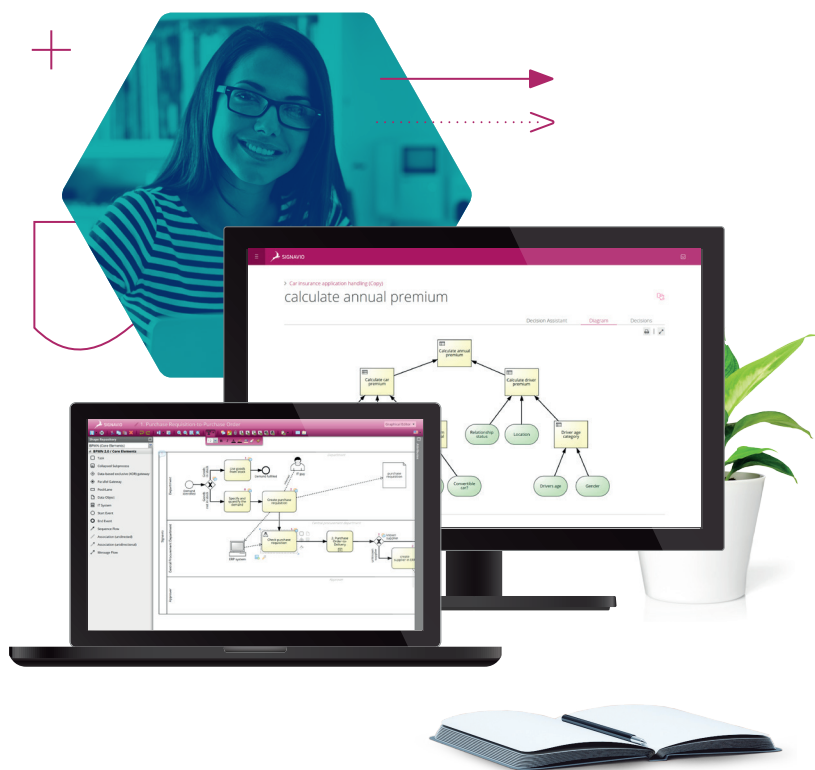


Signavio Process Manager

Collaborative process design
for the entire organization





Content

- 01 QuickModel
- 02 BPMN 2.0
- 03 Team Collaboration
- 04 Modeling Conventions
- 05 Simulation & Reports
- 06 DMN 1.1™ Decision Diagrams
- 07 Decision Tables
- 08 Proof and test rule types
- 09 Approval Workflow
- 10 Collaboration Hub & APIs

Welcome to Signavio



Signavio is a software provider based in Berlin, with offices in North America, Europe, Australia, and Asia. Signavio's Process Manager offers a web-based solution to model and analyze processes with BPMN 2.0.

Signavio Process Manager promotes involvement of all process participants. With Signavio Business Transformation Suite, you can help your organization carry out change more successfully. Signavio Process Manager is an integral part of the suite and is the best solution for modeling and optimizing business processes and decisions.

Signavio's QuickModel is a unique spreadsheet-like process design tool that is easy for all staff members to use, regardless of their prior modeling experience.

Signavio is a pioneer for collaborative process design with its combination of a cloud-based application and the high standards of a professional BPM system.

Learn more about the extensive features of Signavio Process Manager in this brochure!

Available as:
**Software as a
Service (SaaS)**
installation on
your servers.

https://editor.signavio.com QuickModel | Signavio

1. Purchase Requisition-to-Purchase Order

Save Undo Redo

QuickModel

Process details

Main Custom

Documentation:

This process takes place when stock is required at an outlet or store. Once it has been identified that there is a demand for more stock, it is initially established whether the demand can be fulfilled with goods already in stock. If this is the case then the demand is fulfilled.

Should the goods not be in stock, the quantity required is ascertained and a purchase

Start:
Demand identified

End:
Demand fulfilled

Activities

Add activity above Remove activity

What?	Who?*	How?	IT Systems	Input documents	Output documents
1 Specify and quantify the demand	Department	Please give details about quantity and product description of t...			
2 Create purchase requisition	Department	The purchase requisition needs to be created in transaction TA...	ERP system		purchase requisition
3 Check purchase requisition	Central procurement depart...	The check is done via the workflow inbox of the ERP system.	ERP system		
4 2. Purchase Order-to-Delivery	Central procurement depart...				
5 Create supplier in ERP	Central procurement depart...	Go to transaction SB4711, click on the button "New supplier" a...	ERP system		
6 Create order template from purchase requisition	Central procurement depart...	In the ERP system an order template is created from a purchas...	ERP system		
7 Approve & trigger order	Approver	Approval by the department head. The purchase order is then ...	ERP system		
8 Use goods from stock	Department	The stock for office supplies is located in the main building, flo...			

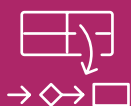
Tasks easily entered into the table

Diagram preview

BPMN 2.0 models automatically generated based on table content

01

QuickModel



With QuickModel, process documentation becomes easy! Thanks to the spreadsheet-like work platform, all process participants can be involved in process design, regardless of previous experience.

Simply fill out the table with start and end events, input incoming and outgoing documents, assign the different roles, and define your process steps. Signavio simultaneously generates a BPMN 2.0 compliant process diagram. QuickModel users can easily create process models and contribute to a process-oriented

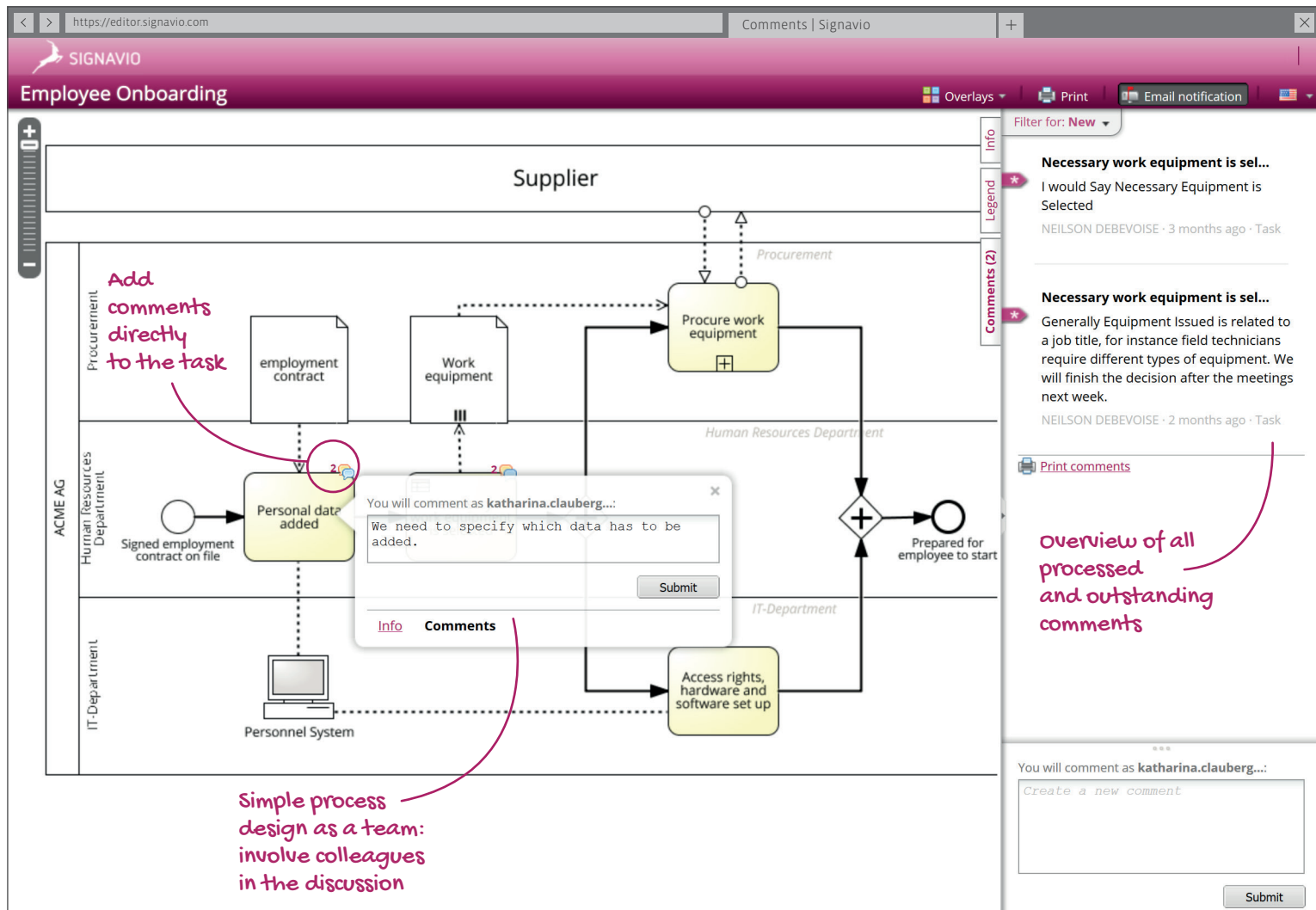
organization without needing extensive training.

The user-friendly operability of QuickModel is especially beneficial for beginners and occasional modelers because processes can be recorded quickly and be easily shared with other colleagues. Additionally, QuickModel has much to offer modeling experts.

QuickModel is the ideal function for decentralized process documentation making it a worthwhile addition to professional modeling licenses.

Easy and quick compilation of process models!

- › Spreadsheet-like modeling
- › Process modeling in BPMN 2.0 without previous knowledge
- › Diagrams in BPMN 2.0 automatically generated



03

Team Collaboration



Signavio focuses on collaboration because optimizing processes is a team effort!

Analyzing and optimizing business processes should not be done by modeling experts alone – valuable process knowledge can be contributed by all members of an organization. Signavio Process Manager's commenting function offers the opportunity to quickly and conveniently include all colleagues in process design. Stakeholders can be easily invited to comment on the process by e-mail.

The user receives a personalized link which opens the diagram in a web browser. They can then provide suggestions for improvement or comment directly on the individual process steps. Thus, all process stakeholders have the opportunity to participate in the discussion about processes and to integrate their knowledge.

Therefore, coordination of process modeling, even beyond office and location boundaries, becomes easy.

Team collaboration – easier than ever with Signavio Process Manager!

- › Invite colleagues to comment
- › Discussion directly within the process model
- › No installation required
- › Comment on models even without a modeling license

https://editor.signavio.com Process Manager | Signavio

2.1 Receipt of Application

Graphical Editor

Shape Repository

BPMN (Core Elements)

BPMN 2.0 / Core Elements

- Task
- Collapsed Subprocess
- Data-based exclusive (XOR) gateway
- Parallel Gateway
- Pool/Lane
- Data Object
- IT System
- Start Event
- End Event
- Sequence Flow
- Association (undirected)
- Association (unidirectional)
- Message Flow

ACME AG

Human Resources Department

Head of Development

Head of Human Resources

Applicant

Receipt of application

Send receipt confirmation

Indicates an error in the process diagram

Invite to job interview

Prepare employment agreement

Employment contract template

Carry out job interview

Applicant suitable?

Yes

No

Send rejection

Applicant rejected

Application status?

Accept (en)

Reject (en)

Clear list of all process model suggestions and errors

Signavio Best Practices for BPMN 2.0

Element	Message
1 Carry out job interview (Task)	Notation hint Mandatory attribute is not set (Activity Documentations - missing attribute: Documentation)
2 Prepare employment agreement (Task)	Architecture warning Incorporate open comments into the diagram.
3 Receipt of application (Start Message E...)	Architecture warning Incorporate open comments into the diagram.
4 Receipt of signed employment contract...	Architecture warning Incorporate open comments into the diagram.
5 Send employment contract (Task)	Notation hint Mandatory attribute is not set (Activity Documentations - missing attribute: Documentation)

04

Modeling Conventions



Every modeler has their own style of modeling, just as everyone has their own style of writing. Even in the modeling standard BPMN 2.0 there are numerous possibilities for the documentation of a single process. Modeling conventions help to guarantee a uniform and standardized way of modeling processes throughout an entire company or organization.

Signavio users can configure their own modeling conventions specific to their organization. Signavio Process Manager automatically verifies that the process models conform to these regulations, which allows users to immediately identify mistakes

and correct them as they are modeling. Once the administrator has set the modeling rules, all users of the workspace can benefit from this automatic validation each time the document is saved. Depending on your preference, you can either enter your company-specific modeling rules into Signavio Process Manager or simply access a collection of best practice rules such as the eCH-modeling conventions or the BPMN Method & Style Guidelines.

With Signavio Process Manager you can ensure the quality of your process models and more!

- › Individually configurable modeling conventions
- › Automatic validation of modeling regulations
- › Quality assurance of process models

Ensure the continuity of all process models throughout your company.

<https://editor.signavio.com>
Simulation | Signavio

Simulation

Simulation Dashboard: 1. Purchase Requisition-to-Purchase Order

Step by Step

One Case

Multiple Cases

Department

Demand identified

Goods in stock

Use goods from stock

Demand fulfilled

Goods not in stock

Specify and quantify the demand

Create purchase requisition

Central procurement department

ERP system

Check purchase requisition

2. Purchase Order-to-Delivery

Signavio, Inc.

Approver

Automatic calculation of cycle time and costs

\$ 2.21 0:02 h

\$ 7.12 0:05 h

Step-by-step simulation

CURRENT RUN (Cost calculation)

LAST RUN (Cost calculation)

Costs	Costs
\$ 9.33	\$ 16.17
Total cycle time	Total cycle time
00:07h	00:15h
Resource consumption	Resource consumption
00:07h	00:15h
Bottlenecks	Bottlenecks
---	---

Identification of capacity shortage in good time

Resume

Step

Restart

Cost calculation

Loop

Scenarios

Cost calculation +

Remove scenario

Save scenario

Generation of different scenarios

05

Simulation & Reports

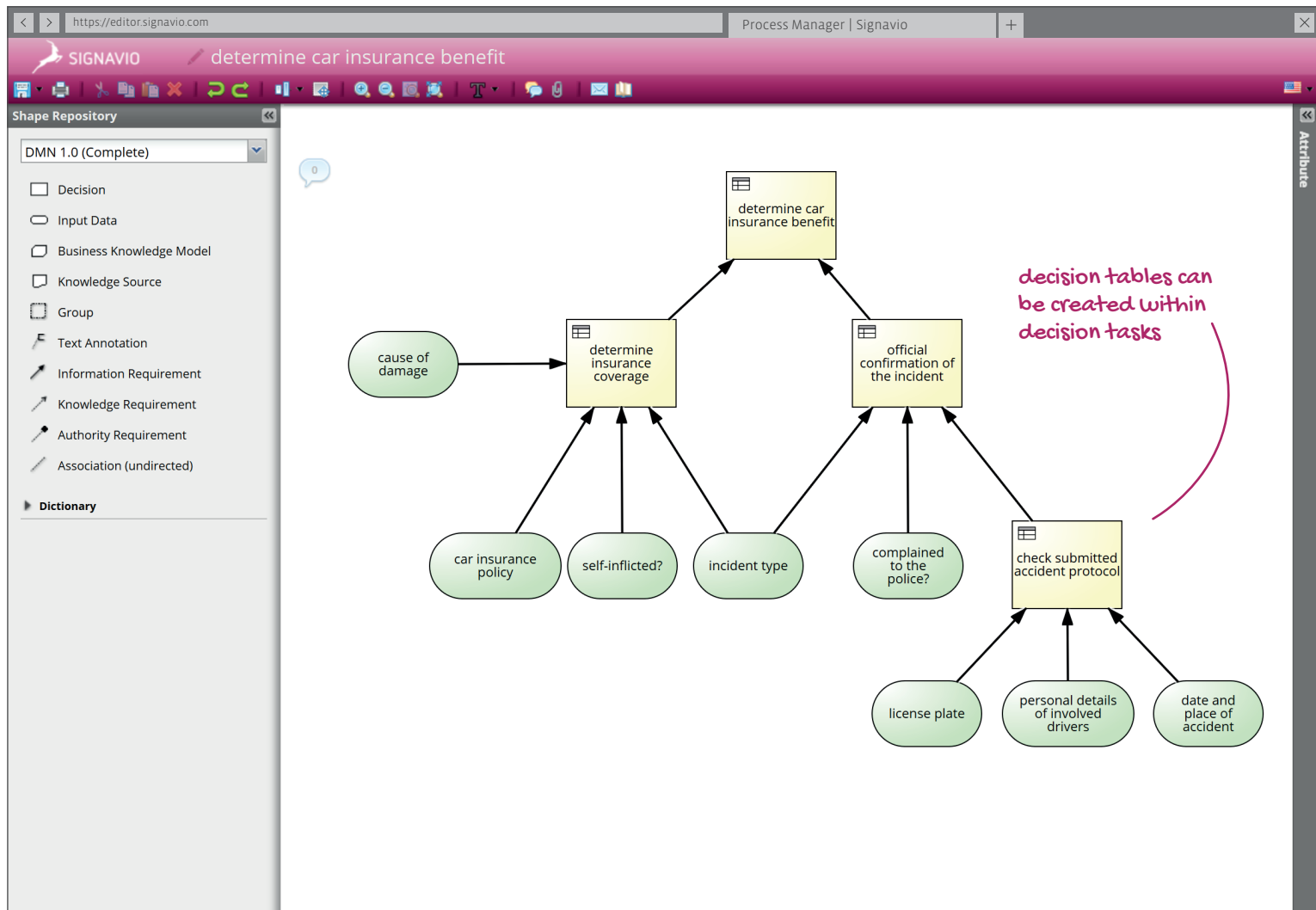
To increase efficiency of procedures, it is important to analyze processes. Cost-intensive activities must be identified and cycle times tested. Signavio Process Manager provides ideal conditions for this. Simulation is an effective way to plan future processes and to evaluate existing ones. Define cost and time expenses, simulate your own process cycle and attain an expert overview of your processes. Thanks to the simulation component, you can make decisions based on reliable analyses and compare different scenarios.

Valuable understanding of the efficiency of your processes can also be acquired from different reports. Based on key figures and pre-defined values, these can be easily generated.

With just one click, find out which points in your processes contain risks, or where costs exceed a defined value. In addition, the reports provide important information concerning the fulfillment of fixed modeling conventions or responsibilities (RACI) for different activities.

Automated simulation and comparison of different simulation scenarios.

- › Simulation and analysis of processes
- › Calculation of cycle times, resources, and costs
- › Evaluation and improvement of existing processes
- › Easy comparison through configurable scenarios
- › RACI and Internal Control System (ICS)



06

DMN 1.1™ Decision Diagrams



Decision management with Signavio Process Manager allows you to quickly and easily document and understand business decisions.

Model business decisions with the Decision Model and Notation (DMN 1.1™) Standard and identify all the important information, as well as the sources which provide the essential details to form the basis of your decision making.

Thanks to Signavio's seamless integration of both modeling standards – Business Process Model and Notation

(BPMN 2.0™) and Decision Model and Notation (DMN 1.1™), you can link your decision diagrams directly with your process diagrams and reuse them as required. With the intuitive user platform and the predictive selection shortcut menu, modeling decisions could not be easier.

By presenting your decisions in decision requirement diagrams, you and your colleagues gain increased transparency and reap the benefits of consistent decision making with clearly defined responsibilities.

Easily compile
and present
your decisions.

- > Decision modeling with DMN 1.1™
- > Intuitive user interface
- > Decision requirement diagrams

https://editor.signavio.com Process Manager | Signavio Graphical Editor

SHAPE REPOSITORY

DMN 1.0 (Core Elements)

- Decision
- Input Data
- Knowledge Source
- Information Requirement
- Authority Requirement
- Dictionary

modeling using drag & drop

Customer status

Purchase value

Determine priority of shipment

Decision logic: Customer's Status

Decision Table

Literal Expression

Link

Inputs		Outputs	
UC	type of contract	Cumulative value of annual order	customer's status
	{Business,Private}	Currency (\$)	{Gold,Silver,Standard}
1	= Business	≥ \$ 5000	Gold
2	= Business	< \$ 5000	Silver
3	= Private	≥ \$ 4000	Silver
4	= Private	< \$ 4000	Standard
+ Add new row			

Cancel Apply and close

07

Decision Tables



Decision tables are an essential part of Business Decision Management as they contain the logic underpinning each business decision and make this easy for everyone in the company to understand. Thanks to the clear layout of decision tables, you can structurally define the rules to provide the foundation for consistent decisions that also conform to regulations.

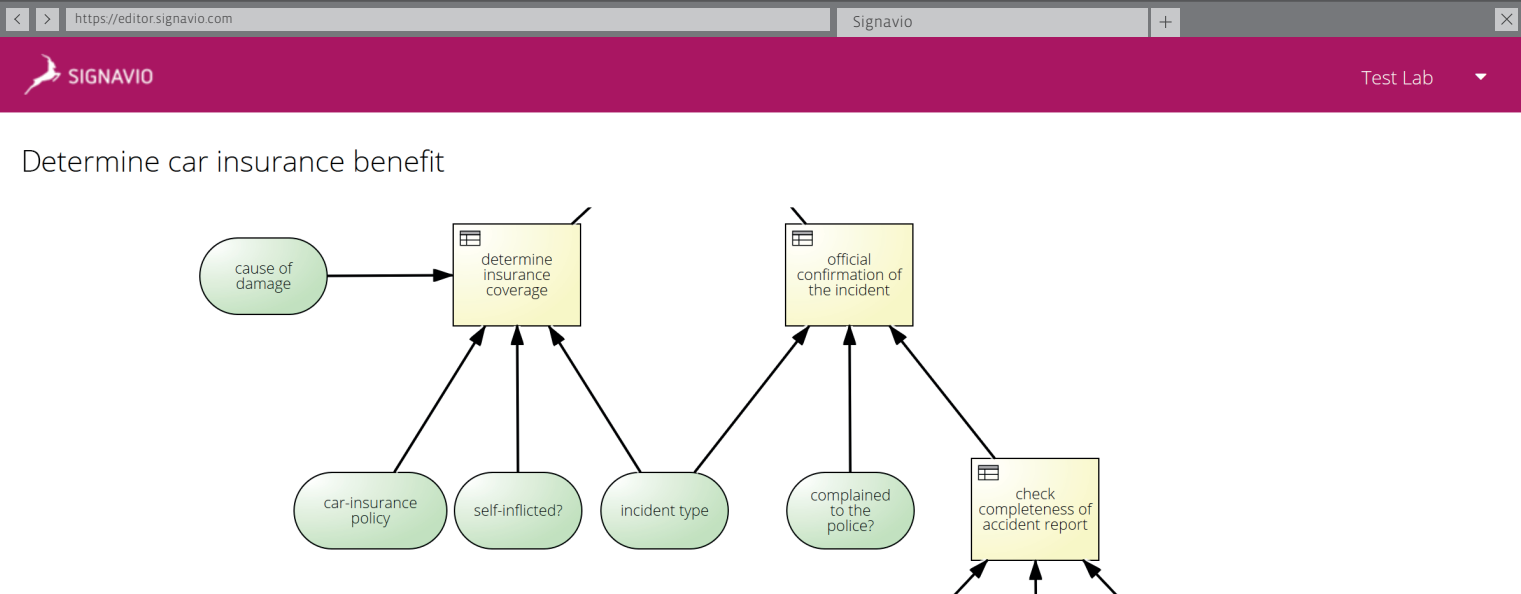
With the Signavio Process Manager you can define the necessary variables involved in reaching a decision,

simplifying essential decision making. In each row of the decision table, you can then define the different output values for the corresponding combinations of input values. This establishes a complete resource, which can be used by all co-workers as a basis for making business decisions.

With decision management features available in Signavio Process Manager you additionally benefit from automated checks for overlaps or inconsistencies in the business rules.

With decision tables you can clearly present your decision logic for the whole team.

- > Definition of decision logic
- > Rule compliant decision making



input data for
test cases

Run all test cases (requires saving)

Save Test Cases

Inputs

#	car-insurance policy	self-inflicted?	incident type	cause of da
1	liability insuran	Yes	Material Dama	act of go
2	partially compr	No	Theft	accident
3	fully comprehe	Yes	Material Dama	act of go

Expected Results

Approval Benefit
accept
accept
accept

Actual Results

Approval Benefit
No Output
decline
accept

Add Test Case

08

Proof and test rule types



Business decisions are influenced by many criteria that can be clearly presented in a decision table. Signavio Process Manager is able to automatically verify that your decision logic is consistent and complete while modeling. This means you have reliable quality assurance for your business decisions. Additionally, you can create, manage, and execute automatic test cases for your decision

logic. Each test case allows you to compare actual and expected results while also highlighting variations. Even if the decision logic in your diagram changes, you can immediately evaluate in the test lab whether all requirements have been met. Modelers, consultants, and other stakeholders can easily see whether the decision-making process reflects relevant regulations.

Create consistent
decision tables
with the help of
automatic veri-
fication!

- › Automatic checks for consistency and completeness
- › Quality assurance of decision logic
- › Performs automatic tests
- › Display of logic violations

<https://workflow.signavio.com>
Signavio Workflow Accelerator

[Tasks](#)
[Cases](#)
[Processes](#)
[Examples](#)

Approval

Easy administration of approvals

[Publish to run this process](#)

[Trigger](#)
[Actions](#)
[Details](#)
[Versions](#)

Technical approval

[General](#)
[Form](#)
[Reminders](#)
[Access Rights](#)

[Reminders](#)
[Escalation](#)

Escalation ?

Clear definition of responsibilities

After 7 days

Escalate to Gero Decker

Type user name or email to search

Detailed rights management

09

Approval Workflow



Signavio Process Manager allows you to manage your processes as well as your approvals individually. Signavio supports multi-level approval workflow using the web-based workflow engine, Signavio Accelerator.

Thanks to individual configuration options, you can determine which diagram status (e.g. approved, in progress, etc.) can be assigned to your processes, and decide whether the process should be automatically published in the Collaboration Hub after approval. A pre-defined symbol in your process diagram indicates

the current phase of the approval workflow. Signavio offers a standard selection of pre-defined statuses as well as providing the option to customize your own.

The detailed user rights administration allows you to assign your workspace users different privileges for the approval workflow. Access and approval rights can be configured to ensure the authorization of processes is granted by the correct employee. Those employees permitted to send processes for approval can also be defined.

Focus on process governance – even in complex scenarios.

- › Multi-level approval workflow
- › Manage approval authorizations individually
- › Presentation of approval status directly in the process diagram

[<](#)
[>](#)
<https://editor.signavio.com>

Hub | Signavio

+

×

Q

SIGNAVIO

English | Sebastian Friedrich | [logout](#)

Procure parts

Comprehensive process overview

Overview | Activities | Diagram

Documentation

This process concerns the purchase of production parts and is held regularly during the execution of the order as well as product development instead. This process can occur at various points within the company.

Process trigger

- Receive purchase requisition

Activities

- [Source Material](#)
- [Specify and quantify requirements](#)
- [Complete a purchase order](#)
- [Check purchase order](#)

Process result

- Deliver from stock
- Parts Procured
- Parts Not Delivered

Roles

- ACME AG
- Business Department
- Approver
- Purchase Department

Input/Output documents

- Purchase Order
- Delivery Report
- Delivery Exception Report

IT Systems

- ERP-System
- ERP-System (en)

Process Maturity Level

high

Process Owner

Peter Doe

Relevant for Audit

Yes

Linked documents

- Delivery Exception Report
- Delivery Report
- Purchase Order

All important tasks at a glance

10

Collaboration Hub & APIs



A successful business transformation can only be achieved if your own business processes are clear and transparent. Everyone in the organization should be able to collaborate and share knowledge. Signavio Collaboration Hub was developed as the heart of Signavio Business Transformation Suite. In this single-source of knowledge for the entire organization, all

stakeholders are given information about their tasks and how they are done. It avoids unnecessary email traffic and searching for documents. Signavio Collaboration Hub also has lightweight interfaces (mashup and rest APIs) and can be attached to Microsoft® SharePoint® as needed. If necessary, you can embed Collaboration Hub into other third-party applications.

Easily share process knowledge with the whole organization.

- › Integration with third-party systems
- › Lightweight APIs
- › Secure access
- › Single Sign-On

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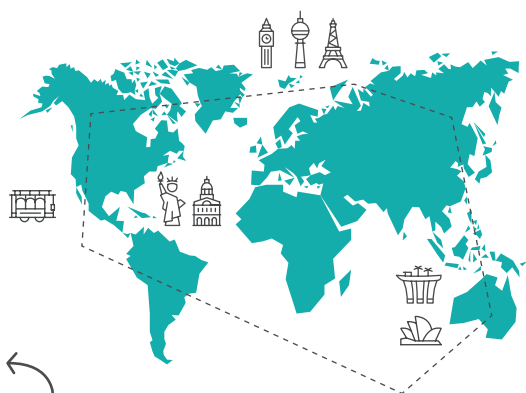
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numbers and addresses
online at:
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Start your BPM
initiative with
Signavio now!

Try it now
with our free
30-day trial



Try it
now!

Signavio's Business Transformation Suite provides BPM solutions for the entire organization! Thanks to the innovative features and integration with existing platforms, all users will benefit from improved processes and optimized decisions.

Start using Signavio Process Manager now with a free trial for 30 days. Register online at www.signavio.com/try and start modeling processes right away. With Signavio, process and decision management has never been so easy!

