The WebModel
Introduction and first steps

Inhalt

1 Terms and Symbols

First of all we want to familiarise you with the basic concepts and components of the WebModel, which is the HTML output of the entire process model.

The WebModel consists of three types of objects:

- Processes and decisions
- Information objects
- Areas

1.1 Process graphic components

Designation	Symbol	Description
Process		Activity or operation
Decision		Activity with decision (e.g. Yes/No)
Process/decision with shading		Process/decision with graphic
Information object (arrow)		Information flow between activities or processes
Area		Department, role, organisational unit, etc.

Additional symbol	Meaning
🔲 , ▢	Allocated information objects / with hyperlink
💬	Stored comments
👤	Allocated participants

⚠️ The additional symbols are located in or next to the graphic objects, depending on the properties present.

Footer symbols	Meaning
✏️ Seibert, 04.02.2016	Modeller and date of the last change
🔍 M. Stolze, 06.02.2016	Verifier and verification date
✓ P. Meyer, 16.02.2016	Releaser and release date
V 0.1	Version
👥 Bauer, A.	Responsible for the process
📅 06.10.2017	Validity date
🔲 Prozessmodell_ViCon	Process model name

⚠️ The displayed icons in the footer may differ because they can be hidden or replaced during modeling.

2 Navigation in the WebModel

Navigation in the viflow WebModel is largely intuitive. The main functions are described below.

At the left end of the menu bar you see the **Processes**, **Information** Objects and **Areas** buttons.

Processes   Information   Areas

View Processes

Clicking one of these buttons shows or hides a navigation pane with the corresponding objects.

2.1 Symbols and functions in the navigation pane
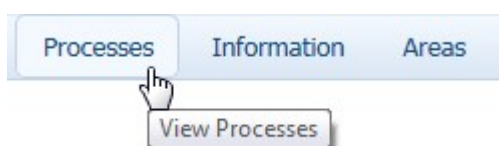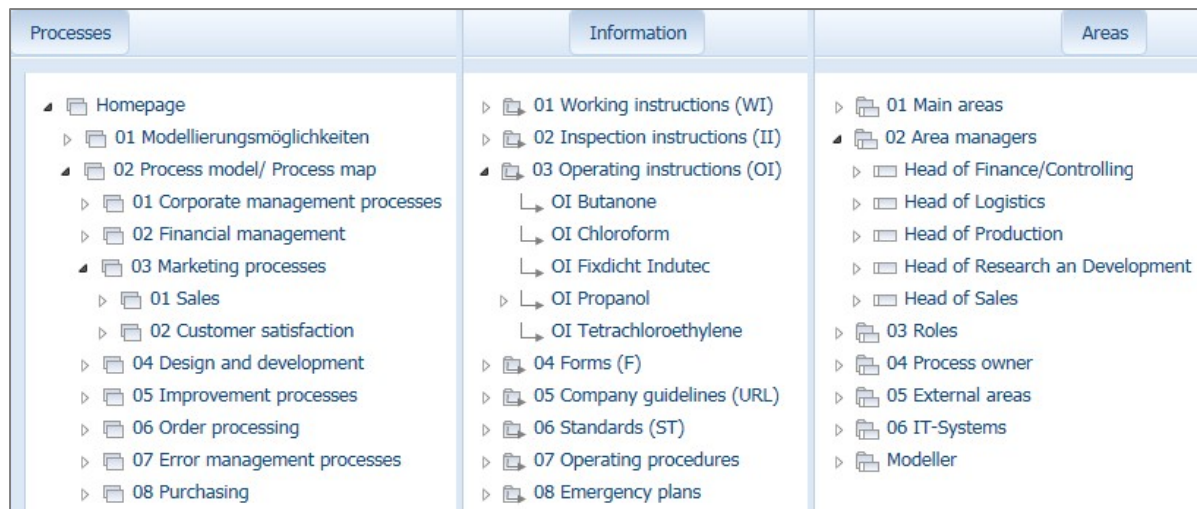
Symbol	Designation	Function
▷	Open	Open tree node
◢	Close	Close tree node
⌐▸	Information object	Clicking the information object name opens the properties window
⌐▸	Information object with hyperlink	Clicking the information object name opens the properties window
	Information type	Clicking [▷] next to the information type opens the tree node
	Area	Clicking the area name opens the Properties window
	Area type	Clicking [▷] next to the area type opens the tree node
	Process	Clicking the process name opens the properties window
	Process with graphic	Clicking the process name opens the graphic
⬡	Decision (process)	Clicking the decision name opens the properties window
⬡	Decision (process) with graphic	Clicking the decision name opens the graphic

2.2 Open process graphics

1. Click Processes on the menu bar
2. Open other process levels if necessary
3. Click the desired process (optionally with a graphic, symbol ▢)

> ⚠ You can jump directly from the process graphic to a subprocess.
> To do so, double-click a process with a shadow.

2.3 Using external connectors to jump between processes

You can use external connectors to link processes.
External connectors are information objects (arrows) in the graphic that are attached to a process symbol at only one end.

To jump to a target process, double-click the external connector in the graphic and select the target process (▢ or ⬡ symbol).
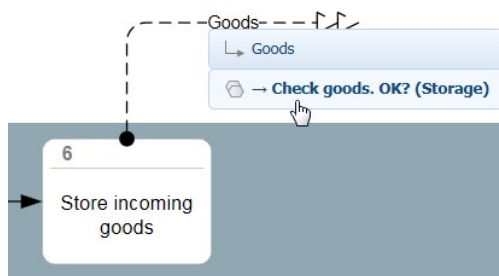
2.4 Navigation path
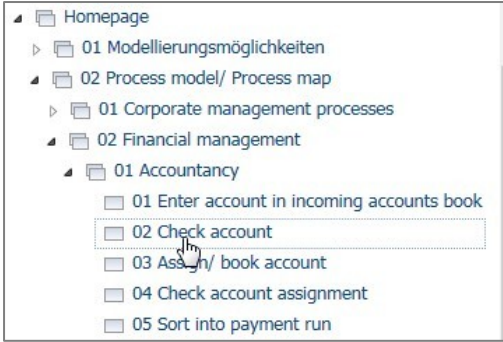
The navigation path (bread-crumb trail) shows the recently opened process graphics. The elements are individually clickable.
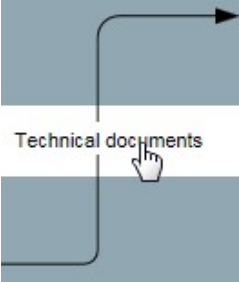
3 Properties of objects

All properties of an object are shown in the properties window.

Product fabrication		✕
General	**Short Name**	Product fabrication
Criteria	**Long Name**	Product fabrication
History	**Process Type**	Process model - Core process
User Fields		
References		
Participants		
Information		
KPIs		
BCPs		
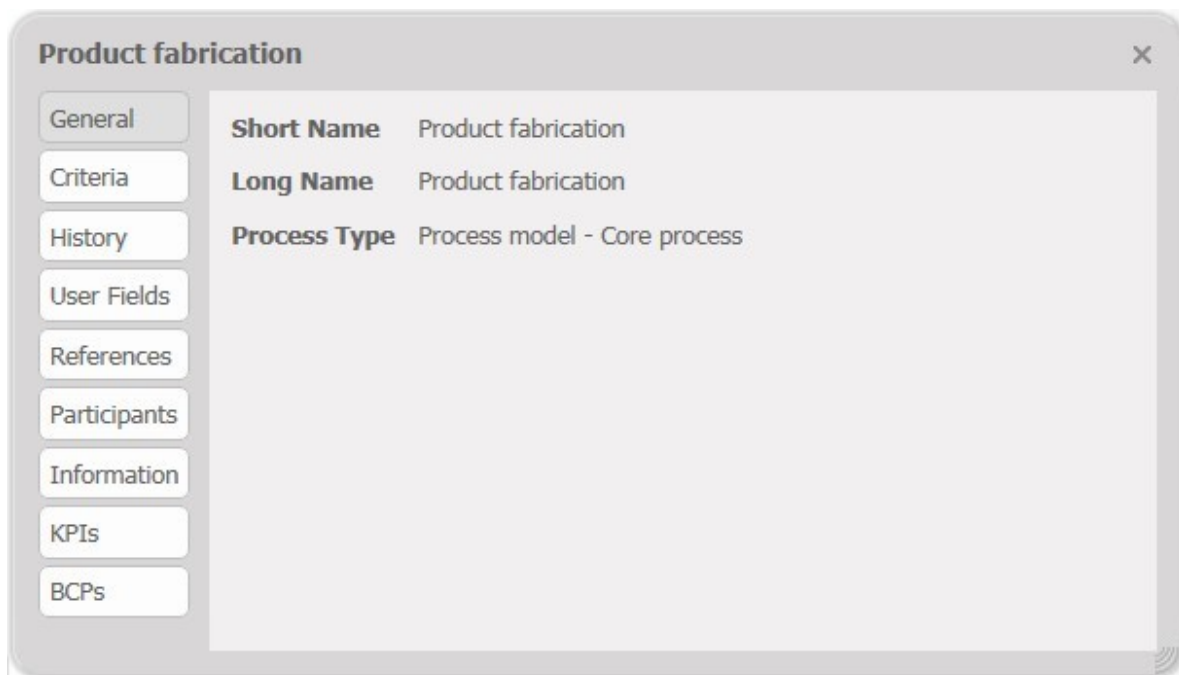
3.1 How to open the properties window

Where?	Action
Navigation pane (processes)	**Click a process without a graphic** ▲ 🗀 Homepage 　▷ 🗀 01 Modellierungsmöglichkeiten 　▲ 🗀 02 Process model/ Process map 　　▷ 🗀 01 Corporate management processes 　　▲ 🗀 02 Financial management 　　　▲ 🗀 01 Accountancy 　　　　▢ 01 Enter account in incoming accounts book 　　　　▢ 02 Check account 　　　　▢ 03 Assign/ book account 　　　　▢ 04 Check account assignment 　　　　▢ 05 Sort into payment run
Navigation pane (information objects)	**Click an information object** 　▷ 🗐 05 Company guidelines (URL) 　▲ 🗐 06 Standards (ST) 　　↳ ST 920 805 Pretreatment (Phosphating of metals) 　　↳ ST 920 807 Lacquering 　　↳ ST 920 808 Internal coating 　　↳ ST 920 809 Welding process 　　↳ ST 920 810 Embossing 　　↳ ST 920 820 　　↳ ST 920 919 Priming

Where?	Action
Navigation pane (areas)	Click an area ▷ 🗂 01 Main areas ◢ 🗂 02 Area managers 　▷ ▭ Head of Finance/Controlling/Human resources 　▷ ▭ Head of Logistics 　▷ ▭ Head of Production 　▷ ▭ Head of Research an Development 　▷ ▭ Head of Sales
Process graphic	Click an process 1 Develop project design
Process graphic	Click a shadowed process > Details 2 Design product 　▭ **Design product** 　▭ Design product (details)
Process graphic	Click a process name (title bar) **Order processing** Process planning 1 Check procution list 2 Place production order
Process graphic	Click an information object Technical documents
Process graphic	Click an area LOG

4 Open linked documents or hyperlinks

4.1 Open from the graphic

- Click an object with the ▢ symbol) and select the document.

4.2 Open from the properties window

- Processes: Click the link on the *Information* objects tab.
- Information objects: Click the link on the *General* tab.
- Areas: Click the link on the *Distribution* tab.

5 The WebModel menu bar
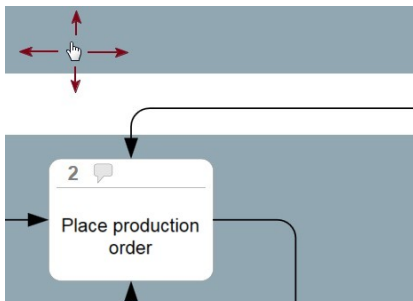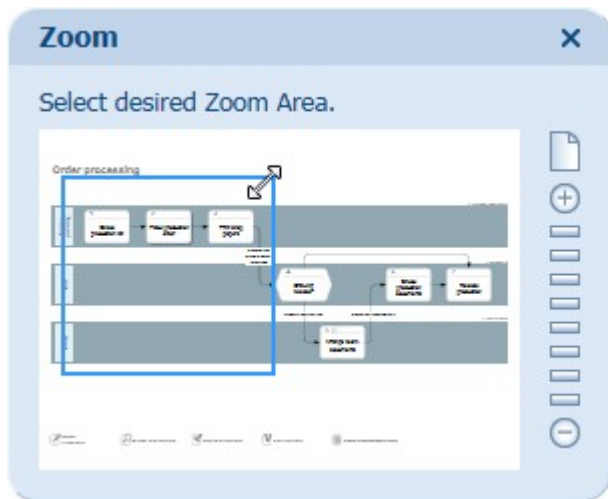

5.1 Changes

Show all changes made to objects.

5.2 Zoom

Use the scroll wheel of the mouse to zoom in or out. You can drag the zoomed area with the mouse.

After clicking *Zoom*, you can click and drag a selection box around an area and zoom into the selected area.

> ⚠️ Clicking ⊕ or ⊖ changes the zoom factor incrementally, and clicking ☐ shows the full graphic in the window.

5.3 Feedback

Click the **Feedback** button to send an email to the process owner.

5.4 Hyperlinks

Click **Hyperlinks** on the menu bar to view three predefined hyperlinks or email addresses.

5.5 Settings

Under **Settings** you can select the user interface language and the content language, and you can personalise the WebModel for your area or department.

5.6 Help

Click the **Help** button to open a document describing the basic aspects of the WebModel.

5.7 Search

Enter your search terms or terms in the search field and press **Enter**, or click the magnifying glass symbol 🔍.

When you open the properties window from the search results, the search terms are highlighted in the text.

> ⚠️ The search is an AND search, which means that only items containing all of the search terms are listed in the results. You can use quotation marks to form a single search term from a group of words.

6   Personalise the WebModel

Click **Settings** on the menu bar to activate, modify or cancel the Personalisation.

If an area has been selected, the **My Processes**, **My Information** objects and **My Areas** tabs appear in the navigation pane.
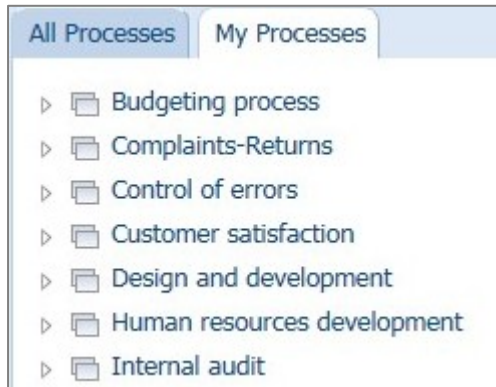
On those tabs you can see …

- The processes that are allocated to you (or to dependent areas) as the process owner, team member or another type of participant
- The areas allocated to you (or to dependent areas) in the process model
- The information objects allocated to you (or to dependent areas) by the distribution

7   Print the WebModel

In the interest of platform and browser independence and using the browser-specific preview function, the viflow 6 WebModel does not support printing out process graphics and details in the conventional form.

You can use the browser's print function to output the currently open process graphic to the printer, scaled to the page size. For this you can use the print settings of your browser (page size, orientation, margins, etc.) and the print preview function.