

INFORMATION FOR CURRENT v4 USERS

Clearly the Easiest - Easily the Clearest - Precisely

The latest version (v5) of PROMANADE generates an **all-new web portal** to a **new-look published (HTML) management system**. This new version takes advantage of current browser capabilities, and gives us greater flexibility to add even more new features in future.

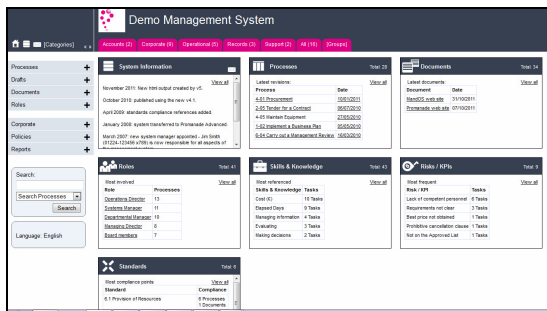
Although the fundamental system and process description structure has been retained (using the **deployment flowchart style and RACI methodology** which have always formed the basic building blocks of PROMANADE), the presentation style and HTML structure has been given a major makeover.

For any current user who wants to continue to use the “old-style” HTML output, we have retained this as an option (select “*IE6 compatible HTML*” in HTML Manager).

And the IT requirements remain minimal – file sizes, server implications and ease of installation remain as small as possible, and far less than for many less sophisticated and powerful applications.

Specific features of the new look include **[(*) = new feature]**:

HOME PAGE (YOUR “PROMANADE PORTAL”)



The default Home (“Portal”) Page now provides a **top level summary (*)** of all the information contained within the system. This includes the “*System Information*” field from the old Home Page.

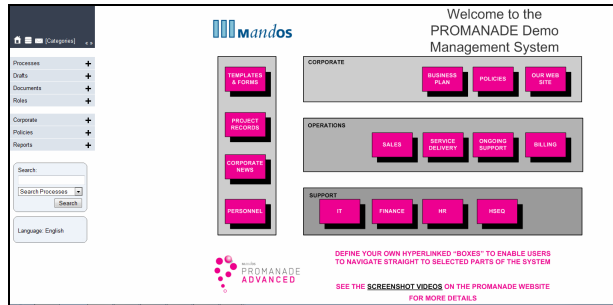
For **each of the main sections of the system** (Processes, Documents, Roles etc) which you use, a summary of the most recent changes / most significant items is shown, hyperlinked to the relevant item where appropriate and with the option to “*View all*” to display a complete report.

If Categories have been defined, these are shown (*) as **tabs at the top of the screen**, with an option to switch to a “Groups” view, which shows tabs for “*Processes*”, “*Documents*” and (*) “*Roles*”. This view is the default for the STANDARD edition (*).

Selecting a tab opens up a menu of the related groups – if Categories are used, this menu includes all related Process and Document Groups (*). As before, selecting a Group then shows a list of the individual items.

YOUR OWN “HOME” (WELCOME) PAGE

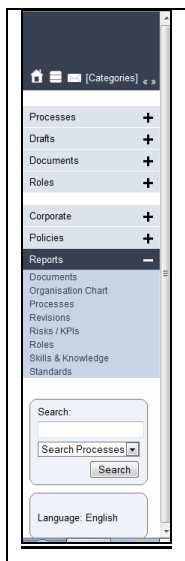
Alternative (.alt.htm) “Welcome” page: the new underlying structure makes it easier for you to create and update your own “picture” and navigation links for your published management system.



The User Guide has an example of the contents of a typical alt page.

You can now select which page users should see as the Home page for the published system (your own “alt” page, the default Portal page, List of Processes, List of Documents) (*).

SIDE MENU



If **Categories** have been defined, these are available (*) as an alternative index to Processes / Documents.

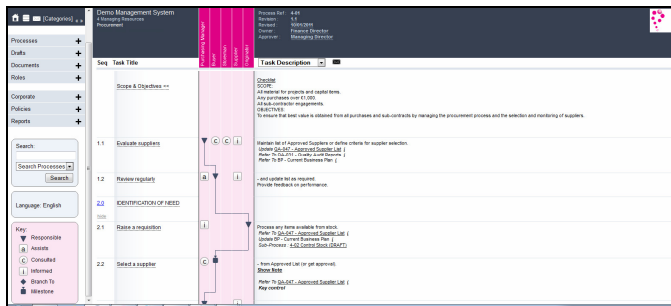
We have disabled the “zero width” option for the sidemenu (*).

In the side menu, an individual item selected to be shown as a “direct link” (ie rather than within its own group) is now shown under a single “**Links**” grouping (*). Selecting this opens up the list of the individual documents.

Additional online reports have been added (*). These (with the current reports and Organisation Chart) are all now available under the “**Reports**” link.

If an **Alternative (.alt.htm) “Welcome”** page has been designed (see below), the links to the Home page and to the Portal page have been amended.

FLOWCHARTS



The **symbols** used for role involvements (RACI) have been updated and redesigned (*). The Responsible symbol is now a solid triangle, as is the “Branch to” and the (new) **Milestone** (previously called “Decision Gate”).

We have also simplified the “Branch to” symbol options, so that if a task is not linked to the next task we now use the complete “diamond” symbol.

Toggle options for Task Descriptions (*): instead of having separate headings for each option, these are now shown in a drop down list.

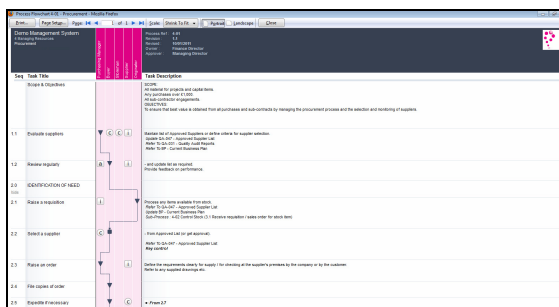
Custom colours: the colour selection options have been amended and extended to match the new style.

Search: the search options (for Process, Documents, Roles).are now a drop down list rather than separate buttons (*).

Flowchart legend (*): the legend for the symbols used on a flowchart have been moved from the process header (where they sometimes took up more space than we would have liked) and are shown at the foot of each flowchart.

In PROMANADE **ADVANCED**, they are also shown at the foot of the side menu when a flowchart is displayed.

PRINTING



Printing a flowchart: the web Browser “View”, and the “**Print**” from the published system, now produce a (more than) acceptable printed output (*) without the limitations of the normal Browser Print functionality.

Note that you need to enable “Print Background (colours and images)” in Print Preview / Print Setup, and some pdf readers do not display the flowchart as precisely as the final printed output quality.

PDF version of a process: the PDF option has been moved from the Process menu to each individual flowchart (*).

As always, we would welcome your feedback and comments on the new look and functionality!

Insight through Clarity - Clarity through Insight - Precisely

February 2012