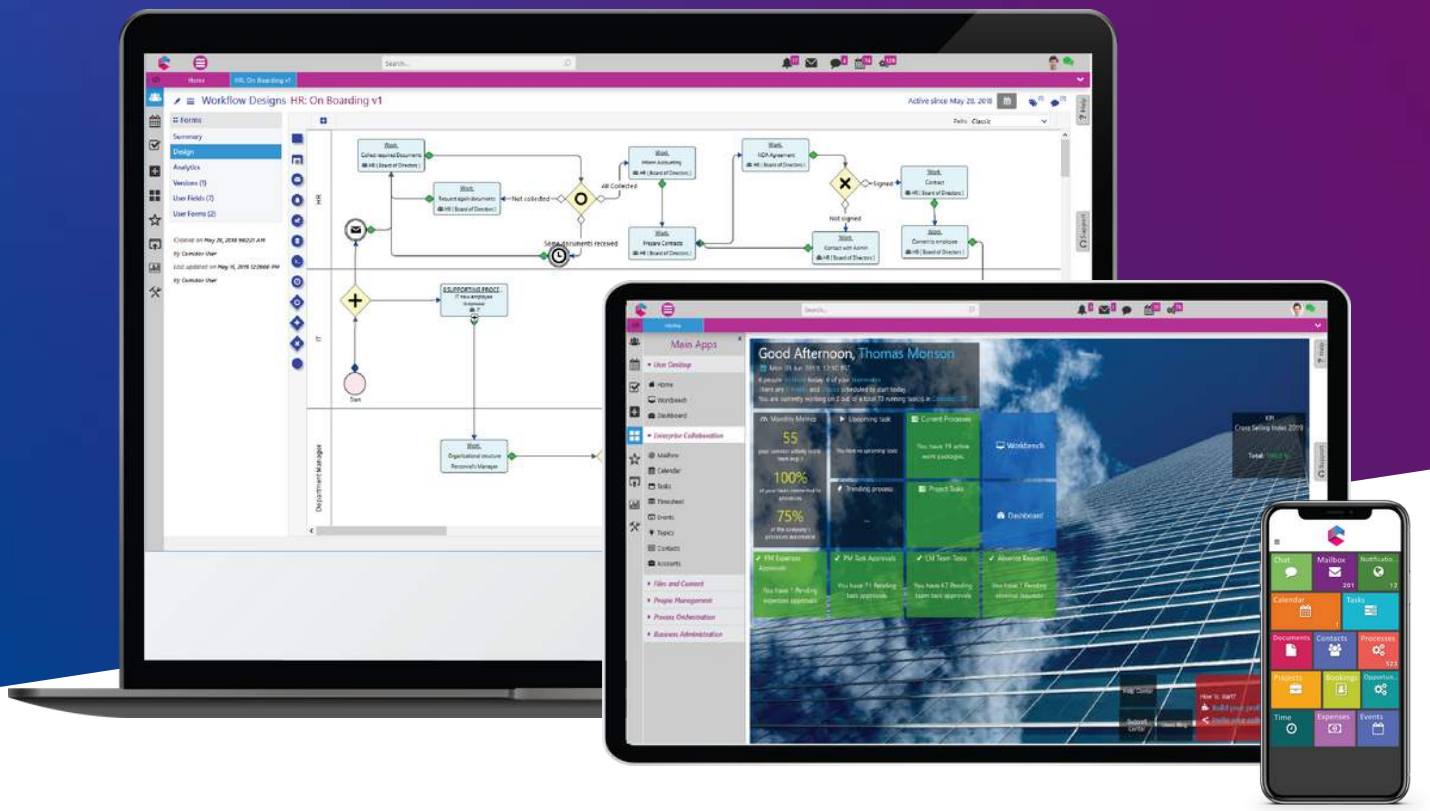
comidor



COMIDOR V5.7

PRODUCT RELEASE NOTES

JULY 2019

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NEW IN THIS RELEASE

GENERAL

NEW USER INTERFACE

We are excited to share with you our new and redesigned Comidor v5.7 homepage user interface (U.I). It will drastically improve user experience (U.X) with an intuitive menu and clearly defined functionalities with a quick one-step approach.

- The new homepage boasts a platform-wide functionality menu. This appears on the left of the user homepage allowing the business user to interact instantly and efficiently with the Comidor platform
- Collaboration is a core feature throughout Comidor. We have therefore made it even easier for team members to start important conversations directly from their new homepage menu bar, addressing other colleagues or groups instantly

WORKFLOWS

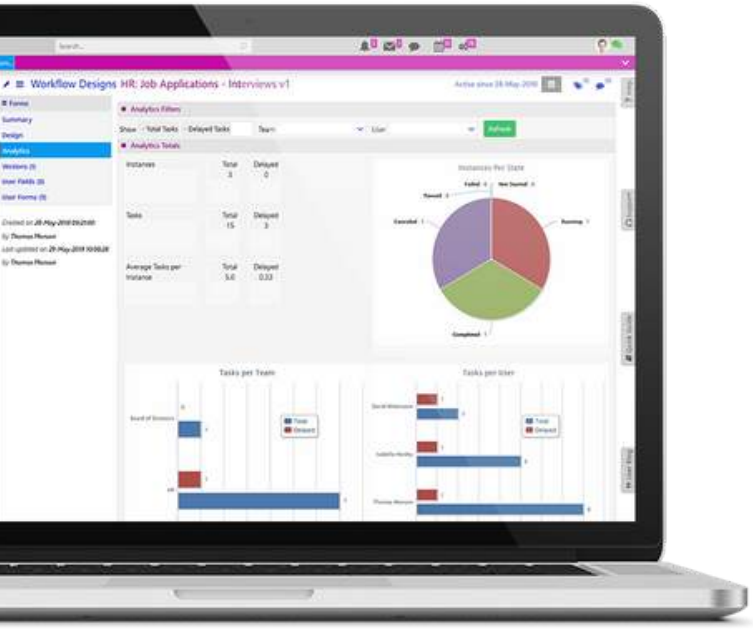
EXPORT BUSINESS PROCESS DOCUMENT

This new Comidor feature allows users to export the full workflow design and architecture including all components, resources and stakeholders involved. The export is in pdf format and the document includes:

- Business process diagram
- Process elements in detail
- Personnel allocation

The document has the following benefits:

- Auditing – Compliance. Ensuring full compliance with internal guidelines
- Internal memo for all stakeholders. New knowledge base is quickly and easily created for information and guidance purposes
- Intellectual Property – System Openness. Your business can preserve intellectual data it has created regardless of the solution used at each time

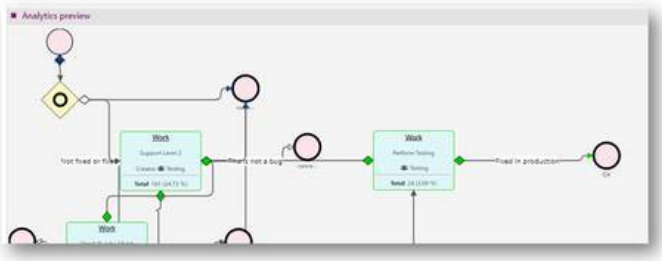


WORKFLOW ANALYTICS

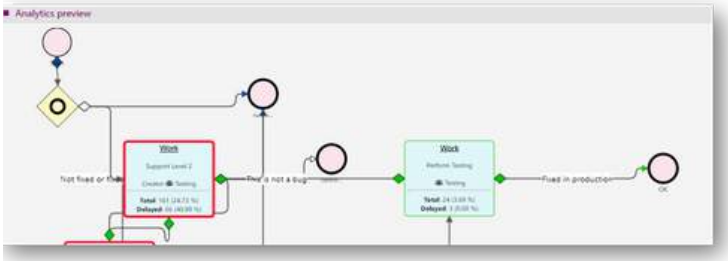
The workflow analytics section enables users to monitor and track the performance of every workflow. Users are able to:

- Pinpoint the total and delayed instances and tasks that were created with one workflow (table, graph, pie chart)
- Apply filters for custom results (total/delayed tasks, specific team or user) in order to identify process bottlenecks and eliminate them

- View workflow analytics with "Total Task" Filter to view how many times every task is executed in total. This will identify your "critical path", your process optimal path and ultimately help identify where the focus should be for resource management (Picture 1)
- View workflow analytics with "Delayed Task" Filter to measure the schedule time and the actual time it took for a task to complete. This feature enables users to identify bottlenecks (Picture 2)
- View a combination of both of the above metrics on actual workflows which will contribute to your process optimisation efforts and actions



Picture 1



Picture 2

WORKFLOW AUDIT

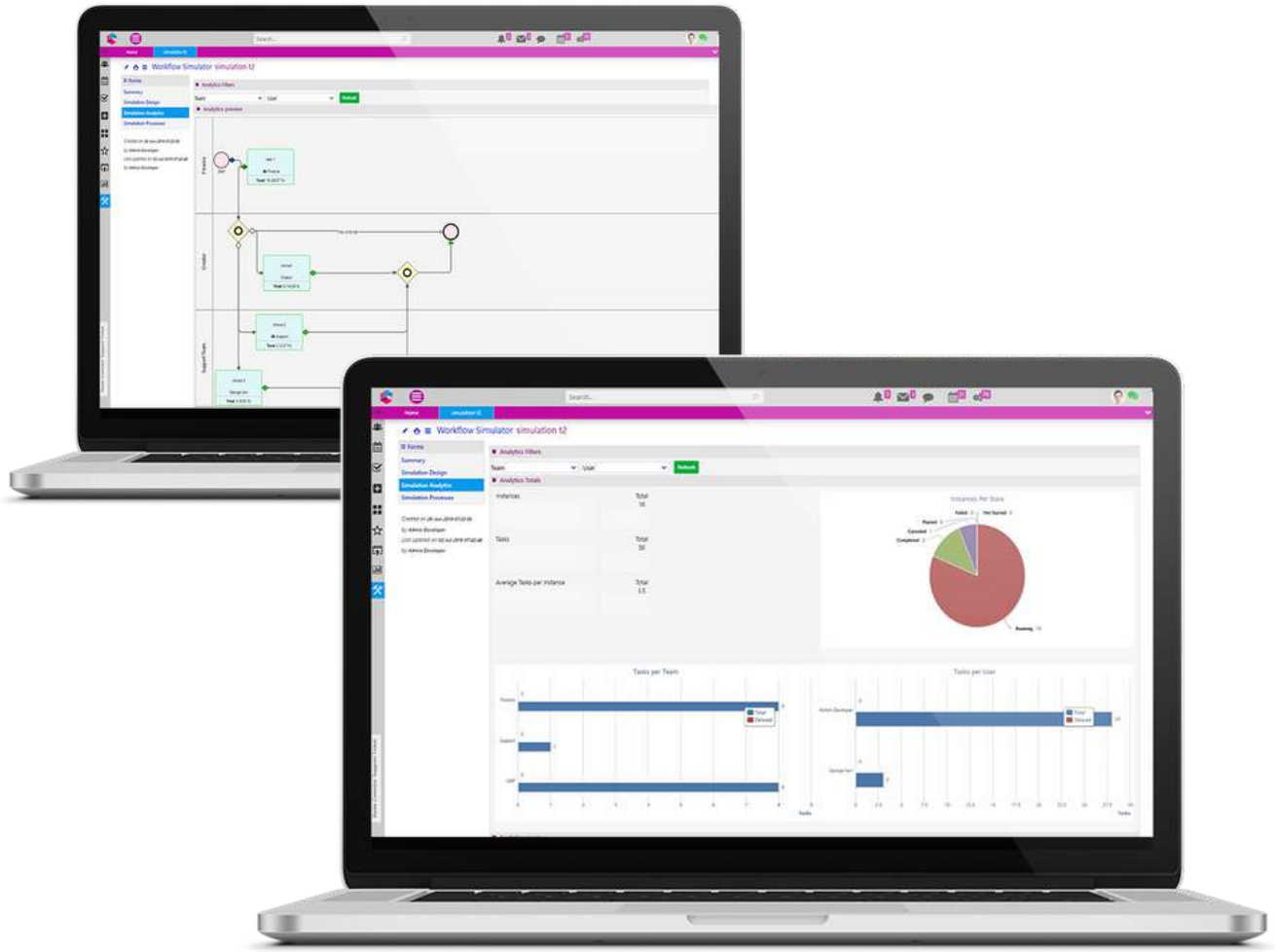
Monitor all workflow actions triggered in a specific process.Track useful information including:

- Identify the server that initiates the workflow step
- Object name
- Previous stage
- Path description and condition
- Change Info
- Created and modified by
- Creation and update dates

WORKFLOW SIMULATOR

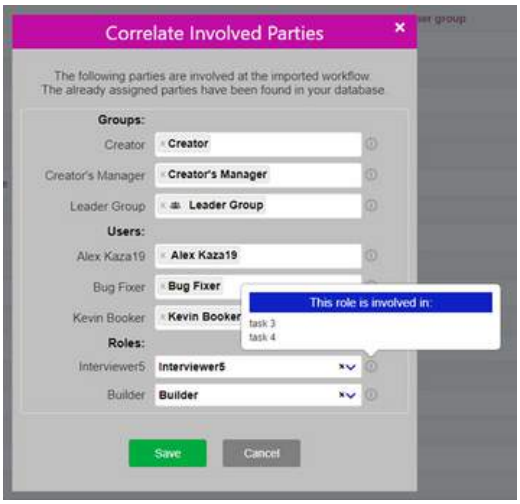
You are now able to perform testing and optimize your processes with Workflow simulator. This tool enables you to pilot different scenarios and make predictions and forecasts about the results of your processes. You can also prevent errors that would not be identified in the initial steps of workflow designing. Establish the quality, performance, and reliability of your workflow by:

- Setting the number of iterations that are needed for drawing conclusions
- Customizing your simulation based on different scenarios
- Setting up random or predefined tests to cover all possible cases
- Detecting possible workflow errors a priori
- Generating data in total, per Team or per User, and analyzing them via Simulation Analytics



IMPORT BPMN2.0 FILE

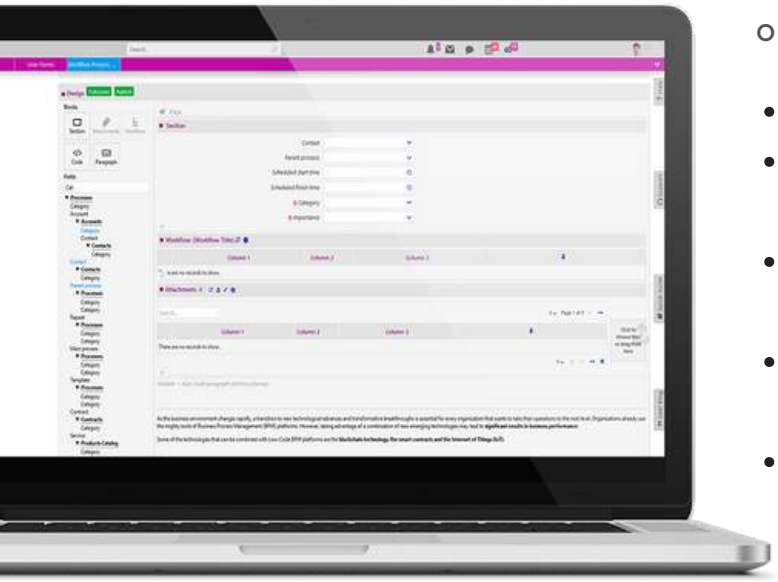
BPMN 2.0 files that you exported from Comidor or from another product can now be imported into Comidor. Each BPMN2.0 file import is unique and does not overwrite other BPMN2.0 files from prior imports. Specific functionality includes:



- Ability to import a BPMN2.0 file into Comidor
- Group mapping available in order to correlate the parties involved in the imported workflow. If there are already assigned parties in Comidor, they will be identified by the platform. The group mapping is available for:
  - Groups
  - Users
  - Roles

FORM DESIGNER

The new Form Designer provides a unique design experience, allowing users to build sections based on their own individual needs and preferences.



- Design and preview custom forms
- Customise the layout of the form based on pre-built templates
- Simple grouping of fields (database/ custom) inside sections
- Add paragraphs, workflow, attachments or code between other sections
- Publish your changes when section and field editing is completed
- Copy a form and retain the same layout and custom fields
- Ability to hide the main task form and display your custom form

USER FIELDS

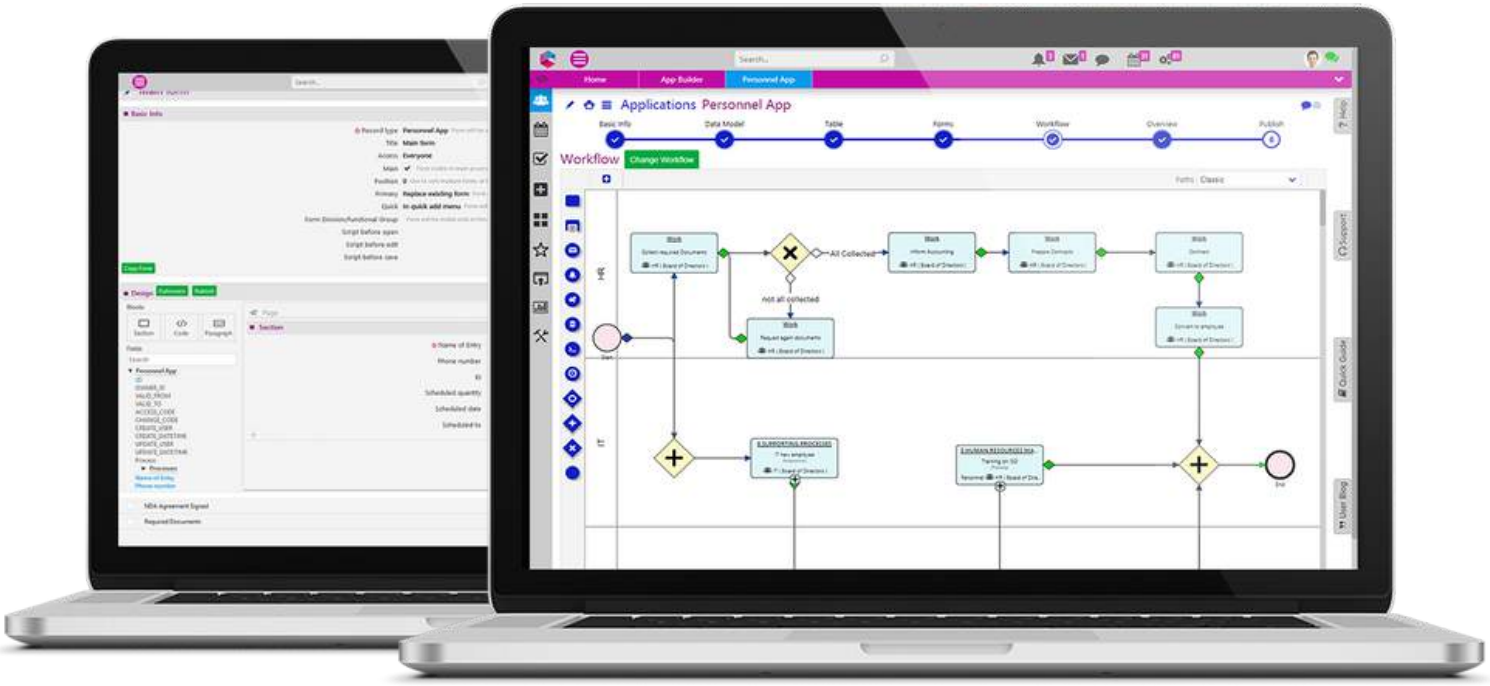
The User Fields section is enriched with tooltips and placeholders that provide a more personalised and customised experience to users based on different business needs.

- Improved and simpler way to create fields and change their appearance
- Ability to add tooltips to fields, providing guidance to the user on how to complete a field or form

APP FACTORY

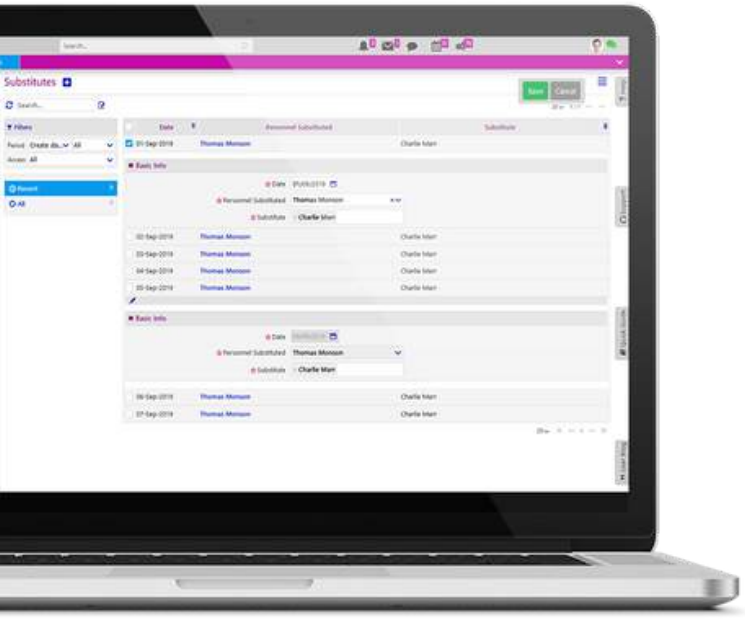
APP-BUILDER

App Builder is a new function of Comidor which allows users to build their own apps without any coding knowledge. This new approach to process automation optimises processes and enables you to create applications easier and faster.



- Create apps without having to spend time coding complex functions and conditions
- Create and publish your application by following 7 simple steps
- The step by step guidance provides an excellent user experience and reduces errors
- Link an existing workflow or design a new one and connect it to your app
- Inherit all the information that is related to process enabled applications, such as workflow tasks, run diagram and workflow audit
- Select fields from a pre-built database, import a CSV file or create your own fields from scratch
- Customize your app layout by selecting your preferences of font size and colors
- Configure your app by including Notes, Tags and Links

TASK MANAGEMENT



SUBSTITUTES & SUBSTITUTE TASKS

When employees have planned or unplanned absences, there may be a need to nominate a substitute employee to carry out their tasks while they are away from the office. Key features include:

- Users are able to select another user as their substitute for a specific date range
- Tasks and permissions are given to the substitute employee enabling that user to edit or complete them for the specific dates set
- Ability to view or download all Substitute details in an MS Excel file

USER ACTIVITIES

This Comidor feature allows you to monitor and organize your tasks efficiently by:

- Creating a new Activity
- Viewing Tasks per Activity section
- Printing/exporting the current User Activities table

IMPROVEMENTS IN THIS RELEASE

GENERAL

PROCESS MANAGEMENT

- Execute processes automatically in process scheduling
- Ability to remove a participant from the participants list in events and trainings
- Ability to unlink a link that has been made
- New layout of processes by integrating the old attachments and tasks sections into the left side menu as tabs: Workflow Tasks, Related Tasks and Attachments

PEOPLE MANAGEMENT

- Apply existing Regional Settings info to other Regional Settings. This removes the time consuming problem of adding Public Holidays repeatedly to countries that have different scheduled working hours

WORKFLOW DESIGNER

- With the updated timer element in the workflow designer, users can define exactly when the workflow should re-start after a pause in a case

BUSINESS ADMINISTRATION

In Contracts there is a new field “payable at” so users can define when an invoice needs to be created. Users can also define the Supervisor of a contract.

- The "Payable At" date will create a task to notify the Supervisor of the contract regarding invoicing. A task will be displayed in the Supervisor's calendar and a system notification will be triggered to the contract creator and Supervisor
- The task will be automatically linked to the Contract to enable quick and easy access and reduce errors

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