

iGrafx

Length: 1 Day

COURSE CONTENT

Topic 1 through 2: Introduction to iGrafx, and Creating a Process Diagram

A process diagram, or flowchart, is a graphical representation of a process. Students learn to create and modify process diagrams using basic diagramming methods. This includes manipulating departments, shapes, connection lines, and text. The students add and modify case text to represent the output of decision activities in the process, as well as other methods for creating and modifying process diagrams.

Topic 3: Advanced Process Diagramming

Students learn to 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.

Topic 4: Data Entry, Hierarchy, and Document Management Overview

Each shape on a process diagram may describe behavior, including for use with simulation. Students learn to capture, enter, and display fundamental process data and metrics for each shape. A single iGrafx file may contain many process diagrams. You may directly link these processes together to create

sub processes (hierarchy), or they may remain parallel processes. Process diagrams from one file are easily merged into another iGrafx file. Students learn to create, modify, and manage process diagrams.

Topic 5: The Tabular View and Export/Import

The default view of a diagram is the Normal view. The Tabular view provides an alternate view. Students learn to create, edit, and use the tabular view to document a process. In addition, the tabular view may be Exported (e.g. to Excel), and data may be imported from ODBC-compliant databases.

Topic 6: Printing, Publishing, and Other Input/Output

Students learn the mechanisms for sharing their work with others, including printing, and publishing to various electronic formats. Students also learn about linking and embedding information with the standard Windows (OLE) functionality, and importing Visio® files into iGrafx®.

Topic 7: Additional Diagram Types

Many different diagram types may be quickly and easily created in iGrafx. Diagrams that the student learns about include Cause and Effect, Lean Value Stream Map (VSM), BPMN, OrgChart, and other diagram types.