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WebFlowChart Manual

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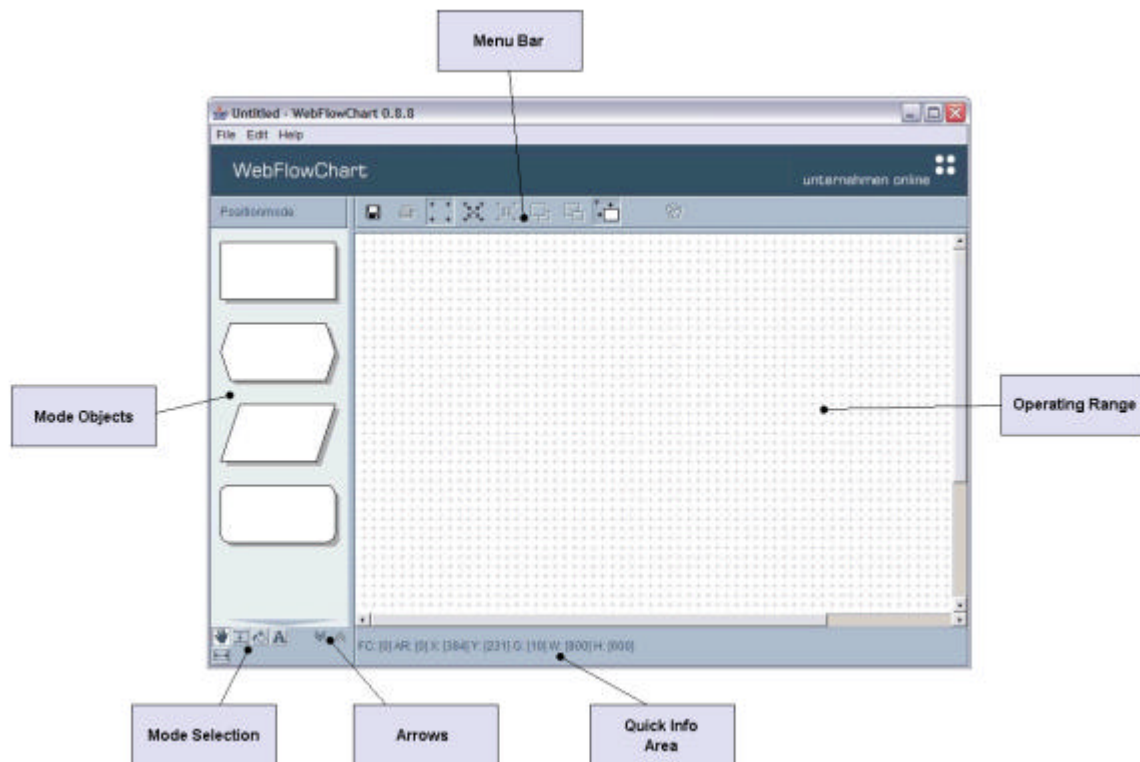
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1. INTRODUCTION

The FlowChart generator allows you to create process charts, flowcharts and organization charts.



1.1. Menu Bar

The menu bar contains different functions, as e.g. „Save“, „Delete“ etc.

For further information see chapter 3.

1.2. Operating Range

The operating range allows you to position Flowchart elements and connect them with each other.

The size of the operating range adapts automatically to the content or you specify a fix size.

1.3. Quick Info Area

Here the following informations are displayed:

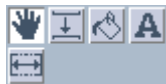
Sign	Meaning
FC	Number of FlowChart objects
AR	Number of arrow objects
X	x – position of the mouse cursor
Y	y – position of the mouse cursor
G	Matrix size
W	Document Width
H	Document Height

1.4. Arrows

The arrows allow you to scroll in the mode object area.

1.5. Mode Selection

Here the corresponding modes (positioning mode, linking mode, coloration mode, text mode, size mode) of the WebFlowChart Editor are selectable.




1.6. Mode Objects

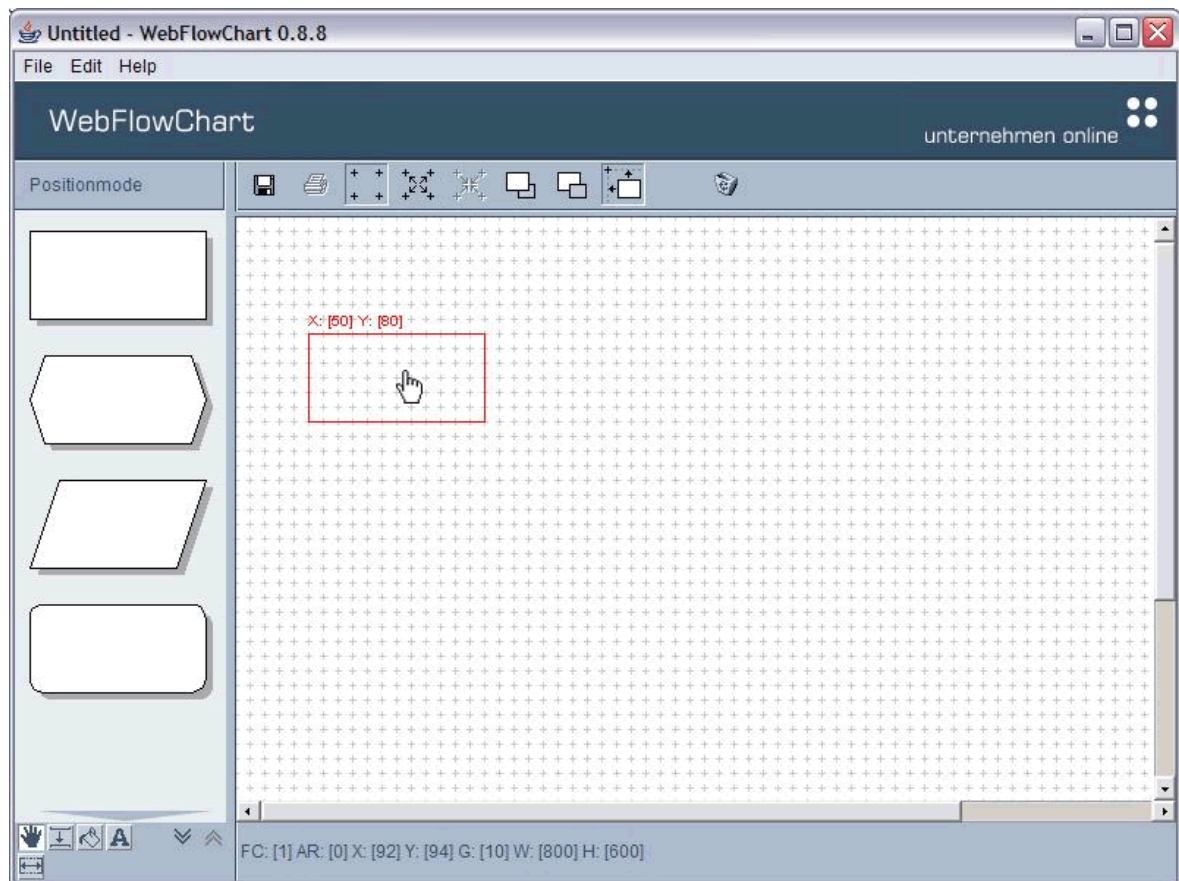
Depending on the selected mode, here e.g. the Flowchart elements or the color values for coloration are selectable.



2. MODES

Five different modes are available, which allow you to edit the document.

2.1. Positioning Mode

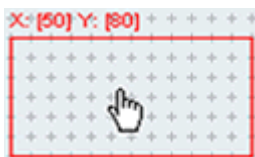
Button	Description
	The positioning mode allows to add a Flowchart element to the operating range or to modify the position of an element or an arrow.



With the arrows   the selection of the Flowchart elements are modifiable.

In order to add Flowchart elements, select a Flowchart element and drag it to the worktop.

It is possible to modify the position of Flowchart elements on the worktop. Select an element and drag it to the desired position by holding down the left mouse button.




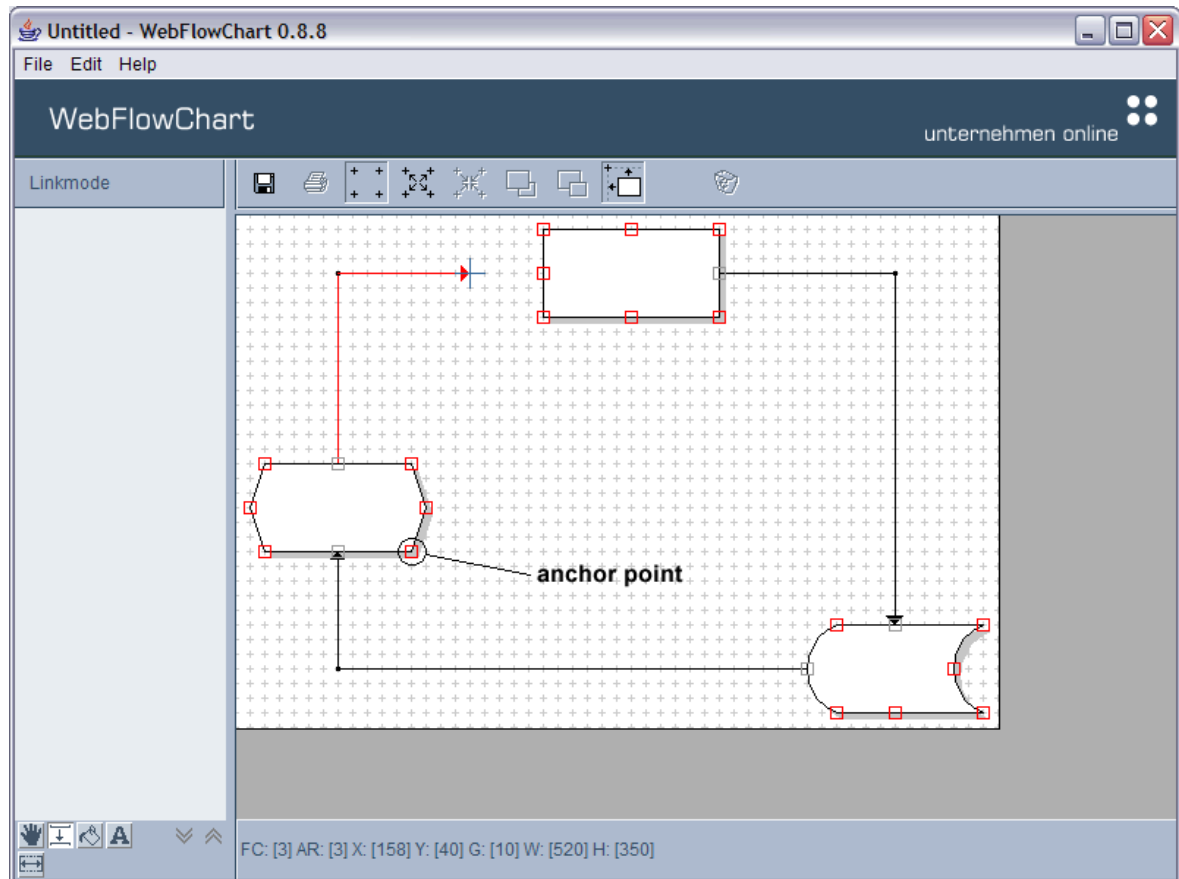
The X, Y coordinates indicate the position of the above left corner of Flowchart element inside the document.

A Flowchart element can be deleted by clicking on a Flowchart element and following by

- clicking on the paper delete symbol
- pressing the „Del“ key or
- clicking on the right mouse button and then clicking on „Delete“ in the context menu.

2.2. Linking Mode

Button	Description
	With the linking mode Flowchart elements can be linked among each other with arrows.



Flowchart elements are linked over the above displayed anchor points (red square). An arrow is created automatically. In order to create further intermediate points, click at the desired position on the worktop and a further intermediate point will be created.


By clicking on the anchor point with the right mouse button, the arrow will be released from the Flowchart element. With the left mouse button the arrow can be fixed again at another anchor point.

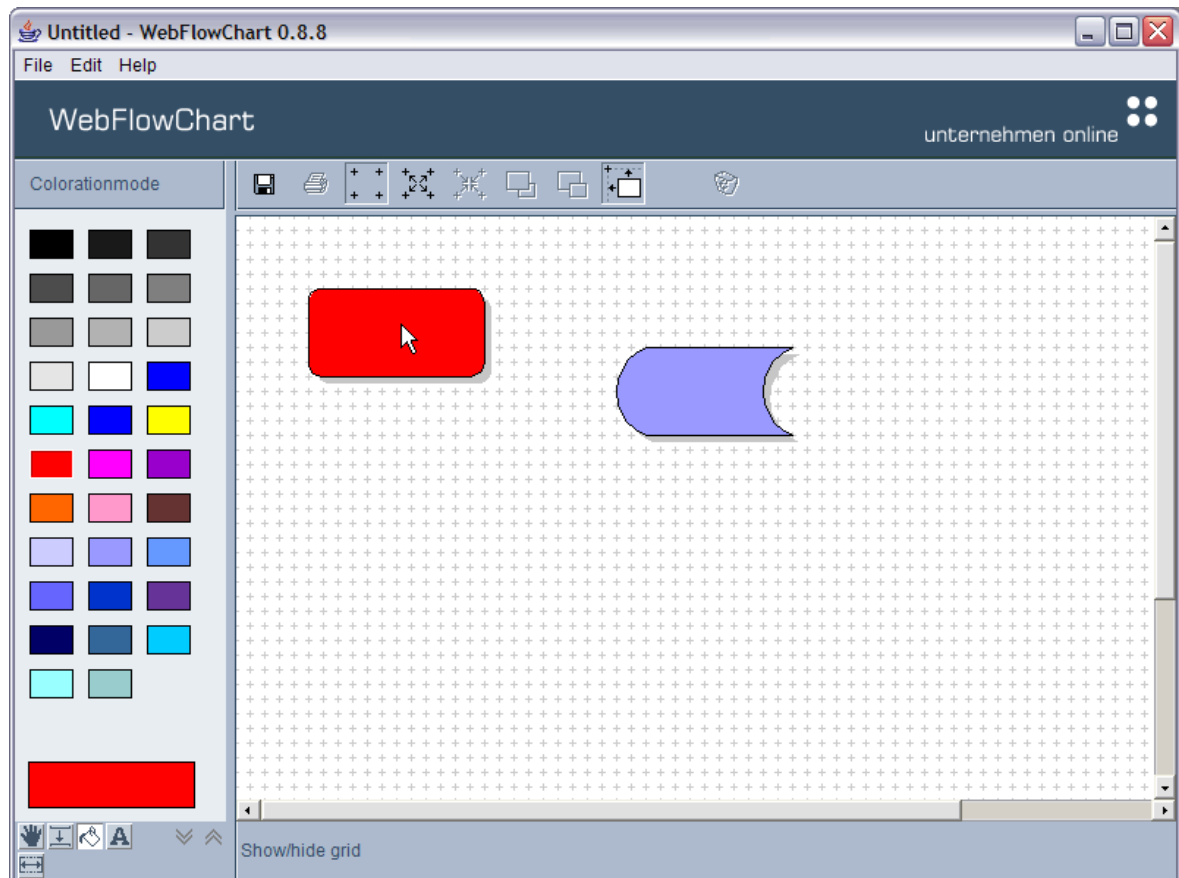
Clicking again on the right mouse button after release will delete the last set point. By clicking once more, further points get deleted.

After removing the final point, also the arrow will be removed.

Mark one or more anchor points with the left mouse button. With the „Del“ key or the paper basket symbol all marked arrows get deleted.

2.3. Coloration Mode

Button	Description
	The coloration mode allows you to assign colors to the document and single Flowchart elements.




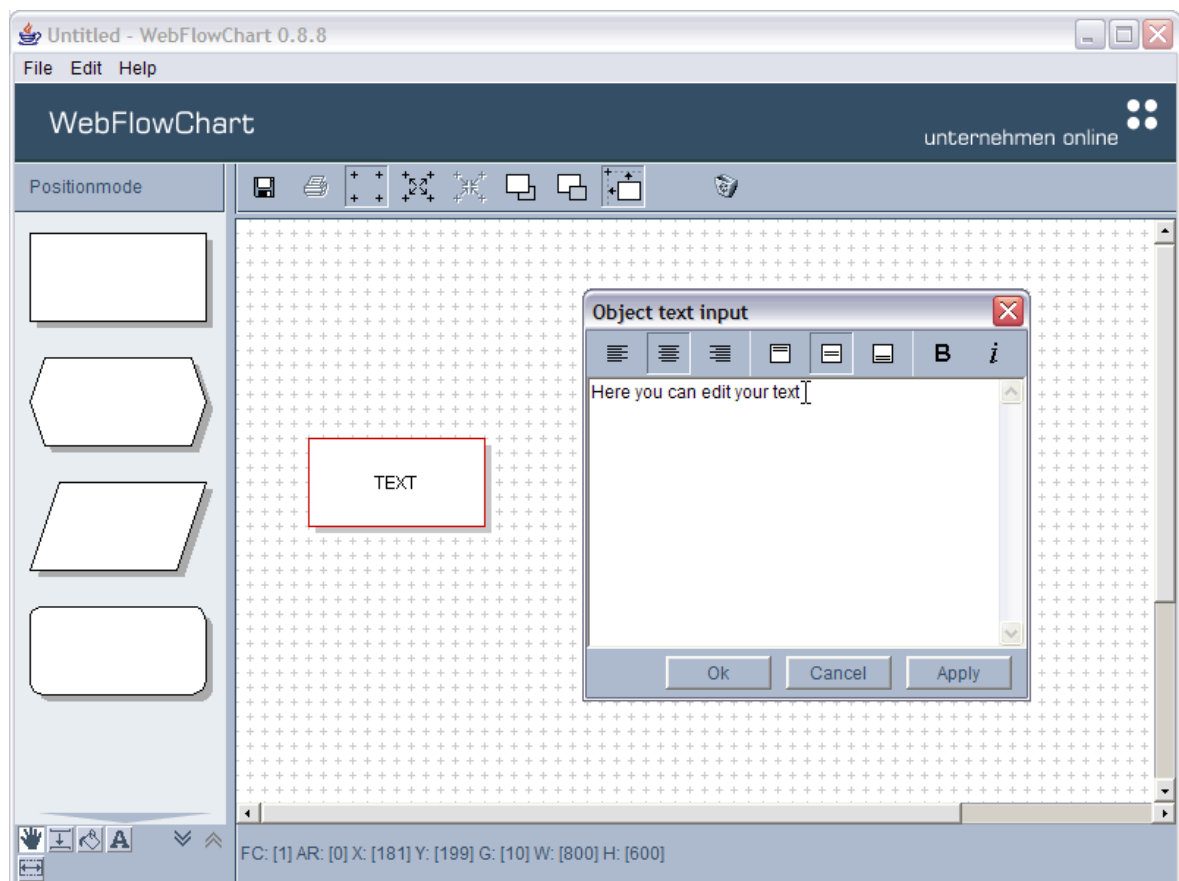
Choose the desired color with the left mouse button.

The background color can be changed with the right, the foreground color (fonts color) with the left mouse button.

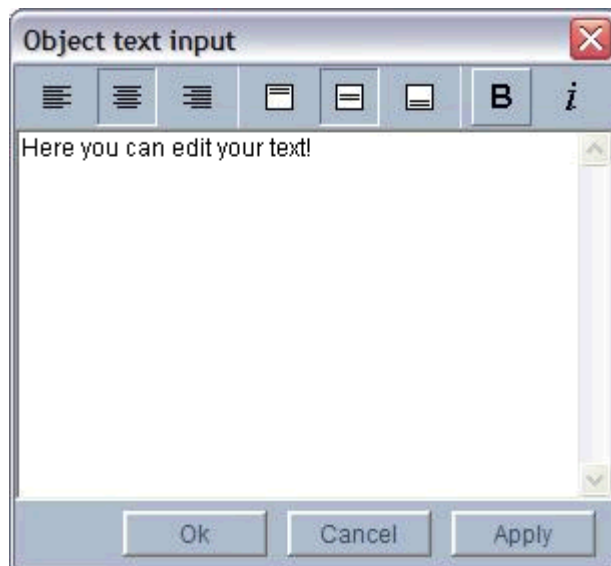
The same process is valid for the worktop, as for the Flowchart element.

2.4. Text Mode

Button	Description
	The text mode allows you to enter text into the Flowchart elements.



Click onto the concerning Flowchart element with the left mouse button and the following textbox will open.



With the **“OK”** button modifications are accepted. For applying changes without closing the dialog press the **“Apply”** button. To discard all changes and closing the dialog press the **“Cancel”** button.

2.5. Text Formattings

Following text formattings are available for Flowchart elements:

2.5.1. Horizontal Alignment

Button	Meaning
	Aligns the text left justified
	Centers the text
	Aligns the text right justified


2.5.2. Vertical Alignment

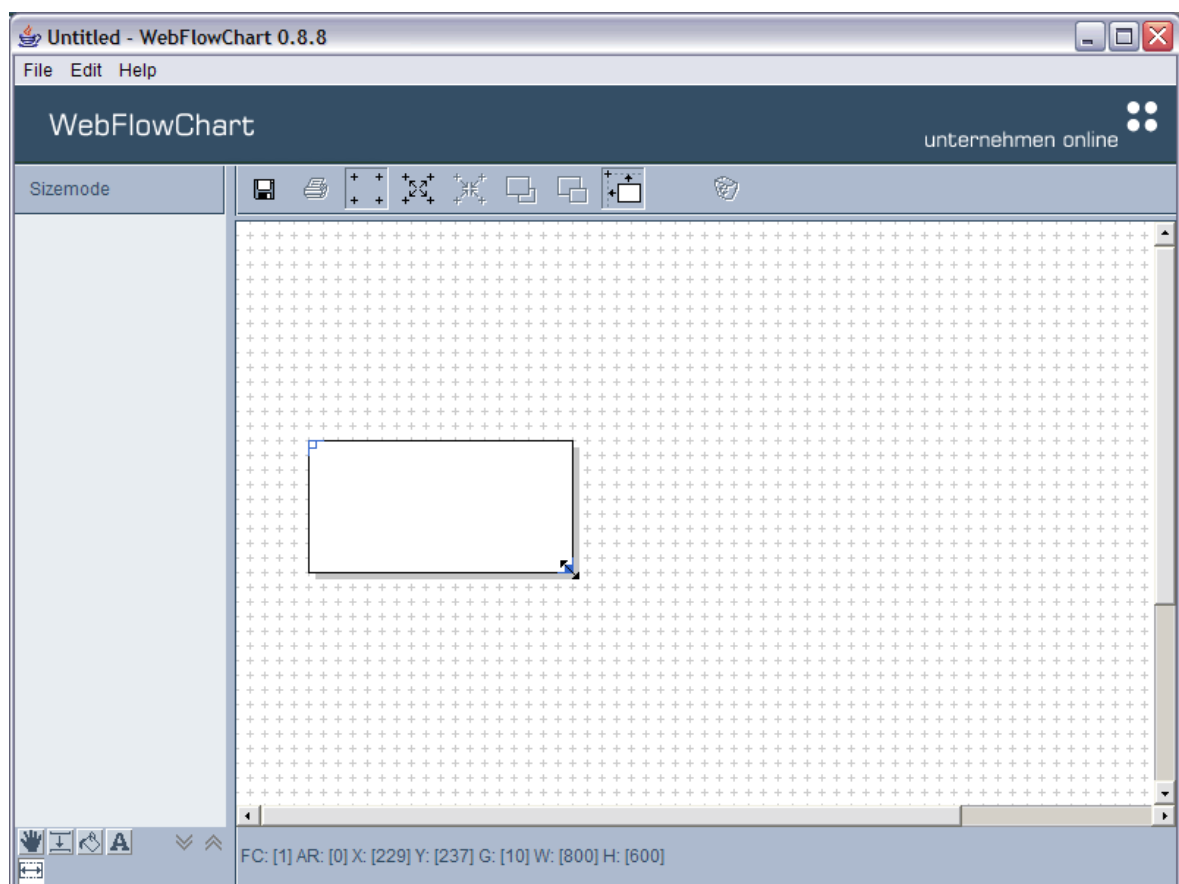
Button	Meaning
	Aligns the text at the top of the Flowchart element
	Aligns the text in the middle of the Flowchart element
	Aligns the text at the bottom of the Flowchart element

2.5.3. Font Formattings

Button	Meaning
	Text is displayed bold
	Text is displayed <i>italic</i>

2.6. Size Mode

Button	Description
	The size mode allows you to modify the size of the Flowchart elements.

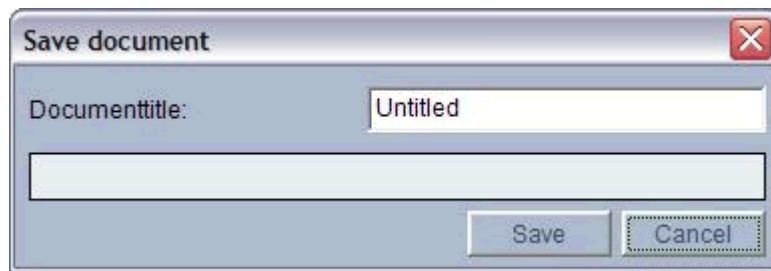


In order to modify the size of a Flowchart element, touch the marked corner with the mouse arrow and form it into the desired size by holding down the left mouse button.

3. MENU BAR








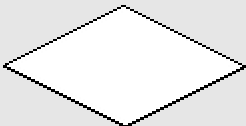
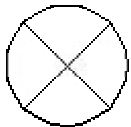


The save symbol allows to save the document.






Fill into this window the title and click on „**Save**“.

Button	Meaning
	With the matrix symbol the matrix can be switched on / off. Alternatively press the key „ G “.
	With the matrix size symbol the matrix can be scaled up. Alternatively press the key „ + “.
	With the matrix size symbol the matrix can be scaled down. Alternatively press the key „ - “.
	With the layer symbol a selected Flowchart element can be set into the foreground.
	With the layer symbol a selected Flowchart element can be set into the background.
	The “matrix alignment” symbol allows you to adjust Flowchart elements relative to the grid matrix. Alternatively press the key „ S “.

4. FLOWCHART ELEMENTS

Symbol	Description
	Processing / Activity Working step inside a business or sub-process.
	Organization Resources Resources of the duty carrier for handling of a process.
	Start Event / Trigger Marks the begin of the process. As a rule effected by the customer.
	Duty Carrier Either the dealing with department or position.
	Mechanical Processing Marks automatism inside a business or sub-process
	OR – Branching / Decision Can additionally mark „alternative“ (equivalent) possible solutions.
	AND – Branching / Parallel Run Can additionally mark „alternative“ (equivalent) possible solutions.
	Sub-Process Display of particular processing steps, which can be summarized logically inside a business process to a single term.
	Printout / List Marks the printout, a list or a paper document.

	Temporal Interruption A further processing follows at a later moment.
	Termination of the Further Processing Termination of the processing, which has been taken up after a temporal interruption.
	Textbox This is not a Flowchart element but a pure textbox, inside which a text can be entered.