



# Introduction to iGrafx FlowCharter

## STEPCHANGE PROGRAMMES PROVIDE

- ⌚ Rapid capture of existing processes
- ⌚ Expert analysis by sector specialists
- ⌚ Technology solutions specifically tailored and rapidly deployed
- ⌚ Fast ROI and shared savings approach

## STEPCHANGE – POWERED BY iGrafx®

Stepchange are the chosen partner for delivering iGrafx to the Public Sector in the UK.

The market leading process analysis tool chosen by Leeds City Council, Birmingham City Council and the NHS.

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## An introduction to iGrafx FlowCharter for new users with previous experience of process mapping

### The course covers:

#### iGrafx and process mapping overview

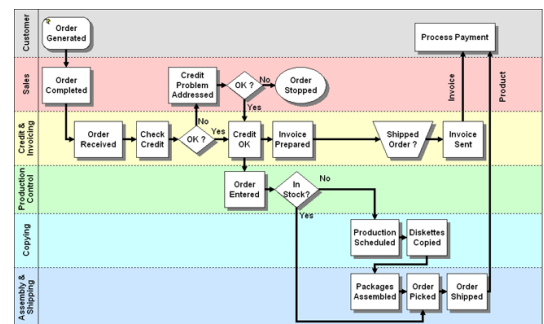
An introduction to the software and terminology. Product types (flowcharter, process and process for six sigma), process types, diagrams and documents. The session will also review process mapping techniques and applications to show the full power of the software and process programmes.

#### Creating a process map using iGrafx FlowCharter 2011

Hands on session creating basic process maps and familiarisation with the menu's and views. Starting with creating, placing and connecting shapes then customizing and placing text in shapes, use of departments & swim lanes.

#### Advanced Process mapping

Create and manipulate shape numbers, incorporate phase lines in their diagram, and use on and off page connectors to manage page breaks in the process diagram. Advanced diagram formatting options are reviewed, as well as redefining default settings while creating a process diagram. Templates are introduced as alternate starting points for process diagramming.



#### Capturing data and creating diagram hierarchy

Each process step can be associated with data that describes the impact of the activity on the process. Learn how to capture, enter, and display fundamental process data and metrics for each activity step. Advanced techniques for shape selection are discussed.

A single iGrafx file may contain many process diagrams. You may directly link these processes to create sub processes (hierarchy), or they may remain parallel processes. Process diagrams from one file are easily merged into another iGrafx file. Activities may be linked to external files and web pages. Create, modify, and manage process diagrams and links.

#### Input and Output

How to move data into and out of iGrafx products including printing components, importing FlowCharter, Visio®, and other non-iGrafx files, saving to a web page, and linking and embedding information with the standard Windows (OLE) functionality. The export of flowchart data to Word and Excel is also introduced.

**The hands on course includes practical process model building and all training materials**

Stepchange deliver Process Transformation Services to the Public Sector

- ⌚ Business Case Builder
- ⌚ Process Improvement Programme
- ⌚ Transformation Government