

QPR Suite 2019

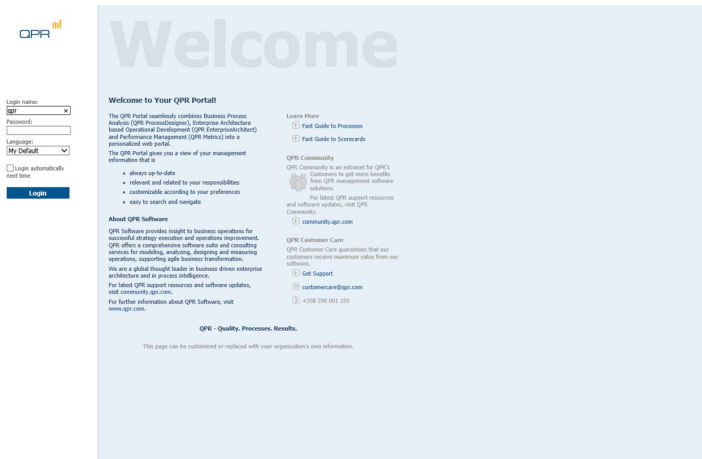
Fast Guide to Processes in QPR Portal

This guide provides you with a quick overview to the most relevant functionality related to browsing process models in QPR Portal.

Opening Portal and Logging In

Start the QPR Portal by selecting Start -> All Programs -> QPR Suite 2019 Servers -> QPR Portal.

You can login to the QPR Portal by entering your username and password to the fields on the left side. The default user for all QPR products is 'qpr' and the password is 'demo'.



Tabs of QPR Portal

There are four main tabs available in QPR Portal:

My Contents: Here you can see e.g. your bookmarks, responsibilities, and briefing booklets published to you.

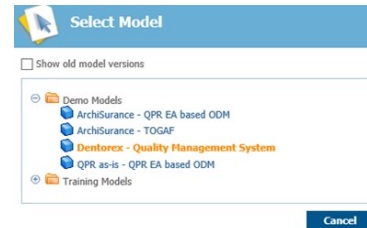
Processes: Here you can browse process models. This guide focuses mainly on this tab.

Scorecards: Here you can view measures of your organization's balanced scorecard.

Actions: Here you can create and view actions related to process models, scorecards, and to your organization in general.

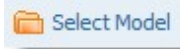
Selecting Models

To select a model, go to the Processes tab and click **Select Model** in the left frame. A dialog for selecting a model is displayed.



Navigation

Navigating the process models is easy and straightforward. In the Diagrams view you can select the desired diagram from the navigation frame (A) and a diagram view for the corresponding level is opened in the viewing frame (B). The toolbar buttons function as follows:



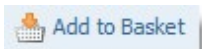
Opens a model selection window.



Prints the active diagram.



Opens the bookmark window. See the next section for more information.



Add elements from the active diagram to the basket for later reuse.



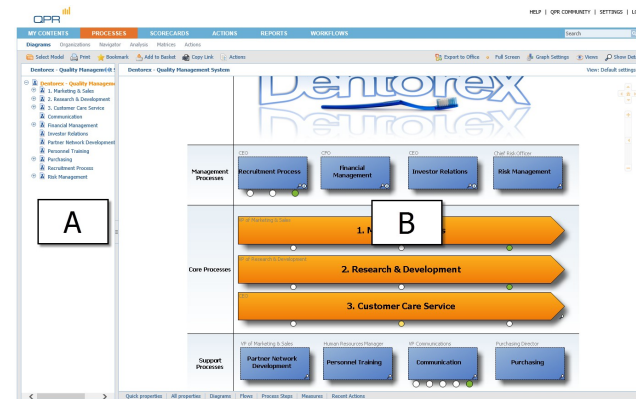
Opens the Actions view showing all actions connected to the current diagram. See the Commenting and Action Planning section.



Opens a dialog for selecting pre-defined view settings for the diagram view.



Switch the view to a more detailed mode.



Elements on Diagrams

Clicking the element symbols opens the details of the elements or opens a new child diagram in the case the element is a diagram. You can identify diagrams by shadows behind the elements. Diagrams have a magnifying class icon for opening a details view and can include also an information item icon as well as indicators of linked QPR Metrics measures.



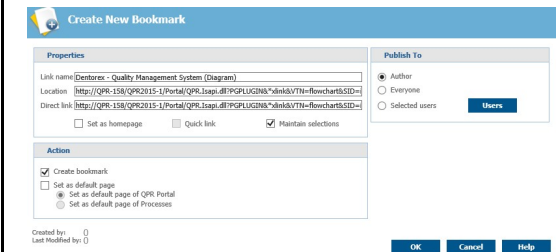
A diagram element with attached information items and indicator from a linked QPR Metrics element

Bookmarking

To bookmark the currently active diagram, click **Bookmark** in the toolbar above the diagram.



To change the default name of the bookmark, change the text in the **Link name** field. Click **OK** to create the bookmark.



The bookmark is now available in the Home view under the My Contents tab.



Commenting and Action Planning

You can leave comments and create action plans, among other things, related to the diagrams you are browsing. To add a comment or an action plan, click **Actions**. This opens a view listing all actions connected to the active diagram. To add a new action, click **Add**. In the window that opens, select the desired action type from the drop-down list in the upper right corner.

Create Action Plan (Action type: Action Plan)

Description
 Header: []
 Description: []
 Progress: [] %

Roles
 Owner: [] [Select]
 Assigned to: [] [Select]
 Approved by: [] [Select]

Dates
 Start date: Year: 2014 Month: December Day: 10
 Deadline: Year: 2014 Month: December Day: 10
 Date stamp: Year: 2014 Month: December Day: 10 [Select Period...]

Category: [Not categorized]
Status: [New]

Linked to
 Discussion Forum [] [Add] [Remove]

Publish To
 Users of linked elements
 Author
 Everyone
 Notify via e-mail [Users]

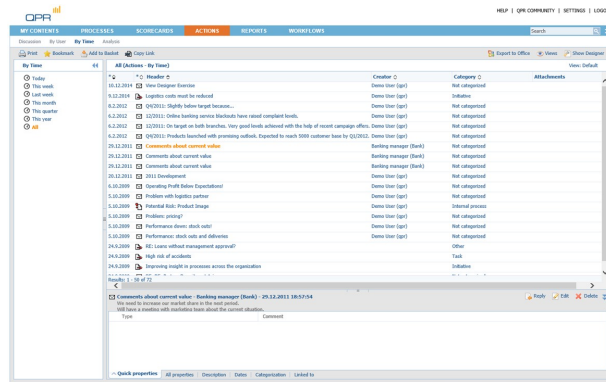
Attachments
 [] [Add] [Delete]

Created by: []
 Last Modified by: []

[OK] [Cancel] [Help]

Action editor for an action plan

Fill in the fields and click **OK** – the action is now added to the list.



Action listing with a comment

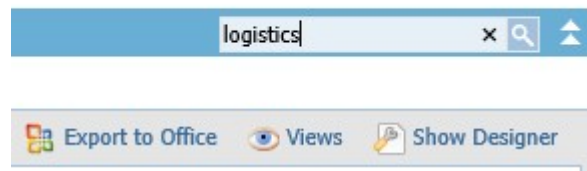
Full Screen Viewing

To view a diagram in a full screen mode, click the **Full Screen** button at the upper right corner of the view. Similarly as in the normal browsing mode, you can further control the size of the diagram with the **Graph Settings** menu. To exit the full screen mode, just close the corresponding browser window. You can now continue your session from the point where you activated the full screen mode.

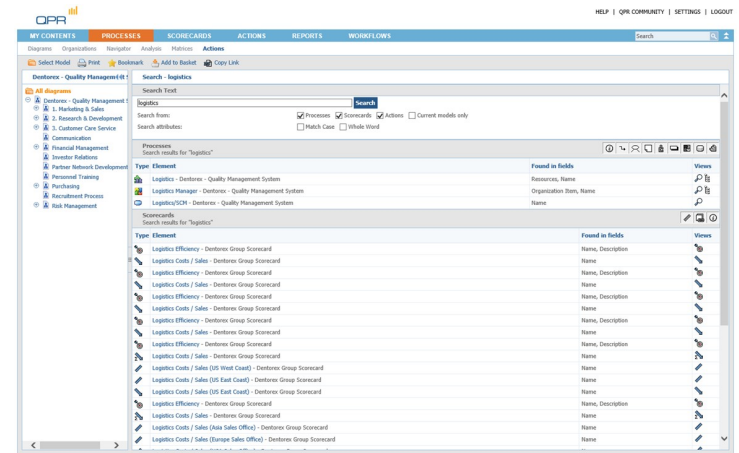
Searching

To search for information in QPR Portal, enter the desired search text into the quick search field and click the Search button to perform a search with the terms you entered.

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The results of the search are opened into a search view in which you can fine-tune the search to get more accurate results.



Search results for "Logistics" search

Search Text
 logistics [Search]

Search from: Processes Scorecards Actions Current models only

Search attributes: Match Case Whole Word

Fine-tune your search with the options shown above.

Ending your QPR Portal session

Select Logout from the upper right corner to log out and end your QPR Portal session. In the case automatic login using cookies has been enabled, you have the option to clear your login information at this point.

You have logged out from QPR Portal. Cleaning up cache and page history is recommended.

Relogin

For more information, see QPR Community at <https://community.qpr.com>

QPR Customer Care
 E-mail: customercare@qpr.com

Phone: +358 290 001 155
 See opening hours at <http://www.qpr.com/support/>