NINTEX PROCESS MANAGER
PROCESS EDITOR

OVERVIEW

Nintex Process Manager is a Business Process Management tool that allows organisations to document their processes in simple, easy-to-read process maps that encourage collaboration, feedback, and continuous improvement, with embedded process ownership and accountability.

The course is designed for both new and experienced Process Editors that are looking to understand the key elements required to create processes in Nintex Process Manager.

During this course, participants will learn techniques in writing engaging processes with easy-to-understand procedures, along with process capture approaches for converting existing processes or creating new processes in Nintex Process Manager.

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BENEFITS

By the end of this course participants should be able to:

- Understand the key process elements in Nintex Process Manager.
- Create engaging, easy to understand processes.
- Tag important information in processes such as systems, glossary items and improvement opportunities.
- Understand when and how to create process variations.

THE STRUCTURE OF THE WORKSHOP

WORKSHOP ONE

- Process Editing – The Basics
- Techniques for Creating Engaging Processes
- Converting Complex Processes
- Link Processes in Nintex Process Manager
- Process Tagging, Timeframes and Costs
- Manage Process Variations
- Overview of the Process Approval Workflow (if function turned on)

WORKSHOP TWO

- Process Capture Techniques
- Process Capture Workshop – Bring your Own Process