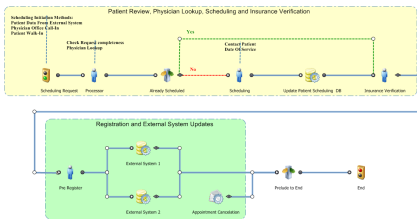



Getting Started Guide with Ultimus Process Designer

- 1 Start Ultimus Process Designer by selecting **Start»Programs»Ultimus Process Designer**.

- 2 Select **File»Open**, then open the `PurchaseRequest.wfl` file which came with your Ultimus package. The following process map loads:

Patient Scheduling

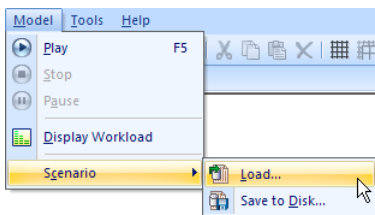


- 3 Model the process. To do so, first select the **Modeling Watch** button . The **Model** window appears:

Metrics	Value
Incidents Active	0
Incidents Complete	0
Tasks Active	0
Tasks Complete	0
Days Elapsed	0
Modeling Complete (%)	0

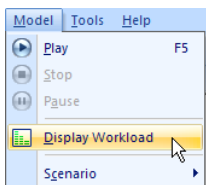
☐ Show model window while modeling.

- 4 From the menu bar, select **Model»Scenario»Load**, then browse for the `Scenario1.sio` file.



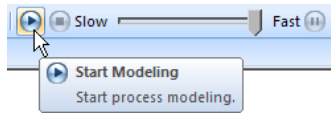
Load the `Scenario1.sio` file.

- 5 Return to the menu bar, then select **Model»Display Workload**.



This will enable you to watch for bottlenecks in the process.

- 6 Click the **Play** button to start modeling.




The modeling scenario starts running. You may pause, stop, or adjust the speed of the modeling using the **Speed Control** slide bar in the Modeling tool bar.

- 7 Watch how the scenario is modeled. By default, the modeling scenario will run 100 incidents (or instances), allowing you to visually identify bottlenecks in the process.

Because you opened the **Model** window (in Step 3), you can monitor how many tasks are active per step. The image below, for example, represents that one task is active at that time for the “Processor” step.



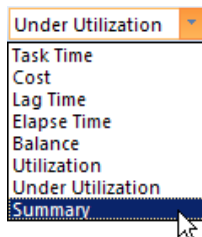
- 8 After the scenario has been modeled, you may view tabular and graphical modeling results about the process by clicking the **Reports View** button .

Summary information for the modeling results display:

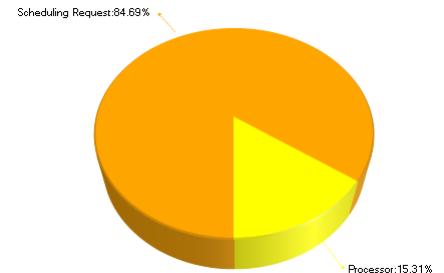
Process* Unit: Minutes		
Metrics		Value
Incident Cost		95.21
Costliest Step Name		Processor
Costliest Step Cost		88.48
Costliest Step as % of Incident Cost		92.93
Incident Elapsed Time		651.51
Slowest Step Name		Processor
Slowest Step Time		407.48
Slowest Step as % of Incident Elapsed Time		62.54

Process: Already Scheduled Appointment Cance

- 9 Click the **Report Type** combo box to view a list of all available report types.



- 10 View either tabular or graphical reports by toggling the **Report Display** button .



Data in modeling reports shows bottleneck data, cost centers in your process, and process participant utilization.

- 11 After reviewing report information, you may find aspects of the modeled scenario you would like to optimize. To do so, right-click on each step (or task), then select **Properties**.

Processor User Step Properties	
General	
Name	Processor
Description	
Recipients	
Delay Time Notes	
Completion Time Notes	
Extension Time Notes	
Scenario	
Resource Name	
Resources Allocated	1
Resource Cost (\$/Hour)	1
Task Time	Mean: 10, Sigma: 1, Units: Hours
Delay Time	Not Defined
Return Percentage	0
Resubmit Percentage	0
Resubmit Time	Mean: 10, Sigma: 1, Units: Hours
Completion Time	Not Defined
Extension Time	Not Defined
General	

- 12 At any point, you can export the scenario to an external file. To do so, return to the menu bar, then select **Model»Scenario»Save to Disk**. Ensure to have distinct names for each saved scenario. The file extension is `.SIO`.

To learn more about Ultimus Process Designer, log on to the Ultimus Training Portal:

<http://training.ultimus.com/course/view.php?id=52>