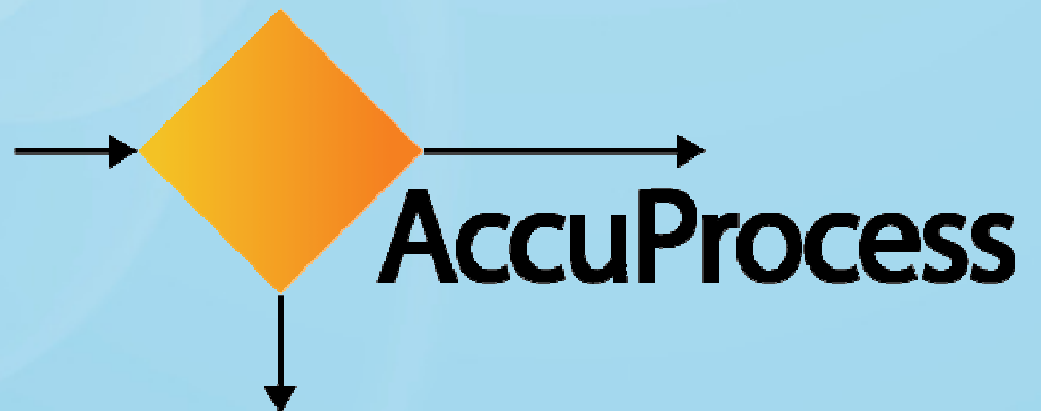


***Steps to  
Document and Create a  
Business Process Model***

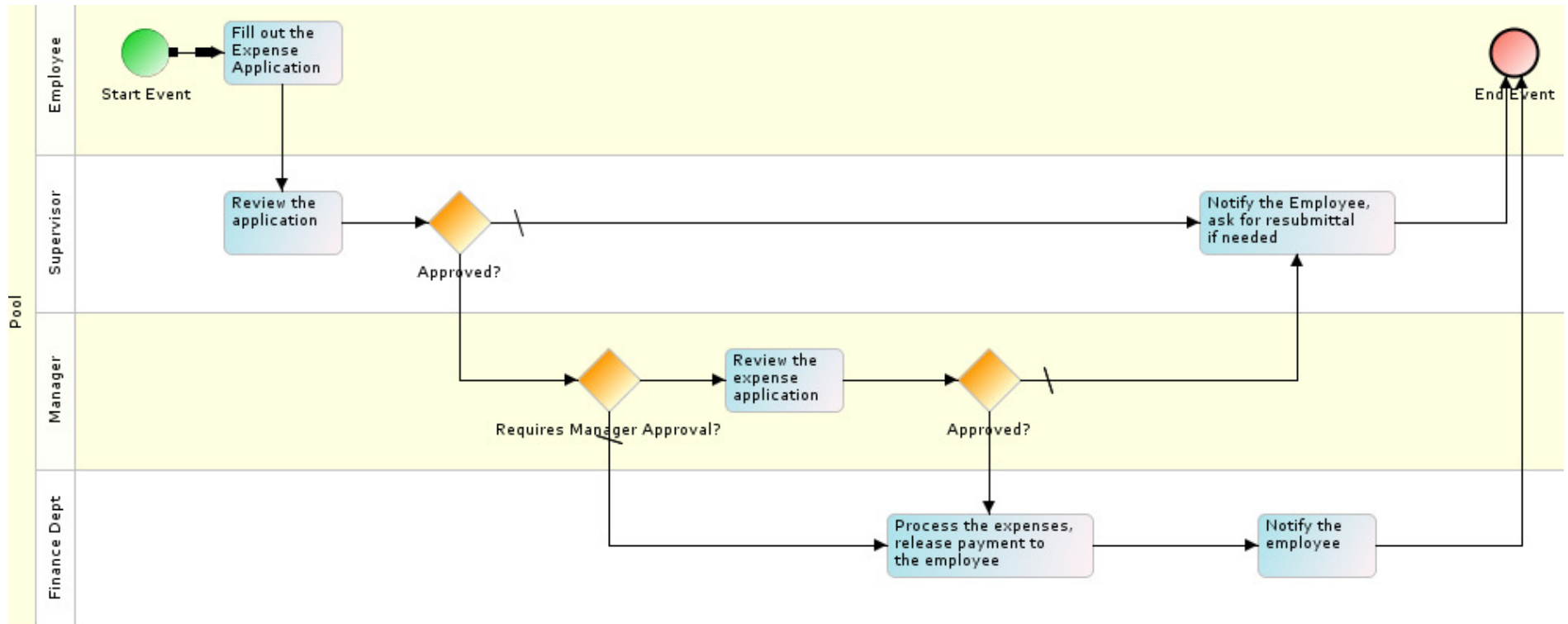


# Steps for Creating a New Process Model

- ◆ Open AccuProcess Modeler
- ◆ Give a Name and Description in the "Process Properties"
  - Tip: The name cannot have a space, e.g. Expense\_Approval\_Process
- ◆ Drop Swim-Lanes for each Person, Role or Dept, Label them
- ◆ Create Activities and Decision Nodes, Label them
- ◆ Connect them with Arrows to create flows
- ◆ Add comments in the properties panel
- ◆ Click on Save
  - Tip: Save frequently while creating the model
- ◆ Create a PDF file of the process model



# Sample Process Flow – Expense Approval Process



- ◆ Practice creating this example process model
- ◆ Follow the steps in the previous slide
- ◆ Add the labels in the activity steps
- ◆ Learn how to connect the activity steps using arrows
- ◆ Add some sample comments in the Properties Panel

## View other videos and tutorials

*Thank You!*

If you need any help email us at:

[support@accuprocess.com](mailto:support@accuprocess.com)

