# COMIDOR LOW-CODE AUTOMATION PLATFORM



# COMIDOR v6.0 PLATFORM OVERVIEW

# TABLE OF CONTENTS

What is Comidor	01
ENTERPRISE LOW-CODE	
App Builder	02-08
HYPER-AUTOMATION SUITE	
Business Process Management	
Workflow Automation	12-14
Business Rules	15-16
Integration: Rest Services	17
Robotic Process Automation (RPA)	18
Artificial Intelligence (AI) / Machine Learning (ML)	19-21
Advanced Case Management	22
Process Intelligence	23-25
TRANSFORMATION MANAGEMENT	
Business Architecture	26-28
System Administration	
Business Performance	
DIGITAL WORKPLACE	
Digital Workplace	
Enterprise Collaboration	
Files and Content Management	
LOW-CODE MARKETPLACE	
Application Marketplace	
Business Apps	
COMIDOR PLATFORM	
Cloud and Mobility	40-42
Security	43
Making the difference with Comidor	44



## WHAT IS COMIDOR

## CREATE VALUE FOR YOUR BUSINESS AND MAKE A DIFFERENCE

#### WHEN LOW-CODE MEETS HYPER-AUTOMATION IN THE DIGITAL WORKPLACE



Comidor is a Low-Code Automation Platform which empowers any organisation, team, or professional to build, automate and share applications and workflows, simplifying digital business transformation and automation.

#### COMIDOR HELPS YOU TO CREATE VALUE FOR YOUR BUSINESS BY

**Building new applications** 

Automating end-to-end Workflows

Using emerging technologies at scale

Empowering People to do their best





# ENTERPRISE LOW-CODE

From idea to application with No-Code/Low-Code



When Low-Code meets Hyper-Automation in the digital workplace

## APP BUILDER

Build custom apps with Comidor App Builder, where no development skills are needed. Design, configure and optimize current business processes using marvelous functions.



The 10 steps that turn your idea into a business application:

Step 1. Enter the basic information of your application and choose between table and report application

Restaurant Reservatio	on Sync					0	(0) C	::>
Basic Info Data Model	Table	Forms	Widgets	Tabs	Workflow	Event Scripts	Overview	Publish ()
Application Type		Table A	pplication					
Report Entity								
Entity		RRS						
Application Name		Restaur	ant Reservation Syr	nc				
Description								
Is process enabled								
Access Rights		Everyor	ie					
Locked								
Has customizations								

#### Step 2. Model the data with custom or pre-built fields

~		Table	Forms	Widgets	Tabs	Workflow	Event Scripts	Overview	Publish 10
nta Model									
C Search	٩						+	Import Excel/CSV	Import Data
	Label				Туре		Size	Column name	٥
Choose restauran	e.				Number		9 USR	CHOOSE_RESTAURANT	
Entity *	RRS								
Label *	Choose restaurant	Auto-generate na	ime						
Column name*	USR_CHOOSE_RESTAURAN	T Field as viewed in databas	e						
		~							
Type*	List (Key   Value)								
Type *	List (Key   Value) Key	1	Value						

In the Data Model, you can add all fields that you wish to be used in the App.

Create your own custom fields from scratch or import an Excel/CSV file.

Specify the label, type, and size of each field.

User field types: Text, Memo (Paragraph), Number, Binary File, Drop-down list (Key-Value or Comidor Database lists), Excel, Currency, Checkbox, Date, and more.

Restaurant F	Reservation Sync					0	(0) 🗅 🔍 🕹	:: ×
Basic Info Da	ata Model Table	Forms	Widgets	Tabs	Workflow	Event Scripts	Overview	Publish 🛈
Table Columns       E C       Search	Q							+
Position		Label				Column		4
0				JP_PROCESSE	S.STATE			
1				RRS.USR_REF	NO			
2				RRS.USR_FIR	ST_NAME			
3				RRS.USR_LAS	T_NAME			
4				RRS.USR_PH	ONE			

#### Step 3. Define the table columns

Determine which columns you wish your App to have in the main table.

• Re-arrange the position of each column with drag-n-drop.

• Add label to the column name, set Prefix or Suffix to be displayed before or after the value of each entry, select the preferred alignment and other properties.



#### Step 4. Create the visual form and the layout of your business application

mary									
Basic Info	Data Model	Table	Forms	Widgets	Tabs	Workflow	Event Scripts	Overview	Publis
rms									
C Search	۹								
				Title				٠	Ŧ
Blocks		S Panei				9			
	ction Code	Customer de							
	<b>J</b> tyle	First Name							
Aisc		Last Name							
Group		Phone							
ields									
Search		Email							

- Forms can be used as Main forms in a Process, or as forms inside the Activities.
- Design your form easily, with drag-n-drop, and group them with Sections.
- Multiple Columns, Paragraphs, and Style may be added inside a Form
- Forms may have their own view and change rights
- Fields added inside forms may be "read-only" or "read/write" per form
- Fields added inside forms may be mandatory or not
- Forms may be supported with scripts

III Panel	Section	Code					
-	_		Q° Panel				
¶ Paragraph	<b>∃</b> Style		4	J	Field: Phone		Delete
Misc			Customer details				
Group			First Name		Mode	Editable	~
Fields Search			Last Name		Label		
ID	nt Reservation	n Sync	Phone *		Tooltip		_
OWNER_IE VALID_FRO VALID_TO ACCESS_C	M		Fmail		Pattern		_
CHANGE_U CREATE_U CREATE_D	CODE SER		Process Info		Pattern Error Message		_
UPDATE_U UPDATE_C Process	ISER		State	~	Required	2	
► Proc Ref no First Nam			Stage		Alignment	Auto	
Last Name Phone Email			Started at		Placeholder		_
Reservatio Date Time	n type		Finished at		Element CSS		_
Covers Duration					Element CSS Class		



22

1440

#### Step 5. Create Widgets and visualise your data





#### Step 6. Create Tabs

- Use tabs to have complete control over the accessibility of your application.
- The tabs can appear inside records (as a tab at the left part of the record) or at the summary table of the application.
- A tab can be a table from any Comidor entity, HTML, or a widget.



#### Step 7. Link a Workflow to the App



**Step 8**. Write scripts for a certain data type to be executed before/after/on a specific event

Vendor Invoices						0	0) <b>ک</b>	::>
Basic Info Data Model	Table	Forms	Widgets	Tabs	Workflow	Event Scripts	Overview	Publish
						Save	Save and New	Cancel
Basic Info								
Procedure Name *		Vend	or evaluation script					
Data Type								
Event Type Prefix		Search	h					
Event Type		Search	-					
Position		AppRe						
		DataS						
Parameters		TaskR						

**Step 9.** Customise your App. change the fonts, colors of your app. Activate the File view tracking feature.

Configuration	• •	<b>V</b>				<b>v</b>	<b>U</b>	
Basic Options	Data Customization							Track File Views
Include notes 🔽	Prefix		Purc	hase Order.				
Include tags 🔽	Suffix			CSS Des	ign			
Include links 🔽	Incremental No Field		Refr	o Select fo	at size			
Update Mode 🗹	Level 1 Categorization		Stag		11-5120			
Delete Mode 🗹	Level 2 Categorization			Select fo	nt-color			
Allow user layout change	Level 3 Categorization			Select ba	ckground color			R G B
	ish your App			Select bu	itton color			

#### COMIDOR OVERVIEW

#### PAGE | 07

From the Custom Apps, you are able to navigate through all the custom apps, select the one you want to access and view all the entries or add new entries.

	×	Purchase	Order Proce	55					Report 💿
Views >		≡ C <sup>e</sup> Se	arch	Q					
♥ Filters ▶	0	PO Nur	nber State	Company Name	Vendor Contact	Total Amount	Line Manager Review	Supply Manager Review	Head of Finance Review
		PO.171	Completed	Britling Co	r5rti6t	0.00	Approved		
🗅 Groups 😽	Ľ	PO.172	Completed	Comidor Ltd	Kevin	1800.00	Approved	Approve	
③ Recent	11	PO.173	Completed	Voila Cosmetics		0.00			
	11	PO.174	Completed	ABC	John	81.60	Approved		
~	3	PO.175	Completed	Britling Co	john	82.80			
> Complete Purchase Order det	3	PO.176	Completed	ABC	Mary	180.00	Approved	Approve	
Line Manager Purchase Orde	2	PO.177	Completed	ABC		0.00			
		PO.178	Completed	l Comidor Ltd	John	648.00	Approved	Approve	
> Retail Manager Purchase Ord	2	PO.179	Completed	ABC	Kevin	3000.00			
> Submit Purchase Order Details	4	PO.180	Running	ABC	Smith Adam	0.00			
		PO.181	Running	ABC		30.00			

If the App is Process enabled and linked with a Workflow, more Tabs appear in the left-side menu, such as Workflow Tasks, Attachments, Workflow audit.

RELATIONS	Purch	hase Order Summary	Summary	Document Preview	Purchase Order			
Subprocesses	Wor	kflow: Purchase Ord	er Process 🖵					
Workflow Tasks	3							
Related Tasks		Tit	le	Assigned to	Date Started	Date Ended	Scheduled duration	Duratio
		Submit Purchase Order	Details	Admin Poweruser	Feb 24, 2021 7:32:00 AM	Feb 24, 2021 7:33:42 AM	0.00	0.00
Norkflow audit	~	Line Manager Purchase	Order Review	Admin Poweruser	Feb 24, 2021 7:33:00 AM	Feb 24, 2021 7:37:56 AM	3.00	3.00
	-	Retail Manager Purchas	e Order Review	Retail Management	Feb 24, 2021 7:38:00 AM	Feb 24, 2021 7:38:42 AM	0.00	0.00
OWNERSHIP								

What's more, you have the ability to define whether the users can export or print the records of Applications.

• Enable the Allow Print and Allow Export options in the App Builder

• Click on the actions button of your App and choose whether you would like to print or export the data in your table

G	Search.		2							₹	Export
PO	Number	State	Company Name	Vendor Contact	Total Amount	Line Manager Review	Supply Man	ager Review	Hea	8	Print
PO.1	72	Completed	Comidor Ltd	Kevin	1800.00	Approved	App	rove			
PO.1	76	Completed	ABC	Mary	180.00	Approved	App	rove			
PO.1	78	Completed	Comidor Ltd	John	648.00	Approved	App	rove			

### App Initiation from incoming Email

Boost your business process automation by including incoming emails as triggering points of an application.

- Define the email account whose incoming emails will be monitored.
- Map keywords, so when you have an incoming email, the system will search for them in the subject of the email. If the keyword is found, a respective app will automatically start.
- Attachments, hardcoded values, and other data from email subject or body can be fetched into user fields.

### Public forms

Forms are designed to be also embedded as Public forms in other websites, so that clients are not required to log in to Comidor. Making it thus possible to add a form that triggers a workflow in every web page just with HTML.

Public forms are embedded forms similar to the quick add forms in Comidor, including all user fields and business rules. This feature is available to all quick add forms of user applications.

	Raise a I We are here to		
-	olease take a moment to read our privacy policy. and a team member will reach out to you shortly	Customer request JP_PROCESSES.APP_000037 Easic Mo	✔ Cutome request mangement
		Tote Access	Customer request Everyone
Customer req	uest		Customer request Everyone Is not primary form
Customer req	uest	Acoms	Deryone
☆ Name	uest	Access Premary	Everyone Is not primely form
☆Name Company name ☆Email ☆Subject		Access Primary Quick	Everyone Is not primary form In quick add menu
✿ Name Company name ✿ Email ✿ Subject	uest	Access Primary Quick Form DivisionRunctionel Group	Everyone Is not primary form In quick add menu Germary Genary Biological # specific RAD_ARS_INTERCO (DISEA # specific RAD_ARS_INTERCO INTERCO
Company name	Lest	Actess Prowary Quick Rom Dussen/Runtlener Group Sorget before save	Everyone Is not primery form In guide add menu Constant C





# HYPER-AUTOMATION SUITE

Process Management and Workflow Automation



When Low-Code meets Hyper-Automation in the digital workplace

## **BUSINESS PROCESS MANAGEMENT**

Design, organise, optimise and automate all your business processes

- Monitor your processes through Workbench
- Create, re-use and monitor Repetitive Processes from Process Scheduling
- Easily create templates in Process Templates to re-use them quickly
- Notify your team or remind yourself of a specific process action with Notification Scenarios
- Automate standardised Processes with Workflows

### Easy monitoring in one place

Comidor Workbench provides an easy way of monitoring the Tasks, Processes, Notifications, Calendar, and Mailbox in one place.

It gives you the ability to connect an Email or Notification to a Process or Task just **by dragging and dropping**.

		Activity Stream			Tasks 🚦
C Search by title or account	State	Search by subject or account		8	0
Sorted by Description * 12 * G	roup by Type / Category 👻	Group by Date 👻			► Today
		Kay 6, 2021			* Overdue 37
► General		52 May 6, 2021		6	3 days ago Preparation of Presentation - Conference
Opportunity     General		Task Annual Contract 2021 Invoice for Contract Annual	al Contract 2021 has been created	2:12 PM	Richard Newton
13 Apr - 20 Apr		Richard Newton • ABC Task Annual Contract 2021 Invoice for Contract Annua	al Contract 2021 has been created	2:12 PM	7 days ago
Contract opportunity - Latin America		_			Annual Contract 2021 Invoice Richard Newton
Opportunities > Contract oppo					⊳Start - ✓ Complete - × Cancel III Pause - × Fail - ③Postpone - ①
New prospect in Chile covering many countries in LATA contract. Management to further investigate	A. Possibility on manufacturing		Category State Account Contact Workflow	Johns	turning see tal
	Info				Actors
Time		Delayed 23d 10h / 6d 7h	Assigned to Notify		ard Newton and Newton
470.62	%		Responsible group Administrator	Who	Jesale Management and Newton
Task count 0%		0/0	Administrator 2 Supervisor		
Tasks Workload (hours)		Completed 0.0 / 85.0	Juperton	Kichi	ard Newton
0%					
	<ul> <li>Processes</li> <li>Search by title or act</li> <li>Sorted by</li> <li>Description</li> <li>IE</li> <li>General</li> </ul>		<ul><li>✓</li><li>48</li></ul>	Group by Date • May 13, 2	ay subject or account
	► 1.MANAGEMENT		0		Invitation: Call with Mr. Smith - Partnership / Apr 12, 2021 will take 1:33 PM © Office premises on 4/6/21 15:00 hosted by Admin Poweruser
	► 3.SALES AND MAR	RKETING	2	• May 6, 20	021 2
	General     SMay - 5May     26     SMay - 5May     Candidate.35     SMay - 16Jun     Candidate.36	Thomas Monson • Comidor Task Annual Contract 2021 Invoice Annual Contract 2021 has been cre		PM Task A PM Thoma Task A	Is Monson • Comidor Innual Contract 2021 Invoice for Contract Annual Contract 2021 has 2:12 PM created Is Monson • Comidor Innual Contract 2021 Invoice for Contract Annual Contract 2021 has 2:12 PM created

### **Process Templates**

With Process Templates you can gather all your standardised processes in one place and have the guidelines you need to follow in specific company procedures.

The templates can be used either when directly creating a new process of any type or when using Quick Add for process initiation.

ocess Templates	Docum	ent Approval exam	ple template			/ 🗛 🗛 🕄
C Search		RELATIONS	Summary			
	User Fields	•	Basic Info		Description	
Document Approval example te	User Forms	•	Туре	General	This is a template on the d	locument approval process.
Stock Product Values template		OWNERSHIP	Category	2.PRODUCTS & SERVICES		
Training Process template	Administrator	Richard Newton	Assigned to	Creator, Creator's Manager Account Management	Estimated Workload	25.00
Health Survey	Supervisor Created on	Richard Newton Oct 20, 2020 11:24:35 AM	Role	CEO	Objective	Product Development
HR: Job Application template	Created by Updated on	Richard Newton Oct 20, 2020 11:24:35 AM	Priority	High		
Software Development Docume	Updated by	Richard Newton	Duration working days	10		
Document Approval Template			Initial State	Running		
HR: On-boarding template			Account	Johnson Ltd		
HR: Dismissal / Retirement Tem;			Workflow	Document Approval Workflow		
Training Template						
E-mail Campaign Generation Te						
HR: Roles & Activities of New Pe			Category	Documents		
			Responsible group	Templates		
			Importance	Normal		

### **Process Scheduling**

Manage your processes and avoid losing valuable time on rescheduling a repetitive process. Comidor allows you to set:

- The repetition of a Process (in minutes, hours, days, etc.) from a specific date to another one
- Administrators and assignees
- Access and change rights
- Notifications and reminders

ocess	Scheduling	Weekly status report						🖉 💁 🖸 🗙	
C	Search	OWNERSHIP	Summary						
		Administrator Richard Newton Supervisor Richard Newton	Basic Info				Additional Info		
	<ul> <li>Monthly report</li> </ul>	Created on Jun 24, 2020 827/14	туре	General			Responsible group	Administration Team	
	<ul> <li>Weekly status report</li> </ul>	Created by Richard Newton Updated on Apr 13, 2021 1:35:32	Business Function	1.MANAGEMENT			Importance	Normal	
	<ul> <li>Process Document Cha</li> </ul>	Updated by Richard Newton	Assigned to	Alexandra Birnie IT			Contact	Alexandra Binnie alexandrabinnie1@gmail.com	
	<ul> <li>Process Changes Audit</li> </ul>		Priority	Tep			Parent template		
	New Product "Aphrodic		Region Code				Personnel	Alexandra Binnie	
Ц	Repetition								
ľ									
	State		Ru	ning	× •				
	Repeat from		6/2	4/2020 📋 Until 12/31/	(2099 🛱 🦷				
					F	Reminder			
	Repetition pla	an	At 12	:00,only on Wednesday, every	year				
						Type		On task completion	
		() N	linutes Hourly Daily	Weekly Monthly Yearly		i)pe			
								○ On task time	
								0 O Days O Hours O Minutes	delav
			☐ Monday ☐ Tues ✓ Wednesday ☐ Thur						,
			Friday Satu					0 O Days O Hours O Minutes	befor
			Sunday						
						User		Isabella Hardey 🗙 💙	
						By email		✓	
						-,		—	
	۵. <i>"</i> ۵					By SMS			
		أنفدما				by Sivis			

#### COMIDOR OVERVIEW

## **Process Mapping**

Add process mapping in HTML, including enriched text and pictures

oource	
ΙU	- 5 x, x*   ズ <sub>x</sub> ) (二 二   小 小   17 次   上 金 道 Ⅲ   · 4 14 新·
n (n <b>1</b> 4	
tyles -	Format - Font - Size - A - D - X J ?
Groups at	td Roles involved
Groups an	nd Roles involved
	reator
Document C Creator's Te	reator



## Business Process Document

Export the full workflow design and architecture including all components, resources, and stakeholders involved



#### HR: On Boarding Work Practices

Process Mapping

## Business Process Guidelines

View the end-users' simplified interface and get informed about the actions needed to be taken

## WORKFLOW AUTOMATION

## Workflow Designer



The BPMN 2.0 Comidor Workflow Designer is used to visualise all types of business processes easily with drag-n-drop functionality



## Workflow Controls

Decide and describe what actions are required before and after any workflow task in order to proceed to the next stage and complete the process



## Workflow Policies and Standard Process Policies

Ensure that all users being assigned with a workflow are informed about the company's general instructions and follow the overall business intention

## **Workflow Analytics**

Monitor and track the performance of every workflow. You are able to:

- Pinpoint the total and delayed instances and tasks that were created with one workflow (table, graph, pie chart)
- Apply filters for custom results in order to identify process bottlenecks and eliminate them

#### **Deleted Elements**

Title	Туре
Parent Group - Team Leader	LANE

#### **New Elements**

Title	Туре
Document Approval by Parent Group Team Leader	Notification
Document Rejection by Parent Group Team Leader	Email
Creator's Parent Group	LANE

#### **Process Elements**

#### 1. Start (START)

Field	New Value	Old Value
Until Date		

# Import BPMN 2.0 document and workflows from .csv files

- Transfer BPMN 2.0 documents and workflows from another product into Comidor
- Integrate Comidor perfectly with other applications exporting BPMN 2.0 documents

## Workflow Change Tracking

Track and monitor the changes that are incorporated into any workflow. Track changes applied in specific tasks of the workflow as well as compare different versions of the same workflow.

## Excel Spreadsheets

Create user fields and choose Excel type to create an Excel spreadsheet

	A	В	C	D	E
1	Code	Product Name/Description	Quantity	Unit Price	Total Price
2	A122	J&K reusable bottle	32	4.2	£134.40
3					£0.00
4					£0.00
5					£0.00
6					£0.00
7					£0.00
8					£0.00
9					£0.00
10					£0.00
11					£0.00
12	Total				£134.40
13					
14	Instructions				
15				Subtotal	£134.40
16				Discount	
17				Sales Tax Rate %	20
18				Sales Tax	£26.88
19				Other Cost	
20				Total Amount	£161.28

### Workflow Simulator

- Perform testing and optimise your processes with Workflow Simulator
- Pilot different scenarios and make predictions about the results of your processes
- · Prevent errors that would not be identified in the initial steps of workflow designing

	Manage	your	Scenarios
--	--------	------	-----------

Scenario Design						
Existing Scenarios	Scenario A × ¥					(2)
						Add Scenario Delete Scenario
Simulation Design: Scer	nario A					
Publish Run Simulation						
4 Field	Importan	ce 🗸	Value	Bearch	Random 🗌	+ Add field 3
				Normal		
				High Top		
	Simulate Pro	cesses				
Workflow Simulator	Billing corrections					
≡ C search_	RELATIONS	Summary				
	Analytics 1 Processes	Billing corrections - Scenario: Scenario A1	Title	۰	Category	Scheduled date Scheduled to Apr 12, 2021 Apr 12, 2021
Billing corrections     Loan simulation	Design	Billing corrections - Scenario: Scenario A1 Billing corrections - Scenario: Scenario A2			General	Apr 12, 2021 Apr 12, 2021 Apr 12, 2021 Apr 12, 2021
Punchase Order Process SLA Simulation no2 simulation of Supplies wf	OWNERSHIP Created on Oct 19, 2020 13/421 PM Created by Bickard Newton Updated by Rickard Newton Updated by Rickard Newton					
			Analytics Totals Interces Total			
			2		Instances Per St	ated 0 Renains 0 Completed 0
			Tasks Total 0			Concelul 0 Pressed 0
			Average Tasks per instance 0.0			
	Visualise the	simulation			rated	2
	with And		Tasks per Team	Total Research	Tasks per Use	Tree Drives
			9 85 1 15 2 25 1 15 4	4	0 65 1 54 2 25 5	1

## **BUSINESS RULES**

### Gateways

• A gateway is used to determine branching, forking, merging, and joining of paths drew by the sequence flow

• In Comidor we have exclusive, inclusive, and parallel gateways

## **Conditional Paths**

<b>`</b>				
	Workflow	HR: On Boarding v1	Save	
	Source	WS27 GATEWAY		
141	Target	WS29 notify - Accounting		
	Description	All Collected	0	
not all collected	Path type	Conditional x ¥		
WEX Tel: Te	Custom condition builder			
Ht (Bard of Directors)		3		
	E C> Process V ID [1	WF_000008_USR_ID_1 👻 = 👻 🛃	$\odot$	
		8	AND ¥	
e	E <> Process	pleted Data form ( WF_00000 👻 💿 👻	$\odot$	
		0	AND ¥	
₽	E  Process  Pog	rees [ WF_000008USR_DEG 👻 🔹 👻 🛃	$\odot$	

# Inclusive (OR) Parallel (AND) Exclusive (XOR)

- The Conditional path shows the order of activities; it may hold a condition (conditional flow) or stand as default flow.
- It connects activities/ events/gateways with each other.
- · They connect elements being in the same pool/lane. You can add advanced conditions (custom fields criteria)

## **Field Rules**

- The field rules functionality enables you to hide or show fields inside forms when certain conditions are met.
- Create custom condition scenarios for fields and select in which scenario the fields are going to be shown or hidden.
- · Select more than one scenario field condition for a specific field. This enables you to cover multiple scenarios.
- · Eliminate the number of forms that need to be created and make your adjustments to one simple form. Hide sensitive information which should be displayed only for certain users, roles, or groups in a workflow.





## **Field Validation**

In the form designer, you can set desired properties to each user field:

• Apply pattern (regular expression) and pattern error messages, and in case the user enters something different the system will populate the error message.

Please type only Latin characters.	×	4° 6° (	se 🍖
	New Purchase request(	vendor)	
Vendor Invoices	Choose Vendor*	ABC	× *
≡ C <sup>r</sup> Search Q	item *	11	

• Hide user fields if their value is not set, or only when they have value – depending on your scenario.

	Pattern	^[A-Za-z]+\$	]	
0°, Panel Section	Pattern Error Message	Please type only Latin characters.		
	Required	2		
Choose Vendor *	Alignment	Auto	~	
item *	Placeholder		1	
Quantity requested *	Element CSS		1	
Unit price			ł	
Total amount	Element CSS Class		ł	
Expected Date of delivery*	Label position	~	*	
	Label size	~	-	
Payment Terms	Hidden	v	7	
	postValue	True False Only if value is not set Only if value is set	1	

### Shell Commands and Script before save

You can add scripts to a workflow design within forms to the "script before save" section and/or to the Shell Command component of the workflow design.

- Add Shell Commands in various steps of your workflow design.
- The Shell Type can be Unix (sh), Windows (cmd), Windows (Powershell), Platon script
- Add a script within forms to the "script before save" section, the script will run after the user saves the form/completes a task with this form.
- Therefore, you can check the user's input and populate error messages.



## INTEGRATION:REST SERVICES

Representational state transfer (**REST**) is an architecture that runs over HTTP. It can be used to connect with other websites, mobile apps, tools, etc.

- Designers can include one or more RESTful Web Service components by defining the URL of the resource, the method (GET, POST), the request parameters request body, and the response.
- REST responses can be stored in user fields and used as conditions to determine the next workflow step.

Vorkflow	Billing corrections v1					
ype	RESTful Web Service					
Title *						
Parent Stage						
	Key		Field			
Variables					~	⊡
	Ð					Γ
URL	https://beta.comidor.co	om/Ser	vices			
Method	POST	×	]			
	Search		Value			
	Searching		asic ZGdhbHZlekBvZm	Θ		
Request Header Parameters	GET		oplication/json	0		
	POST					
Request Body	POST FORM		Field (Runtime Value)			V
Free Text Request Body						
Free Text Request Body	Key		Field			

## **Task Escalations**

Designers can set escalations to all workflow tasks.

- Specific certain conditions (e.g. delayed task finish in hrs)
- Determine the actions(e.g. change the task's priority to high) or notifications and/or emails (e.g. notify the assigned or another user) to be performed automatically when the above conditions are met

							+			
≡ C <sup>2</sup> Search Q										
<ul> <li>Description</li> </ul>	Priority	Created by	Created On	Last mo	dified by	Updated On	Ŧ			
Votify Manager	0	Thomas Monson	May 13, 2021 12:20:20 PM	Thomas	Monson May 13	3, 2021 12:20:20 PM				
620908419722000		<b>_</b>	Description	Priority	Created by	Created O	n	Last modified by	Updated On	4
Basic Conditions Actions	Notification	s E-mi 🔽	Notify Manager	0	Thomas Monson	May 13, 2021 12:20:	20 PM	Thomas Monson	May 13, 2021 12:20:20 PM	
		62	0908419722000							0
E < > Custom Escalati Y	Delay	ed finish (Basi	c Conditions Actions	Notification	ns E-mails				_	
		Not	fy users		Alexandra	Birnie				



## **ROBOTIC PROCESS AUTOMATION (RPA)**

Use Comidor RPA robots or download any component from RPA Marketplace (such as Blueprism, Automation Anywhere, UIPath) and integrate them into Comidor

With Comidor RPA you are able to:

- Automate repetitive tasks
- Increase productivity of employees as they can perform more value added tasks rather than focusing on repetitive business procedures
- Speed up time-consuming processes



#### **RPA Caller**



#### **RPA Receiver**

Retrieve or exchange data with other systems. Add an RPA caller in Use an RPA Selenium in your various steps of the workflow design, to send data from the workflow and perform a series of repetitive actions in 3rd-party systems. Involve an RPA Receiver to perform actions and receive data from other systems to Comidor fields of the workflow.



workflow to replicate repetitive manual steps. Use unique CSS Selectors for specifying each element.



#### **Excel Processor**

Use the RPA Excel Processor element to parse a big excel file or part of it. Capture values of certain cells into user fields or a whole area and depict them in an excel type user field.



#### **Document Creator**

Even a simple process such as invoicing can be time-consuming and prone to errors. Automate document creation through workflows to keep things simple and streamlined.





#### **Export Data**

Easily export data stored in Comidor and create your own reports. A .csv file is produced that contains fields with information that you want to extract.



#### **Digital Signature**

Create a signature model and simply define PDF then a template and the part(s) where the digital signatures should be placed. Users can include digital signatures in documents through automated emails triggered within the workflow.



#### **File Reader**

Read files from a specific path and save them to binary fields in Workflow or import data from a file into Comidor Units.



Use an RPA Web Scraper in your workflow to first find information in a selected area of a website and then store it in user fields.

## ARTIFICIAL INTELLIGENCE (AI) / MACHINE LEARNING (ML)

Cognitive Automation is capable of performing complex tasks that require extensive human thinking and activities. Artificial Intelligence (AI) in Business Process Management is ideal in complicated situations where huge data volumes are involved and humans need to take decisions.

Comidor makes your workflows smart with Comidor Artificial Intelligence and Machine Learning functionalities.

## SENTIMENT ANALYSIS

Sentiment Analysis is a process of text analysis and classification according to opinions, attitudes, and emotions expressed by writers.

Sentiment Analysis interprets and classifies emotions and attitudes included in text e.g. emails received from customers. Data in a text field is evaluated automatically and the sentiment is identified as being:

- Positive
- Negative
- Neutral

The result is saved to another text field and can be used to drive the workflow path.

Sentiment Analysis Models	Customer's feedback sentiment		
≡ C search	OWNERSHIP	Summary	
Customer request sentiment Customer's feedback sentiment Sentiment Analysis For Vendor Selection	Created on Jun 23, 2020 11:36:32 AM Created by Bichard Newton Updated on Jun 23, 2020 11:36:32 AM Updated by Richard Newton	Basic Info Title Entity Sentiment Analysis field Response field	Customer's feedback sentiment Processes Customer's feedback Customer's sentiment
Test Sentimer	nt Analysis	nespontae neta	×
C s I Type a text to test	fello, On 12/09/2021 I purchased the item DE1225s fror tore and it is malfunctioning. have tried to get in contact with your callcenter r han 5 times unsuccessfully. would like to return the product and get a full re Please respond to my mail.	more	Cancel



## PREDICTIVE MODELS



Comidor enables users to perform predictive modeling, a process that uses data and statistics to predict outcomes using data models. These models can be used to predict anything from marketing results and financial decisions (e.g. loan approvals) to customer satisfaction and loyalty.

- Add a Supportive ML component in the workflow design, to trigger a Machine Learning Predictive Model.
- Use historical data to train Machine Learning models and get accurate predictions on specific user fields.

Comidor Machine Learning Supportive Models enable the following:

- Enhanced process automation
- Elimination of errors
- Reduced processing time



## TEXT CLASSIFICATION



Companies can use Text Classification to categorise business information such as customer emails, documents, web pages , and marketing messages in a fast and cost-effective way. Comidor Text Classification functionality saves you time when analysing text, helping you make informed business decisions and automate business processes.

- Categorise text according to its content
- With Comidor Machine Learning Text Classification assign tags or categories to text according to field content

Comidor ML Text classification can be used for:

- Topic labeling
- Spam detection
- Intent detection



#### COMIDOR OVERVIEW

Key Document Element Index invoiceno 4

port	Software/other	Text Classification Attributes		
Customer Support		Workflow	Technical Issues Workflow v1	
Custo	Not fixed	Туре	Text Classification	
	Aa Not fixed	Code	WS13	
		Title *	Classify technical issue category	
	Hardware	Parent Stage		0
E		Model *	Technical Issues classifi × V	
	Witch task Resolve rT	Target field	Type of issue	
		Training field(s)	Customer details	

ML Text Classification Models	Technical Iss	ues classification			
≡ C Search	01	WNERSHIP	Summary		
		I, 2020 11:41:16 AM	Basic Info		
Customer request classification	Updated on Dec 9,	d Newton 2020 11:11:14 AM d Newton	Title	Technical Issues classification	Train
Technical Issues classification	oposico by		Connected Application		
ML text classification 1			Entity	Technical Issues.v1	
			Target field	Type of issue	
			Training field(s)	Customer details	
			Limit training data		
			Accuracy	85.71429%	
			Limit training data		

## DOCUMENT ANALYSER



Comidor analyses files (PDF or images), identifies the text content and then extracts it partially or fully.

With Comidor Document Analyser Models, enterprises can scan documents such as invoices and create digital copies. The text that is extracted from the document is saved in a text field and can be used within any workflow.

Free Test Descendent		date		6	
Free text Parameters		amount		11	
		company description		12,13,14 23,19	
Free Table Parameters		Key	Search Key	Index	
Table Parameters		Key	Sheet No	Row No	
Metadata Parameters		Key	Metadata Ele	ment	
Cost reduction     High accuracy     Increased storage space					
I					
scomidor 📚		INVOICE			
11a, Laskaratou Street		INVOICE #130			
Thesaloniki, Pylaia, SSS35, Greece +30 2310 402522		DATE 24/12/2020			
info@comidor.com   www.comidor.com					
10	AMO				
VAT Number: AA806287					
Description	Unit Price Qty				
Cost for DNS: 120 hours * €75.00 = € 9.00 20% (- € 1.800.00) = € 7.200.00	0.00 discount €4.882,50 1	€4,882,50			
Cost for WIP: 38 hours * €75.00 = € 2.850 (- € 285.00) = € 2.565.00	00 discount 10%				
	.00				
	Table Parameters Metadata Parameters  Analyze Document	Free Table Parameters         Table Parameters         Metadata Parameters         Instance Document         Instance Document	Free Text Parameters     imount company description       Free Table Parameters     key       Table Parameters     key       Metadata Parameters     key       Avalyze Document     key       Inc. Loskoorbou Street Thesadorski, Pytoio, SS355, Greece * 32014 40352     INVOICE #130 DATE 24/12 / 2020       info@tormidaccom   www.comidac.com     MOUNT DUE (EUR) 64.882,50       D     AMOUNT DUE (EUR) 64.882,50       Company Z     é4.882,50       Description     Unit Price     Gry       Cord for DMS: 120 hours * 075:00 = € 9,000.00 discourt     €4.882,50       Cord for DMS: 120 hours * 075:00 = € 9,000.00 discourt     €4.882,50       Cord for DMS: 120 hours * 075:00 = € 9,000.00 discourt     €4.882,50       Cord for DMS: 120 hours * 075:00 = € 9,000.00 discourt     €4.882,50       Cord for DMS: 120 hours * 075:00 = € 9,000.00 discourt     €4.882,50       Cord for DMS: 120 hours * 075:00 = € 9,000.00 discourt     €4.882,50       Cord for DMS: 120 hours * 075:00 = € 9,000.00 discourt     €4.882,50       Cord for DMS: 120 hours * 075:00 = € 9,000.00 discourt     €4.882,50       Cord for DMS: 120 hours * 075:00 = € 9,000.00 discourt     €4.882,50       Cord for DMS: 120 hours * 075:00 = € 2,850.00     1	Free Table Parameters     imount       Table Parameters     ikey       Table Parameters     ikey       Metadata Parameters     ikey	



## ADVANCED CASE MANAGEMENT

Respond to individual situations on a case-by-case basis, and manage customers or internal interactions across different channels.

	g the we	ebsite UI / Apr 12, 2021						
RELATIONS		Summary					C   Ø   Ø   0   T	
ishboard		Basic Info		t	Description			
bprocesses	0	Code	171		Marketing division: pitches on the webiste			
ifications rkflow Tasks	0	Category	General		7 Status			
ktiow tasks ted Tasks	0	Assigned to	Alexandra Birnie, Ayda Stradbroke, Richard Newton					
chments		Priority	Normal		State	Confirmed	Richard Newton at Apr 19, 2021 11:50:21 AM	Comment
flow audit	×.	Scheduled start	Apr 12, 2021 ③ 11:00 EEST		Start		I let's pain first the Google Ads today and review it tomorrow along with the other 2 suggestions.	
		Contractor	Apr 19, 2021		End			





## **PROCESS INTELLIGENCE**

Improve Business Process Management by monitoring and analyzing processes on a realtime basis. Collect and visualise all your process data including time, people, budget.

- Get valuable insights for every workflow through Workflow Analytics.
- Pinpoint the duration, total and delayed instances, tasks and costs.



#### Workflow run diagram



Visualise a process real-time. The workflow run diagram highlights every workflow stage in order to get a clear view of the running and pending tasks.





## Get a 360° view of your Business Projects by monitoring the performance, budget, expenses and total income with one dashboard.

Reports			Орр	ortunity Filter	rs											
Opportunities	s per State		0													
Opportunities	s per Start Date		0	Field		Operator		Value				More				
Opportunities	s per Account		0	riew		оренни		varue				INDIE				
Opportunities	s per User		0	Title	~	~						~				
				Category	~ ~	~			~			• •				
				Service	~	~			~			×				
															direction of	der
															Apply	Clear
			Acco	ount Filters												
ht lass			User	Filters												
Nr State	Opportunities C		User Furnover Total	Filters Completed Fi	inal Turnover				arget Turnover			ortunities Target Turno				
1 Runnin	9	1	User Furnover Total 0.00	Filters	inal Turnover	0.00	0 (0.0	%)	0.00 (N/A)	1 (100.0 %	5)	0.00 (N/	A)	N/A	1	0.00
1 Runnin 2 Comple	g eted	1 5	User furnover Total 0.00 85750.00	Completed Fi	inal Turnover	0.00	0 (0.0	%) %)	0.00 (N/A) 0.00 (0.0 %)	1 (100.0 %	5)	0.00 (N/ 73400.00 (85.6	A) %)	N/A N/A	\ \	0.00
1 Runnin 2 Comple 3 Paused	g eted	1 5 1	User 0.00 85750.00 12800.00	Filters Completed Fi 0 1 0	inal Turnover	0.00 0.00 0.00	0 (0.0 0 (0.0 0 (0.0	%) %) %)	0.00 (N/A) 0.00 (0.0 %) 0.00 (0.0 %)	1 (100.0 % 4 (80.0 % 0 (0.0 %	a) a) a)	0.00 (N/ 73400.00 (85.6 0.00 (0.0	A) %) %)	N/A N/A N/A		0.00 0.00 0.00
1 Runnin 2 Comple 3 Paused 4 Failed	g eted	1 5 1 1	User furnover Total 0.00 85750.00 12800.00 45000.00	Filters Completed Fi 0 1 0 0	inal Turnover	0.00 0.00 0.00 0.00	0 (0.0	%) %) %) %) 4500	0.00 (N/A) 0.00 (0.0 %) 0.00 (0.0 %) 0.00 (100.0 %)	1 (100.0 % 4 (80.0 % 0 (0.0 % 0 (0.0 %	0 0 0	0.00 (N/ 73400.00 (85.6 0.00 (0.0 0.00 (0.0	A) %) %)	N/A N/A N/A N/A		0.00 0.00 0.00 0.00
1 Runnin 2 Comple 3 Paused	g eted	1 5 1	User 0.00 85750.00 12800.00	Filters Completed Fi 0 1 0	inal Turnovei	0.00 0.00 0.00	0 (0.0 0 (0.0 0 (0.0	%) %) %)	0.00 (N/A) 0.00 (0.0 %) 0.00 (0.0 %)	1 (100.0 % 4 (80.0 % 0 (0.0 % 0 (0.0 %	a) a) a)	0.00 (N/ 73400.00 (85.6 0.00 (0.0	A) %) %)	N/A N/A N/A		0.00 0.00 0.00
1 Runnin 2 Comple 3 Paused 4 Failed Total	9 eted	1 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	User furnover Total 0.00 85750.00 12800.00 45000.00	Filters Completed Fi 0 1 0 0 1 0 1 1 0 0 1 1 0 0 1 1 0	inal Turnover	0.00 0.00 0.00 0.00 0.00	0 (0.0 0 (0.0 1 (100.0	%) %) %) %) 4500	0.00 (N/A) 0.00 (0.0 %) 0.00 (0.0 %) 0.00 (100.0 %)	1 (100.0 % 4 (80.0 % 0 (0.0 % 0 (0.0 %	) ) ) ) 5	0.00 (N/ 73400.00 (85.6 0.00 (0.0 0.00 (0.0	A) %) %) %) <b>20</b>	N/A N/A N/A N/A O.C Export.doc	Export ads	0.00 0.00 0.00 0.00 0.00 Export .pdf
1 Runnin 2 Comple 3 Paused 4 Failed Total	g eted @nameLabel Comidor	1 5 1 1 1 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	User furnover Total 0.00 85750.00 12800.00 45000.00 143550.00 @allTarTurnov 25	Filters           Completed         Fi           0         1           0         1           0         1           ver         @con           150.00         1		0.00 0.00 0.00 0.00 0.00 0.00	0 (0.0 0 (0.0 1 (100.0 <b>r</b> 0.00	%) %) %) 4500 1	0.00 (N/A) 0.00 (0.0 %) 0.00 (0.0 %) 0.00 (100.0 %) 45000.00 @failTarTurno 0.00	1 (100.0 % 4 (80.0 % 0 (0.0 % 0 (0.0 % 9 0 (0.0 % 9 9 9 9 9 9 9 9 9 9 9 9 9	() () () () () () () () () ()	0.00 (N/ 73400.00 (85.6 0.00 (0.0 0.00 (0.0 73400. 73400. ©runnTarTurnover 0.00 (@p4)	A) %) %) 00 Print @AVGwinDay @AVGwin	N/A N/A N/A N/A O.C Export.doc s DaysRow	Export .ds	0.00 0.00 0.00 0.00 Export.pdf
1 Runnin 2 Comple 3 Paused 4 Failed Total	9 eted	1 5 1 1 8 © oppsCount 3 3 3	User furnover Total 0.00 85750.00 12800.00 143550.00 @allTarTurnov 25 833	Filters Completed Fi 0 1 0 1 1 0 1 0 0 1 1 0 50000	mplOpps	0.00 0.00 0.00 0.00 0.00 0.00	0 (0.0 0 (0.0 1 (100.0 <b>r</b> 0.00 0.00	%) %) %) 1 failOpps	0.00 (N/A) 0.00 (0.0 %) 0.00 (0.0 %) 0.00 (100.0 %) 45000.00	1 (100.0 % 4 (80.0 % 0 (0.0 % 0 (0.0 % 9 0 (0.0 % 9 9 9 9 9 9 9 9 9 9 9 9 9	)	0.00 (N/ 73400.00 (8.6 0.00 (0.0' 0.00 (0.0' 73400.1 @runnTarTurnover 0.00 (@p4) 38500.00 (@p4)	A) (%) (%) (%) (%) (%) (%) (%) (%	N/A N/A N/A N/A Deport.doc s @J DaysRow DaysRow	A Export als AVGwinTurnov @AVGwinTurnov @AVGwinTu	0.00 0.00 0.00 0.00 Export.pdf ver urnoverRow urnoverRow
1 Runnin 2 Comple 3 Paused 4 Failed Total	g eted @nameLabel Comidor	1 5 1 1 1 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	User furnover Total 0.00 85750.00 12800.00 143550.00 @allTarTurnov 25 833	Filters           Completed         Fi           0         1           0         1           0         1           ver         @con           150.00         1	mplOpps 1	0.00 0.00 0.00 0.00 0.00 0.00	0 (0.0 0 (0.0 1 (100.0 <b>r</b> 0.00	%) %) %) 1 failOpps 0 (@p1)	0.00 (N/A) 0.00 (0.0 %) 0.00 (10.0 %) 0.00 (100.0 %) 45000.00 @failTarTurno 0.00 45000.00	1 (100.0 % 4 (80.0 % 0 (0.0 % 0 (0.0 % 9 0 (0.0 % 9 9 9 9 9 9 9 9 9 9 9 9 9	() () () () () () () () () ()	0.00 (N/ 73400.00 (85.6 0.00 (0.0 0.00 (0.0 73400. 73400. ©runnTarTurnover 0.00 (@p4)	A) %) %) 00 Print @AVGwinDay @AVGwin	N/A N/A N/A N/A Deport.doc s @J DaysRow DaysRow	Export .ds	0.00 0.00 0.00 0.00 Export.pdf ver urnoverRow urnoverRow
1 Runnin 2 Comple 3 Paused 4 Failed Total ©nr ©counter ©counter	g eted @nameLabel Comidor Handy Supplies Ltd	1 5 1 1 1 8 9 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	User 0.00 85750.00 12800.00 143550.00 45000.00 143550.00 @allTarTurnov 25 83 34	Filters           Completed         Fi           0         1           0         0           1         1           1         1           1         1           1         1           1         1           1         1           1         1           1         1           1         1           1         1           1         1           1         1           1         1           1         1           1         1	mplOpps 1 0	0.00 0.00 0.00 0.00 0.00	0 (0.0 0 (0.0 1 (100.0 0.00 0.00 0.00 0.00	%) %) %) 1 failOpps 0 (@p1) 1 (@p1) 0 (@p1)	0.00 (N/A) 0.00 (0.0 %) 0.00 (0.0 %) 0.00 (100.0 %) 45000.00 @failTarTurno 0.00 45000.00	1 (100.0 % 4 (80.0 % 0 (0.0 % 0 (0.0 % 0 (0.0 % (@p2) (@p2) (@p2)	) ) ) ) ) ) 5 PrunnOpps 1 (@p3) 2 (@p3) 2 (@p3)	0.00 (N/ 73400.00 (8.6 0.00 (0.0' 0.00 (0.0' 73400.1 @runnTarTurnover 0.00 (@p4) 38500.00 (@p4)	A) A) A) A) A) A) A) AVGwinDay @AVGwinDay @AVGwin @AVGwin @AVGwin	N/A N/A N/A N/A Doport.doc s @/ DaysRow DaysRow DaysRow	A A A A A Coport sts @AVGwinTurnov @AVGwinTu @AVGwinTu @AVGwinTu	0.00 0.00 0.00 0.00 Export.pdf ver urnoverRow urnoverRow

#### With custom reports, you have more flexibility in analyzing tasks in Comidor.



Use RACI reports to clearly map out which roles are involved in each process and at which level.



#### COMIDOR OVERVIEW

User Activities Report								
«								
User * Richard Newton - Workflow Workflow	<ul> <li>Respons</li> </ul>	sible Person Res	ponsible	<ul> <li>Account</li> </ul>	able Person Use	r Cons	sulted Person	
User	✓ Fetc	h	Print	Export .xls				
Workflow	Activity	Activity Code	Parent Stage	Assigned To	Role	Parent Completion Percent (%)	Responsible	Accountable
HR: Roles & Activities Assignment to new Employee								
	Request Roles and Activities Setup	WS7	REQUEST FOR ROLES SETUP	HR		0.00		
	Load the Roles and Activities selected to this Personnel	WS9	ROLES LOADING	IT	System Administrator	0.00		
E-mail Campaign Generation								
	GIF/Design Creation	WS4		Marketing and Sales	Digital Media Specialist	0.00		
	Content/Pictures research	WS5		Marketing and Sales	Digital Media Specialist	0.00		
	Finalization and Test sending	WS7		Marketing and Sales	Marketing Strategist	0.00		
	Campaign creation and scheduling in Mailchimp	W59		Marketing and Sales	Marketing Executive	0.00		
HR: Dismissal / Retirement								
HR: On Boarding								
IT : New Employee								

#### See employee activity and get a better understanding of the workflows that they participate in.



#### Create real-time data displays with Widgets.

le	State State	✓ Cate	igory Field 👻	Date created from	1/1/2020	Date created to 5/3	1/2021 🗎 Includ	ie controls
Fetch Clear	Export ads							
			WOR	KFLOWS REPORT				_
Title	Category	State	Group Code	Maximu	n Days Minimum Pr	ority Access F	lights Change Rights	
Vendor Selection and Evaluation	12 Procurement			0	Normal	Everyone		
Loan Approval Process	00 Finance		Templates	0	Normal	Everyone		
Workflow Management	11 Audit	Not Prepared		0	Normal	Everyone	Admin Poweruser	
Document Approval Workflow	05 Operations	Prepared	Risk Management	0	High	Whole Team'> Team	Whole Admin Poweruser	
Purchase Order Process Sub	12 Procurement		Marketing and Sales	0	Normal	Sales Executive	e'> Sales Sales Manager'> Sales Manager	
Sales Completion	07 Sales		Marketing and Sales	0	Normal	Everyone		
Billing corrections	01 Accounting			0	Normal	Customer Sup Customer Sup		
Presales Process	07 Sales		Marketing and Sales	0	Normal	Marketing and , Marketing a		
Presales Process			Marketing and Sales	0	Normal	Everyone		
Faults Management		Not Prepared		0	Normal	Everyone		
Billing corrections				0	Normal	Customer Sup Customer Sup		

Monitor your workflow's state, the time that is needed for completion and the access rights through the Workflows Report.



# T R A N S F O R M A T I O N M A N A G E M E N T

Analysis and design of Business and IT infrastructure



When Low-Code meets Hyper-Automation in the digital workplace

## **BUSINESS ARCHITECTURE**

Design and execute your business strategy. Comidor Business Architecture provides you with all the necessary functions to make your organisation more efficient and productive.



## Build your Business Architecture and Process Taxonomy

- Connect every department of your organisation with workflows
- Create objects with a seamless drag-and-drop function, and build relationships between them



### Get a business-value centric perspective

- Design and execute your strategy with Comidor Business Architecture
- Incorporate a top-down enterprise overview
- Design any framework, TOGAF, Zachman, FEA, Gartner's, or your unique one
- Interact with the final multi-level diagram that you designed within Enterprise Canvas
- Get a 360 ° view of all business processes per department
- Improve visibility and minimise the business disruption

#### Operating Model



# Depict your organisational structure and build functional teams



- Make the structure of your company clear to any employee
- Ensure that information flows correctly throughout the company
- Design your Organisational structure and fulfil your goals
- Distinguish between the leaders and the members of a group easily and illustrate the relationships among personnel
- Organise and monitor the company's performance by group



### Organise your business setup

- Set up your business and break it down into multiple divisions and offices, enabling you to create competitive market advantages
- Allocate resources according to your company setup
- Define working schedules, public holidays and Absence entitlements for every region or for different time schedules (full time / part-time)
- Switch between different currencies, languages and locations

	Start	End	Start	End				
fonday	09:00	13:00	13:30	17:30	All 1	2	3	4 5
uesday	09:00	13:00	13:30	17:30	All 1	2	3	4 5
Vednesday	09:00	13:00	13:30	17:30	All 1	2	3	4 5
hursday	09:00	13:00	13:30	17:30	All 1	2	3	4 5
riday	09:00	13:00	13:30	17:30	All 1	2	3	4 5
aturday					All 1	2	3	4 5
unday					All 1	2	3	4 5
otal hours	40 hours and 0 min	nutes / week						
aily Working H	fours	8.00						
ublic Holida	iys							
/30/20 Gox /2/20 Eas /7/20 Ear /28/20 Spr /27/20 Sun 2/25/20 Chr	v Vear's Day od Friday ter Monday ly May ing Bank Holiday istmas Day istmas Day ing Day							

## Manage business process categories through Comidor Process Map

- Get a top-down view on how business processes are categorised
- Create business categories for every operation
- Add a new Business Function Category to a process
- View, manage and monitor all types of processes in Comidor Workbench

### Organise teamwork with User Roles and Activities

- Monitor and organise your tasks efficiently
- Categorise activities based on specific roles
- Keep track of staff collaboration and workload
- Have a clear overview of all the activities
- Audit the time spent on each activity

• Specify your human resources needs



## SYSTEM ADMINISTRATION

Manage users and their Application Rights, monitor the system's health and allocate system's resources

## Manage Users and Robot Users

- Add Users and edit their personnel records
- Assign Users to one or multiple groups of the Organisational Chart
- Involve Robot Users, non-human Users, that automate processes and tasks
- View and manage multiple Users simultaneously

		Summary Contac	t Details		Save Cancel		
8	25	Admin Fields		Location Fields			
		First Name*	Thomas	Category	· ·		
R	ELATIONS	Last Name*	Monson	Job Title	PR-MAN Program Manager 🛛 🛪 👻		
Roles Groups	10	Title	Mr × ¥	Education	· · ·		
Emails		Username	poweruser	Division	Europe x 🛩		
OWNERSHIP		Password	····· 0	Company	Germany x 👻		
eated on	Mar 24, 2017 11:20:13 AM	System Administrator?	0	Location	Frankfurt × *		
eated by sdated on	May 13, 2021 10:02:31 AM	Data Manager?	<b>0</b>	Contractual location	Frankfurt × ¥		
ipdated by	Thomas Monson	User-Level	User 👻	Timezone	Europe/Athens 🗙 👻		
		Write Access	Protected x ¥	Locale	English (United × 👻		
		Principal Name					



# Coordinate your Personnel based on their Roles

- Set up Roles based on your company's activities
- Define the role-based permission and Application Rights
- Assign Roles to Users
- Monitor employees workload based on their role

## Assign Rights to Users

- Define Application Rights to packages and units based on each role
- Restrict access to units and menus depending on specific Application Rights
- Define which individual objects within a unit should be visible for each role



## **BUSINESS PERFORMANCE**

Meet your business goals efficiently and effectively. Set up corporate objectives and improve organisation and team performance through monitoring Key Performance Indicators. Get full and clear insight of your business performance with Reports and Analytics.

### Monitor your business performance with powerful KPIs

- Achieve Real-Time performance tracking
- Have a clear view of the KPIs progress
- Connect KPIs and certain processes easily
- Set targets and monitor their progress and results
- Get a clear visualisation of your preferred measurement



## Get valuable insights at a glance with KPIs Dashboards

- Get a more detailed view of every performance indicator, workflow and time period
- Create your own dashboards, link KPIs with services and check business productivity
- Display the core KPIs, monitor their progress for specific time periods and achieve business objectives
- Different graph types Score Cards, Goal Meters or Gauge Reports help Managers and Process Excellence Executives to gain deep process understanding and improve the decision-making





## Exploit out-of-the-box advanced Business Analytics and Reports

- Get a 360° view of your Business Projects with predefined Project Reports and Analytics. Manage and control project cost performance based on actual accomplishments with Earned Value Analytics and monitor the Personnel workload with Resource Availability Reports
- Obtain valuable information from the predefined Tasks and CRM reports and boost your business productivity
- Base your decisions for improving personnel performance on HRM Reports, such as Absence Report, Resource availability Report, and Skills Report
- Track your team's workload with Account, Process and Project Timecards



### **Create customised Reports**

- Use Widgets for data visualisation and get real-time data based on parameters you define
- Combine multiple data views to create rich dashboards with different graph types (Text, Pie, or Column)
- Build your own Report Applications easily with Comidor App Builder and monitor any Comidor entity (Processes, Accounts, Tasks)
- Choose the view that best serves you for clear data visualisation and faster decisionmaking between Tables, Graphs (Pie, Stack, Column) or Reports




# DIGITAL WORKPLACE

People, Process, Data and Technology, all in one place



# DIGITAL WORKPLACE

# Home Dashboard

The default screen in Comidor is the Home Dashboard. The new Home Dashboard saves you time, offering exactly what you need in one single panel. With all your applications and widgets in one place, your work has never been easier.



Create a customised experience that matches your daily tasks and processes

Build and modify your dashboards with a simple to use **No-Code builder**. Add multiple tabs, applications, "quick add" forms, icons, labels and graphs. Resize and arrange the elements easily with drag-and-drop functionality.

- Combine different data sources to connect the dots and get deeper insights
- Add different types of widgets based on your needs
- Build flexible, responsive layouts

-	≡ Help ~ 🙆 💽 Q	
- 21 42 - 28 👁	Application     Craph     Quick Add     Image     T     Label       My Dashboard     Standard     Business       Workflows     App Builder	Workflows Design your workflows step by step
- © 🕀 🖶 🖁	Design workflows step by step Turn your ideas into Applications	App Builder Build your own apps through App Builder
	dian Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec	€ CR Start a new Customer Request

# Leia chatbot

Leia is an AI-enabled chatbot that helps employees and teams work smarter, remotely and more efficiently.





This chatbot can have quite an influence on how your employees experience their dayto-day duties. It can assist them in a more natural, more engaging, and ultimately, more human way.

The employee simply **asks a question** and Leia answers the question with **specific data**, recommends a useful **reading source** or urges the user to send an **email** to the **administrator**.

## Knowledge base

Leia, the AI chatbot, retrieves data from a knowledge base and delivers information instantly to the end-users.

Comidor allows you to create **your own knowledge base**, the central repository for all the information your chatbot needs to support your employees and answer questions.

🖉 💿 🖉 🗶 🗸 Who can create users? Knowledge Base For every question you = C α are able to add: Basic Category Info 0 Category category How do I create a user Outsting keywords four do Lossate a new or users, pystem admin, user creat relevant answer do I add a script to check a field supportive links How do I approve an abi How do I request holiday



#### PAGE | 34

# ENTERPRISE COLLABORATION

Bring all communication channels together, from internal messages to discussion boards and chat/video conferencing

- To-do lists for productive team collaboration
- Push notifications & reminders for tasks, emails-messages and upon any change or comment in notifications bar
- Event Management to organise and monitor your event capacity and planning
- Wikis that will help you transfer knowledge inside and around the company
- Topics and discussion boards





## Communicate faster than ever

- Email Client with:
- 1. multiple email integrations
- 2.templates and scheduling capabilities to save you time
- 3. linking options with other Comidor entities
- Internal Messaging





With remote work, the importance of video calls has skyrocketed lately.

#### With Comidor remote video conferences:

- Share your audio, slides, chat, video and desktop
- 🗹 Engage with the participants with the built-in polling
- 🗹 Make your points clearer with virtual whiteboards, annotations, and drawings

#### PAGE | 36

# Schedule work for maximum productivity

- Repetitive tasks to plan the work smarter
- Interactive Calendar in a daily/weekly/monthly or grid view with filters

All tasks Only pending							iers Supervised by grou
Mon	Tue	Wed	Thu		Fri	Sat	Sun
Meeting Marketing Team					1.00 Abut		
Review PO request Health Supplies Ltd	Resolve Individual Issue Review ticket	Raview Invoice Johnson EM		Linux trainin Review invoi	9		
Receive invoice correction Health Supplies Ltd	Review invoice Consider			Johnson Ltd			
Review PO request Handy Supplies Ltd	Review invoice Comidor						
	Confirm order receipt Considor						
-	3	4 Personnel Evaluation	5	6	7	8	
P Review invoice Health Supplies Ltd		Personnel Evaluation Review Contract	Annual Contract 2021 Invoice				
n Schedule a demo		Await customer's confirmation					
r.		Review invoice Johnson LM					
		Proceed to Interview					
		Proceed to Interview					
		Proceed to Interview			Send reports		
Preparation of Presentation - Co		1	12 1	3	User: Isaac Skinner Account: Type: Work	15	
			Send reports	1	Scheduled Start Apr 28, 2021, 21.00 Scheduled Finish: Apr 28, 2021, Timezone: EuropeiAthens		
					Scheduled Duration: 0.00 State: Scheduled Description:		
					1		
	17 1	8 1	19 2	0		22	

Search	candidate	Pro	cess Type Any	<b>v</b>	Process	Any	
Account	Any	Ass	gned/Created Any	*	Sort By	Sort By 👻	
Tasks							
Work type	Any 💌	Stat	e Any	*			
Hide empty rows		Hide auto book				o	ear Fetch
— 9 May 2021	5	ika Expenses H	ENew Copy day Copy week				k sonad / parred : 40.00h / 40.00 Remaining Capacity Hours Worked: 3
Oute	Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9
General Candidate.35 * Candidate.35 Customer Due On		Review CV 1.00 1.00	Proceed to Interview 0.00 2.00				
ieneral andidate.36 • Candidate.36		X V Review CV 1.00 1.00	Proceed to Interview 0.00 0.00				
Customer Due On							
Scheduled duration	0.00	2.00	0.00	0.00	0.00	0.00	0.00
Actual (Completed) duration	0.00	1.00	2.00	0.00	0.00	0.00	0.00

- Reminders via notifications/emails/SMS
- Re-scheduling and postponement of issues and tasks
- User timesheets give the scheduled and actual task duration to check user engagement

## Control progress with intelligent dashboards

User-friendly dashboards with drag-n-drop functionality that give you a view of which process, email or task is pending with a preview of its information.

≡ <sub>Processes</sub> □		Activity Stream	Tasks 🖸								
Search by title or account Sorted by Description	State	Search by subject or account Group by Date		8	<ul> <li>Today</li> <li>today 1000</li> <li>Prepare for demo</li> </ul>					٠	
► General	Job Applications > Candidate.36	i				D Start	<ul> <li>Complete</li> </ul>	× Cancel	II Pause	× Fail	@Postpone C
<ul> <li>Opportunity</li> <li>Project</li> <li>Campaign</li> </ul>				Cate State Acco Cont Work	bunt	P Running HR: Job Applications -	Interviews v1				
<ul> <li>Topic</li> <li>General</li> </ul>	Time	Info	Remaining 34d 0h / 42d 0h	Assigned Notify	to	HR HR	Actors				
12 Apr - 19 Apr Suggestions for improving the website UI Event	19.01% Completed Tasks Completed Tasks Workload (hours)		ble group inistrator inistrator 2 ervisor	HR Thomas Monson Thomas Monson							
► Ticket	Completed (%) 0%										
<ul> <li>Vacation</li> <li>Issue</li> </ul>		Related		Attach	iments 2 C 🕹 % 😡	)					
<ul> <li>Job Posting</li> <li>Application</li> </ul>	Sub Processes(0)  Tasks(2)  4 May 09:00 Thomas Monson				Name	Updated By Thomas Monson		Modified	choos	sk to r files or them	
General     H Apr - 21 Apr     New headphones - Jackson David	Review CV 5 May 15/23 Thomas Monson Proceed to Interview				Checklist.docx	Thomas Monson	May 13, 20	021 11:59:10 AM		ere	
	Messages(0) Files(0) Other(0)					2021 2:50:40 BM					× B

#### PAGE | 37

# FILES AND CONTENT MANAGEMENT

Versions (3) Permissions

Filen				by		
	name	Rating	Date Modified	Size	Home	
📉 Publ	lic Documents		Apr 9, 2021 1:45:17 PM		Properties	
Shar	red Folders		Mar 24, 2017 11:20:14 AM			
Thor	mas Monson		May 13, 2021 10:02:43 AM			

Comidor Document Management System. Scale your team members' productivity by uploading files and sharing content with them

## Manage your Documents

- Create, upload and store your files in Comidor DMS
- Preview your files online at any time and on any device
- Trace your files back to an older version
- DMS Integration with Dropbox, Google Drive, Box

Thomas Monson

Thomas Monson

Thomas Monson

Thomas Monson

Everyone with access

May 13, 2021 12:23:54 PM

May 13, 2021 12:27:39 PM

13.52 KB

Microsoft Word 2007 - 2011 Document (.docx)



# Share information more safely

- Assign private or public access
- Choose the teams or other users you wish to share folders and files with
- · Lock your files
- View and change access rights control based on user/team/role

Comidor also provides you with:

- Digital notes that replace post-it notes
- Embedded Wikis to share knowledge enterprise-wide



Properties

Type

Description

Date created

Created by

Last modified

Modified by

Administrator Shared with

Allowed to modify

Location

Size

Checklist.docx



# LOW-CODE MARKETPLACE

Off-the-self, customized apps for all business needs



# **APPLICATION MARKETPLACE**

Browse and download process related Business Apps from Comidor Marketplace. Find examples of application categories such as People Management, Customer Success, General Processes, Supply Chain and more.





# **BUSINESS APPS**

### **Project Management**

- Visualise time, duration and sequence of the Project's Work packages with the Gantt chart
- Use the burndown chart to get an instant view of actual vs remaining schedule work hours
- Get quick updates via the KanBan board tool, monitoring all project work progress and their justin-time deliverables.





### **Customer Success**

 Manage Accounts/Clients/ Partners/ Suppliers/ Competitors in one rich user interface, with detailed past activity, notes, documents, email threads and BPM processes

## People Management

- Organise & maintain personnel records
- Assign personnel to departments/locations

• Define working hours & conditions, set holidays per groups/countries





# COMIDOR PLATFORM

Cloud Mobility Security



# CLOUD AND MOBILITY



#### **Public and Private Cloud**

laaS (i.e. Amazon EC2, Azure, Oracle, Google, IBM)

- Public: Shared Infrastructure
- Private: Dedicated Infrastructure (A.D SSO)

#### On Premise and Hybrid

- On Premise: Customer Infrastructure (A.D SSO)
- Hybrid: Any combination

#### SaaS- Software as a Service

• ISaaS provision of the Solution with annual license fee

#### Purchase (CAPEX)

• Ownership of the Solution with one-time fee



# Comidor Mobile

Comidor Mobile<sup>®</sup> is your personal business assistant when you're on the move. The app includes a variety of important business tools that ensure business continuity, improved productivity and give your company a competitive edge.





#### Email



#### Notifications



Receive alerts (by text, sound or vibration) each time you have a new e-mail, task etc.

#### **Tasks and Processes**





>

>

>

>

>

>

>

>

>

#### Documents



# SECURITY

### A+ in Security

Comidor Cloud's web-tier is rated as an A+ by the Qualis SSL LABS.

Comidor Platform offers end to end security for Cloud, Data and Applications integrating a full stack of security policies and services.

 $\checkmark$  Physical Security

√ Compliance

- √ Data protection
- √ Cloud Security
- ✓ Data encryption
- √ Access control
- ✓ Application Security √ Audit controls
- √ EU GDPR
- $\checkmark$  Risk management
- $\checkmark$  Business continuity
- ✓ Disaster recovery

#### **Network Protection** Management

Comidor is accessed through a firewalled network configured to reject any illegitimated connections except those allowed by the network administrator (default deny).

#### **Backup Management**

The Comidor backup process ensures maximum safety and recovery of your precious application data. The backup manager applies the same high security policies to make backups automatically and at regular intervals to minimize data loss in case of errors, and natural disasters. The manager makes a full backup every day and incremental backup every 4 hours. Shortly after each full backup, the backup manager runs the compression and encryption process (application 7zip encryption AES256) on all backups of the day.

#### **Database Protection** Management

Controlled access to the local Database (DB) is achieved through: 1. Controlling users access rights 2. Excluding access to local DB remotely

3. Ensuring that access is only possible through predefined administrator IP addresses.

All changes/updates made at the platform level to the platform and application systems are recorded in Apache Subversion Software (SVN).

#### Authentication-Authorization

All access to Comidor, is permitted only over SSL connections. This way, users are assured that all information passed between Comidor and their browser is secure. For authenticating - authorizing users' access, Comidor follows a simple yet strict process in which users provide the given valid credentials (e-mail, password and company code), through SSL data transfer.

#### Audit

Our hosting partner is Amazon. Amazon AWS certified on multiple SAS70 Type II audits under both SSAE 16 and ISAE 3402 professional standards. AWS is also certified under the ISO 27001 standard.



# MAKING THE DIFFERENCE WITH COMIDOR

## **BEFORE COMIDOR**



### AFTER COMIDOR







### FOR MORE INFORMATION PLEASE CONTACT:

# **Customer Success Team**

- UK: +44 (0)20 3397 8057
- GR: +30 2310 402522



- 🔽 customer.success@comidor.com
- www.comidor.com

# **Connect with us!**



Basic Info	Data Model	Table	Forms	midgets	Tabs	Workform	Event Scripts	Overview	Publish		
Workflow Ounge Workflow Selected work	till Workfow	r Feedback v	1								
Customer Buccess	nd email for feedback to	customer	Mit Maan Latinah Najari Garaw Sajari	•	3						
Cuetorer					•	-tos	tive / Neutral				
					N 🔦	≡ ₩0- 🤣	• C 4			a 6° 6°	Richard Newto
					\$	My	Oashboard		Designer	HR proc	esses
					- = 0	Design your a	kflows	Build your o	Builder	Customer Request	PO Start a new Purchase Order
					• • • •	100 100 100 100 100 100 100 100 100 100		2. Processor	port line current year	3. Processes re     Contract 1 Contra	port timeline Pro 5, 2021 Pro 5, 2021
						1000	******	-		Fa 9 24 Com	
						4. Customer	requests per category	5. Cust	omer requests per sertiment	e EXAML NS Comm	
								20 16		• Totel II	
								10		P0.175 00000	
						X					