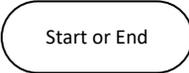
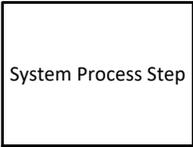
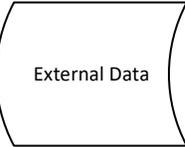
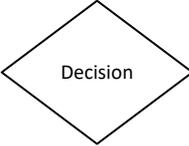
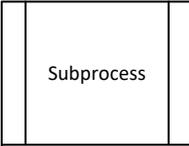
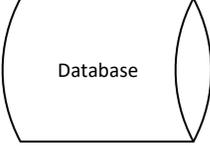


Business Process Map Key – Basic Flowchart Shapes

	Designate the start and end boundaries of the process with this shape.		[Optional Shape] Process may include steps from two systems. In the event your BPM does include more than one system it is preferred to use cross-functional separators. If that is unreasonable it is permissible to color code.		Connection or use of external data.
	Individual process step.		Digital Notification within a system (e.g. Workday notification, email, text, etc.).		On page reference used to connect processes that would otherwise look too complex or create confusion
	Process step in which a decision or decision criteria influence the next step.		A report that may be an input or output for processes.		Off-page reference used to connect processes that would otherwise look too complex or create confusion. BPM creators choice whether the subprocess step or off-page reference is most appropriate.
	Identifies an subprocess included in the step. Typically each subprocess should have an accompanying process map. BPM creator makes decision whether this icon or off-page reference is most appropriate.		Connection to database.		Process steps outlined in a Red, 4.5 pt weight outline indicate a potentially confusing user experience that may need an additional instruction or step outside of Workday.

Business Process Map Key – Cross Functional Flowchart Shapes

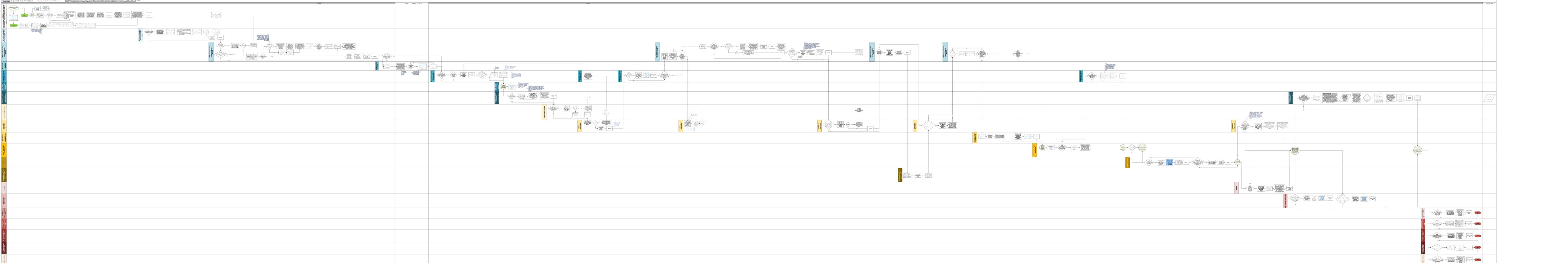
Cross-Functional Flo...

- Swimlane
- Separator
- Swimlane (vertical)
- Separator (vertical)

Use the Cross-Functional Flowchart capabilities to delineate processes by system and role.

- Horizontal Swimlane – roles/security role
- Vertical lanes – System, offline, or data/docs/reports
- Create vertical lanes with the vertical “Separator”

Business Process Inventory ID# - Process Category - Process Title <small>(Ex. 1.1 – Requisitioning – Creating a Requisition)</small>			
	System No. 1	System No. 2	Offline
Role No. 1			
Role No. 2			
Role No. 3			



Legend [Illegible text]	Change 148 Review Definition [Illegible text]	Review 148 Review Definition [Illegible text]
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[Illegible]

