



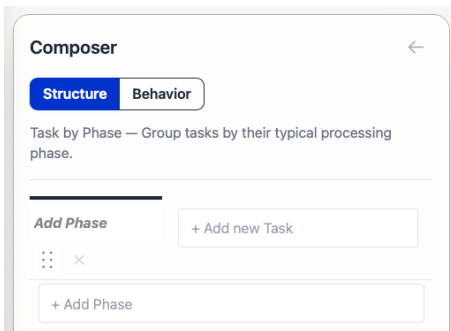
Flowstate Process Design Workbench

Quick Start Guide

+ Create New Model

1 Edit a Business Process Model

Select an existing process to edit from the models dashboard or create a new blank model by entering its name in your own accepted format.

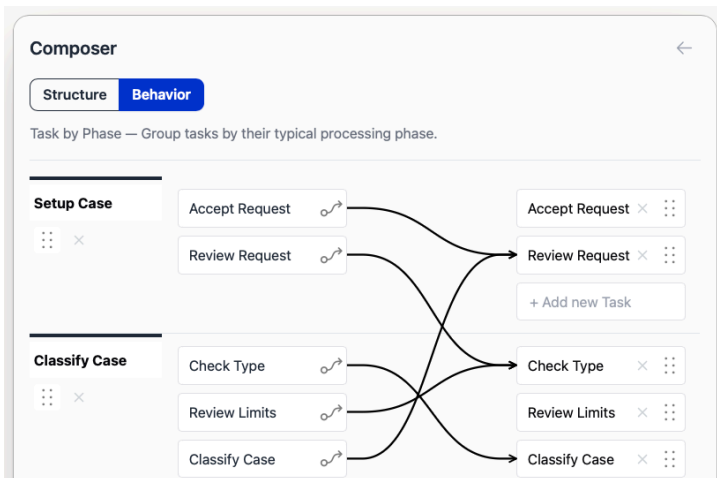


2 Enter Process Phases and Tasks

In the **Structure** tab of the Composer panel select the Task by Phase view from the dropdown menu. Click to Add Phase names and Task names within each phase.

To assist your design thinking tasks can be dragged to another phase. A phase, along with all its tasks can be dragged to another sequence.

Show or hide panels with the small disclosure arrows.



3 Define Task Flow

The **Behavior** tab of the Composer panel presents all tasks repeated in two lists.

A current-task on the left, when complete, can pass control to any next-task in the right hand list.

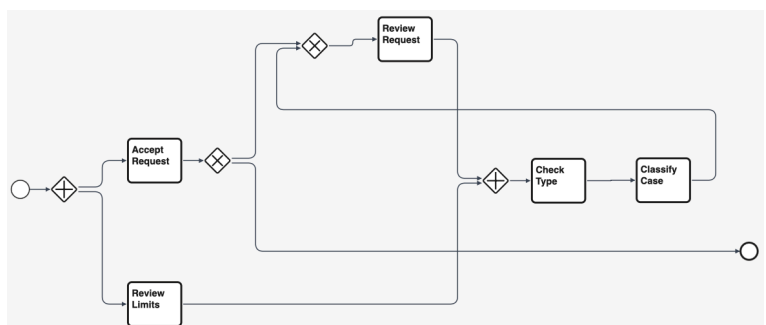
Press down on the flow anchor icon on the left to create a new flow transition then drag and drop the flow line onto the desired next-task.

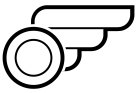
Flow transitions can be selected with a click and will then display in blue. Pressing Delete or Backspace removes a selected transition line.

4 Watch the Flowchart draw automatically

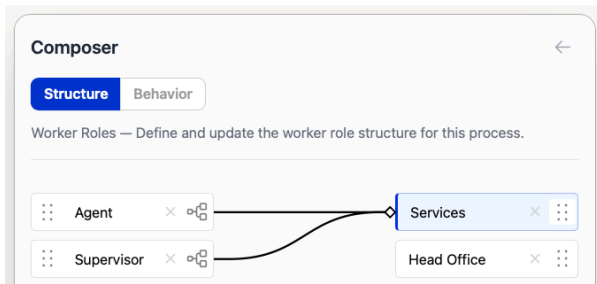
Flowstate continuously generates a compliant **BPMN diagram** with correct gateways, based upon your semantic definition of tasks and transitions.

Make any change to the model and the diagram remains in sync.





Flowstate Quick Start Guide



5 Define Process Workers

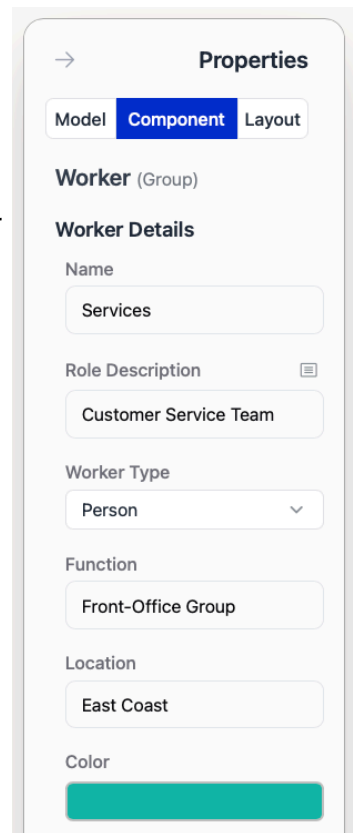
In the Composer Structure tab **Worker Roles** view, define any number of Individual Workers on the left and the name of Worker Groups on the right. Either type can be assigned to perform a task.

Individuals can be a member of zero or more groups. Define group membership by dragging a Membership line from an Individual to a Group.

6 Define Worker Properties

Workers selected in the left hand Worker Roles view are displayed in the right hand side Properties Panel **Components** tab ready for you to provide additional detail.

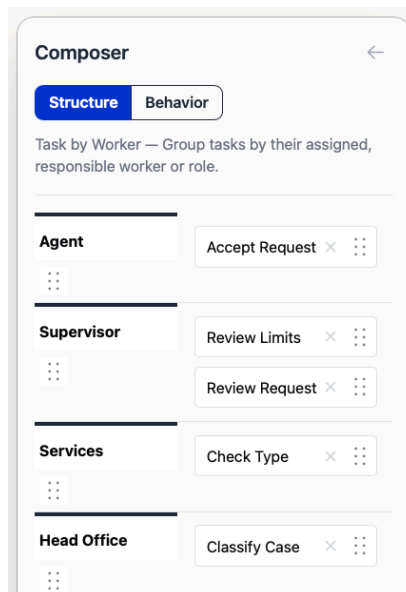
Add in Description, Type Function, Location and select a different color for each worker.



7 Assign Workers to Tasks

In the Composer Structure tab **Tasks by Worker** view drag and drop tasks from the “Undefined” area to an appropriate worker.

This assigns the worker to that task in your process model.



8 Display Swimlanes

In the Properties Panel Layout Diagram Type menu select BPMN Swimlane Diagram.

