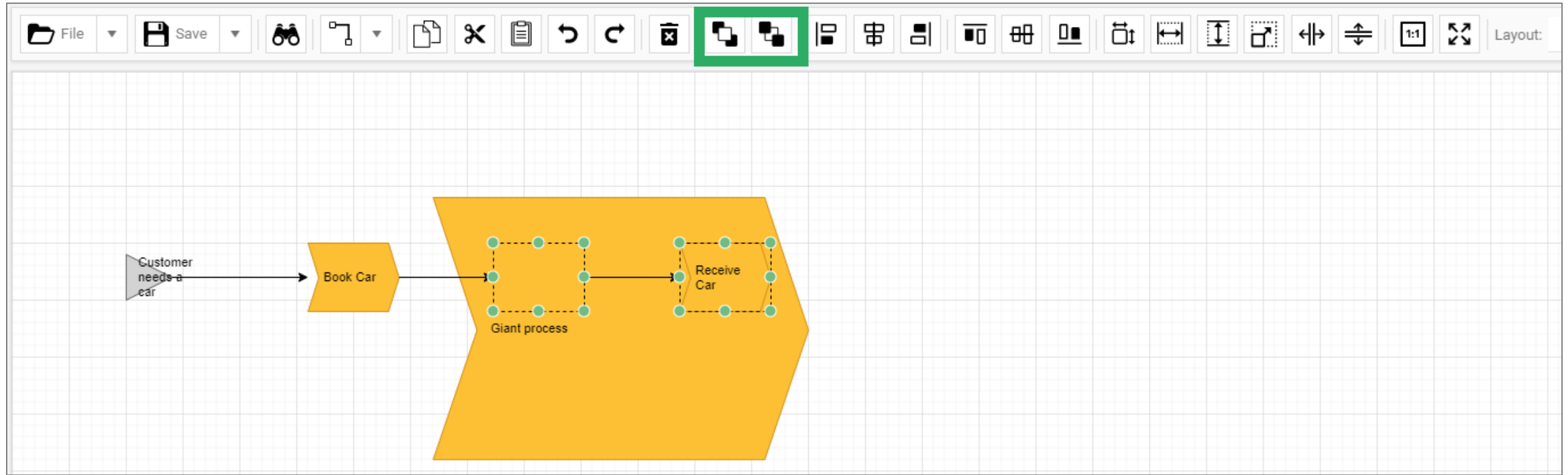
Alignment

- Use the buttons in the toolbar to align symbols with first selected
 - Align left edge
 - Align vertical center
 - Align right edge
 - Align top edge
 - Align horizontal center
 - Align bottom edge
- Align horizontal spacing with first and last selected
- Align vertical spacing with first and last selected



Arrangement

Use the buttons in the toolbar to move symbols to front or back



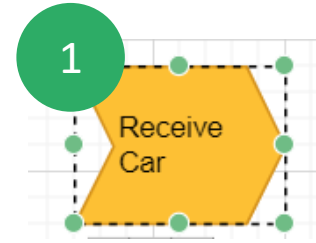
Edit symbol characteristics

1 Click the symbol or select from the left menu to open a properties pane on the right side of the diagram.

2 Select the 'Label' tab to edit the symbol label style

3 Select the 'Symbol' tab to edit graphics style of the symbol

4 Select the 'Attributes' tab to edit view the properties of the symbol



2

ATTRIBUTES SYMBOL LABEL

Label font:
Arial

Label size:
11 px

Label style:
B Bold I Italic U Underline

Label adjustment:
Left Center Right

Label color:
[Black color swatch]

3

ATTRIBUTES SYMBOL LABEL

Symbol color:
[Yellow color swatch]

Border color:
[Dark orange color swatch]

Shadow:

Symbol position:
X: 587 Y: 150

Symbol size:
H: 60 W: 80

4

ATTRIBUTES SYMBOL LABEL

Receive Car

Template: BusinessProcess
Revision: 0

Description:
N/A

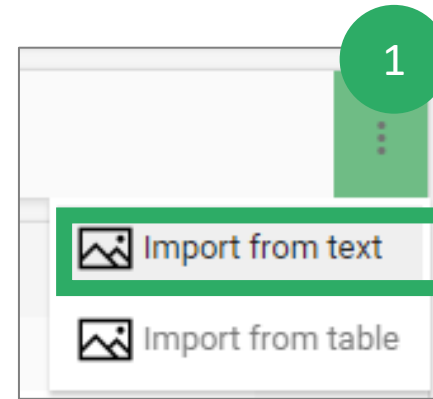
Responsible:
 Kathe Sonnich Thomsen

Owner:
 Stefan Runfors

Text to model

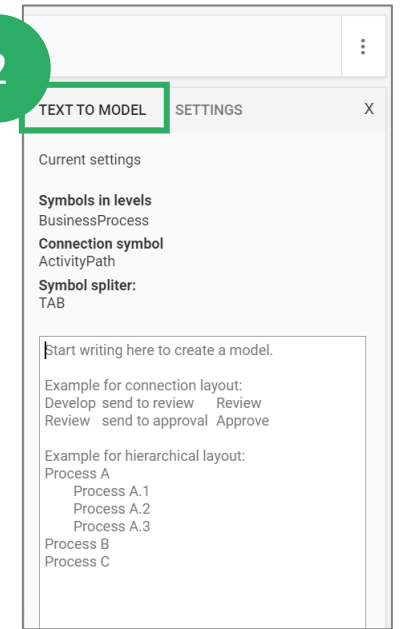
1

It is possible to create/import a model from text



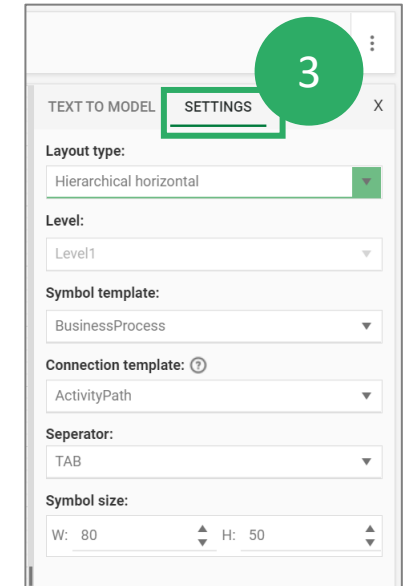
2

You can type in/insert text in the “Text to Model” box



3

The model will be created based upon the “Settings”



4

You can shift between different layouts

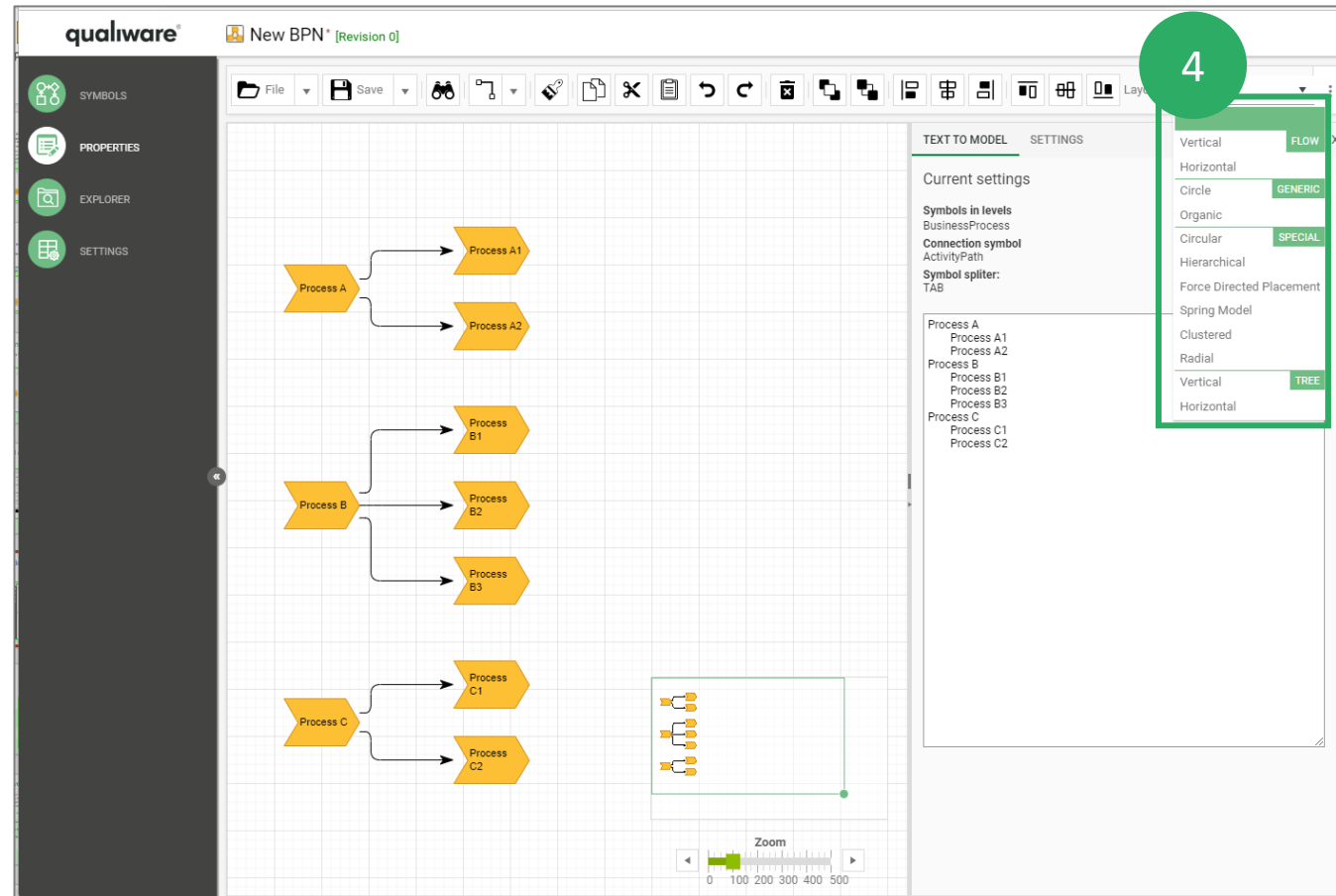
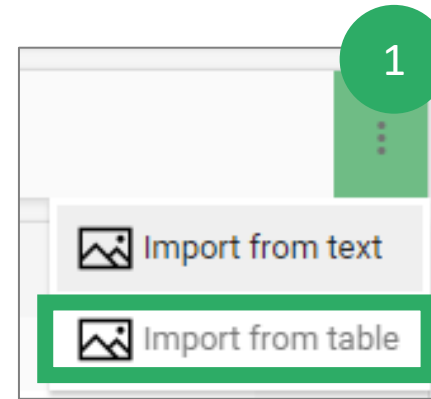


Table to model (10.8)

1

The import from table can be used to easily draw workflow-diagrams



2

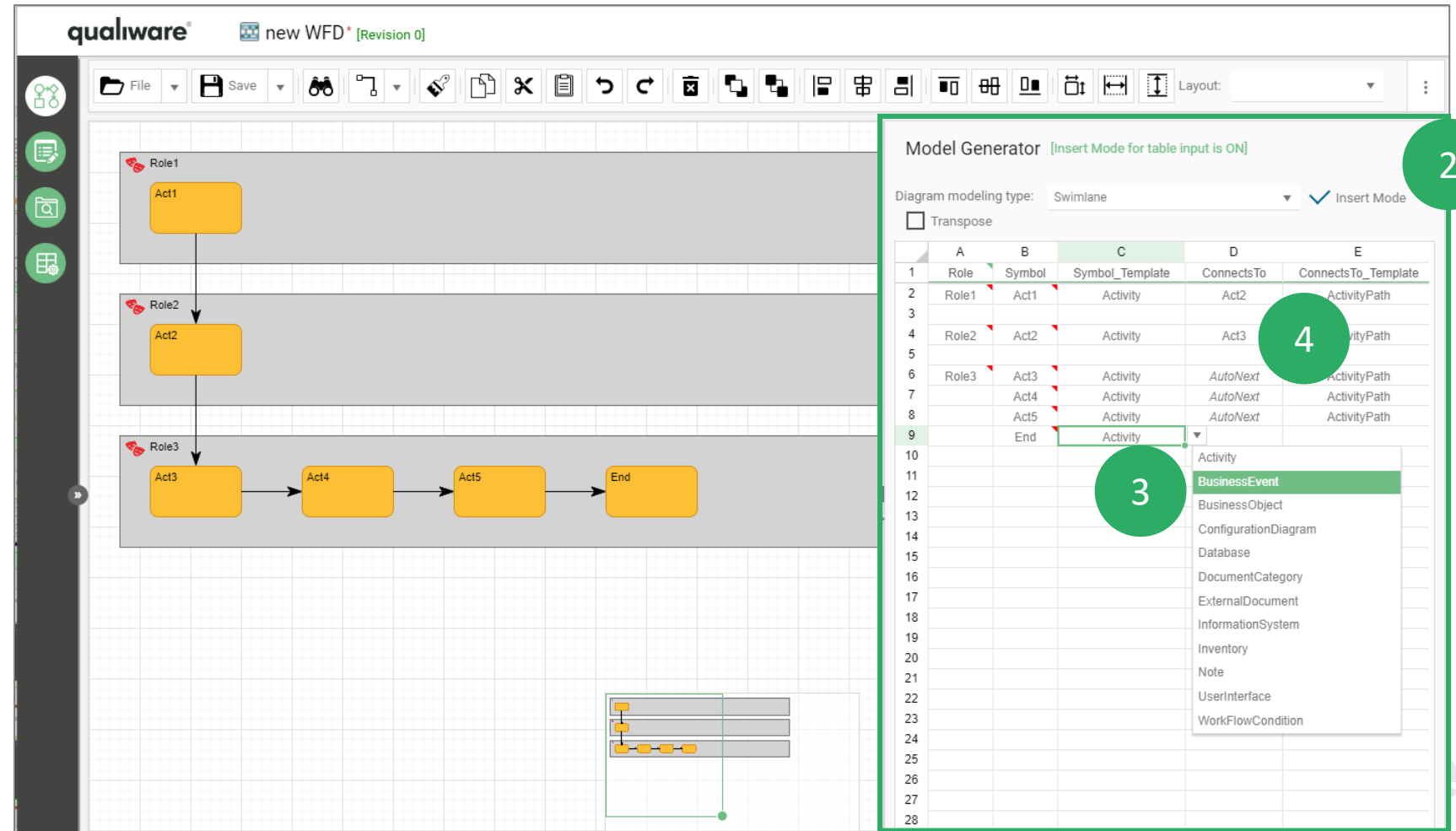
Once you type in the columns in the table the model will be created

3

You can select/change symbol template for the symbol

4

When you refer to a symbol in "Connects To" column the symbols will be connected (activities in the same row will be autoconnected)



Model Generator [Insert Mode for table input is ON]

Diagram modeling type: Swimlane Insert Mode

Transpose

	A	B	C	D	E
1	Role	Symbol	Symbol_Template	ConnectsTo	ConnectsTo_Template
2	Role1	Act1	Activity	Act2	ActivityPath
3					
4	Role2	Act2	Activity	Act3	ActivityPath
5					
6	Role3	Act3	Activity	AutoNext	ActivityPath
7		Act4	Activity	AutoNext	ActivityPath
8		Act5	Activity	AutoNext	ActivityPath
9		End	Activity		
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

Activity
BusinessEvent
BusinessObject
ConfigurationDiagram
Database
DocumentCategory
ExternalDocument
InformationSystem
Inventory
Note
UserInterface
WorkflowCondition

2

4

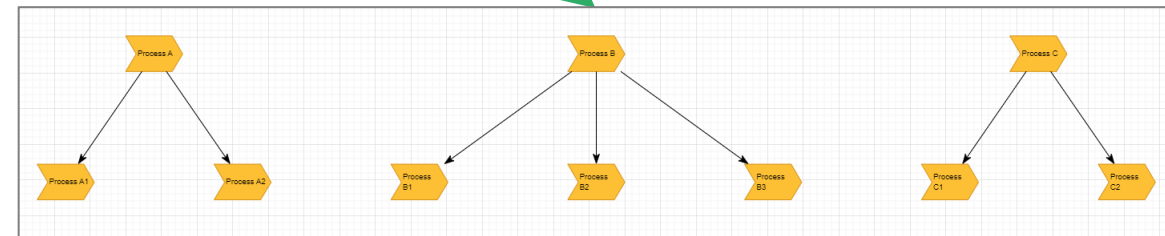
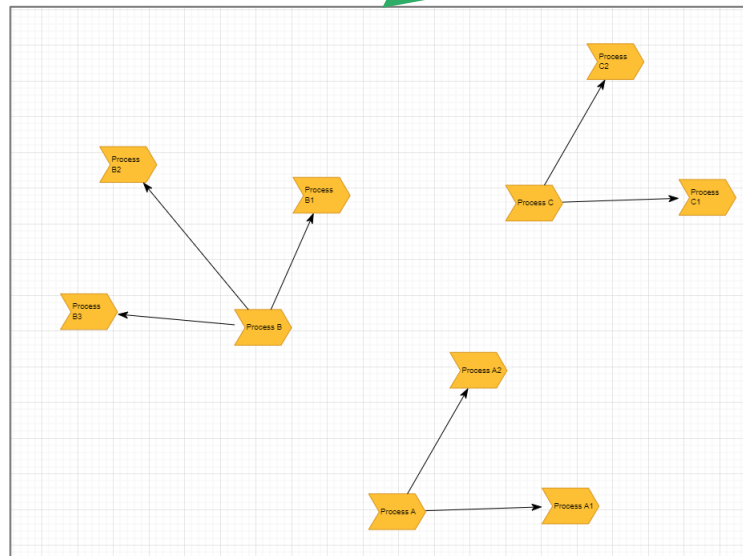
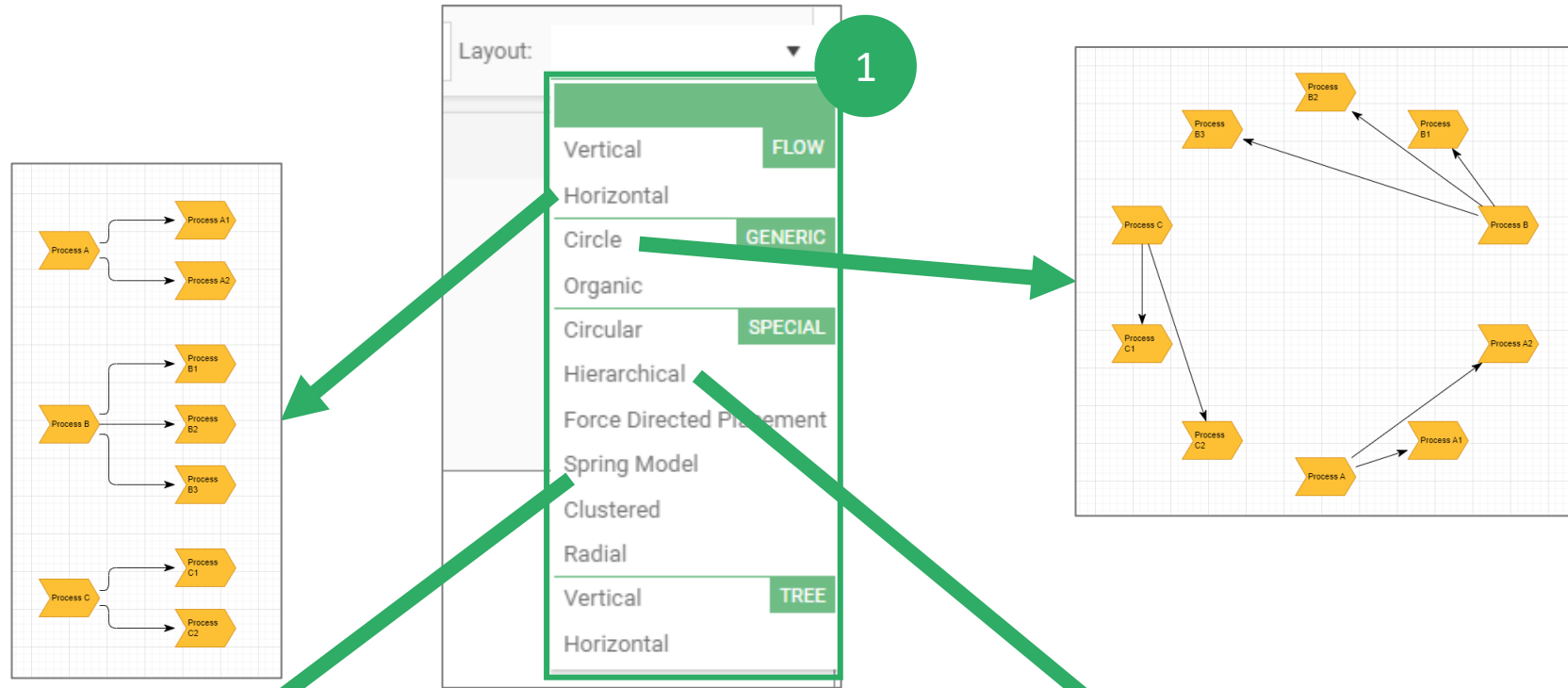
3

Layout

1

You can shift between different layouts

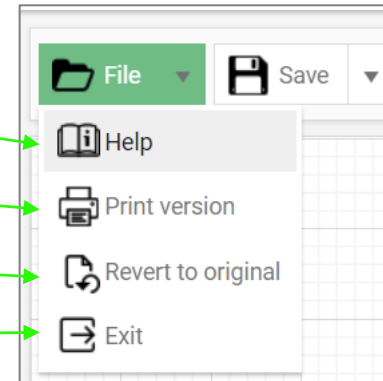
The Web-modeler will automatically organize the objects according to the selected layout



File and Save icons

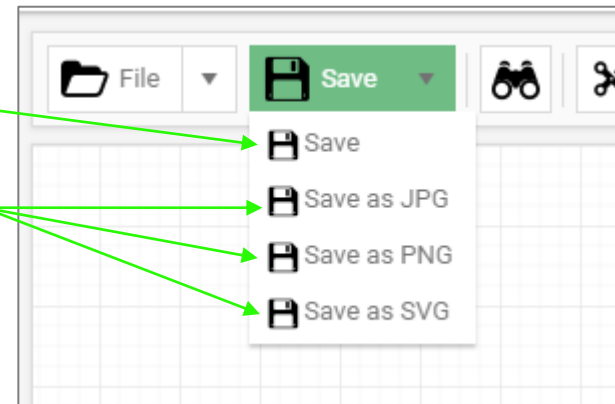
The **File** menu contains four options:

- Help menu (links to the Center of Excellence)
- Print version of the diagram
- Revert back to the version of the diagram when it was last saved
- Exit the web-modeler



The **Save** menu contains four options:

- Save the diagram to the Repository
- Save the diagram as a file of the type



Useful shortcuts in Web-modeler

Shortcut	Description
F1	Open Help information pertaining to the selected object
F2	Rename the selected object
F3	Search
J	Align the selected objects respective of the first selected object
S	Copy the Size of the first selected object to all the subsequently selected objects
Spacebar	Automatically re-draw the selected connections
ALT + Left-click	Selecting an object and ALT+ Left-clicking on an object's label opens the label editor
ALT + Left-click + move mouse	ALT+Left-click a label/button panel while moving the mouse, moves the label/button panel
CTRL + A	Select all objects in the diagram
CTRL + F	Find a symbol in the diagram
CTRL + G	Toggle the drawing grid
CTRL + Y	Redo
CTRL + Z	Undo
Arrow-keys	Move the selected object in the arrow key direction
Shift + Z	Automatically zoom to view the entirety of the model
Press and hold Z + Left-click + move mouse	Zoom to the window selected by the mouse
1	Zoom to 100 %
Shift + CTRL + Left-click + move mouse	Create/remove space between objects in the direction of mouse movement. This will move all object(s) to the right and below the mouse click (shown by support lines)



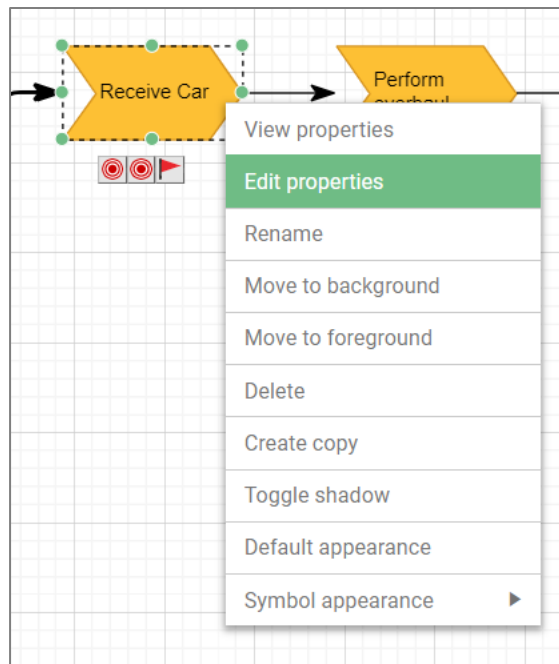
Describe a process

qualiware

Describe a process (edit properties)

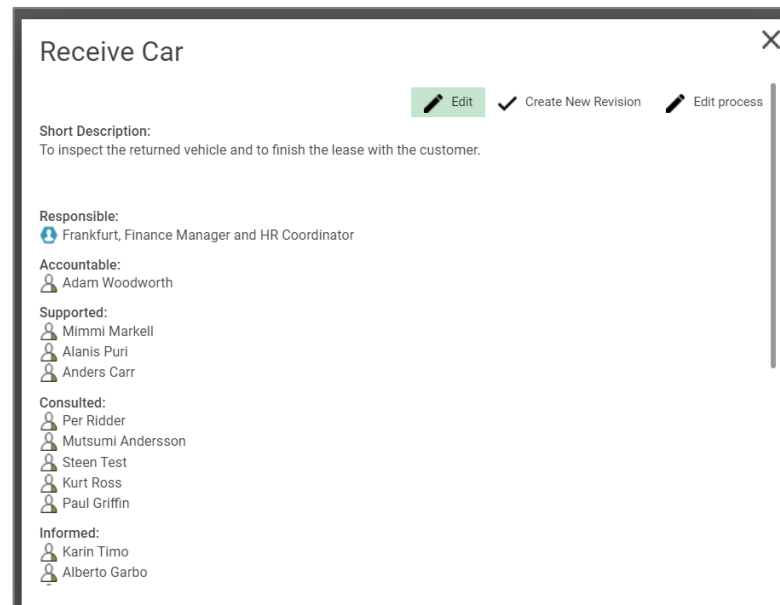
To open the dialog for the object from the web-modeler:

Select the symbol, right-click and click **Edit properties...**



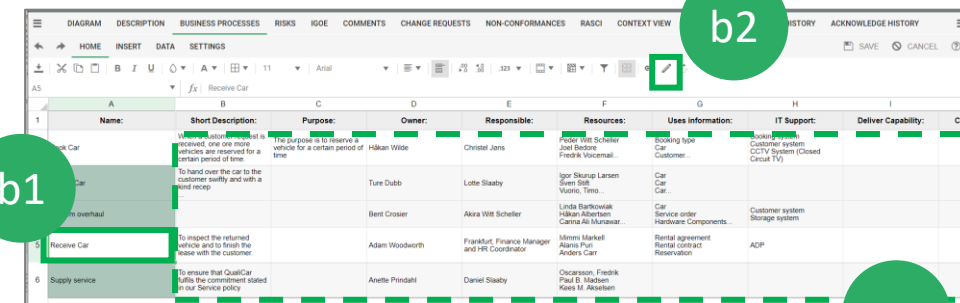
To open the dialog for the object from the web viewing:

Click the symbol to open the info-box and click **Edit**



To open the dialog for the object from the Spreadsheet:

- a Update the properties directly in the Spreadsheet cells, or
- b1 Select the cell with the object name and
- b2 click the **Open** button from the symbol bar.



Describe a process

The BusinessProcess Template contains multiple tabs each containing a set of properties.

Receive Car

BusinessProcess

- Consulted
- Decomposition
- Capability
- Start - End
- Input Output
- Guide Enabler
- Information
- IT Support
- ApplicationFunctionality
- > GDPR
- Economy
- Controls
- Influences
- HealthCheck
- ABC
- Describe
- > Associate
- > Governance

Short Description:
To inspect the returned vehicle and to finish the lease with the customer.

Purpose:

Responsible: Kathe Sonnich Thomsen

Owner: Stefan Runfors

Resources:

...	Name	Template
	Mimmi Markell	Person
	Alanis Puri	Person
	Anders Carr	Person

OK CANCEL APPLY

Properties on the *BusinessProcess* "Tab":



Short description
Text field



Purpose Text field



Responsible
Link to a person, role, org.unit,
position



Resources
Link to a person, role, org.unit,
position, resource, business object

Select responsible for a process

Properties for BusinessProcess

Receive Car

BusinessProcess

Short Description:
To inspect the returned vehicle and to finish the lease with the customer.

Purpose:

Responsible: Kathe Sonnich Thomsen

Owner: Stefan Runfors

Resources:

Name	Template
Mimmi Markell	Person
Alanis Puri	Person
Anders Carr	Person

OK CANCEL APPLY

Press the **Link** button to create a link to an object

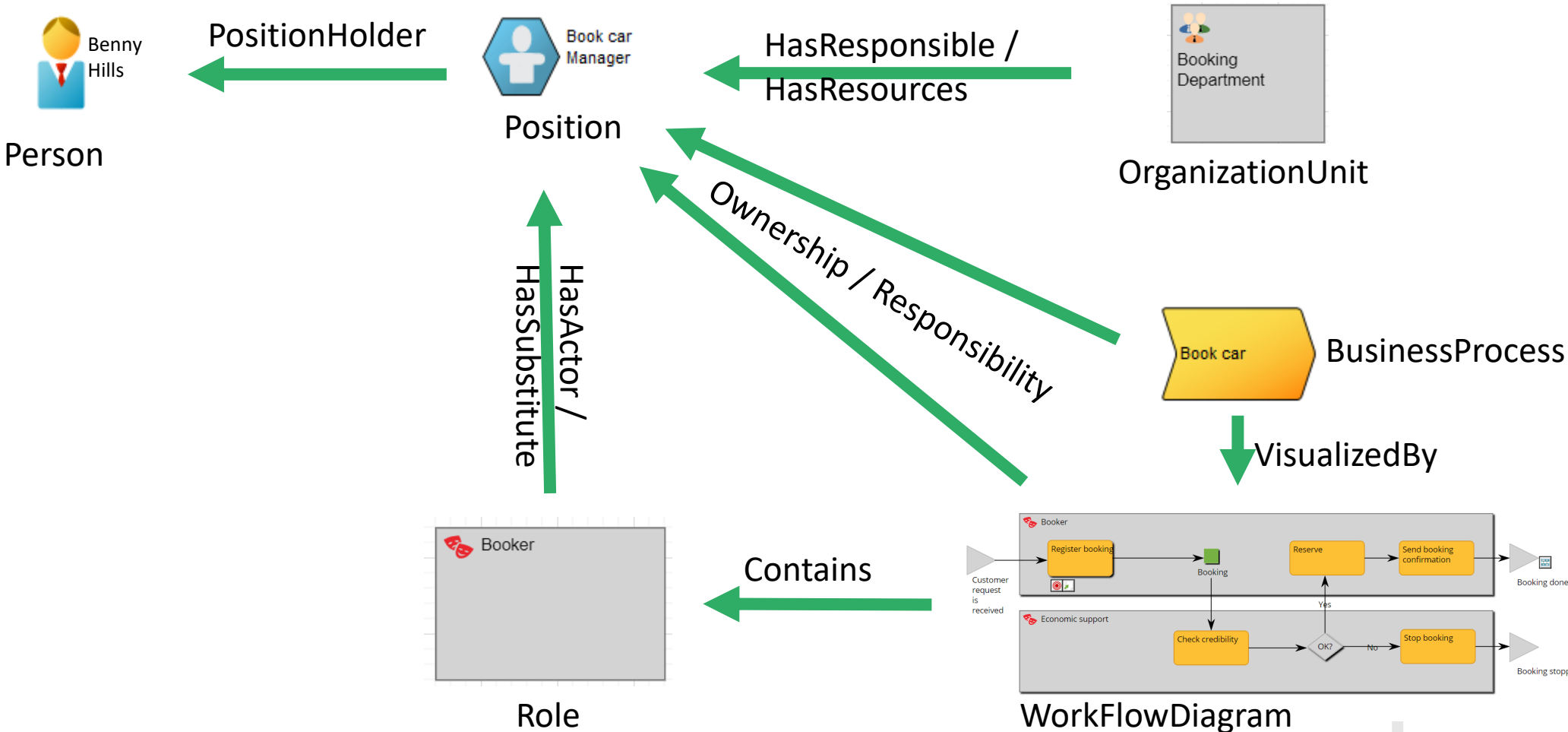
Select a template
Select existing object or create a new

Select...

Name	Template	Last modi...	By	Status	Tag(s)
<input type="checkbox"/> Head of Alloys pre-p...	Position	2013.07...	JacobL		
<input type="checkbox"/> Head of Alloys prod...	Position	2013.07...	JacobL		
<input type="checkbox"/> Head of BE Asia	Position	2018.05...	Harriet Ha...		
<input type="checkbox"/> Head of BE Copenh...	Position	2018.05...	Harriet Ha...		
<input type="checkbox"/> Head of BE Frankfurt	Position	2018.05...	Harriet Ha...		
<input type="checkbox"/> Head of BE UK	Position	2018.05...	Harriet Ha...		
<input type="checkbox"/> Head of Facility Man...	Position	2018.04...	Harriet Ha...		
<input type="checkbox"/> Head of Ground Ope...	Position	2018.04...	Harriet Ha...		
<input checked="" type="checkbox"/> Head of HR	Position	2018.05...	Harriet Ha...		
<input type="checkbox"/> Head of HR Asia	Position	2018.05...	Harriet Ha...		
<input type="checkbox"/> Head of HR Copenh...	Position	2018.05...	Harriet Ha...		
<input type="checkbox"/> Head of HR Frankfurt	Position	2018.05...	Harriet Ha...		

SELECT CANCEL

Relations organization - process



Define resources for a process

Properties for BusinessProcess

BusinessProcess

Short Description:
To inspect the returned vehicle and to finish the lease with the customer.

Purpose:

Responsible: Kathe Sonnich Thomsen

Owner: Stefan Runfors

Resources:

+ CREATE EDIT INSERT REMOVE

Name	Template
Mimmi Markell	Person
Alanis Puri	Person
Anders Carr	Person

OK CANCEL APPLY

Press the **Create** or **Insert** button to create a link to an object

Select a template
Select existing object or create a new

Resources...

Show selected (0) john

Name	Template	Last modified	By	Status
<input type="checkbox"/> Alice Johnson	Person	2018.02.13 15:42:...	Harriet ...	
<input type="checkbox"/> Jeff Johnson	Person	2018.02.13 15:37:...	Harriet ...	
<input type="checkbox"/> John Andersen	Person	2018.04.26 12:44:...	Harriet ...	
<input type="checkbox"/> John Brodersen	Person	2018.04.26 12:44:...	Harriet ...	
<input type="checkbox"/> John Chakravarty	Person	2018.04.26 12:44:...	Harriet ...	
<input type="checkbox"/> John Churilin	Person	2018.04.26 12:44:...	Harriet ...	
<input type="checkbox"/> John Doe	Person	2022.02.07 15:20:...	Jacob L...	
<input type="checkbox"/> John Domenech Domen...	Person	2018.04.26 12:44:...	Harriet ...	
<input type="checkbox"/> John Foged Schmidt	Person	2018.04.26 12:44:...	Harriet ...	
<input type="checkbox"/> John Gotze	Person	2018.04.26 12:44:...	Harriet ...	
<input type="checkbox"/> John Govindan	Person	2018.04.26 12:44:...	Harriet ...	
<input type="checkbox"/> John Hørlyk	Person	2018.04.26 12:44:...	Harriet ...	

SELECT CANCEL

Relations between objects

Receive Car

BusinessProcess

Consulted

Decomposition

Capability

Start - End

Input Output

Guide Enabler

Information

IT Support

ApplicationFunctionality

> GDPR

Economy

Controls

Influences

HealthCheck

ABC

Describe

> Associate

> Governance

Short Description:
To inspect the returned vehicle and to finish the lease with the customer.

Purpose:

Responsible: Kathe Sonnich Thomsen

Owner: Stefan Peters

Resources:

+ CREATE EDIT REMOVE

Name	Template
Mimmi Markell	Person
Alanis Puri	Person
Anders Carr	Person

OK CANCEL APPLY

Properties for BusinessProcess

To access (open) a reference:

- Click the **Edit** button

To delete the link to an object:

- Select and press DELETE (listviews)

Change the sequence of objects in a listview:

- Select and click the up/down buttons to move the selected object to the desired position

BusinessProcessNetwork

ATTRIBUTE

Market product and service

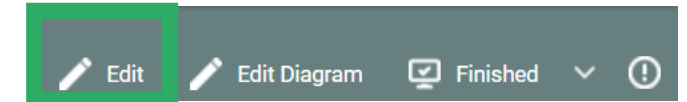
Template: BusinessProcessNetwork
Revision: 0

Description:
N/A

Responsible:
Bill Johansson

Owner:
Aase Motor

Click the empty space in the diagram (in the Web-Modeler) and press the **Edit** button to open the dialog for the diagram



...or Click the **Edit** button on the diagram actions on the web to open the dialog for the diagram

Market product and service

BusinessProcessNetwork

- > Associate
- > Governance

Description:

Owner: Aase Motor

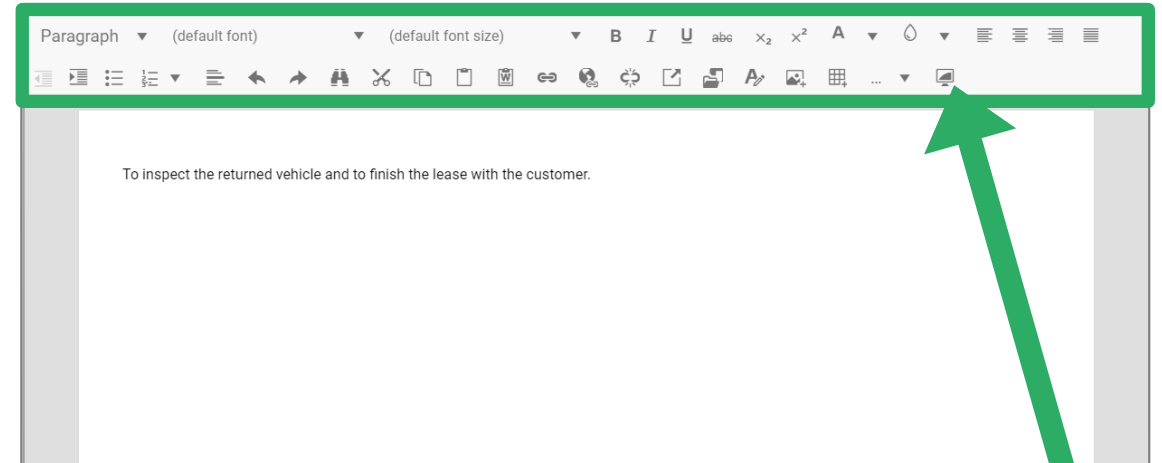
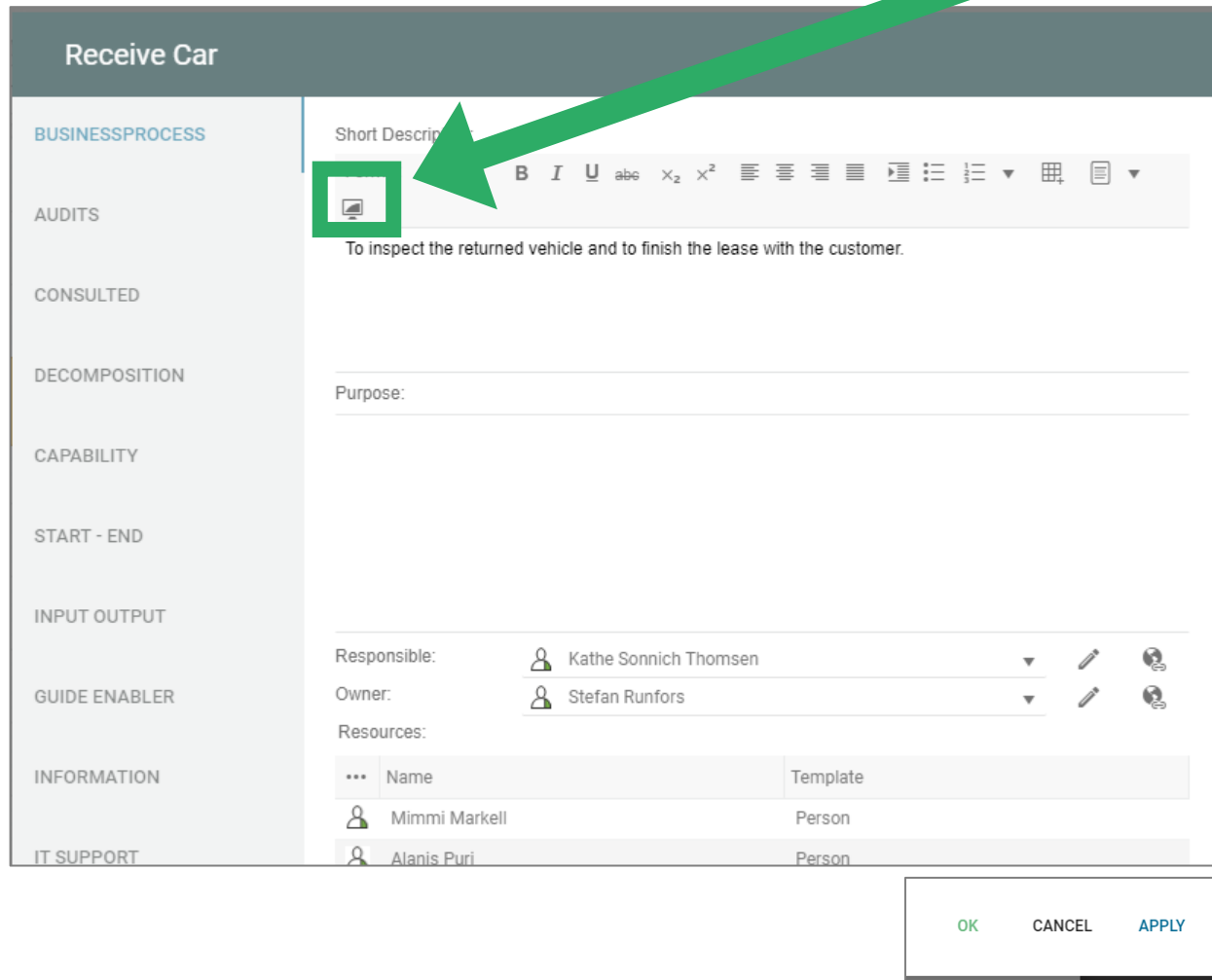
Responsible: Bill Johansson

OK CANCEL APPLY

Expanded text editor

All multiline fields can expand to a full-screen text editor.

To expand a text field: Press **F8** or click the **Expand** button



Toggle back from full-screen by clicking the same button.
All changes made in full screen mode will be placed in the
Multiline field.

Nothing is saved until OK or Apply button is pressed !

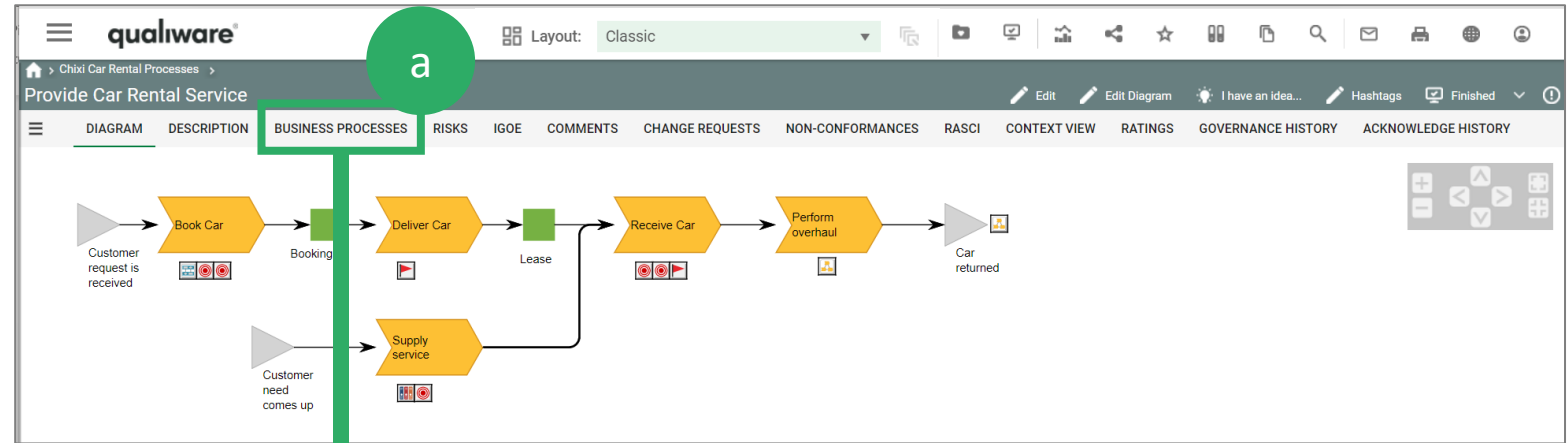
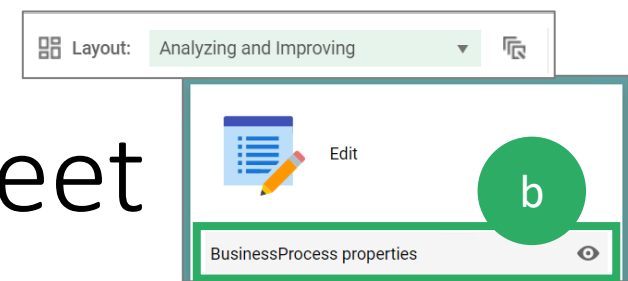
Describe a process using a spreadsheet

Properties of each of the Processes on a diagram can easily be described/ modified using the Spreadsheet view.

- a Click the tab “**Business Processes**” to switch to the spreadsheet representation (Classic Layout)
- b (or use the **BusinessProcess properties** from the Analyzing and Improving Dashboards / Edit tile)

It is possible to edit the objects directly from the spreadsheet in each of the property columns.

Any changes made will be highlighted in **bold + italic** and will only be applied to the objects once the “**Save**” button is clicked. Objects that are locked (e.g. approved, or the user don’t have governance rights) have green background collar, and the cells in the row are grey.










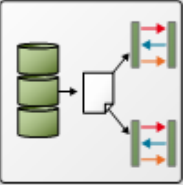
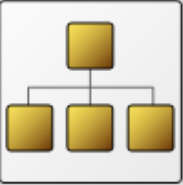


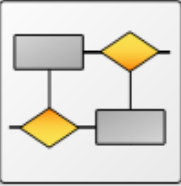


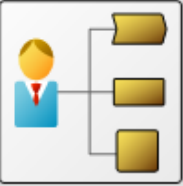



	A	B	C	D	E	F	G	H	I
1	Name:	Short Description:	Purpose:	Owner:	Responsible:	Resources:	Uses information:	IT Support:	Deliver Capability:
2	Book Car	When a customer request is received, one or more vehicles are reserved for a certain period of time.	The purpose is to reserve a vehicle for a certain period of time	Håkan Wilde	Christel Jons	Peder Witt Scheller Joel Bedore Fredrik Voicemail...	Booking type Car Customer...	Booking system Customer system CCTV System (Closed Circuit TV)	
3	Deliver Car	To hand over the car to the customer swiftly and with a kind recep...		Ture Dubb	Lotte Slaaby	Igor Skurup Larsen Sven Stift Vuono, Timo...	Car Car Car...		
4	Perform overhaul			Bent Crosier	Akira Witt Scheller	Linda Barkowiak Håkan Albertsen Carina Ali Munawar...	Car Service order Hardware Components...	Customer system Storage system	
5	Receive Car	To inspect the returned vehicle and to finish the lease with the customer.	<i>This purpose text has been changed</i>	Adam Woodworth	Frankfurt, Finance Manager and HR Coordinator	Ami Markell Puri Carr	Rental agreement Rental contract Reservation	ADP	
6	Supply service	To ensure that QualiCar fulfils the commitment stated in our Service policy		Anette Prindahl	Daniel Slaaby	Oscarsson, Fredrik Paul B. Madsen Kees M. Akseisen			



Create Decomposition

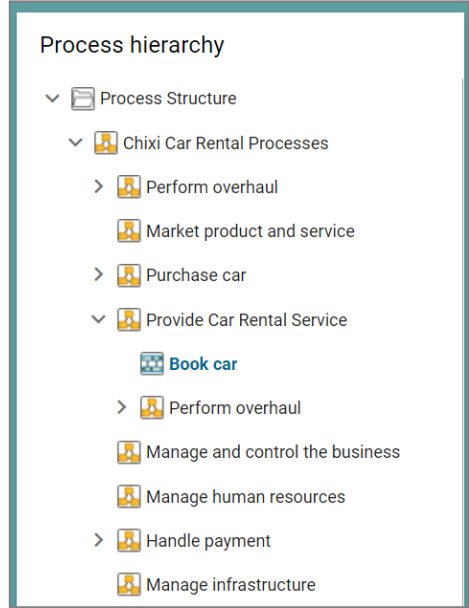
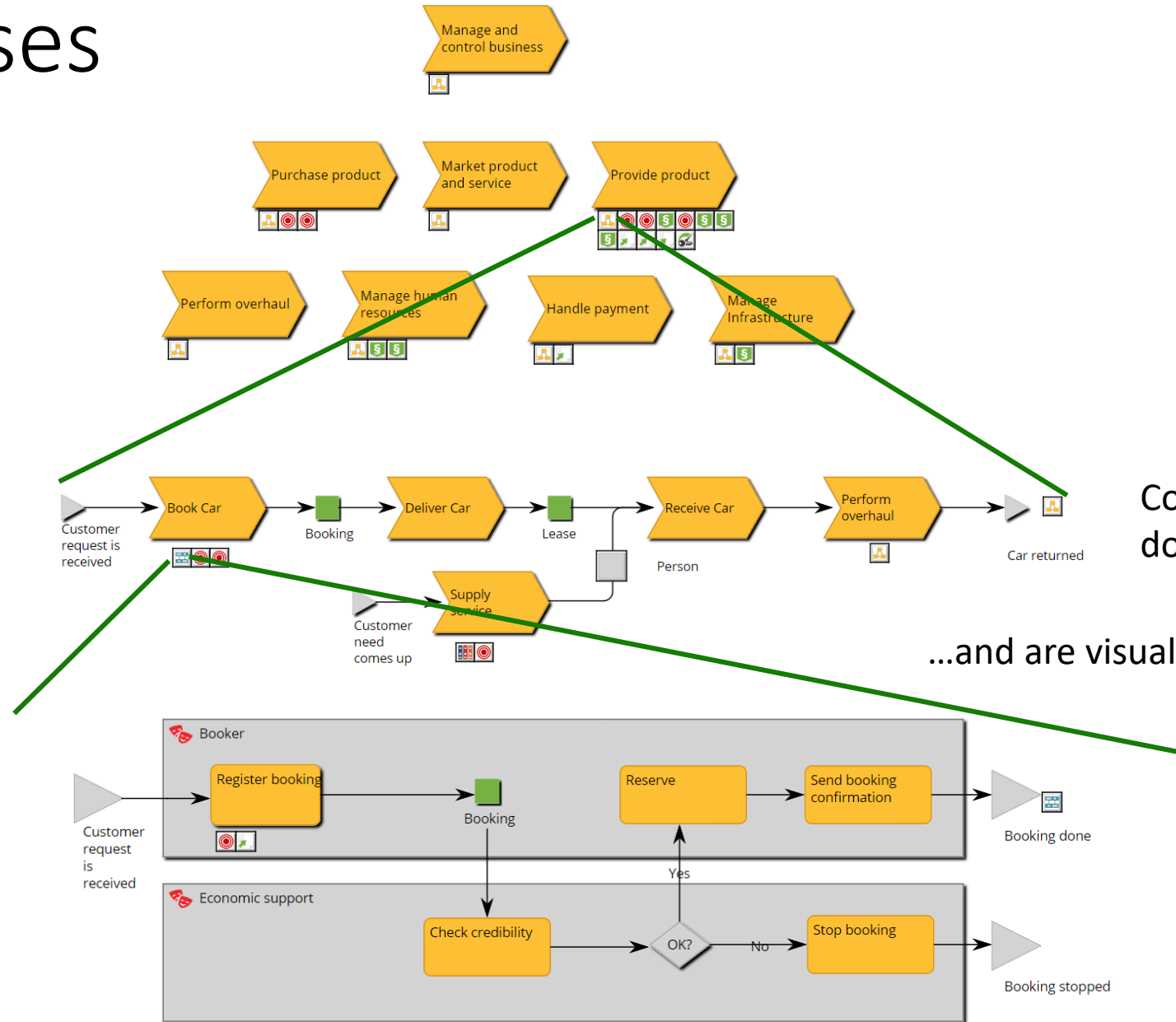
Different levels of diagrams

	Strategy	Process	Application	Information	Organization	Technology
Conceptual	 <p>Strategy</p>	 <p>Business Process Model</p>	 <p>Application Architecture</p>	 <p>Semantic Model</p>	 <p>Stakeholder Model</p>	 <p>Strategic Technology Model</p>
Logical	 <p>Policies</p>	 <p>Business Process Design</p>	 <p>System Design</p>	 <p>Logical Data Model</p>	 <p>Organization Model</p>	 <p>Business Technology</p>
Operational	 <p>Business Rules</p>	 <p>Work Flow</p>	 <p>Component Model</p>	 <p>Physical Data Model</p>	 <p>Human Resource Model</p>	 <p>Physical Technology</p>

Different levels of diagrams can be modelled in QualiWare.

A high-level model can be decomposed to more detailed lower-level models.

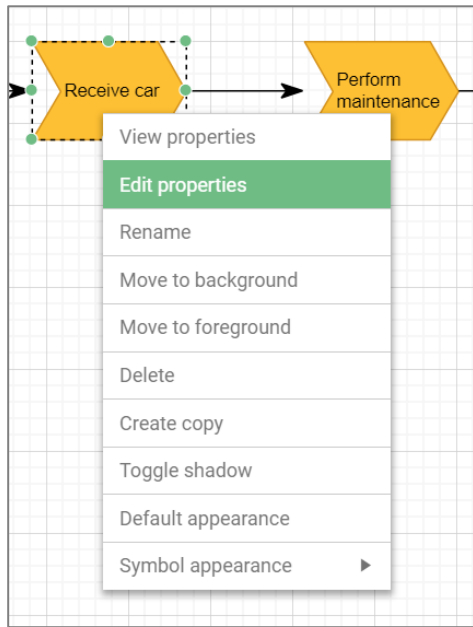
Processes



Core processes break down to sub processes...

...and are visualized by workflow diagrams

Decompose a process



From the **Decomposition** tab a BusinessProcess can be:

- Broken down to a more detailed BusinessProcessNetwork and/or
- Detailed in a BusinessDiagram
- Visualized by a WorkFlowDiagram or BusinessProcessDiagram

The screenshot shows the 'Receive Car' BusinessProcess interface. The 'Decomposition' tab is selected and highlighted in green. The interface includes a left sidebar with various categories like Capability, Start - End, Input Output, etc. The main area shows 'Breaks down to:' and 'Performed within functional sub models:' sections, both containing empty tables with columns for Name and Template. There are also 'Visualized by Work Flow Diagram:' and 'Visualized by Business Process Diagram:' sections, also with empty tables. Green arrows point from the 'Decomposition' tab to the 'Select...' dialog boxes on the right.

The screenshot shows a 'Select...' dialog box. The left sidebar shows 'BusinessProcessNetwork' selected. The main area displays a table with columns: Name, Template, Last mod..., By, Status, and Tag(s). The table is currently empty, with 'Show selected (0)' at the top. Green arrows point from the 'Decomposition' tab in the previous screenshot to this dialog box.

The screenshot shows a 'Select...' dialog box. The left sidebar shows 'BusinessDiagram' selected. The main area displays a table with columns: Name, Template, Last mod..., By, Status, and Tag(s). The table is currently empty, with 'Show selected (0)' at the top. Green arrows point from the 'Decomposition' tab in the previous screenshot to this dialog box.

The screenshot shows a 'Select...' dialog box. The left sidebar shows 'WorkFlowDiagram' selected. The main area displays a table with columns: Name, Template, Last mod..., By, Status, and Tag(s). The table contains a list of templates, with 'Create and ...' selected. Green arrows point from the 'Decomposition' tab in the previous screenshot to this dialog box.

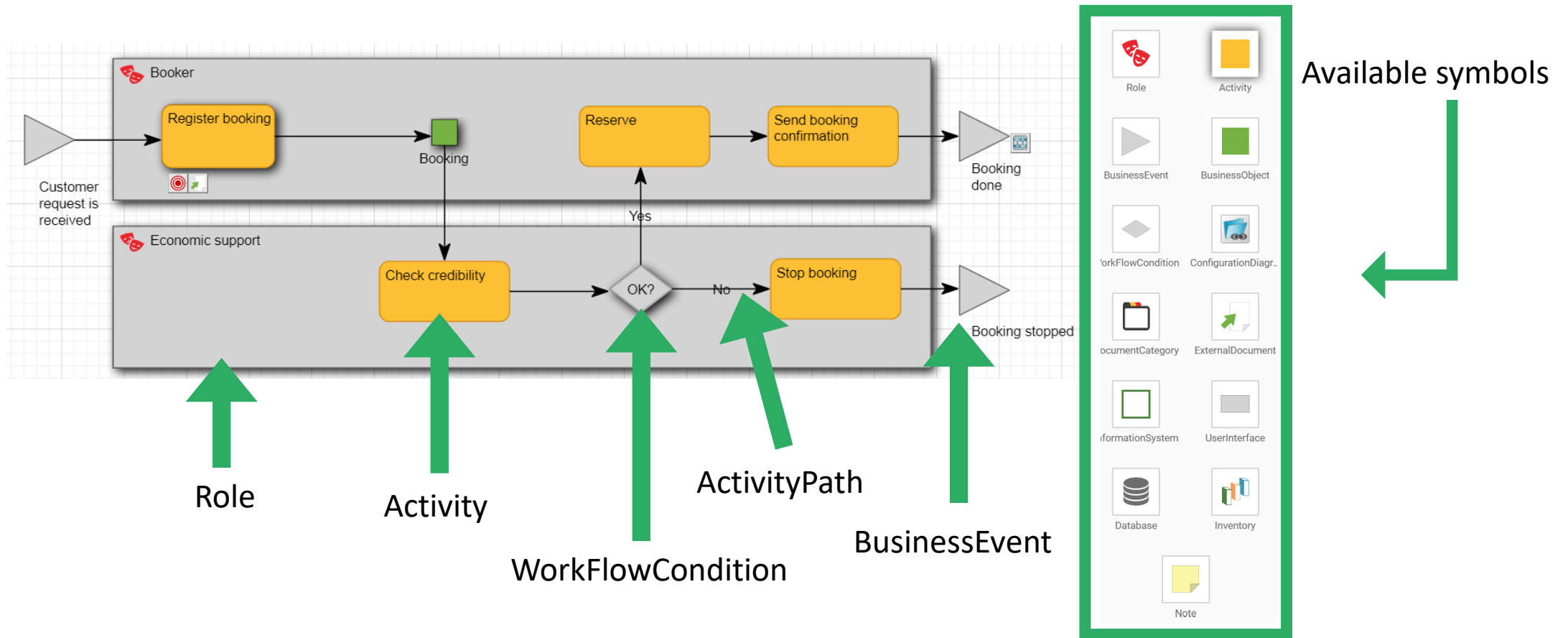


Workflows

qualiware

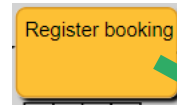
Workflow

The diagram **WorkFlowDiagram** is used for describing activities



Activity

Properties for Activity – Activity Tab



Register booking Edit Create New Revision Edit process

Short Description: The booking is registered together with customer data.

Description: The seller presents the product and service range and in dialogue with the customer decides a appropriate choice. Thereafter the seller ask for the customer's name, social security number, and how the customer wants to pay. All data is recorded.

Register booking

Activity

- Consulted
- Capability
- Start - End
- Input Output
- Information
- IT Support
- ApplicationFunctionality
- > Risk
- > GDPR
- Simulation
- > BPMN
- > UML
- ABC
- Economy
- HealthCheck
- Describe
- > Associate
- > Governance

Short Description: The booking is registered together with customer data.

Breaks Down To:

Name	Template
No items to display	

Responsible: Usman Ali Munawar

Owner: Gary Keyes

Resources:

Name	Template
Carl Soto	Person
Lennart Congressi	Person
Joachim Smith Larsen	Person
Ahola, Olsen	Person
Eugene Soboleva	Person

OK CANCEL APPLY



Short description



Breaks down to - Links to WorkflowDiagram, etc



Responsible and Owner



Resources - Links to Person, Position etc.

Role



Properties for Role – Role Tab

Purchaser

Role

- Describe
- > Associate
- > Governance
- Minimum Comp.

Short Description:
Purchaser, which requests that a new vendor be created or a vendor's details should be changed.

Actors:

...	Name	Template	<input type="checkbox"/> Show
	Purchaser	Position	

Substitute:

...	Name	Template
No items to display		

Breaks down to:

...	Name	Template
No items to display		

Super- role:

OK CANCEL APPLY

Purchaser Edit Create New Revision

Short Description: Purchaser which requests that a new vendor be created or a vendor's details should be changed.

Description:

Last Modified date: 2005 04 11

Last modified by: Kristian-K.Willumsen

Links: Purchaser

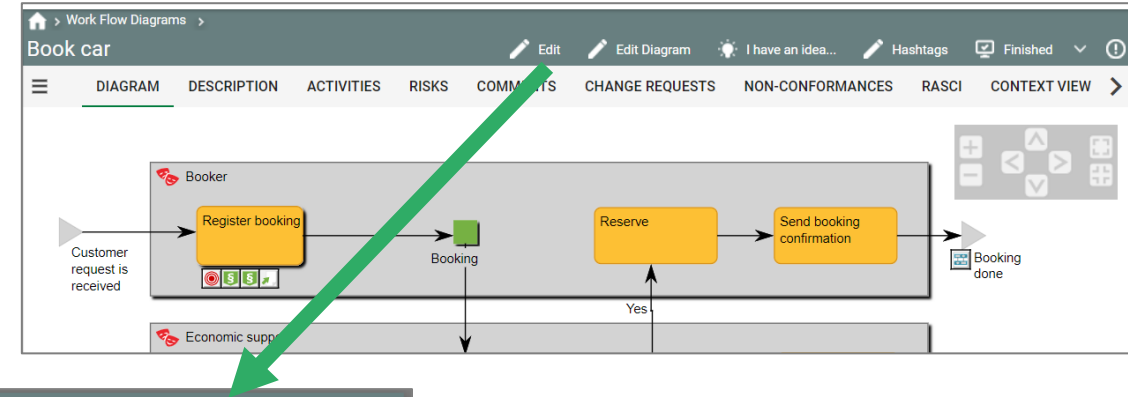
Linked by:

Contained in: Create New Vendor Process

- ← Short description
- ← Actors - Links to Person, Position etc.
- ← Substitute – Links to e.g. other roles or IT-systems
- ← Sub roles - Links to other roles
- ← Super role - Links to BusinessFunction

WorkFlowDiagram

Properties for WorkFlowDiagram – WorkFlowDiagram Tab



Book car

WorkFlowDiagram

Describe

> Associate

> Governance

Total cost: 0 Cost unit: dkk

Total Duration: 0 Time unit: Day

Standard deviation: 0

Owner: [dropdown]

Responsible: Terje Haugland [dropdown]

Process receiver:

...	Name	Template
No items to display		

Model type: As-Is

OK CANCEL APPLY

- Workflow information
- Owner and Responsible
- Technical Field
- As-is or To-be architecture

Condition



Properties for **WorkFlowCondition**

OK?

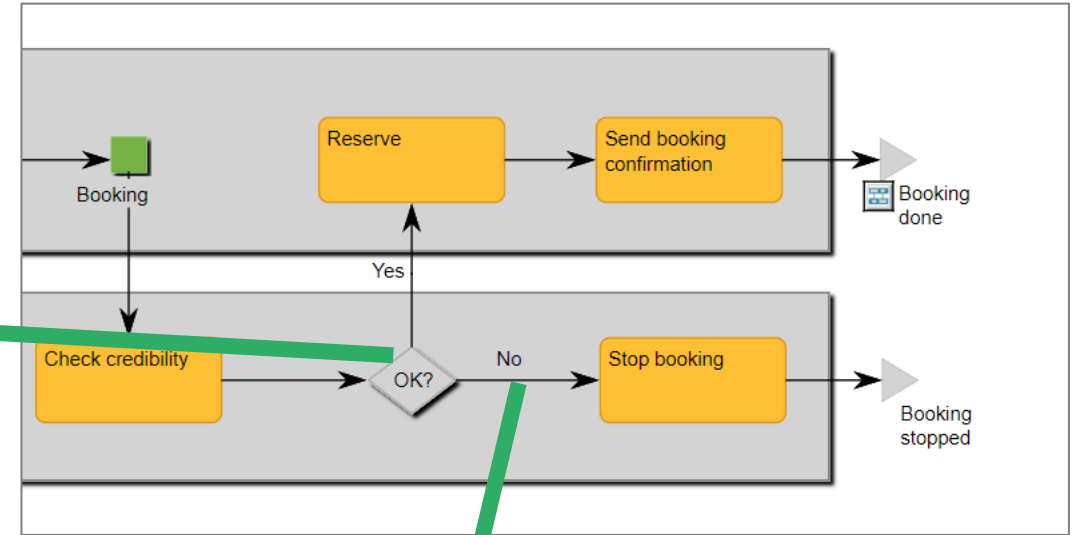
WorkFlowCondition

- Describe
- > Associate
- > Governance

Short Description:
Is the credibility ok?

Show ShortDescription

OK CANCEL APPLY



Properties for **ActivityPath**

OK?/Stop booking

ActivityPath

- Data Processing Agreements
- HealthCheck
- Describe
- > Associate
- > Governance

Short Description: Show

Path type: Finish-Start

Gap: _____ Time unit: Day

Overlap: _____

Path probability (%): 100

Path condition: No Show

Business objects:

Name	Template
No items to display	

OK CANCEL APPLY

WorkFlowConditions is used to model paths in workflows.

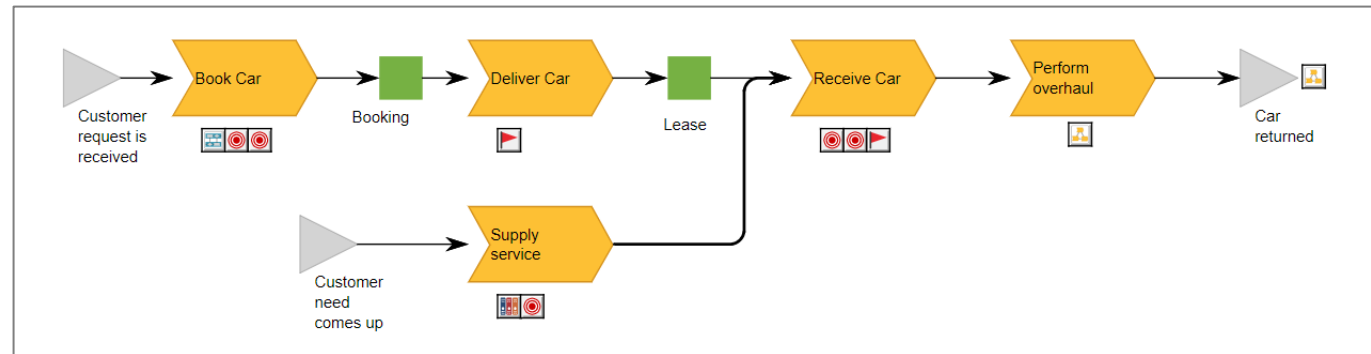
The label on the Activity path can be described in the Short Description and/or in selected in the drop-down in the “Path condition”.

Toggle the **Show** box for the relevant fields to select what should be shown on the label on the diagram.

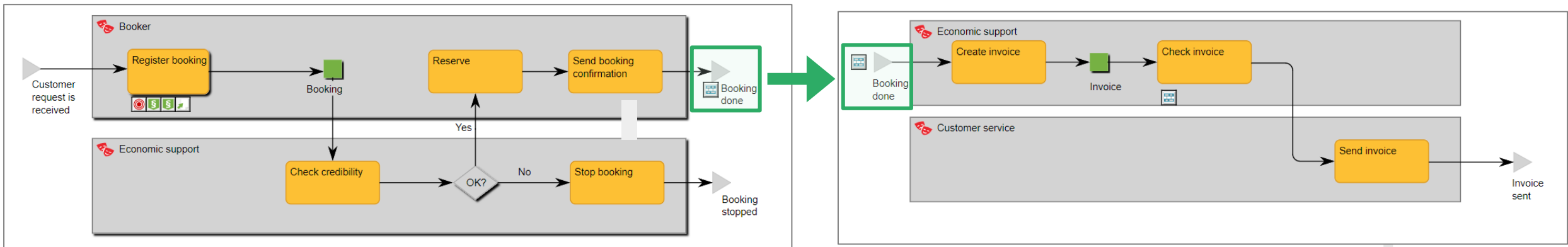
Linking via BusinessEvents



BusinessEvents are used to model Events. A process or workflow can be triggered by one or more BusinessEvent(s), and a BusinessEvent can be an output/result of a process/activity.



When the same BusinessEvent is reused as output in one process and input in another, the events get linked together, and it is possible to “browse” through the process via the BusinessEvents

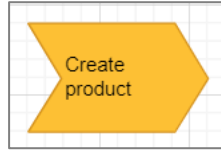


A pair of black-rimmed glasses is the central focus, resting on a stack of papers. The background is a blurred office environment with various papers and documents. A semi-transparent green horizontal bar is overlaid across the middle of the image, containing the text 'External documents and web navigation'.

External documents and web navigation

qualiware

Associate tabs

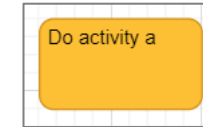


Properties for **BusinessProcess**

The available property-tabs for the different template types are defined by the underlying meta-model.

In addition, all objects have the “**Associate**” tab where the object can be linked to other references such as:

- Strategy (e.g. Visions, Policies, Strategymodels)
- Target (Goals and objectives)
- Performance (KPI and performance diagrams)
- Compliance (Regulations, Rules, Policies and Requirements)
- Documents (ExternalDocument, which are stored outside the repository)
- InherentRisk
- UN (United Nations SDG and policies)
- Other (links to all other object types)



Properties for **Activity**

References to documents



New External Document

External Document
Revision Management
Extended responsibility

Name: *

Document type:

File details

Storage system:

File:

File name:

Responsibility

Responsible:

Owner:

Document details

Short description:

Document number:

Version:

Archive:

Keywords:

OK CANCEL APPLY

Properties for ExternalDocument

- Give the external document a name
- Select **Storage system**

- 1 File System
- 3 HTTP based document server
- 5 QIS based QDM

1 File System (used for files on a shared drive)

File details

Storage system: 1 File System

File:

File name:

3 HTTP based document server (Used for URLs)

File details

Storage system: 3 HTTP based document server

File:

File name:

5 QIS based QDM (used to upload files to QualiWare)

File details

Storage system: 5 QIS based QDM

File:

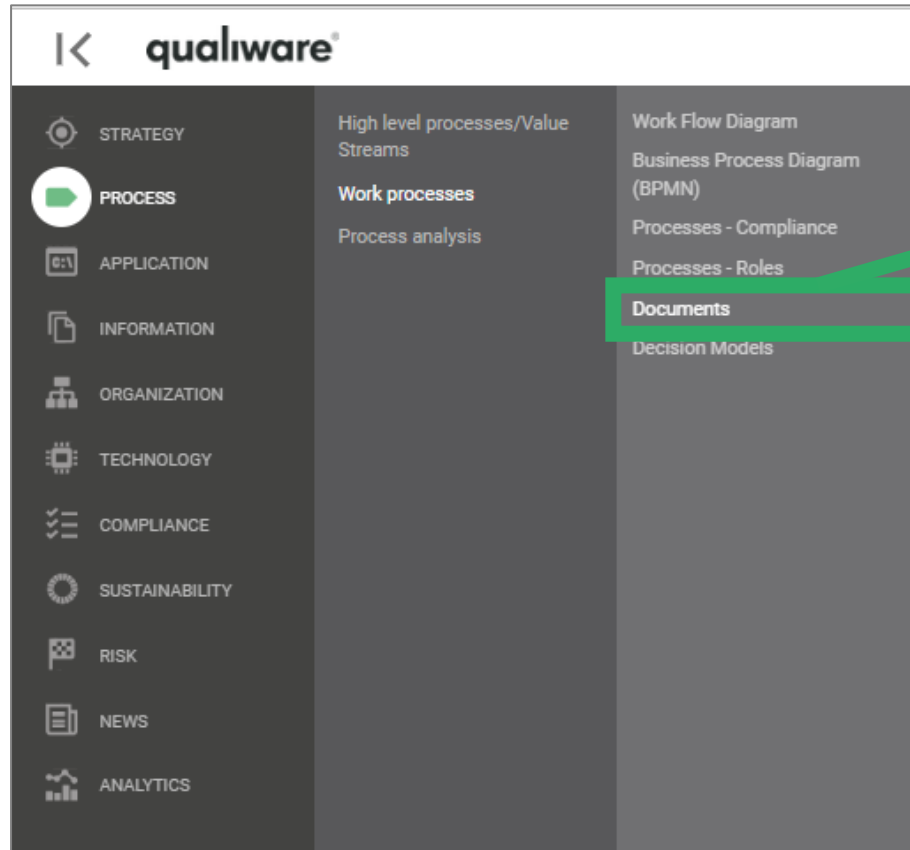
File name:

You can link to a Word-document, Excel spreadsheet, pdf-file, URL etc.

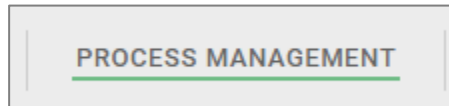
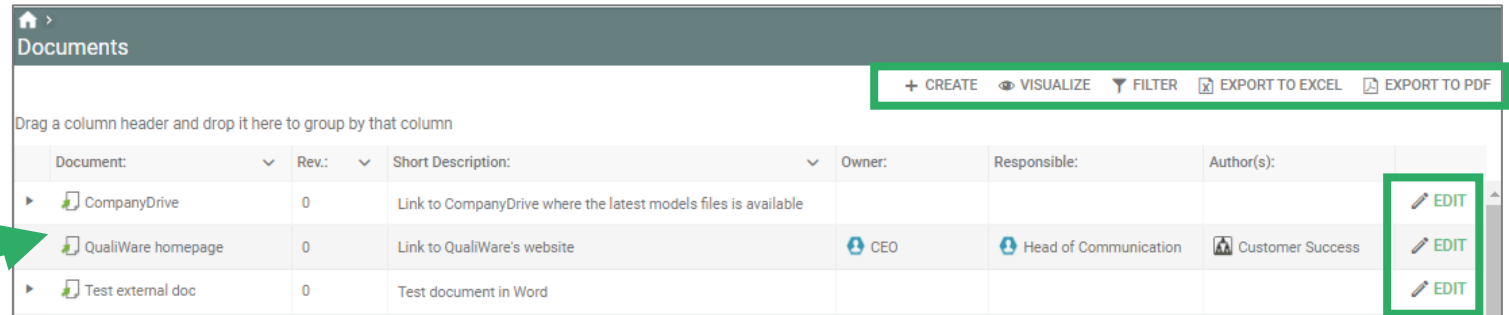


Easy access to documents lists

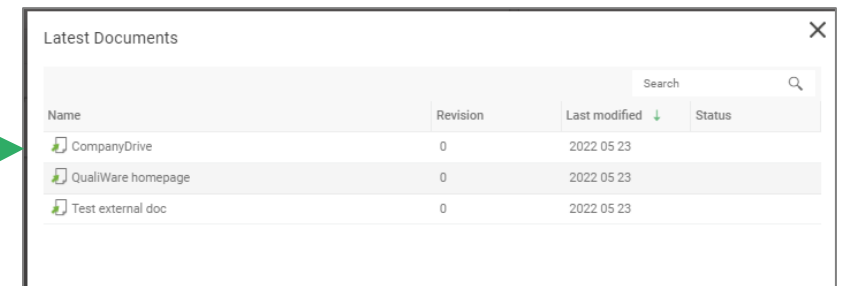
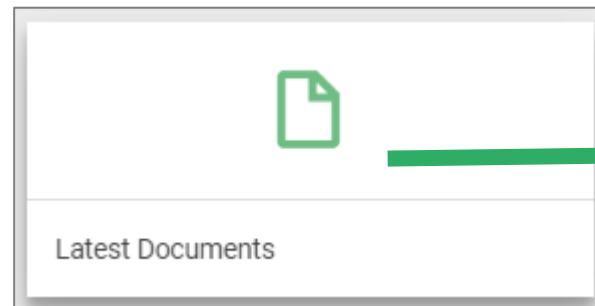
A list with all documents can be found via the left-menu



The list can be filtered, visualized and exported.
New can be created, and you can edit existing external documents.



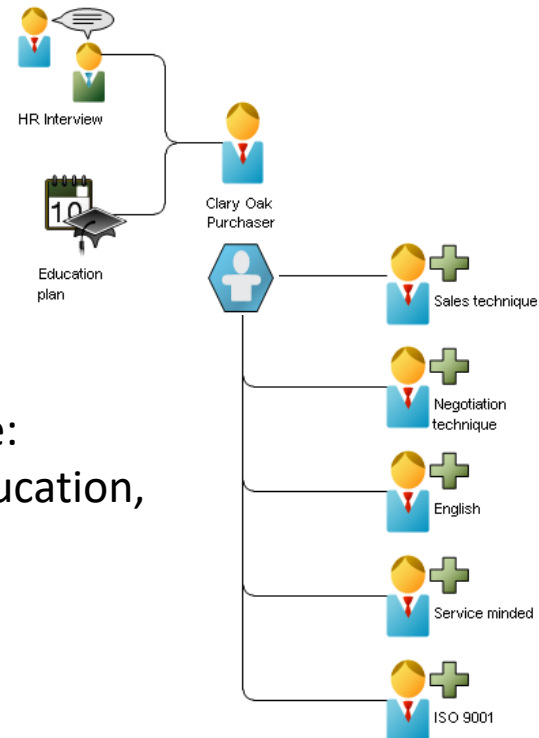
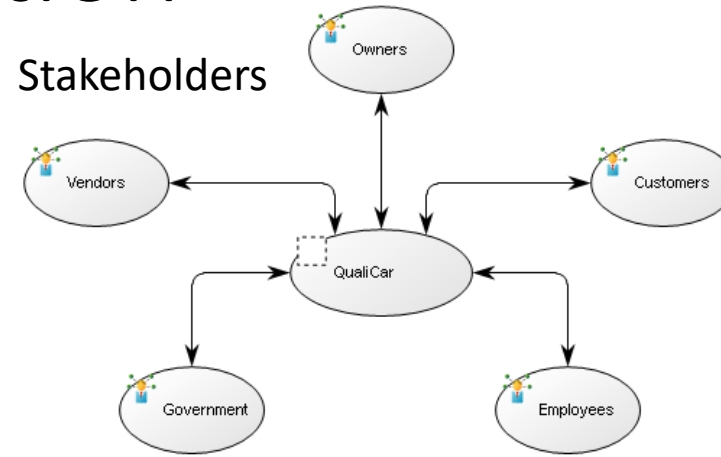
From the Process Management Desktop, you can easily access a list of Latest Documents





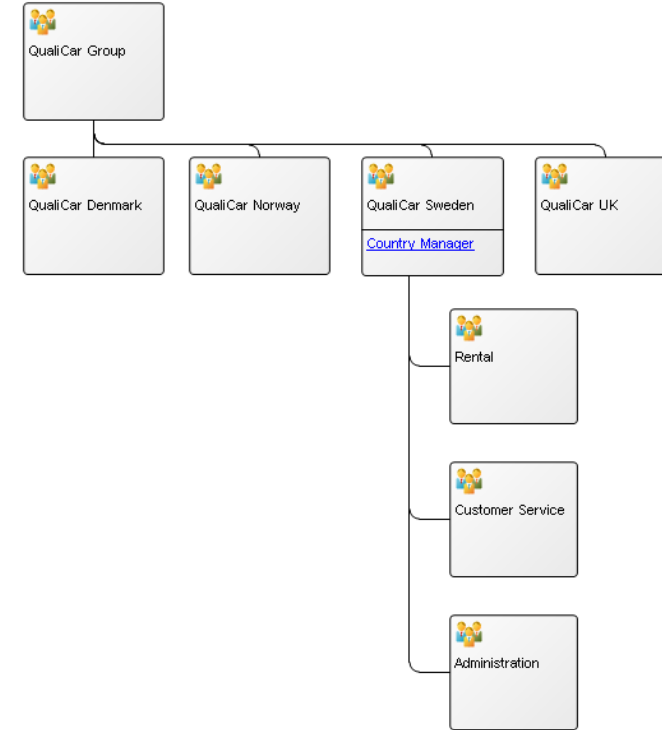
Organization

Organization



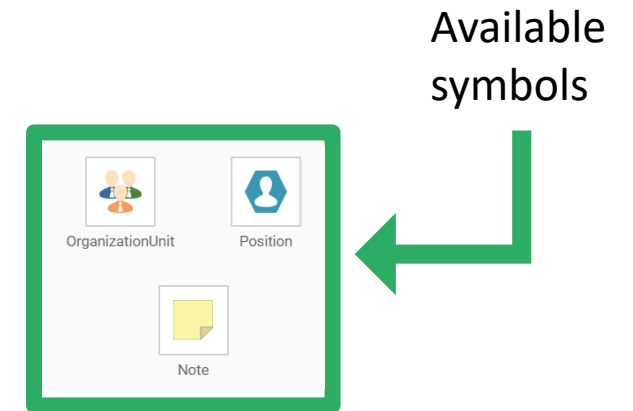
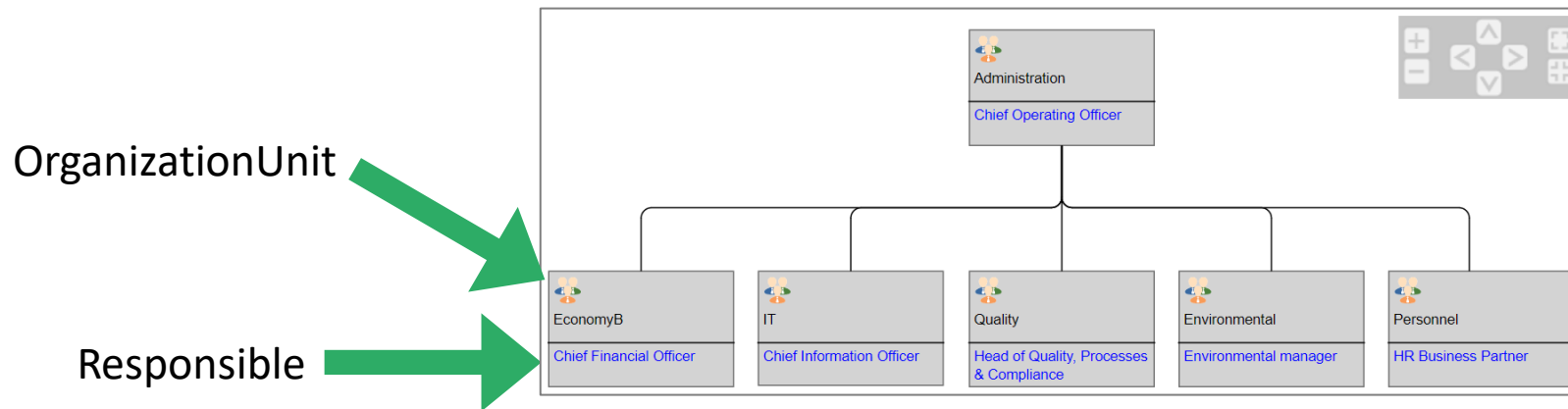
Human Resource:
competence, education,
plans

Organization units and positions




Organization

The diagram **OrganizationDiagram** is used for describing organizational structures



OrganizationUnit

 Procurement
Head of Procurement(*)
Manager procurement Frankfurt Manager Procurement Sao Paulo

Properties for **OrganizationUnit**

Procurement

OrganizationUnit

Address


HealthCheck

Describe



> Associate

> Governance

Short Description:

Responsible:  Head of Procurement

Resources:

Name	Template
 Manager procurement Frankfurt	Position
 Manager Procurement Sao Paulo	Position

FTE: _____

Staff

Breaks Down To:

Name	Template
No items to display	

Show on diagram: Name, Responsible, Resources

OK CANCEL APPLY

← Short description

← Responsible

← Resources

← Breaks down to

← Select what should be shown on the diagram

Position



Properties for Position

Compliance Manager

Position

- Minimum req.
- Authority
- Describe
- > Associate
- > Governance
- Minimum Comp.

Short Description: **Format** [B I U abc x₂ x² ...]

Responsible for GDPR compliance and ISO certifications

Task: **Paragraph** [B I U abc x₂ x² ...]

Plan and execute internal audits
Plan and coordinate external audits with external auditors

Position holders:

Name	Template
Mr. Right	Person

Goals:

Name	Template
ISO certification	Goal
GDPR compliance	Goal

OK CANCEL APPLY



Short description



Task



Position holders
Link to Person(s)

Person

New Person

Person

Job Experience

Competences

Data

Specification

Address

Certificate

Authority

Name: * New Person

Short description:

Title:

Initials: Gender: ▾

Job description:

Training:

Qualifications:

OK CANCEL APPLY

Properties for a **Person**



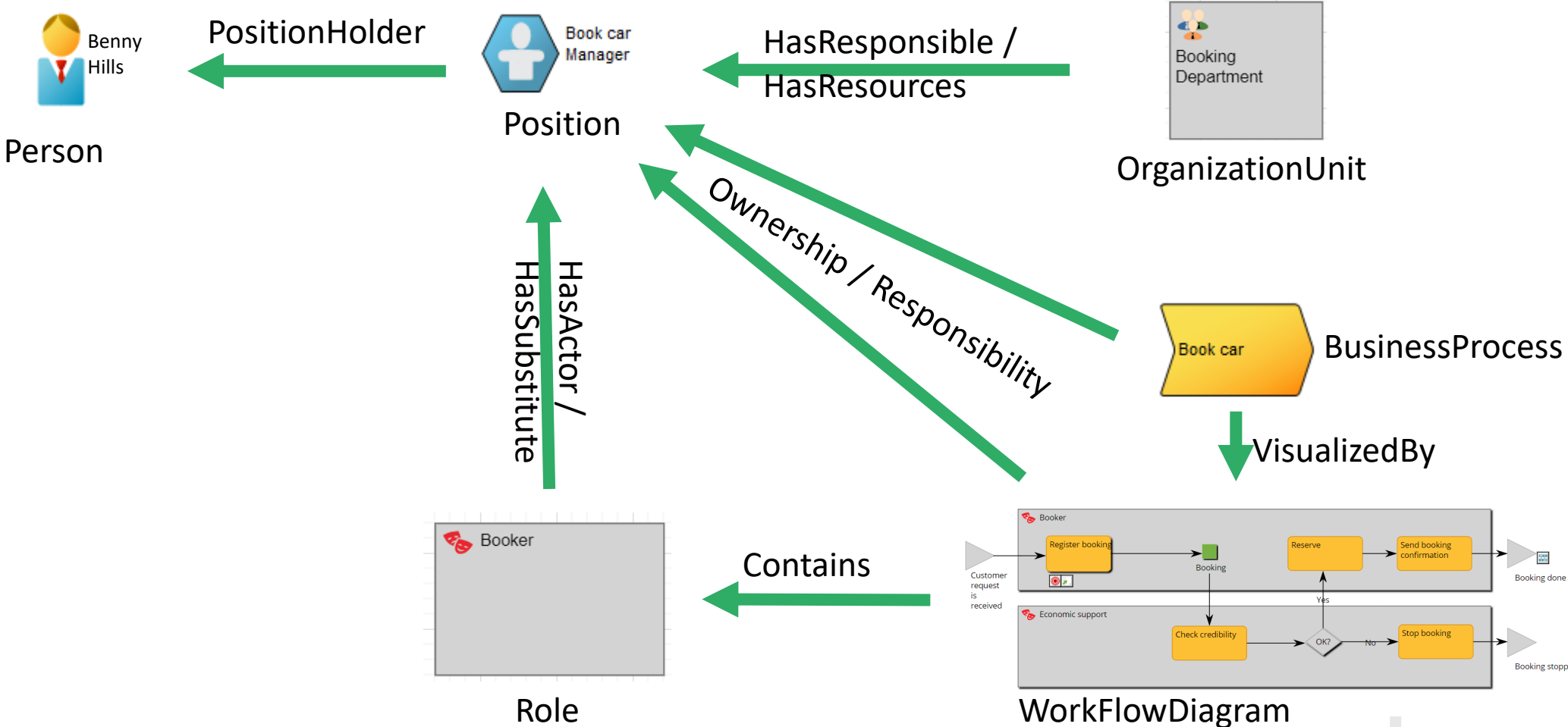
Short description



Title
Gender
(will affect the symbol)



Relations organization - process

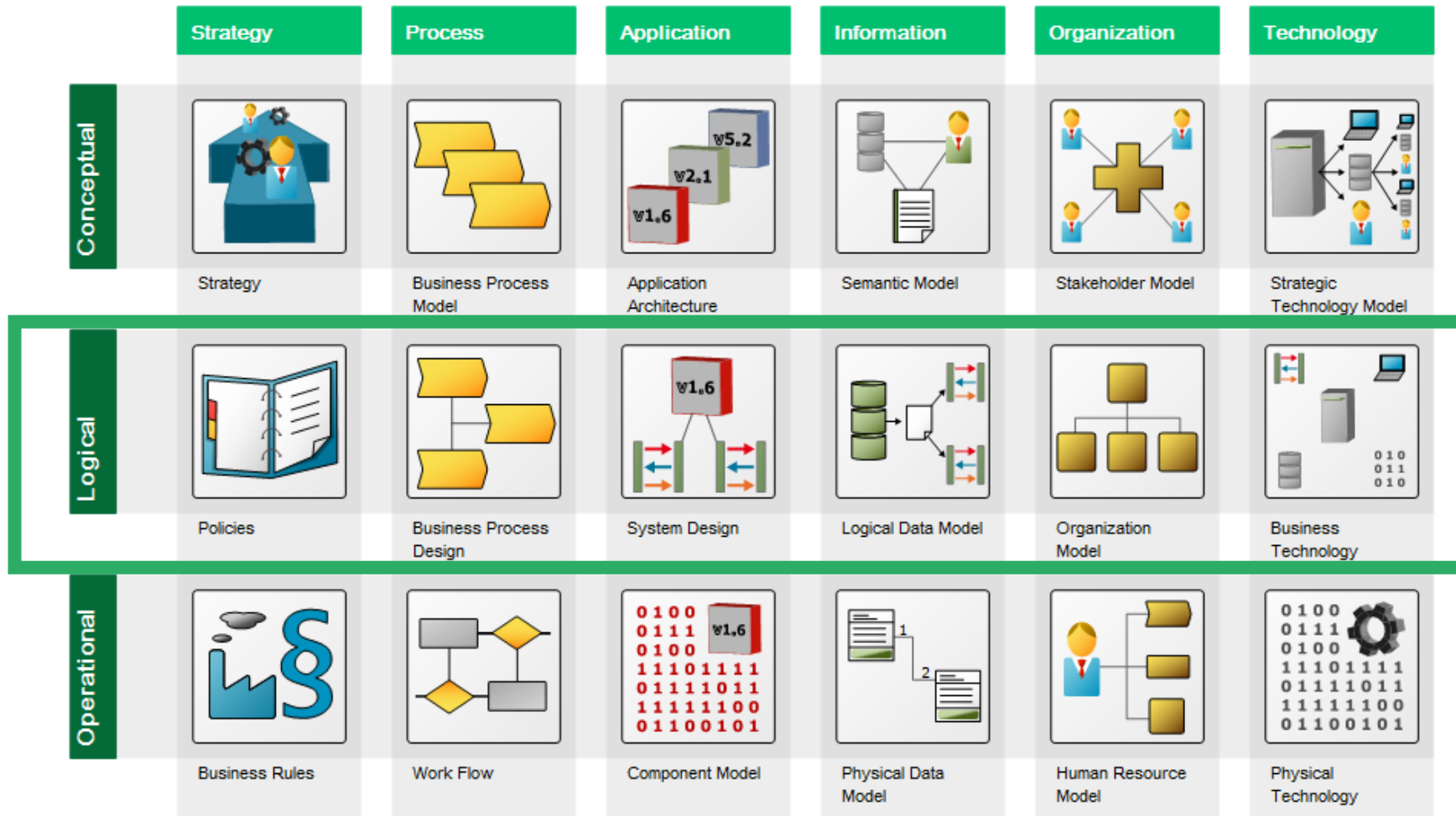


The image features two large satellite dishes in the foreground, one on the left and one on the right, both pointing towards the sky. The dishes are black with a mesh-like surface. The background is a dramatic sky at sunset or sunrise, with soft, golden light breaking through scattered clouds. A semi-transparent green horizontal band runs across the middle of the image, serving as a background for the text. The overall mood is technical and serene.

Linking across diagrams

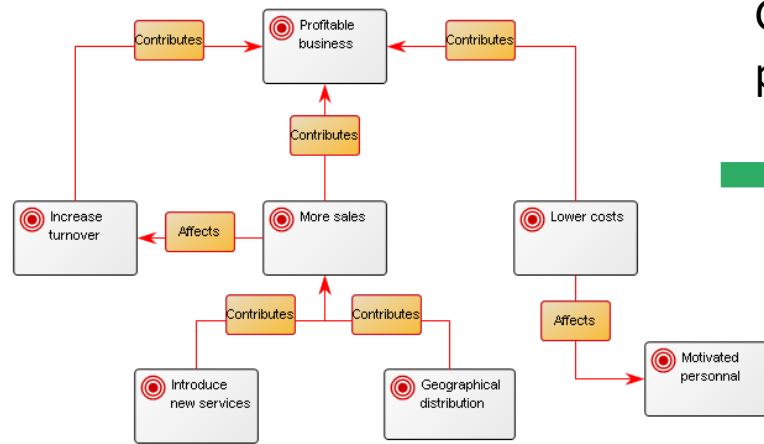
qualiware

Linking across diagrams

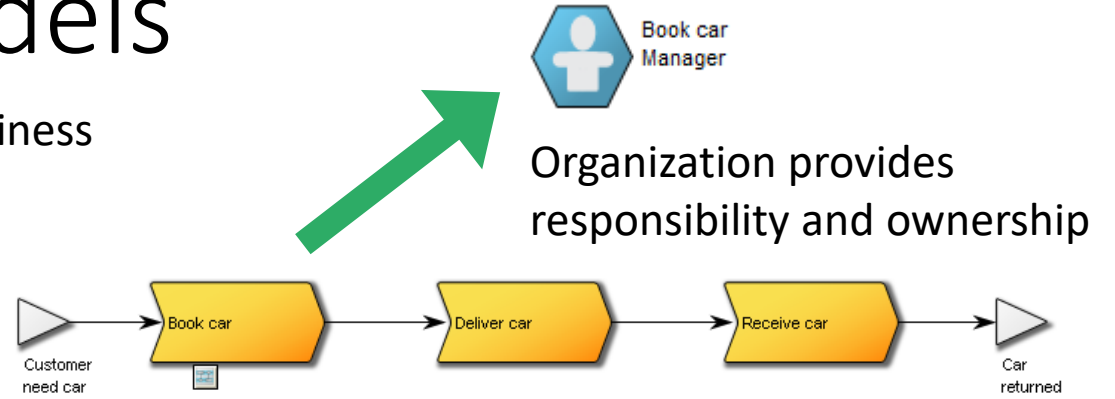


A key feature of the QualiWare tool is the re-use and linking between objects in the repository.

Relations between models



Goals govern business processes

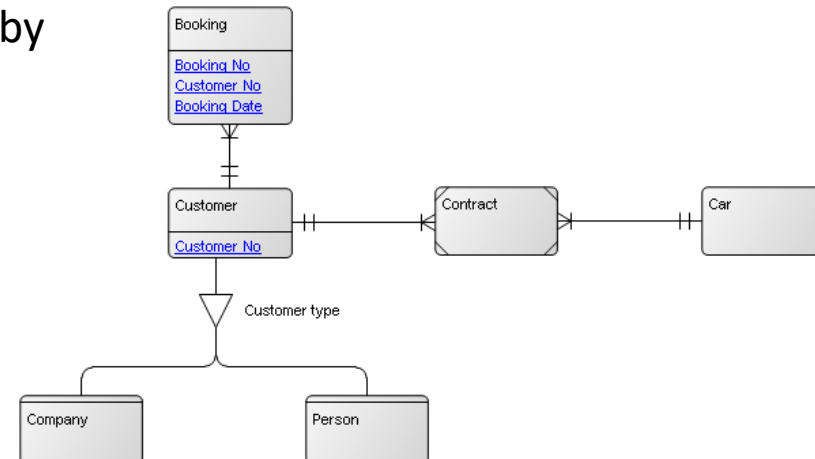
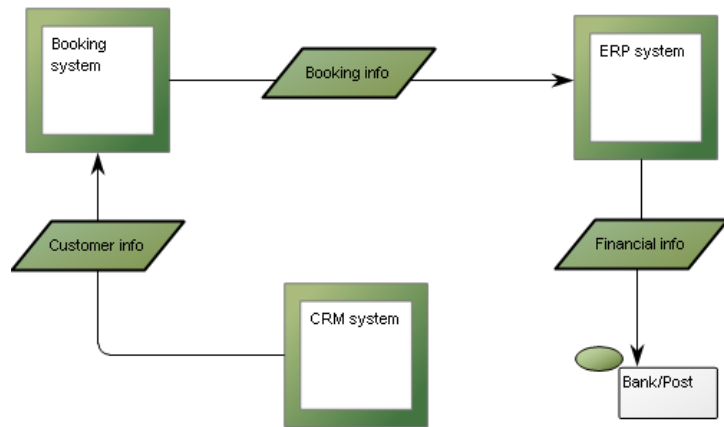


Organization provides responsibility and ownership



Processes handle information

Information is handled by applications



Graphical Context Explorer on the Web



The screenshot displays a web application interface for 'Chixi Car Rental Processes'. The main title is 'Provide Car Rental Service'. The interface is divided into several sections:

- Information:** Shows details like 'Responsible: Alexander Jensen', 'Accountable: Henrik Knudsen', 'Revision: 8', and 'Last Modified: 2022 05 20'.
- Navigation:** A top bar contains tabs for 'DIAGRAM', 'DESCRIPTION', 'BUSINESS PROCESSES', 'RISKS', 'IGOE', 'COMMENTS', 'CHANGE REQUESTS', 'NON-CONFORMANCES', 'RASCI', 'CONTEXT VIEW' (highlighted in green), 'RATINGS', 'GOVERNANCE HISTORY', and 'ACKNOWLEDGE HISTORY'.
- Left Sidebar:** Contains categories like 'Documents', 'Goals', 'Policies', 'Regulations', 'Requirements', and 'Processes', each with a count and a green checkmark.
- Main Content Area:** A central diagram shows 'Provide Car Rental Service' in a grey box. It is connected to various other elements via lines labeled 'LinkedBy' and 'Links'.
 - Left side connections:** 'Manage Customers' (Contains), 'Operate Business Administration' (Contains), 'Passenger handling' (Contains), 'Process Structure' (Contains), 'Aase Hansen' (Concerns), 'BPN Overview' (LinkedBy), 'Effective processes (initiative)' (ProcessSupported), 'Kuno Brodersen (local)' (SubscribesTo), 'Manage Customers' (LinkedBy), 'No check list filled out before mac...' (Against), 'Operate Business Administration' (LinkedBy), 'Passenger handling' (LinkedBy), 'Process Structure' (LinkedBy), 'Provide Car Rental Service [Rev.7]' (LinkedBy), 'Provide Car Rental Service [Rev.7]' (LinkedBy), 'Provide product' (BreaksDownTo), 'Silje Adolfsen' (SubscribesTo), and 'This looks fine' (CommentTo).
 - Right side connections:** 'Book Car' (ContainedIn), 'Booking' (ContainedIn), 'Car returned' (ContainedIn), 'Customer need comes up' (ContainedIn), 'Customer request is received' (ContainedIn), 'Deliver Car' (ContainedIn), 'Lease' (ContainedIn), 'Perform overhaul' (ContainedIn), 'Receive Car' (ContainedIn), 'Supply service' (ContainedIn), '3D design' (AssociatedDocument), 'Alexander Jensen' (HasResponsible), 'Business Architecture' (BelongsToCategory), 'Environmental code (1998:808)' (StrategicAlignment), 'Henrik Knudsen' (OwnedBy), 'Jacob D Lund' (AuditGA, ApprovalChangedBy), 'Law (1979:561) regarding car rental' (StrategicAlignment), 'Law driving licence (1998:488)' (StrategicAlignment), 'Law of credit report (1973:1173)' (StrategicAlignment), and 'Reading instruction' (AssociatedWith).

The context view enables you to see all relations to an object.

You can “drag” any object to the “center” to change the scope of the context view, and thereby “browse” through the relationships.



Spreadsheet

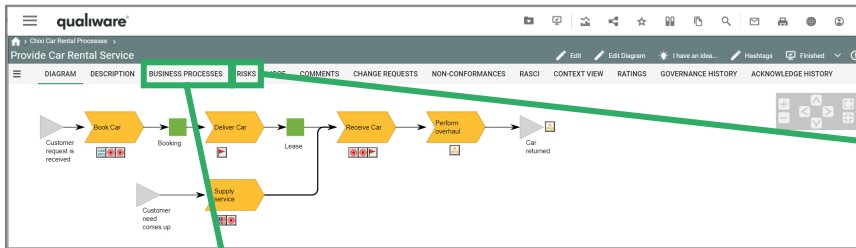
qualiware

General intro to spreadsheet

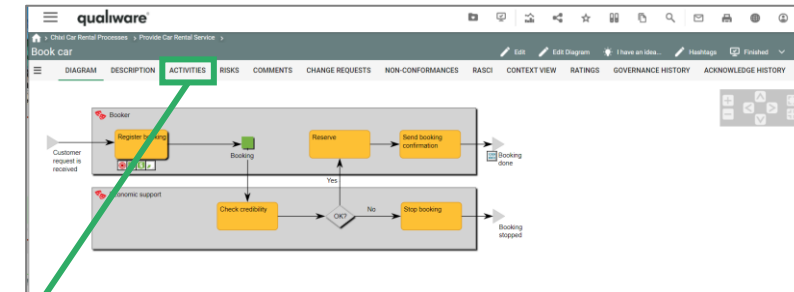
The spreadsheet functionality in QualiWare enables you easy to explore and edit the properties and the relationships for objects in the repository.

Objects that are locked (e.g. approved, or the user don't have governance rights) have green background collar, and the cells in the row are grey.

Spreadsheets can be found in the left menu, and in the standard tabs for different diagrams types



Process/Activity	Risk	Likelihood	Significance	Control Measures Impact	Control	Responsible	Residual likelihood	Residual significance
Book Car	High	High	High	Medium	Check booking queue	Pedro Carr	High	High
Deliver Car	Medium	Medium	Medium	Low	Check car availability	Ulf Eriksson	Medium	Medium
Receive Car	Low	Low	Low	Low	Check car condition	Ulf Eriksson	Low	Low
Perform overhaul	Medium	Medium	Medium	Medium	Check car condition	Ulf Eriksson	Medium	Medium
Supply service	Low	Low	Low	Low	Check car condition	Ulf Eriksson	Low	Low



Name:	Short Description:	Purpose:	Owner:	Responsible:	Resources:	Uses information:	IT Support:	Deliver Capability:
Book Car	When a customer request is received, one or more vehicles are reserved for a certain period of time.	The purpose is to reserve a vehicle for a certain period of time.	Håkan Wilde	Christel Jens	Peder Witt Scheller Joel Bejore Fredrik Voicemail...	Booking type Car Customer...	Booking system Customer system CCTV System (Closed Circuit TV)	
Deliver Car	To hand over the car to the customer swiftly and with a kind recep...		Ture Dobb	Lotte Slaaby	Igor Skurup Larsen Sven Skift Vuorio, Timo...	Car Car Car...		
Perform overhaul			Bent Crosier	Akira Witt Scheller	Linda Bartkowiak Håkan Albertsen Carina Ali Munawar...	Car Service order Hardware Components...	Customer system Storage system	
Receive Car	To inspect the returned vehicle and to finish the lease with the customer.	This purpose text has been changed	Adam Woodworth	Frankfurt, Finance Manager and HR Coordinator	imi Markell Olevis Purn lers Carr	Rental agreement Rental contract Reservation	ADP	
Supply service	To ensure that QualiCar fulfils the commitment stated in our Service policy		Anette Prindahl	Daniel Slaaby	Oscarsson, Fredrik Paul B. Madsen Kees M. Akseisen			

Name:	Short Description:	Owner:	Responsible:	Resources:	Uses information:	IT Support:	Compliance with:	Assoc
Stop booking		Kristian K. Willumsen	Hans-Juergen Jensen	Laurent Nilsson Andreas Fredrik Hans Hansen...				
Check credibility		Andrew Per	Ji-Hee pluzanski	Anders Granat Lucas Taestesen				
Send booking confirmation		Jens Anker Hansen	Grzegorz Jarieskog	Bert Emilsson Reiner Qiang Carl Nauwels...				
Reserve		Martin Jitsunari	Jacob D Lund					
Register booking	The booking is registered together with customer data.	Gary Keyes	Usman Ali Munawar	Carl Sote Lennart Congressi Joachim Smith Larsen...				

Describe the process using a spreadsheet

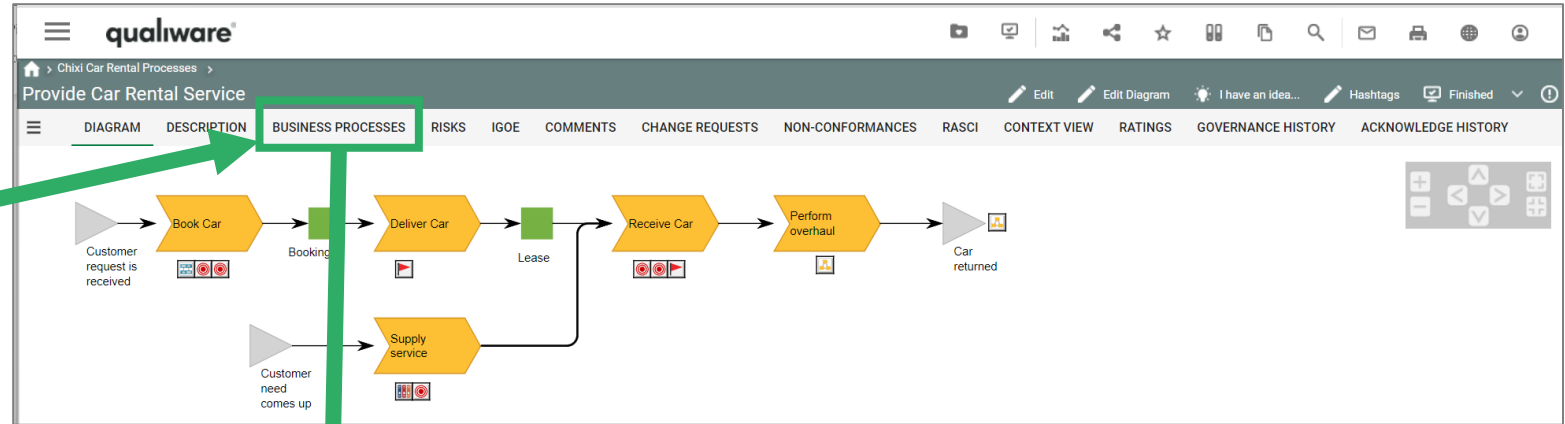
Properties of each of the Processes on a diagram can easily be described/modified using the Spreadsheet view.

Click the tab “**Business Processes**” to switch to the spreadsheet representation.

It is possible to edit the objects directly from the spreadsheet in each of the property columns.

Any changes made will be highlighted in ***bold + italic*** and will only be applied to the objects once the “**Save**” button is clicked.

Objects that are locked (e.g. approved, or the user don't have governance rights) have green background collar, and the cells in the row are grey.



	A	B	C	D	E	F	G	H	I
1	Name:	Short Description:	Purpose:	Owner:	Responsible:	Resources:	Uses information:	IT Support:	Deliver Capability:
2	Book Car	When a customer request is received, one ore more vehicles are reserved for a certain period of time.	The purpose is to reserve a vehicle for a certain period of time	Håkan Wilde	Christel Jøns	Peder Witt Scheller Joel Bedore Fredrik Voicemail...	Booking type Car Customer...	Booking system Customer system CCTV System (Closed Circuit TV)	
3	Deliver Car	To hand over the car to the customer swiftly and with a kind recep...		Ture Dubb	Lotte Slaaby	Igor Skurup Larsen Sven Stift Vuorio, Timo...	Car Car Car...		
4	Perform overhaul			Bent Crosier	Akira Witt Scheller	Linda Barkkowiak Håkan Albertsen Carina Ali Munawar...	Car Service order Hardware Components...	Customer system Storage system	
5	Receive Car	To inspect the returned vehicle and to finish the lease with the customer.	<i>This purpose text has been changed</i>	<i>Adam Woodworth</i>	<i>Frankfurt, Finance Manager and HR Coordinator</i>	mi Markell his Pun lers Carr	Rental agreement Rental contract Reservation	ADP	
6	Supply service	To ensure that QualiCar fulfils the commitment stated in our Service policy		Anette Prindahl	Daniel Slaaby	Oscarsson, Fredrik Paul B. Madsen Kees M. Akseisen			

Linking to other objects using a spreadsheet

The spreadsheet enables easy update of properties and relationships to the object (BusinessProcess) in the diagram.

1 Text-fields can be edited directly in the cell.


2 Other fields link to other objects. These can be updated by clicking on the link symbol.

The screenshot displays the Qualware interface with a spreadsheet for 'Provide Car Rental Service'. The spreadsheet has the following data:

	A	B	C	D	E	F
1	Name:	Short Description:	Purpose:	Owner:	Responsible:	Re
2	Book Car	When a customer request is received, one or more vehicles are reserved for a certain period of time.	The purpose is to reserve a vehicle for a certain period of time	Link symbol	Responsible: Peder Witt, Joel Bedor, Fredrik Voi	
3	Deliver Car	To hand over the car to the customer swiftly and with a kind receipt		Ture Dubb	Lotte Slaaby	Igor Skurup, Sven Stift, Vuorio, Tim
4	Perform overhaul			Bent Crosier	Akira Witt Scheller	Lise Marti, Håke, Carina An
5	Receive Car	To inspect the returned vehicle and to finish the lease with the customer.	This is a new purpose description	Adam Woodworth	Frankfurt, Finance Manager and HR Coordinator	Mimmi Mar, Alanis Puri, Anders Ca
6	Supply service	To ensure that QualiCar fulfils the commitment stated in our Service policy		Anette Prindahl	Daniel Slaaby	Oscarsson, Paul B. Ma, Kees M. AK

The 'Repository Explorer' window shows a list of objects with the following columns: Name, Template, Last modified, Modified by, and Tags. The search filter is 'manage|'. The list includes objects like 'Accounting Manager Asia', 'Accounting Manager Frank...', 'Accounting Manager Nordics', 'Accounting Manager UK', 'Bag-drop Manager', 'Bagdrop Manager CPH', 'Change Manager', 'Compliance Manager', 'Customer service manager ...', 'Customer Service Manager ...', and 'Department Manager'.

Easy access to Spreadsheets from the dashboards

 Edit

- BusinessProcess properties
- Process Risk for diagram
- Input, Guides, Output, Enablers

Chixi Car Rental Processes / Edit [BusinessProcess properties]

	A	B	C	D	E	F	G	H	I	J	K
1	Name:	Short Description:	Purpose:	Owner:	Responsible:	Resources:	Uses Information:	IT Support:	Deliver Capability:	Compliance with:	Associated Documents:
2	Handle payment	Handle all payments from clients	Getting paid for services	Carina Kjaer Sorensen	Michael Kjaer Sorensen	Andro Christensen Infralec Mills	Payment Customer	Economy system Customer system			Leasing Contract Europe
3	Manage and control business	Management and control of the business on an overall level.	To control and secure an effective and profitable business.	Michael Zhang	Magnus Vejsg Pedersen	Kurt Ross		Economy system Customer system			This is manag...
4	Manage human resources			Agostino Holm	Kirsten Mogensen	Victor Egebo Fredrik Laage Olsen Margo Blim Finkelstein					
5	Manage infrastructure	Management of physical operational infrastructure!		Marianne Florida	Frank Petersson	Michael Slaaby				ISO 9001:2008	
6	Market product and service			Lars Brown	Chu Nederschieer	Arun Kesppi Vladimir Kovalenko Thomas Lidholm	Car Customer				
7	Perform overhaul					Linda Barikowak Håkan Albertsen	Car Service order	Customer system Storage system			

Chixi Car Rental Processes / Edit [Process Risk for diagram]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Process/Activity:	Risk:	Likelihood:	Significance:	Corporate Finance Impact:	Corporate Reputation Impact:	Legal Compliance Impact:	Project Finance Impact:	Control:	Responsible:	Residual likelihood:	Residual significance:		
2	Handle payment	7.6 Invoices for fictitious vendors are entered into the system for payment.	High	Substantial					7.6.2 Vendor approval process exists preventing entry of fictitious vendors into the system.	Elvira Gravgaard	Remote	Negligible		
3	Manage and control business	7.19 Purchases are not recorded in the proper period.	Low	Moderate										
4	Manage human resources													
5	Manage infrastructure													
6	Market product and service	1.2 Supply costs are not optimized because the Company does not	Remote	Catastrophic	€ 3 - € 100 mill				The purchase order is confirmed with supplier	Jens Anker Hansen	Remote	Moderate		

Chixi Car Rental Processes / Edit [Input, Guides, Output, Enablers]

	A	B	C	D	E	F	G	H	I	J	K	L
1	Name:	Start event:	Input:	Guides:	Output:	Enablers:	End event:	Name:	Output:	Name:	Name:	Output:
2	Provide product		@embly									
3	Manage and control business											
4	Perform overhaul											
5	Handle payment				Customer							
6	Purchase product											
7	Manage infrastructure											
8	Manage human resources											
9	Market product and service											

A scenic landscape at sunset. The sky is a mix of blue and orange, with wispy clouds. The sun is low on the horizon, casting a warm glow. In the foreground, a dark asphalt road curves to the right, with a white dashed line in the center. A person in a green shirt is running on the road. To the left, a grassy hillside rises. In the distance, a town is visible through a light haze. A semi-transparent green horizontal band is overlaid across the middle of the image, containing the text 'Repository Explorer'.

Repository Explorer

qualiware

Intro to Repository Explorer



The Repository Explorer can be accessed via the action buttons in the top right corner. From the Explorer it is possible to browse the repository and get easy access to objects including creating new objects.

A screenshot of the Repository Explorer interface. The interface is divided into three main sections. On the left is a 'Repository' sidebar with a search bar and a tree view of folders. The middle section is a table of objects with columns for Name, Template, Last modified, Status, and Tags. The right section is a preview window showing a process diagram and text. Four green circles with numbers 1, 2, 3, and 4 are overlaid on the interface to indicate key actions: 1 points to the search bar in the sidebar, 2 points to a folder icon, 3 points to the search bar in the table, and 4 points to a row in the table.

Name	Template	Last modified	Status	Tags
Chixi Car Rental Processes	BusinessProcessNetwork	06/04/2022	Circulation	Chixi, Copenhagen, Car, Breakfast
Handle Car go	BusinessProcessNetwork	25/05/2018	Development	
Provide Car Rental Service	BusinessProcessNetwork	20/05/2022	Development	Rental Car
Purchase Car	BusinessProcessNetwork	25/05/2018	Development	

Preview window content:

Chixi Car Rental Processes

Manage and control business

Purchase product

Market product and service

Provide product

Perform overhaul

Manage human resources

Handle payment

Manage infrastructure

We have split our processes in to management , main and supporting processes.

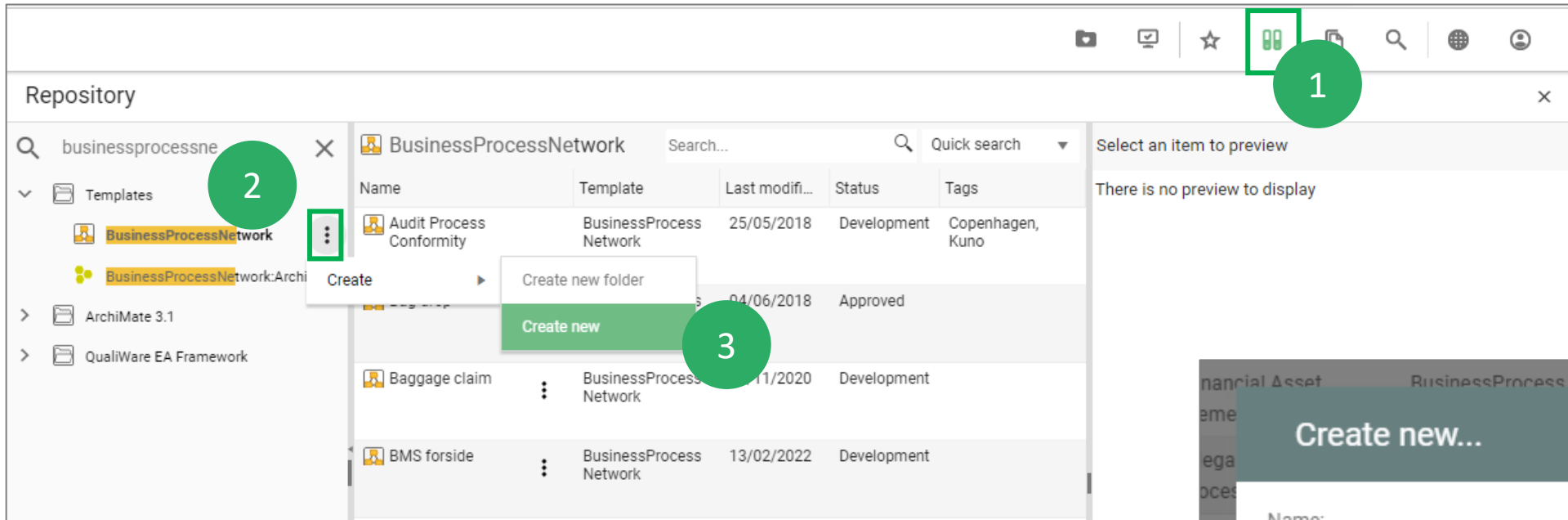
- The main processes are interrelated and directly delivers a value to our customers.
- The supporting processes enables the operation of the main processes.
- The management processes controls the main processes to satisfy the business overall goal

Revision: 48

Last modified by Alexander Jensen on 2022 04 06

- 1 Search templates types
- 2 Click template to get list of objects
- 3 Search the object list
- 4 Click object to get preview in preview window

Creating a new diagram from Repository Explorer



1 Access the Repository Explorer via the Access Button

2 Click the template folder and select template or search for the right template

3 Click the three-dot-sushi menu and fold out to select 'Create new'

4 Enter the name for your diagram and select 'Create'

