OFFICE TALK

Variant **MS** (**M**odeling-**S**imulating)

General aspects

OfficeTalk/MS is a Business-Process-Management-Suite (**BPMS**) for managing business processes of a company. It can be used on different platforms. The amount of useable workstations, supported by **OfficeTalk/MSP**, depends on the used databease. **OfficeTalk/MSP** is developed with modern technologies and uses component architectures. **OfficeTalk/MSP** is based on VisualWorks ® Smalltalk from CINCOM ®.

Target groups

OfficeTalk/MS is independent of any industry type.Some examples of industry types:

- Defining of organisational processes in companies.

- Defining of sales orientated processes

- Defining of production orientated processes

- Defining of dated/term orientated processes

- Defining of brach neutral processes (medical, notary, lawyer, sales, education, consulting,asset consulting, investment, etc.)

Variant *MSP*

With this variant of **OfficeTalk** you can model, simulate and execute processes of all kind. Details for the **MSP** variant you find in the product sheet **OfficeTalk/MSP**.

Advatanges and goals

- Processes can be documented

- Processes can be optimized

- ISO-9000 certifying can be performed

- Processes can be analyzed by time

- The peforming of a process is organized by workers and their known substitutes

Interfaces to other systems

OfficeTalk/MS 's architecture is an open one. It can be integrated in existing systems.

Supported plattforms

OfficeTalk/MS is system neutral developed and supports the following system platforms:

- Windows 98
- Windows 2000
- Windows 2003
- Linux
- Windows NT
- Windows XP
- Windows Vista
- IBM-xSeries
- IBM-iSeries

Supported datenbases

OfficeTalk/MS supports the following databases:

- Oracle Version 7 or higher ORACLE

- Microsoft-SQL Version 7 or higher **Microsoft**

- PostgreSQL Version 8.0 or higher

- Universal DB2 Version 8.1 or higher IBM
- ODBC database

Current prerequesites

RAM min. 32 MB, any supported database

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The specification

Process

With **OfficeTalk/MS** you can define processes and their actions in a free way.
An example: The process „*Order from a supplier*" defines, that the order is put to the first worker 10 days after initialisation to check the input of the delivery and then is delegated to another worker, to initial the payment.

Processes are communicational medias used in an office, or in general, jobs to perform. For example: letters, term agreements, orders, committents, etc. In general, all types of working with another person or company.

Worker

A worker is the users of a process. A worker is registered by shortcut and password. So, the access to processes can be restricted by **OfficeTalk/MS**. Workers can be grouped together to a worker group, an office or a team. A higher worker can see the current processes and their state done by his grouped workers. To a worker, one ore more subtitutes for defined processes can be assigned. The responsibility of a substitute can be restricted to the state of another worker or a time spann. If one worker is ill for example, a substituted worker can do his job. By the structural features of **OfficeTalk** each companys type can be described.

Responsibilities

You define the responsibility of performing a process, by assigning a worker to a process type or name. You can give different rights for performing a process to a worker per process basis.

Simulation

The flow of a process can be simulated. On variants of the path, the direction can be choosen. The result of the simulation, like times, consumed resources and much more can be inspected.

Times and resources

Each process has a minimal and maximal time amount to be performed. Each step within a process may have a minimal and maximal time amount to be performed too. It's also possible to assign a concrete date/time for the performing of a process. The assigning of a process or step to a worker may be time dependent.

Executionpath

In **OfficeTalk/MS** you describe the way/path (different workers) a process should be delegated while be performed. You define whitch worker will do whitch step of the process while performing.You can assign this by process type or process name. Substitutes are accepted for this definition too.

Presentation

For presentation please contact OfficeTalk@joops.com or +49 89 6006920.