



Partners Introductory Training Session 1

What is Comidor?

- **DIGITAL WORKPLACE**
 - Interactive & customizable dashboards Collaboration apps & knowledge tools
- **HYPER-AUTOMATION**
 - BPM & Workflow Automation RPA & AI/ML Process Intelligence
- **LOW-CODE App builder**
 - App creation in 10 simple steps
- **MARKETPLACE**
 - Out-of-the-box business apps

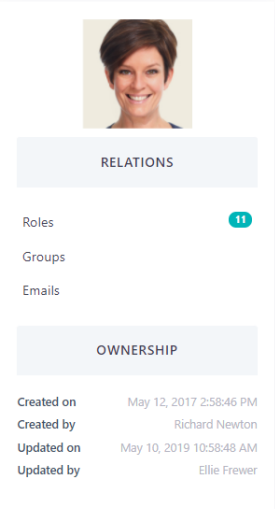


Users & Roles

- The first user that is registered in Comidor is the System Administrator (Admin). The **Admin** is responsible for managing Comidor Users, creating Personnel and passwords, editing, deactivating a user, and more.
- Every time a new user is created a new record is inserted in Personnel table, with active state.
- You can create a new User and then modify their details in the [Personnel](#) unit
- After creating a user, you need to allocate specific Application Rights and add the user to a group(s) in the [organizational chart](#)
- System Administrator access is available only to users that have the Enterprise Architect role
- A user can be de-activated but not deleted.
- Rights can be assigned to an existing role that can be assigned to a user in User Roles. These rights (managed from the Application Rights unit) can give responsibilities such as handling financials, setting up users and their application rights, or handling people management activities e.g., absences.

[Find out more here.](#)

Ellie Frewer



RELATIONS

Roles 11
Groups
Emails

OWNERSHIP

Created on May 12, 2017 2:58:46 PM
Created by Richard Newton
Updated on May 10, 2019 10:58:48 AM
Updated by Ellie Frewer

Summary Contact Details

Save Cancel

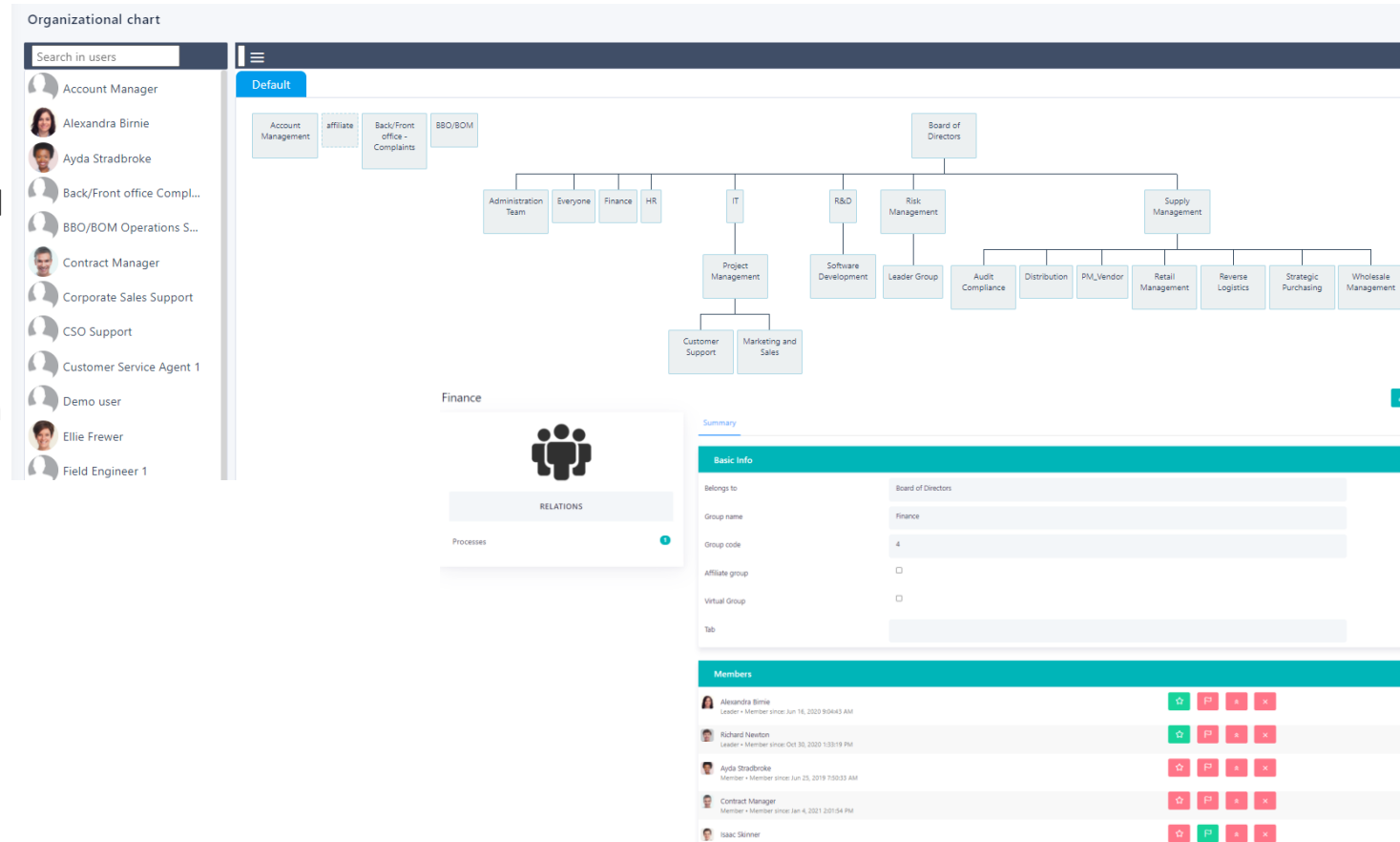
First Name	Ellie	Category	
Last Name	Frewer	Job Title	SL-MAN Sales Manager
Title		Education	
Username	efrew	Principal Name	
Password	*****	Division	Europe
System Administrator?	<input type="checkbox"/>	Company	Germany
Data Manager?	<input type="checkbox"/>	Location	Frankfurt
User-Level	User	Contractual location	Frankfurt
Write Access	Protected	Timezone	Europe/Berlin
Add access to Mobile application	<input type="checkbox"/>	Locale	English (United...)



Organizational chart

Depict your organisational structure and build functional teams

- **Make the structure** of your company **clear** to any employee
- Ensure that **information flows correctly** throughout the company. Groups, leaders and just members can be used as assignment options in tasks and processes.
- Design your [Organisational structure](#) and **fulfill your goals**
- **Enhance collaboration** between different departments in the organisation
- **Distinguish** between the **leaders** and the **members** of a group easily and illustrate the relationships among personnel
- **Organise** and **monitor** the company's performance by group



[Find out more here.](#)

Application & role rights



- Application Rights gives the ability to administrators to hide or allocate modules and menus to users e.g., you may want to let specific users have access to the financial module.
- With Comidor you can allow users to access certain modules but restricting their access to functions within those modules. Any role created can be managed in terms of Rights (e.g., which units from Modules will be visible for each role).
- This refers only to System Administrator Users.

Application rights

Available packages

Role Rights

Search...

Q

Username	CRM	PM	ACC	BPM	HRM	ADMIN	APPFACORY	BASIC	
Richard Newton	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>Deactivate all</div>
Ayda Stradobroke	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>Activate all</div>
Alexandra Birnie	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>Deactivate all</div>
Kaitlyn Dalton	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>Activate all</div>
Charlie Marr	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>Activate all</div>
Isabella Hardey	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>Activate all</div>
Isaac Skinner	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>Activate all</div>
Ellie Frewer	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>Activate all</div>
Harry Bright	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>Activate all</div>
Contract Manager	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>Activate all</div>
Robot User 1	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>Activate all</div>
Harrison Jones	<div>active</div>	<div>active</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>Activate all</div>
Guest User	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>inactive</div>	<div>active</div>	<div>Activate all</div>
Demo user	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>active</div>	<div>Deactivate all</div>
Presales Manager								<div>inactive</div>	<div>Activate all</div>
Presales Specialist								<div>inactive</div>	<div>Activate all</div>
Corporate Sales Support								<div>inactive</div>	<div>Activate all</div>

Application rights

Available packages

Role Rights

Search for a role

Content Creator

Database Administrator (DBA)

Accounts Administrator

Hiring Manager

Interviewer

People Manager

Project Manager

Resource Manager

Team Leader

Engineer/Application Developer

CEO

Consultant

Project Coordinator

Business Analyst

Content Editor

People Management Officer

Analytics

Workflow Reports

Timecards

ActivityMenu

Widgets

Daily Utilities

Business set up

Daily Utilities

User Management

HRM Reports

Quick Add

PM Reports

Application Setup

App Factory

Packages

My Company

Accounting and Finance

CRM Reports

People Management

Process Orchestration

Reports & Analytics

Project Management

Financial Reports

Process Automation

Approvals

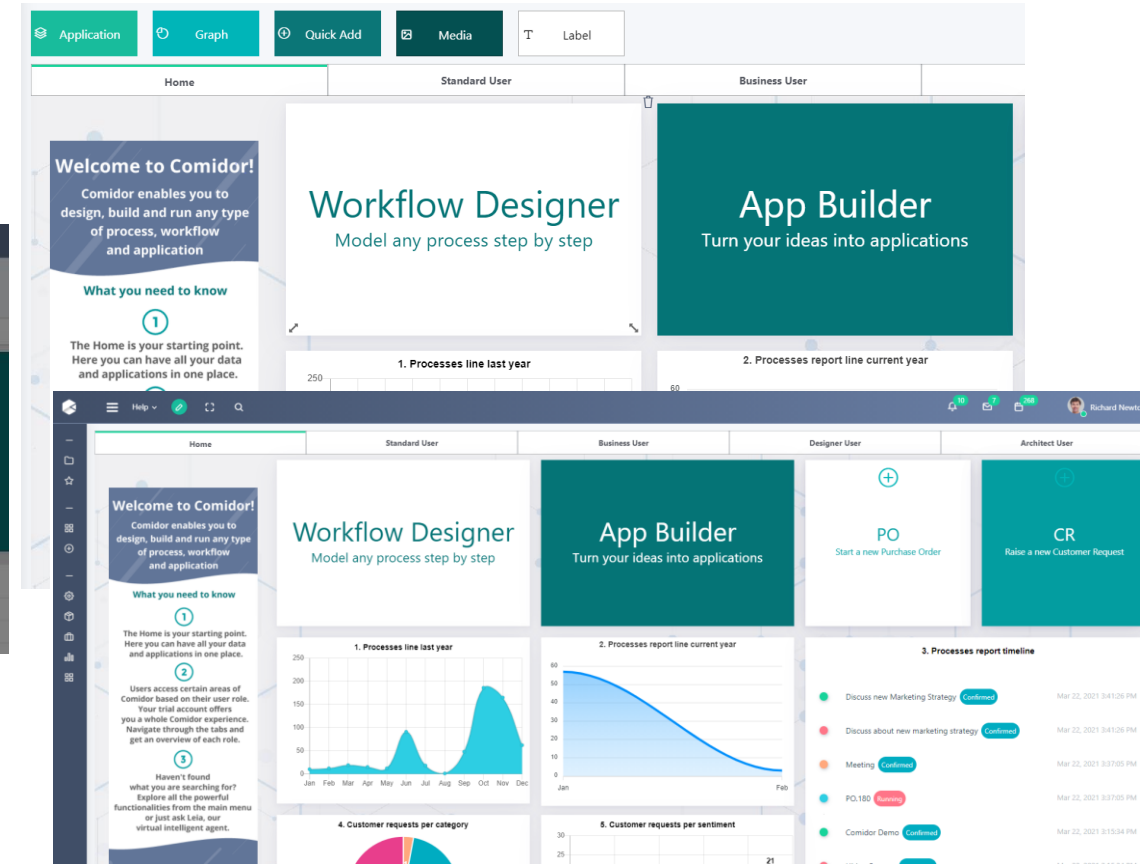
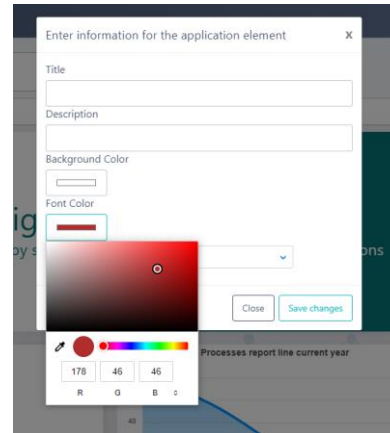
UserAppMenu

Unit Name	Description	Disable All
Projects		<div>active</div>
Work Packages		<div>active</div>
Progress Management		<div>active</div>
Earned Value Analytics		<div>active</div>
Personnel Booking		<div>active</div>
Customer Complaints		<div>active</div>
Lessons Learned		<div>active</div>
Project Actions		<div>active</div>
Rag status Parameters		<div>active</div>
Risks		<div>active</div>

Find out more here.

Home Dashboard

- The default screen in Comidor is the Home Dashboard. The new Home Dashboard saves you time, offering exactly what you need in one single panel. With all your applications and widgets in one place, your work has never been easier.
- Create a more customised experience that matches your daily tasks and processes. Build and modify your dashboards with a simple to use no-code builder.
- Add multiple tabs, application tiles, “quick add” tiles, graphs, media(images/videos), and labels.
- Customise your dashboard easily with drag-n-drop tiles and add the colors you wish, resize or delete them.



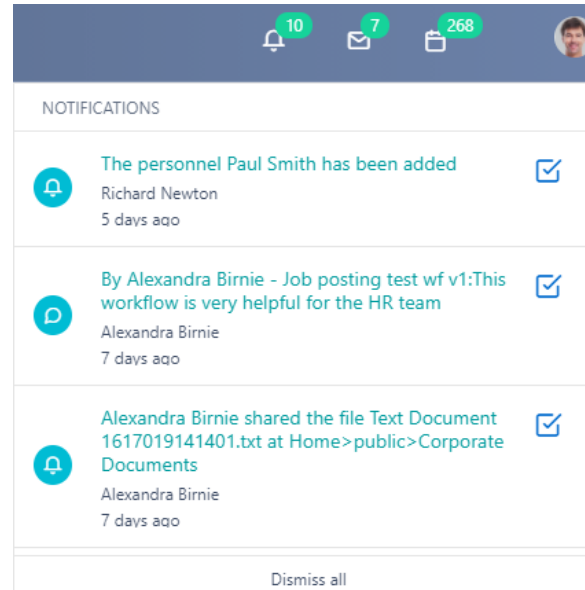
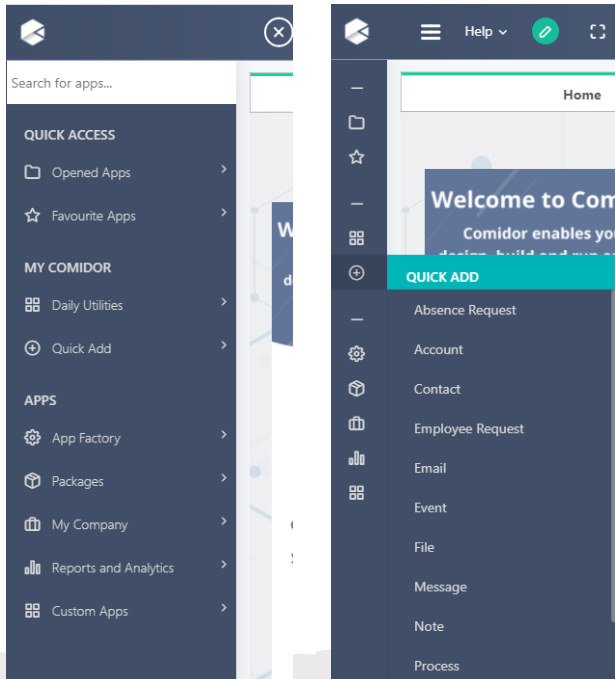
[Find out more here.](#)

[View video here.](#)

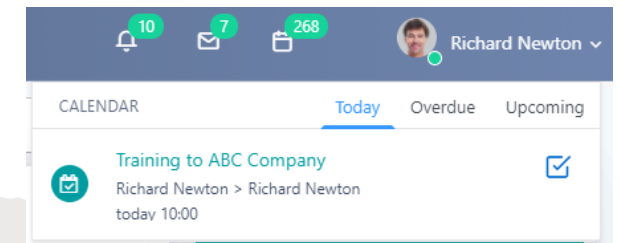
Menu & Notifications

Comidor is designed to enable users to focus on their tasks and prioritize their workload.

Menus, filters, icons, buttons and lists are all designed and arranged in a way that allows users to easily identify their needs and tasks and execute quickly and efficiently.



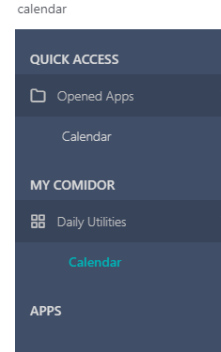
- In the top right of the page is the Notifications Bar. There are three icons and when a new notification is received a blue box will appear next to the relevant icon. The five icons are:
- **Notifications**
 - **System Notifications** These inform the user when a new task/process is added; when it's time to start a new one; when someone has shared a folder or when an existing task/process has been completed. [Reminders](#) will show up here as well. These [Notifications](#) are also in the [Workbench](#) Activity Stream.
 - **News** – When someone has commented on a specific [Process](#) or [Task](#) a notification will be displayed here. Notifications regarding specific Comidor objects are displayed here as well
- **Messages** – When a new [Email](#) is received the alert will be displayed here. Customise Email notifications in User Settings
- **Calendar** – The [Calendar](#) icon opens a Calendar that shows your tasks for the current day



Tasks & Calendar

Comidor Tasks offer a reliable and transparent approach to Task Management. It manages personal tasks, team tasks, assigned tasks and tasks assigned to other users. All Comidor tasks can be managed, even if they have been created using another Comidor unit (Quick Adds or Calendar).

- Tasks can be created for completing a one-off task, e.g. write a report on the impact of GDPR.
- Tasks can also be linked to a Process.



Comidor provides a fully interactive calendar where you can monitor your activities (tasks, meetings, assignments, events, etc.) and orders (assigned tasks) on a daily, weekly or monthly basis.

The image shows two overlapping screenshots of the Comidor interface. The top screenshot is the "Quick add: Task" form, which includes fields for "Title", "Assigned to" (set to Richard Newton), "Supervised by", "Task type", "Date/time/hours", "Process", "Account", and "Description". The bottom screenshot shows the "Details" view for a task titled "Update Quick reference - Glossary", assigned to Richard Newton. It displays "Basic Info" (Title, Assigned to, Priority, Scheduled start/end, Duration, Activity, Process, Account) and "Description" (State, Start, End, Duration, Output, Quantity, Amount, Report). A "Complete" button is highlighted in the top right of the details view.The screenshot shows the "Calendar" interface for April 2021. It features a monthly view with a grid of days. The calendar is titled "Calendar" and "April 2021". It includes tabs for "Month", "Week", and "Day", and a "Today" button. The calendar shows tasks for "NDA Agreement" and "Training to ABC Company". The tasks are color-coded: yellow for "NDA Agreement" and purple for "Training to ABC Company". The tasks are scheduled for specific dates and times, with durations of 2.00 hours.

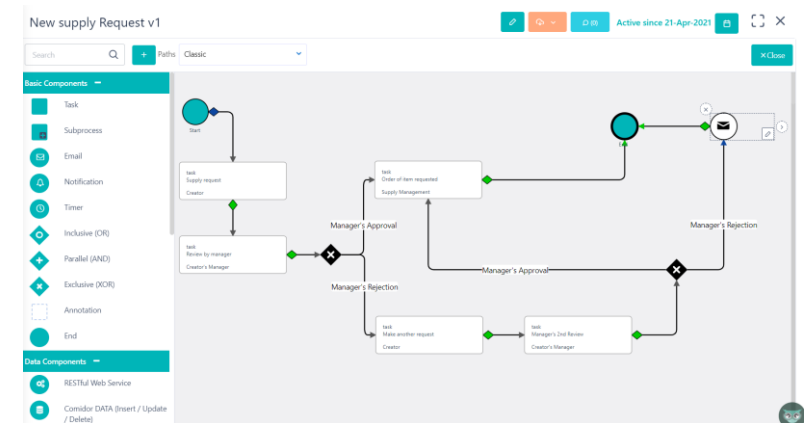
[Find out more here.](#)

[Find out more here.](#)

Workflow Designer

With Comidor BPMN 2.0 designer, you can map and optimize any process that takes place in your company.

Workflows fully exploit the organizational structure to provide unprecedented process design and action monitoring. Through Workflows Designer, the user can navigate and modify existing processes or create a new one using BPMN 2.0 with drag-and-drop functionality.



Workflow Components

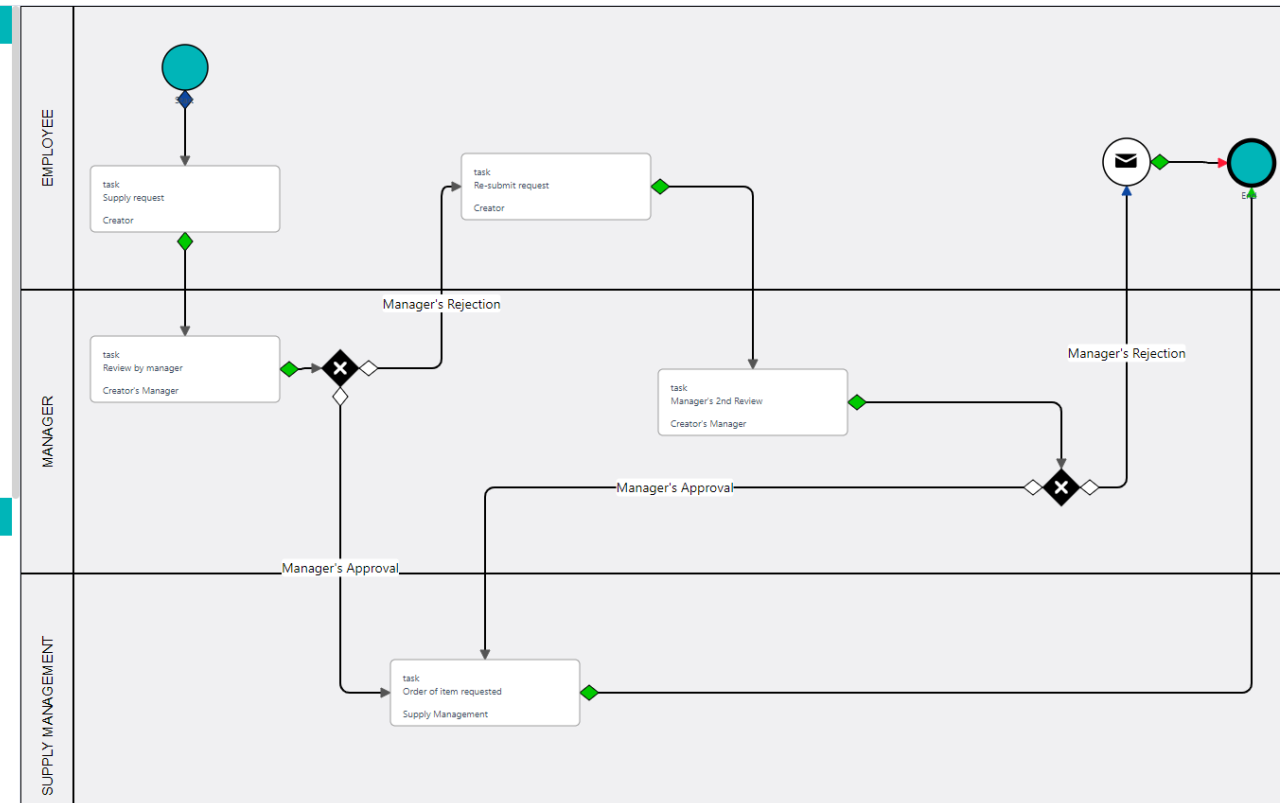
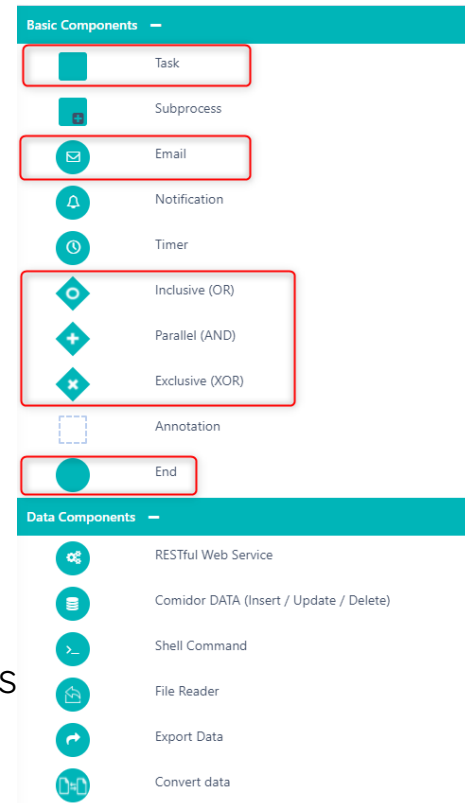


Basic Components —		Data Components —		RPA Components —	
	Task		RESTful Web Service		RPA Caller
	Subprocess		Comidor DATA (IUD)		RPA Receiver
	Email		Shell Command		Sentiment Analysis
	SMS		File Reader		Document Analyzer
	Notification		Export Data		Text Classification
	Timer		Convert data		Predictive ML
	Inclusive (OR)		Digital Signature		Selenium RPA
	Parallel (AND)		Document Creator		Image Classification
	Exclusive (XOR)		Table Extractor		Web Scraper
	Annotation		Excel Processor		
	End		Create graph		
			SQL Creator		
			Message Queue		

Create a workflow

Workflow example: New Supply Request

- Separate the pool in different lanes according to which group will perform each task
- Create the 5 tasks with drag and drop functionality
- Decide which of the gateways is appropriate according to the case
- Connect the tasks with the gateways to complete your workflow

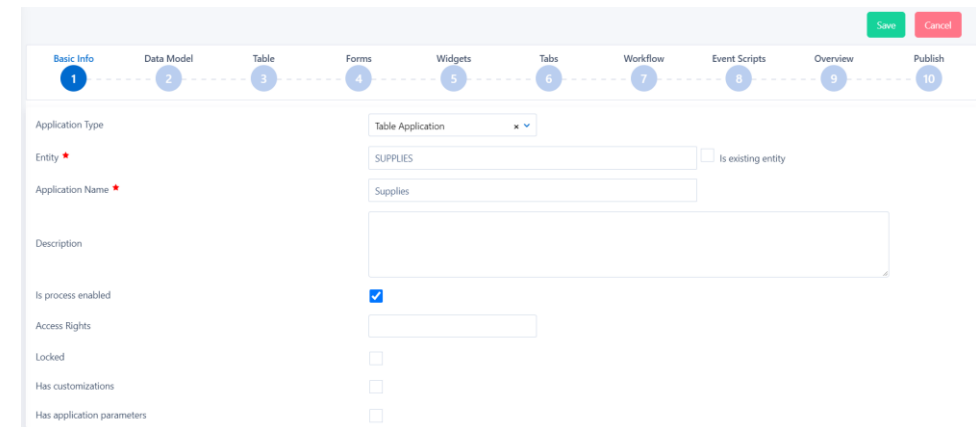


App Builder

Comidor platform offers the ability to build your own apps through **App Builder**, without using coding.

Making simple or more complicated Apps is easier than ever, even for non-developer users.

Comidor guides you with simple steps, in order to publish your idea.

A screenshot of the Comidor App Builder interface. At the top, there is a progress bar with 10 steps: Basic Info (1), Data Model (2), Table (3), Forms (4), Widgets (5), Tabs (6), Workflow (7), Event Scripts (8), Overview (9), and Publish (10). The 'Basic Info' step is currently active. Below the progress bar, the form includes fields for 'Application Type' (set to 'Table Application'), 'Entity' (set to 'SUPPLIES' with a checkbox for 'Is existing entity'), 'Application Name' (set to 'Supplies'), and a 'Description' text area. There are also checkboxes for 'Is process enabled' (checked), 'Access Rights', 'Locked', 'Has customizations', and 'Has application parameters'.

Types of Applications

1. Table applications
 1. Process enabled
 2. Non-process enabled apps (Data driven)
2. Report applications
3. Kanban applications

Create an App



Step 1. Basic Info

1. Select the **Application Type** (Table/ Report)
2. Start typing a name for the **Entity** you are creating in the database.
3. Give the **Application Name** and **Description**
4. Define whether the App is Process enabled or not. Process enabled apps can be linked with a [Workflow](#).
5. **Access Rights:** determine which users will be able to see the application in the User Apps menu.
6. You can lock your app, so only your user can edit the app.

Application example: Supplies

The screenshot shows the 'Basic Info' step of the Comidor application creation process. At the top right are 'Save' and 'Cancel' buttons. Below them is a progress bar with 10 steps: 1. Basic Info (active), 2. Data Model, 3. Table, 4. Forms, 5. Widgets, 6. Tabs, 7. Workflow, 8. Event Scripts, 9. Overview, and 10. Publish. The form fields include: 'Application Type' set to 'Table Application'; 'Entity' set to 'SUPPLIES' with a checkbox for 'Is existing entity'; 'Application Name' set to 'Supplies'; an empty 'Description' text area; 'Is process enabled' checked; 'Access Rights' set to 'Everyone'; and checkboxes for 'Locked', 'Has customizations', and 'Has application parameters' which are all unchecked.

Create an App

Step 2. Data Model

In the Data Model, you can add all fields that you wish to be used in the App. You can either click on the “+” to create your own [custom fields](#) from scratch or import an Excel/CSV file.

- **User fields types:** Text, Memo (Paragraph), Number, Binary File, Drop-down list (Key-Value or Comidor Database lists), Excel, Currency, Checkbox, Date, more.

Note that, if you have selected this app to be process enabled, you can also use in the forms (step 4) all process-related fields. If you left “is Process enabled” unchecked, you can only use the fields displayed in the Data model.

Do not forget to reload the DB after you created all the fields, so that the other users can see them.



Supplies

Summary

Basic Info Data Model 2 Table 3 Forms 4 Widgets 5 Tabs 6 Workflow 7 Event Scripts 8 Overview 9 Publish 10

Data Model

Search...

+ Import Excel/CSV Import Data

	Label	Type	Size	Column name	
<input type="checkbox"/>	Quantity	Number	9	USR_QUANTITY	
<input checked="" type="checkbox"/>	Order request	Text	255	USR_ORDER_REQUEST	

SUPPLIES.USR_ORDER_REQUEST

Basic Info

Entity ★ SUPPLIES

Label ★ Order request ☒ Auto-generate name

Column name ★ USR_ORDER_REQUEST Field as viewed in database

Type ★ Text

Create an App

Step 3. Table

- In step 3, you can determine which columns you wish your App to have in the main table. By default, all fields that were added to the Data Model will be displayed in this table.
- You can add more Columns, by clicking on the “+” icon and selecting the desired field.
 - Note that, if you have selected this app to be process enabled, you can also add process related fields as columns(e.g., date created, creator, stage, etc.)
- Re-arrange the position of each column with drag-n-drop.
- Add label to the column name, set Prefix or Suffix to be displayed before or after the value of each entry, select the preferred alignment and other properties.

Supplies

Summary

Basic Info Data Model **Table** Forms Widgets Tabs Workflow Event Scripts Overview Publish

Table Columns

Search...

	Position	Label	Column	
<input type="checkbox"/>	0		SUPPLIES.PROCESS_ID	
<input type="checkbox"/>	3		JP_PROCESSES.STATE	
<input type="checkbox"/>	4		JP_PROCESSES.STAGE	
<input type="checkbox"/>	5		SUPPLIES.USR_MANAGER_S_REVIEW	
<input type="checkbox"/>	6		SUPPLIES.USR_REVIEW_COMMENTS	
<input type="checkbox"/>	7		SUPPLIES.USR_RE_EVALUATION_OF_REQUEST	
<input type="checkbox"/>	8		SUPPLIES.USR_NEW_ORDER_REQUEST	
<input type="checkbox"/>	9		JP_PROCESSES.CREATE_DATETIME	

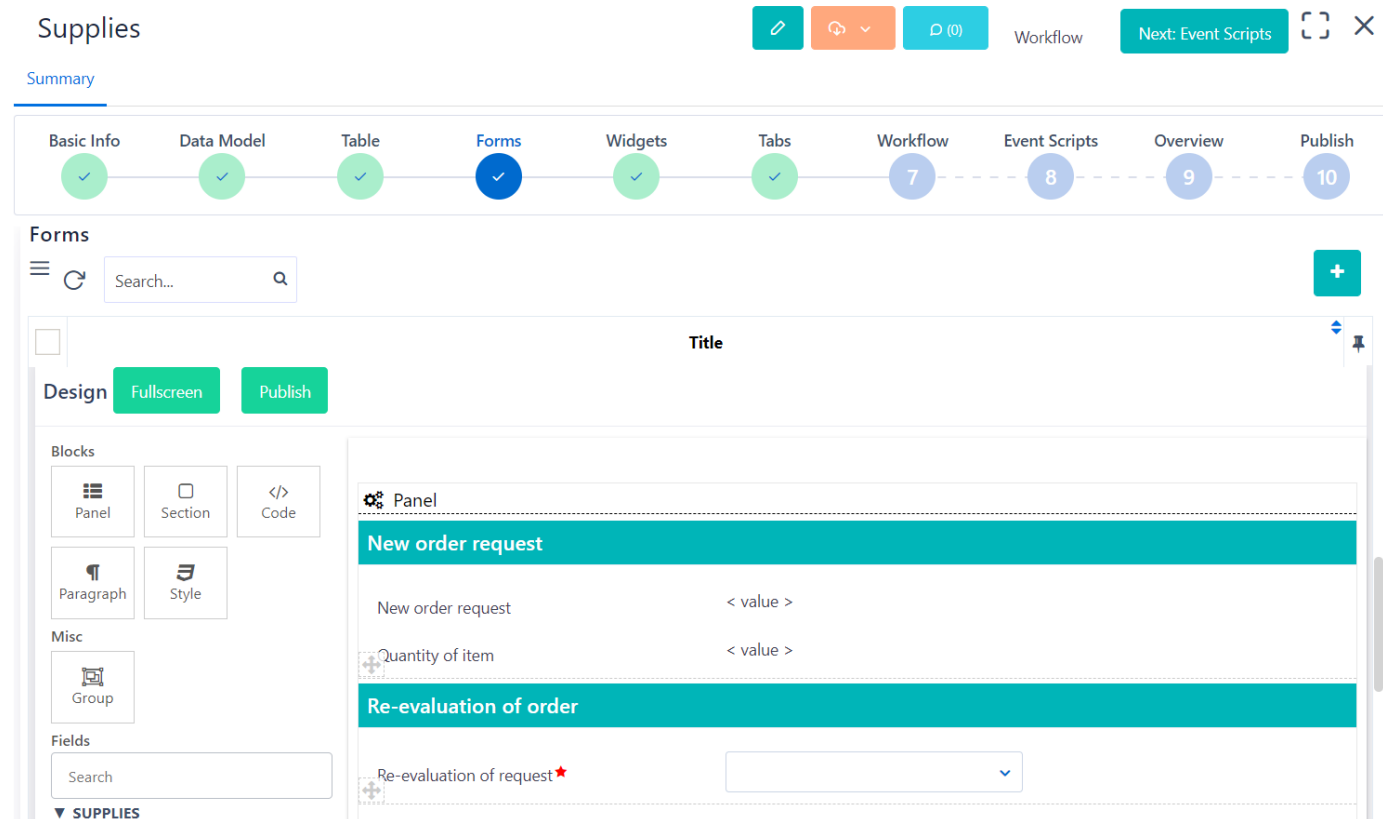
Show 20 entries Previous 1 Next



Create an App

Step 4. Forms

- Forms can be used as Main forms in a Process (Workflow-driven or not) or as forms inside the Activities(tasks).
 - Design your form easily, with drag-n-drop of fields, and group them with Sections. Don't forget to Publish your form after finishing your design.
 - Multiple Columns, Paragraphs and Style may be added inside a Form
 - Forms may have its own view and change rights
 - Fields added inside forms may be “read only” or “read/write” per form
 - Fields added inside forms may be mandatory or not
 - Forms may be supported with scripts

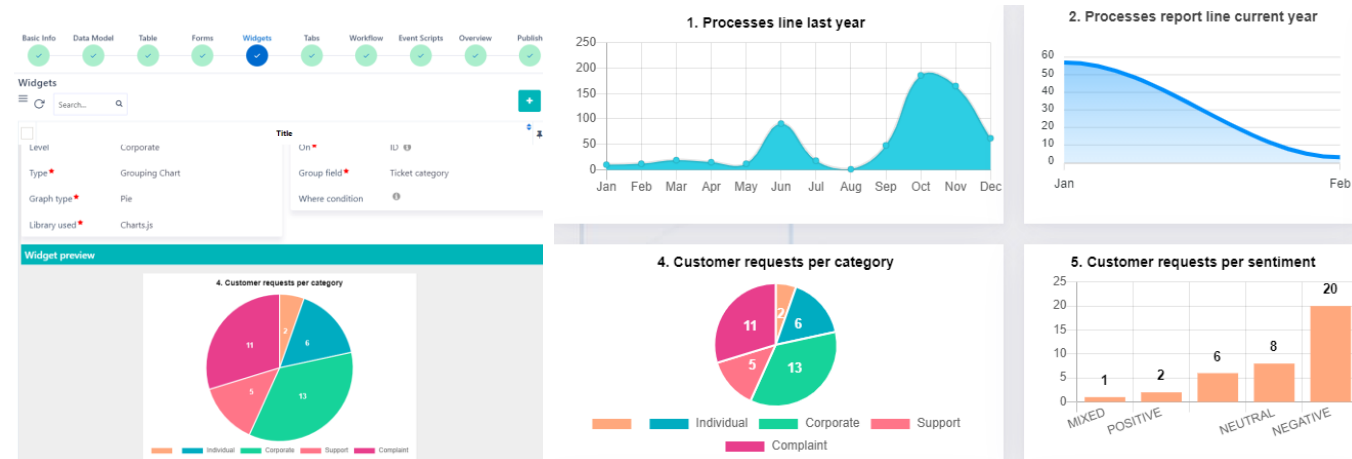


The screenshot shows the Comidor Forms editor interface for a form titled "Supplies". At the top, there are navigation buttons: a link icon, a refresh icon, a "D (0)" button, a "Workflow" button, and a "Next: Event Scripts" button. Below these is a progress bar with steps: Basic Info, Data Model, Table, Forms (active), Widgets, Tabs, Workflow, Event Scripts, Overview, and Publish. The "Forms" step is highlighted with a blue circle and a checkmark. Below the progress bar is a "Forms" section with a search bar and a "+" button. The main editor area is titled "Title" and has "Design", "Fullscreen", and "Publish" buttons. On the left, there are "Blocks" (Panel, Section, Code, Paragraph, Style) and "Fields" (Group, Search) sections. The main form content includes a "Panel" section with a "New order request" header, followed by two input fields labeled "New order request" and "Quantity of item", both with "< value >" placeholders. Below these is a "Re-evaluation of order" section with a "Re-evaluation of request" label and a dropdown menu.

Create an App

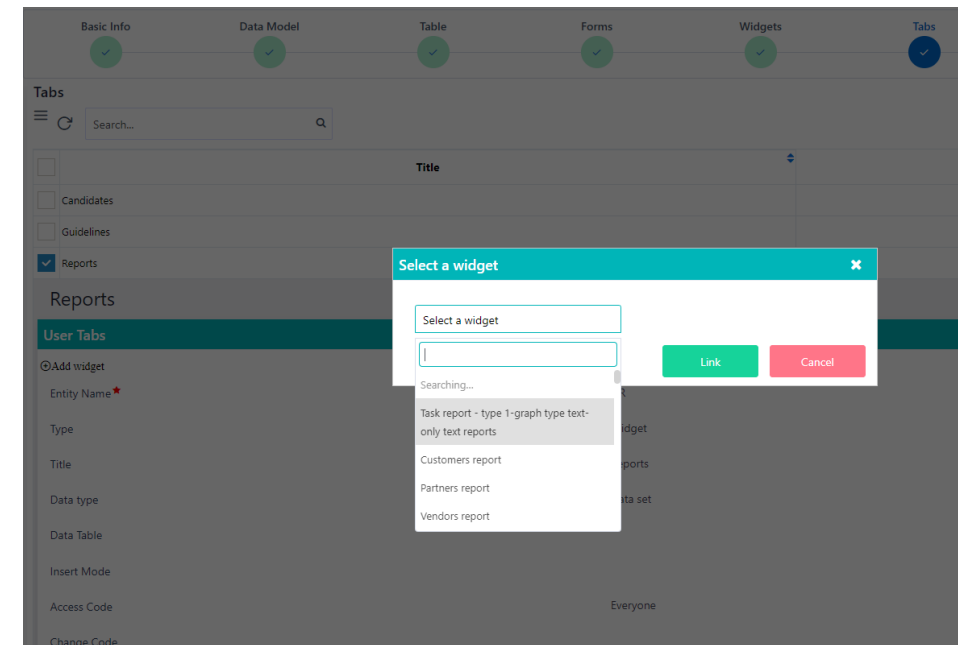
• Step 5. Widgets

- Comidor [Widgets](#) are the ideal choice for data visualization. Get the freshest data on a visualization you define.
- Create your own personalized dashboard in seconds.
- Combine multiple views of data to get richer insight.



• Step 6. Tabs

- Use tabs to have complete control over the accessibility of your application.
- The tabs can appear inside records (as a tab at the left part of the record) or at the summary table of the application.
- A tab can be a table from any Comidor entity, HTML, or a [widget](#).



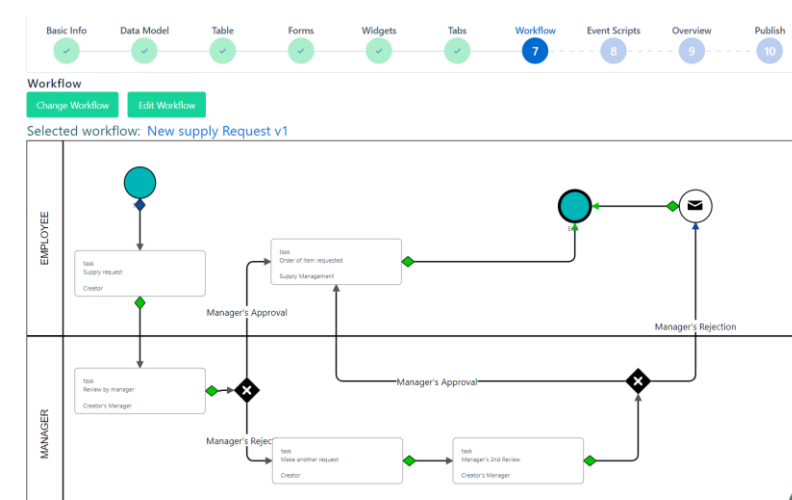
Create an App

• Step 7. Workflow

- You can link a workflow to the App at this step. The workflow will be triggered in each entry a user creates in this app. Workflow relates tasks, run diagram, and workflow audit will be visible there too, for the users to get real-time information about the workflow stage.
- Step 7, is only available if you had checked is Process Enabled, in step 1.

• Step 8. Event Scripts

- In this step, you can write scripts for a certain Data Type to be executed before/after/on a specific event.
- Choose the **Data Type** (apprec, task, process, dataset) and define where you want the script to be applied
- An Event Type can be inserted, updated, deleted, etc.
- In the **Procedure Body** add your code.
 - This is for advanced users to write their procedures.



The screenshot shows the 'Event Scripts' step in the app creation process. At the top, a progress bar indicates steps from 'Basic Info' to 'Publish', with 'Event Scripts' (step 8) currently selected. Below the progress bar are 'Save', 'Save and New', and 'Cancel' buttons. The main area is titled 'Basic Info' and contains the following fields:

- Procedure Name**: A text input field with a red asterisk indicating it is required.
- Data Type**: A dropdown menu with 'AppRec' selected.
- Event Type Prefix**: A dropdown menu with 'Before' selected.
- Event Type**: A text input field.
- Position**: A text input field with a search icon.
- Parameters**: A text input field with a search icon.

Below these fields is a 'Procedure Body' section. A dropdown menu is open, showing options: 'Searching...', 'Delete', 'Insert', 'update', 'Execute', and 'Add'.

Create an App

Step 9. Overview

- In this step, you can make the configuration of the Application.
- Decide if you wish to include from the **Basic options** ([Notes](#), [Tags](#), [and Links](#), create, edit and/ or delete an entry, include print/export options)
- **Customise your data** by
 - setting a Prefix and Suffix, an Incremental Number Field
 - Defining a **Primary Field**
 - Defining to whom each entry is assigned to, send notifications, Admin 1,2, and Supervisor.
- Fully customise the app layout, by selecting font sizes and colors in **CSS Design** options.
- **Step 10. Publish**
 - Your app is ready to be used!

Basic Info Data Model Table Forms Widgets Tabs Workflow Event Scripts Overview 9 Publish 10

Configuration

Basic Options	Data Customization
Include notes <input checked="" type="checkbox"/>	Prefix <input type="text"/>
Include tags <input checked="" type="checkbox"/>	Suffix <input type="text"/>
Include links <input checked="" type="checkbox"/>	Incremental No Field <input type="text" value="Quantity of item"/> x <input type="text" value="Starting From 0"/>
Insert Mode <input checked="" type="checkbox"/>	Level 1 Categorization <input type="text" value="Stage"/> x <input type="text"/>
Update Mode <input checked="" type="checkbox"/>	Level 2 Categorization <input type="text"/>
Delete Mode <input checked="" type="checkbox"/>	Level 3 Categorization <input type="text"/>
Allow user layout change <input type="checkbox"/>	Primary Field (Record Identity: Appears in lists etc) * <input type="text" value="Item requested"/> x <input type="text"/>
Allow print <input checked="" type="checkbox"/>	Ordering <input type="text"/> Ascen... x <input type="text"/>
Allow export <input checked="" type="checkbox"/>	Assigned To <input type="text" value="Creator"/> x
Track File Views <input type="checkbox"/>	Send Notification To <input type="text"/>
	Administrator <input type="text"/>

Basic Info Data Model Table Forms Widgets Tabs Workflow Event Scripts Overview Publish

The application is now published! Click on the button below to publish changes

Publish Changes

Run your application

All published apps can be access by the main menu> Custom Apps.

- By clicking on the “+” icon you can create a new entry of this app. (In order to see the + icon, you should have checked first the respective option in the Overview step of App builder) A new tab will open with the form that was created in the App Builder. Fill in the fields and click on Save to add this entry.
- If the App is process enabled and linked with a workflow it will have State (Opened, Scheduled, Running, etc.) and some more Tabs in the left-side menu, such as Workflow tasks, attachments, and workflow audit based on the configuration of the App in the App Builder.
- If you have selected the primary form of the app to be also visible in the quick add menu, you can easily initiate this App, from quick add and by clicking on the name of this form.

The diagram illustrates the process of creating a new entry. On the left, a 'Quick Add' dropdown menu is shown with options: 'Sales Order request', 'Purchase Order request', and 'New order request' (which is highlighted with a red box and a star icon). A teal arrow points from this menu to a 'New order request' form on the right. The form has two input fields: 'New order request' and 'Quantity of item', both marked with a red star. At the bottom right of the form are 'Save' and 'Cancel' buttons. A large teal arrow points from the 'Save' button towards the main application view below.

The screenshot shows the Comidor application interface. On the left is a 'Supplies' sidebar with a search bar and a list of items: 'wireless mouse / 23-Apr-2021' (checked), 'keyboard / 23-Apr-2021', 'Laptop / 23-Apr-2021', and '123 / 23-Apr-2021'. The main area displays the details for 'wireless mouse / 23-Apr-2021'. It includes a 'RELATIONS' section with counts for Subprocesses (0), Workflow Tasks (1), Related Tasks (0), Attachments (0), and Workflow audit (0). Below this is an 'OWNERSHIP' section with details on creation and updates. The top right shows the app's state as 'Running'. The main content area is divided into two tabs: 'Basic Info' and 'Purchase order details'. The 'Basic Info' tab shows fields for Creator, Date Created (01-Jan-1970 05:36:50), State (Running), Stage (Supply request), and Finished at. The 'Purchase order details' tab shows fields for Purpose of purchase, Quantity of item (3), New order request (wireless mouse), Manager's review, Review comments, and Re-evaluation of request.

Other actions:

Users can import/ export/ edit/ delete applications in App builder.





Thank you!