

Each entrepreneur is convinced that ongoing work on 'improvement' is necessary to maintain his position in a competitive world. Important parts of this process are **monitoring, tracking and handling of actions, tasks and processes...**

Vivaldi Software ensures you efficient organization, careful analysis and the profitability of your company! You computerize all your processes using a standard software application.

Draw your processes in no time, exactly the way you want to see them implemented.

Vivaldi Process2Flow combines our knowledge and experience, and that of more than 250 customers in a ready-to-use application for any standard like: ISO9001, ISO14001, OHSAS18001, ISO17025, BRC, GMP, HACCP, ISO/TS...

You can manage or change the development process in an intuitive way.

Development skills are not required to design new or modify existing forms. The software creates the necessary tables and fields in the database.

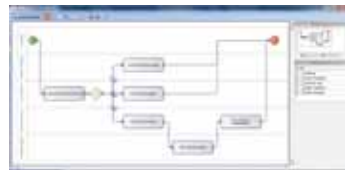
Process2Flow can replace dozens of different applications and various Excel and Access files.

Let your imagination run wild and discover new applications for Process2Flow every day.



### INPUT : FORM DESIGNER

Using the built-in "Form Designer," you are able to easily design and change the input forms



### PROCESSING : FLOW DESIGNER

Using Vivaldi "Flow Designer" you can design your processes according to the BPMN standard. This way you can determine what direction the process has to follow in your organization.



### OUTPUT : REPORT DESIGNER

Design your reports using the desired layout just as you are used to. You can design and print list reports as well as a detailed report of one specific process. Or do you prefer to generate a letter using an MS Word template. That is also possible.



### ANALYSIS : STATISTICS & ANALYSIS

With Process2Flow, MS Office or Business Intelligence tools you can generate very simple to complex statistics: pareto's, evolution graphs, run times...

### Business Process Modeling Notation

BPMN is the standard graphical notation (based on UML) for a Business Process Diagram (BPD).

The purpose of BPMN is to support business process management for both technical and business users through a standard format which is very intuitive and easy to understand.

The primary purpose of BPMN is providing a standard format that is easily understood by all business stakeholders. These business stakeholders include the business analysts who create and refine the processes, the technical developers responsible for implementing the processes and the business managers who monitor and manage the processes.

BPMN is therefore intended to serve as a common language to bridge the gap that often exists between the business process design and the implementation.

PROCESS2FLOW

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# CREATE AN OVERVIEW OF YOUR PROCESSES USING ONE CENTRALIZED APPLICATION!



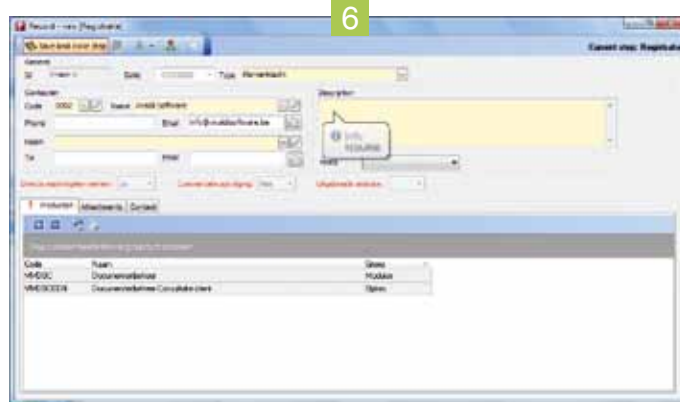
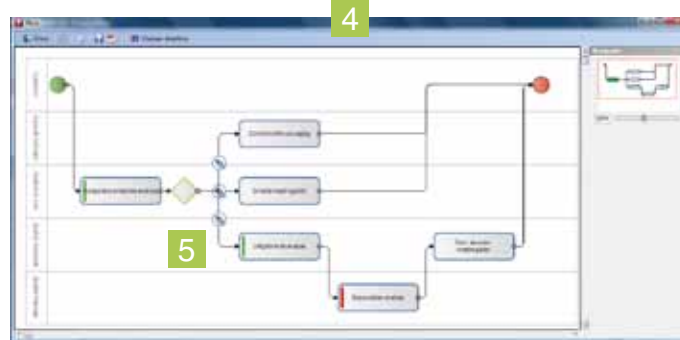
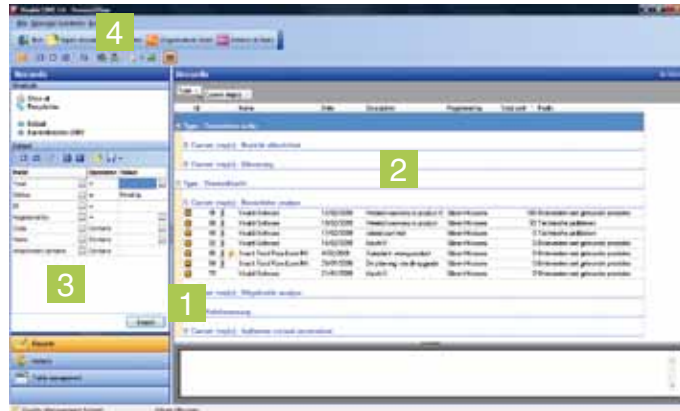
ERP	CRM	MS OUTLOOK
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**PROCESS2FLOW**

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<b>BI-Tools</b>	
<b>MS Office Excel Access</b>	<b>SQL Reporting Services</b>



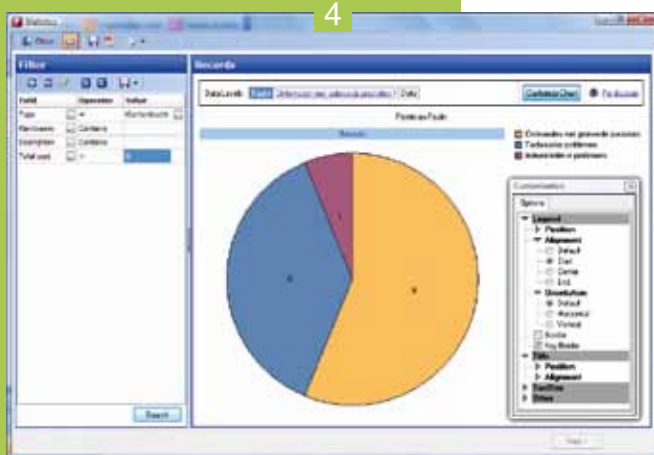
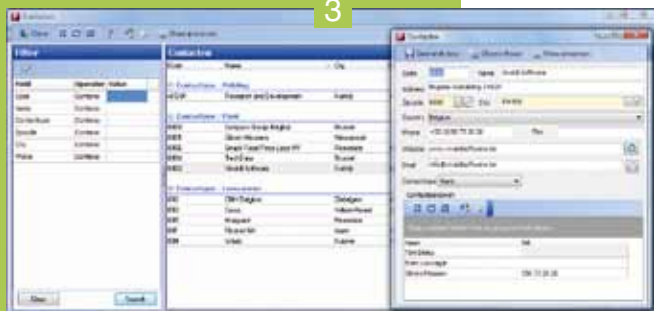
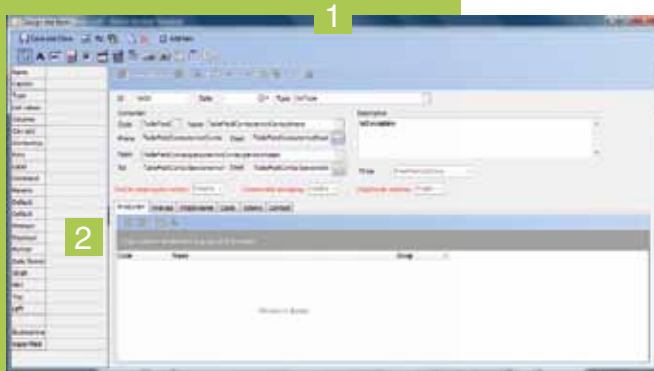
- 1 By means of colour coding, you can see at what stage each process is in a snap.
- 2 Choose the layout of the primary list in order to display all relevant data. You can group these lists at various levels.
- 3 Find the process you are looking for very quickly, thanks to the powerful search engine. Define different search filters using all your process data. For the most common file formats, you can even search the contents of attachments.
- 4 Due to the graphical representation of a process using the BPMN-notation, you have a quick overview on the progress of a specific process at any time. Thanks to the horizontal 'swim lanes' and the colour coding, you immediately know who has done what, what still has to be done by whom and whether it happened within the deadline. So everyone has, within limits of the allocated rights, access to the necessary information, even when your colleagues are not available.
- 5 Let the user select what next steps of the process should be started during the process or even automate you processes using conditional expressions you can define on every link. These are called 'link expressions'.
- 6 In each step of the process, you can select what fields will be visible, what fields are read only or editable, and what fields are mandatory. This way all required information is filled out while certain sensitive data will not be visible to everyone and information is protected against accidental deletion.

## MS Office Plug in for Process2Flow

This plug-in enables you to register emails directly from within MS Outlook to Process2Flow. The email is stored as an attachment and linked to the selected process. This plug-in also allows you to link an email as an attachment to an existing process. Even from within MS Word and MS Excel, you can immediately link a file as an attachment to the selected process.



MANAGE YOUR OWN FORMS!  
QUICKLY CREATE STATISTICS AND REPORTS!



- 1 Design your own forms using our intuitive 'Vivaldi Form Designer'. A wizard allows you to add fields, predefined by Vivaldi as well as custom-built fields to the form. You can also add new fields to a form using 'drag&drop'.
- 2 Using the list of field properties you can define properties for the selected item such as name, label, font, default, minimum and maximum value...
- 3 You can define tables yourself containing basic data you want to be available such as customers, suppliers, departments, articles, resources, staff, outstanding orders... This basic information can be used on any form of a process. These tables can be managed manually within Process2Flow or you can set up an automatic synchronisation with another application like CRM or ERP.
- 4 By default Vivaldi Process2Flow provides ample powerful and instructive analysis and built-in statistics:
  - Evolution graphs on quantity or on total cost of processes
  - Pareto analysis
  - Run time of a process as well as each individual step in a process.
- 5 In no time you can create advanced and neatly developed reports in PDF or MS Word.
- 6 You can combine statistical results from Vivaldi and your ERP or CRM using external tools like MS SQL Reporting Services (using ODBC) or accustomed MS Office tools like Excel or Access.

