

# PROCESS LIST - THE BRIDGE KOOLTOOL

## Foundational Document for Process-Based Management System

**Document Purpose:** This Process List defines the complete operational framework for THE BRIDGE KOOLTOOL system. Every business activity must be traceable through this process structure using the DNA hierarchical coding system.

**Implementation Principle:** "Everything is a Process" - each item in this list represents a trackable, measurable business activity with clear inputs, transformation, and outputs.

**Important Note:** This Process List is a working document. By their nature, processes can be reorganized, modified, and optimized during implementation based on operational needs and system evolution.

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## PROCESS CATEGORIES OVERVIEW

Category	Code	Processes	Description
TASK Management	TSK	10	Basic operational activities
PROJECT Management	PRJ	4	Strategic project containers
CLIENT REQUEST	RCH	15	Customer-driven processes
TECHNICAL REQUEST	TEH	18	Internal technical processes
APPROVAL Workflows	APR	4	Decision and validation processes
ACTIVE CYCLE	GCA	8	Customer order management
PASSIVE CYCLE	GCP	6	Supplier relationship management
PRODUCTION	PDX	5	Manufacturing processes
WAREHOUSE	MAG	1	Inventory management
MONEY Management	MNY	2	Financial tracking
HUMAN RESOURCE	HRM	6	Personnel management
ORGANIZATION	ORG	6	Organizational structure
MANAGING TABLES	TAB	31	System configuration

**Total: 116 distinct processes**

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## DETAILED PROCESS BREAKDOWN

### 1. TASK MANAGEMENT (TSK) - 10 Processes

<b>Code</b>	<b>Process</b>	<b>Description</b>	<b>Responsible</b>
TSK.PHO	Phone Call	Phone call management	Various
TSK.EML	Email	Email management	Various
TSK.VIS	Visit	Visit to client management	Sales
TSK.ONL	Online Meeting	Virtual client meeting	Various
TSK.PRM	Promotional Material	Marketing material management	Marketing
TSK.RSH	Research	New product development research	Technical
TSK.SPE	Expedition	Courier and shipping management	Operations
TSK.MTG	Meeting	Internal meeting management	Various
TSK.DOC	Documents	Expense document management	Admin
TSK.OTH	Other Activities	Miscellaneous activities	Various

## 2. PROJECT MANAGEMENT (PRJ) - 4 Processes

<b>Code</b>	<b>Process</b>	<b>Description</b>
PRJ.REP	Reprint Project	Remaking existing orders
PRJ.NEW	New Product Project	New product development
PRJ.PJG	Graphic Project	Design and graphics projects
PRJ.INT	Internal Project	Internal development projects

## 3. CLIENT REQUEST (RCH) - 15 Processes

<b>Code</b>	<b>Process</b>	<b>Sub-Process</b>	<b>Description</b>	<b>Responsible</b>
RCH.CMP	Samples	-	Management of sending samples	Simona
RCH.CTL	Catalog	-	Customized catalog for customer	Simona
RCH.OIT	Offer Item	-	Item-based offers	Sales
RCH.OMO	Offer Model	-	Model-based offers	Sales
RCH.ONP	Offer New Product	-	New product offers	Sales
RCH.SWA	Color Swatching	SAS	Swatches registration	Mimi
RCH.SWA	Color Swatching	CPT	Swatches sampling	Mimi
RCH.SWA	Color Swatching	LBL	Label management	Mimi
RCH.SWA	Color Swatching	MAS	Master swatches management	Mimi
RCH.TIP	Printing File	PST	Print file management	Simona
RCH.TIP	Printing File	DIG	Digital prototypes management	Lili
RCH.TIP	Printing File	PPR	Print proof management	Simona

## 4. TECHNICAL REQUEST (TEH) - 18 Processes

<b>Code</b>	<b>Process</b>	<b>Sub-Process</b>	<b>Description</b>	<b>Responsible</b>
TEH.ITM	Items	CDS	Commercial data sheet	Lili
TEH.ITM	Items	TDS	Technical data sheet	Technical
TEH.ITM	Items	BOM	Bill of materials	Technical
TEH.ITM	Items	MDC	Margin calculation	Finance
TEH.ITM	Items	MAD	2D Drawings	Technical
TEH.ITM	Items	REN	3D Renderings	Technical
TEH.ITM	Items	FOT	Photography	Lili
TEH.ITM	Items	SAL	Delivery planning	Sales
TEH.MOD	Models	TDS	Technical data sheet	Technical
TEH.MOD	Models	BOM	Bill of materials	Technical
TEH.MOD	Models	MDC	Margin calculation	Finance
TEH.MOD	Models	MAD	2D Drawings	Technical
TEH.MOD	Models	REN	3D Renderings	Technical
TEH.MOD	Models	FOT	Photography	Lili
TEH.NPR	New Products	CDS	Commercial data sheet	Lili
TEH.NPR	New Products	[9 sub-processes]	Complete development cycle	Various
TEH.C-ID	Color-ID	-	Swatches color-ID management	Technical

## 5. APPROVAL WORKFLOWS (APR) - 4 Processes

<b>Code</b>	<b>Process</b>	<b>Description</b>	<b>Responsible</b>
APR.DIG	Digital Approval	Final approval of digital prototype	Sales
APR.TDS	TDS Approval	Final approval of technical sheet	Sales
APR.CPT	Sample Approval	Final approval of hair sample	Sales
APR.PST	Print Approval	Final approval of print file	Sales

## 6. ACTIVE CYCLE (GCA) - 8 Processes

<b>Code</b>	<b>Process</b>	<b>Description</b>
GCA.ROC	Client Order Document	Customer order receipt
GCA.OLC	Client Order Management	Order registration
GCA.PRG	Commercial Planning	Commercial programming
GCA.OLC_ok	Order Confirmation	Order approvals
GCA.DTC	Transport Document	Customer transport document
GCA.FTC	Client Invoice	Customer invoice
GCA.PKL	Packing List	Packing list preparation
GCA.PAY	Client Payment	Customer payments

## 7. PASSIVE CYCLE (GCP) - 6 Processes

<b>Code</b>	<b>Process</b>	<b>Description</b>
GCP.PLN	Purchase Planning	Purchase management
GCP.OBB	Basic Objective Job	Supplier objectives
GCP.OFR	Supplier Orders	Supplier orders
GCP.DTF	Supplier Transport	Supplier transport document
GCP.FTF	Supplier Invoice	Supplier invoice
GCP.OUT	Supplier Payment	Supplier payment

## 8. PRODUCTION (PDX) - 5 Processes

<b>Code</b>	<b>Process</b>	<b>Description</b>
PDX.OLC_p	Working Cycle	Production working cycle
PDX.LOT	Scheduling	Production scheduling
PDX.RAP	Daily Report	Daily production report
PDX.BDP	Warehouse Product	Finished product in warehouse
PDX.BDC	Material Consumption	Material consumption report

## 9. WAREHOUSE (MAG) - 1 Process

<b>Code</b>	<b>Process</b>	<b>Description</b>
MAG.INV	Inventory Management	Complete inventory management

## 10. MONEY MANAGEMENT (MNY) - 2 Processes

<b>Code</b>	<b>Process</b>	<b>Description</b>
MNY.MDC_OK	Order Result Check	Order profitability analysis
MNY.FLX	Cash Flows	Cash flow management

## **11. HUMAN RESOURCE (HRM) - 6 Processes**

<b>Code</b>	<b>Process</b>	<b>Description</b>
HRM.REC	Recruitment	Staff recruitment process
HRM.TRN	Training	Employee training management
HRM.EVL	Evaluation	Performance evaluation
HRM.PAY	Payroll	Payroll management
HRM.LEV	Leave	Leave management
HRM.DIS	Discipline	Disciplinary procedures

## **12. ORGANIZATION (ORG) - 6 Processes**

<b>Code</b>	<b>Process</b>	<b>Description</b>
ORG.STR	Structure	Organizational structure
ORG.POL	Policies	Company policies
ORG.PRO	Procedures	Standard procedures
ORG.QUA	Quality	Quality management
ORG.SEC	Security	Security procedures
ORG.COM	Communication	Internal communication

## **13. MANAGING TABLES (TAB) - 31 Configuration Tables**

<b>Code</b>	<b>Table</b>	<b>Description</b>
TAB.T_employees	Employees	Employee management
TAB.T_client	Customers	Customer database
TAB.T_supplier	Suppliers	Supplier database
TAB.T_contacts	Contacts	Contact management
TAB.T_address	Addresses	Address management
TAB.T_materials	Materials	Materials catalog
TAB.T_ISO_stato	ISO States	Status management
TAB.T_incoterms	Incoterms	International terms
TAB.T_paytype	Payment Types	Payment methods
TAB.T_user	Users	User management
TAB.T_holidays	Holidays	Holiday calendar
TAB.T_prx	Processes	Process definitions
TAB.T_language	Languages	Language settings
TAB.T_DOC_number	Document Numbers	Sequential numbering
TAB.BNR_schimb	Exchange Rates	Currency management
TAB.BSY_*	BIND-IT System	16 specialized system tables
TAB.PRD_*	Product Lists	3 product management tables

## DNA HIERARCHICAL CODING EXAMPLES

**Standard Format:** PRJ25001\RCH25045\OFR25123\TSK2617

### Real Examples:

- PRJ25255\RCH25876\APR25877 - LILA COSMETIC project → Sample request → Approval
- PRJ25255\TEH25878\TDS25879 - LILA COSMETIC project → Technical request → Data sheet
- PRJ25255\GCA25880\FTC25881 - LILA COSMETIC project → Active cycle → Invoice

### Traceability Rules:

- Every process can have a parent (including PRJ which may originate from TSK like phone calls or visits)
- DNA path tells complete history of the activity from initial trigger
- System automatically generates child processes based on templates
- Full navigation possible from any DNA code to trace back to original source

## IMPLEMENTATION REQUIREMENTS

## **Database Architecture:**

- 1 Table per Basic Process Type
- Central LOG table for universal tracking
- Hierarchical relationships through DNA coding
- Automated workflow generation

## **Interface Requirements:**

- Process-specific layouts for each category
- Google Sheets-style filtering across all views
- Mobile-responsive design for iPad integration
- Real-time status tracking and reporting

## **Integration Specifications:**

- Google Drive automatic folder creation per project
- QR code system for physical-digital synchronization
- Automated email notifications on status changes
- Export capabilities for reporting and analysis

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**This Process List is a working foundation for THE BRIDGE KOOLTOOL system. All development must ensure complete coverage of these processes with full DNA traceability and seamless workflow integration. The list is subject to refinement and optimization during the development process as operational needs evolve.**