

MANUALS WRITING

Graphics for 'What is a process?' blog

Professional Word Services website, www.profwordservices.com.au

Stage table

Stage	Description

Stage	Who is responsible	Description

When-Then table

When ...	Then ...

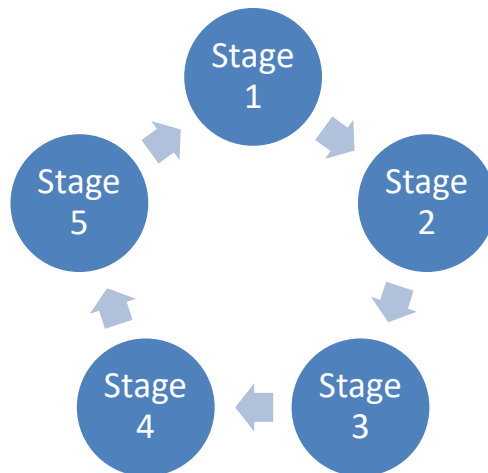
When ...	Then ...	And ...

Word's SmartArt has many useful graphics for illustrating processes. Here are some examples.

Linear process



Cyclical process



Example of a documented process

The Index File Creation Process

Description The index file is built for each individual search field and search field value. It points to the unit record and is created by the Batch Extraction Process.

Diagram The diagram below illustrates the Index File Creation Process.

```

    graph LR
      A[DSF Database] --> B["$PROG OP"]
      B --> C[PROG EXC]
      C --> D[Index Records]
      C --> E[Unit Records]
  
```

Process The table below describes the Index File Creation Process for the Select Purchasing System.

Stage	Description
1	The Database for Search Fields (DSF) identifies the field that may be used to query data.
2	The Search Field Optimisation Program causes the system to create an optimised search field record on the DNO database.
3	The Batch Extraction Program is executed and selects or filters the application records you wish to query.
4	The index records and unit records are created.