

Function Summary

- Completely compatible with Windows XP AND Vista.
- Translation of company policy and knowledge to the work floor.
- Translation of work floor experience to management.
- Not only the ability to document processes and rules but also to model them.
- Easily make changes. From agreements to matrices and from manual to descriptions; all sub documents are updated with the press of a button.
- Central Information source. Information is no longer in danger of being lost but is centrally available.
- Relationships and context: between departments or processes, between documents and regulations. Context in Rules 2008 is just as important as documenting processes.
- The same information from different perspectives. Rules can show the same process chart from different perspectives such as: functions, departments, individuals etc.
- An actual and up to date version of the currently accepted standards. Changes in a single document are immediately filtered down through all sub documents.
- Simulation: One click of the mouse can calculate the costs and running time for a process.
- The Cockpit: In a single screen you can see how the organisation is functioning.
- MyView: A clear and concise overview of all relevant information per individual staff member, department or project.
- Ease of use. Rules requires little computer experience to be used effectively.
- Standard sharing format: Rules is able to communicate with the most commonly used formats such as SQL databases, Access or even Oracle.
- Version management: Share versions (snapshots) of certain information from a database to quickly and efficiently come to a consensus.

Function Details

Describe and communicate how your organisation works

With a single button press each manager, employee and/or auditor can see which instructions, processes, task's, any other relevant instructions are applicable for them. As manager you will be able to get a good overview of what you employees are doing and in which processes they are part of.

This has advantages for:

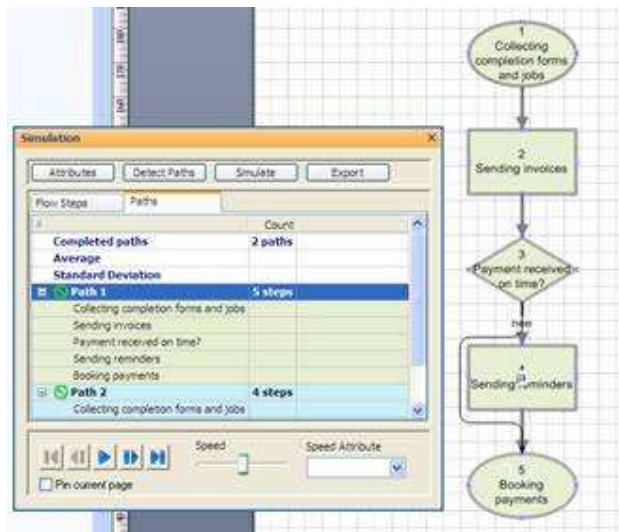
- Personnel: provides an overview of tasks and activities for each staff member
- Line Managers: the possibility to check key performance indicators of staff member activities
- Staff Members: shows for which tasks they are responsible
- New Staff Members: gives an overview of which tasks they are responsible and with whom they will be working in which process

Integration with MS Visio

Microsoft Visio is the world's most commonly used chart drawing software. Mavim Rules' full integration with Visio gives users the tools to maintain data connectivity with charts and content, automatically generate websites and use various charting techniques.

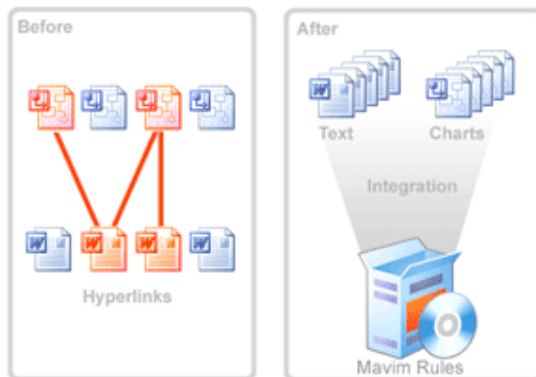
Simulation

With the press of a button you will have a complete overview of the costs and duration of specific processes. If you compare this data to the revenue of a process, you will have insight to the productivity of a process.



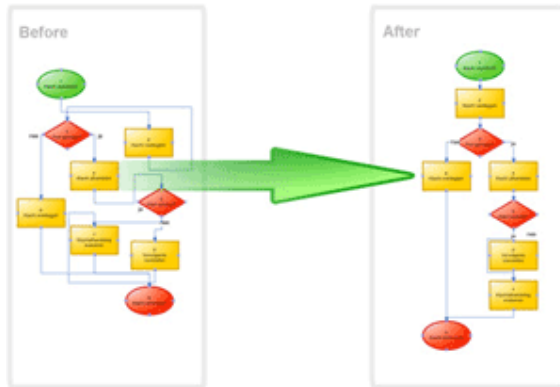
Integration of MS Visio charts

Mavim Rules is integrated with Visio with the advantage that all the charts produced are managed by Mavim Rules. When something is changed in one chart Mavim will carry the change through to all other relevant charts...



Automatic lay-out

Do you spend a lot of time creating a neat lay-out for your charts? Use the automatic lay-out function in Mavim Rules and all your charts will be well layed out. Want to add an extra activity? Click on lay-out after the activity is added and your chart is once again layed out neatly!

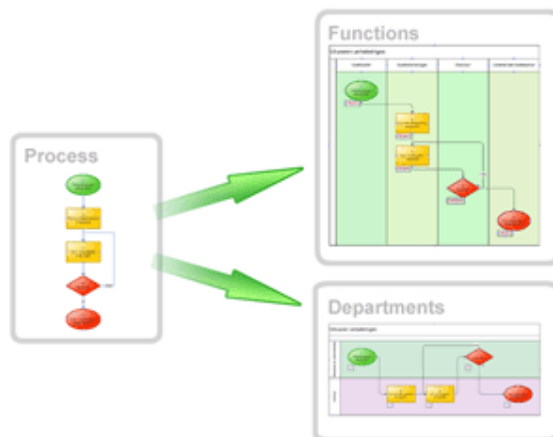


Consistency checks

Mavim Rules links all the topics automatically; drag one topic onto another and the link is made. This ensures that there are no "loose arrows".

Changing chart technique

Change chart technique with one push of a button? For example from flow chart to relationship network chart or vice versa. With Mavim Rules you can use multiple chart technique's at the same time.



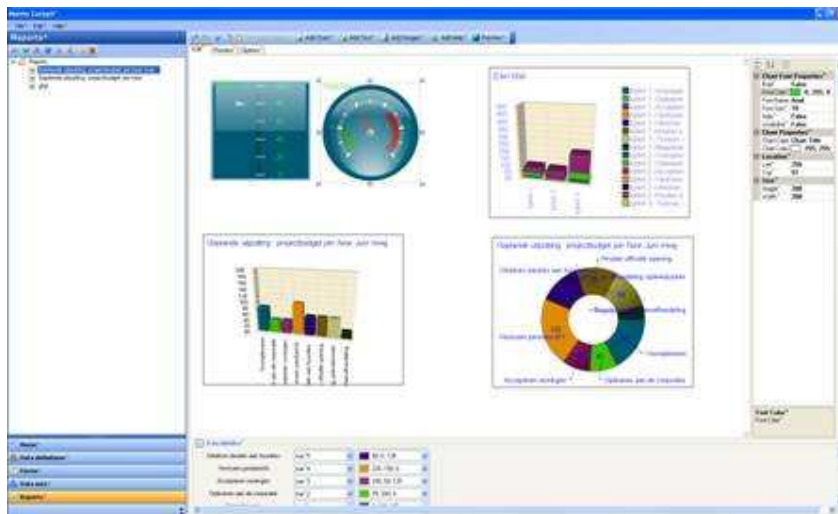
Text in a chart

Want to add text to a topic? Mavim Rules keeps a record of which text belongs to which topic. The chart always has the appropriate text.

Cockpit

The Cockpit is your dashboard for the organisation. Using the Cockpit you have an overview of how the organisation is functioning and how well standards are being followed. In other words you are can see how performance stacks up against targets and which changes must be made to realise the desired targets.

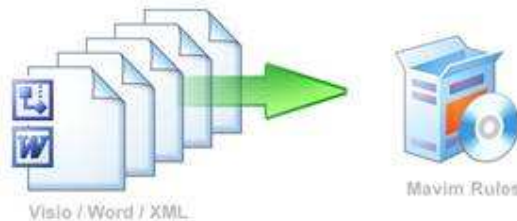
If you are flying from point A to point B you need a flight plan. You will also need a cockpit with gauges, parameters, direction and speed. This is needed to see if you are flying fast, high and safe enough to reach your destination. You can make adjustments if the flight plan is in danger. Mavim Rules is the flight plan. The Mavim Cockpit is the control mechanism. If adjustments need to be made to a process, Mavim Rules shows you which parameters or steps need to be changed.



Re-use existing documents

Import MS Word or Visio

If descriptions already exist it is handy to be able to reuse them. With Mavim it is easy to import existing Word or Visio documents.



XML Import

It is also possible that topics have already been described in another system. Make a coupling with Mavim Rules and use the existing topic descriptions. This makes it possible to maintain all information in one place.

Version management

When a version is made, the recorded information is frozen and saved. In this way you always have an accurate record for future use. **See the differences** Compare old and new versions and see immediately what the differences are. Easy archiving of older versions.

Publish

Intranet/Intranet

Generate and publish a website without technical knowledge.
Include the corporate identity.

CD-ROM \ DVD

No access to the Internet?
Generate a website and burn it onto CD-ROM without needing technical knowledge.

Word/PDF

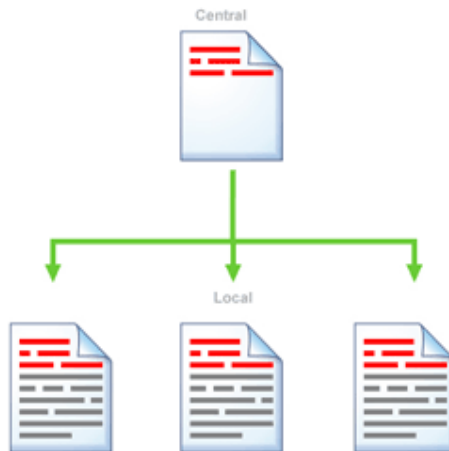
Want to read documents in your own time?
Print them out, including the corporate identity (header and footers, logos etc.)

Help-file

Many software programs have a Help function, this is not organisation specific. Make Mavim Rules your organisation specific Help and replace the F1 button in the existing programs.

Multiple offices

Mavim Rules is not only handy for small organisations, there are also many functions useful to large organisations.



Distribution management

Define the big picture centrally and send a version to a remote site where the descriptions can be made more specific. If something is changed on the central site then all remote offices automatically receive notice of this. These can be used to keep their own adaptations up to date.

Example

Create a process model at the central site. For example a process with 10 steps. Generate version 1 and send this directly to a remote site.

The remote offices have a starting point from which they can continue. If one office has 11 steps in their process then the extra step can be added.

Adaptations at the central site? Generate version 2 and send it directly to the remote offices. They automatically receive a notice with an overview of the changes. Version 2 automatically replaces version 1 without losing the local adaptations!

In this way everyone is able to work consistently but also with their own methods.

Multiple languages

Mavim Rules supports the use of multiple languages. This applies to both operation and use, and to the information that the user records. The Mavim Rules Translate Explorer ensures that the information is always available in the same structure. This is particularly handy for multinationals and organisations with multiple working languages. This function prevents data inconsistency. Each user can switch to his preferred language as needed.



Example

The screen is divided into two, for example, Dutch on the left and English on the right. When you navigate in one screen the other follows so that the correct step can be translated. The user does not have to search within the structure because it always stays synchronised.

Webserver

Rules Webserver

This environment is necessary to make the websites interactive.

One entrance

Because it is possible to couple Mavim Rules to multiple systems, users have access to the information they need to do their work properly.

Corporate Identity

The lay-out of the website is totally adaptable so that it can be made recognisable for the end users as a website belonging to the organisation.

Feedback

The most knowledge about the organisation comes from the employees who carry out the daily work. Receive feedback from these employees to improve the descriptions.



Subscribe to topics

End users can subscribe to the topics that are relevant to them.

After subscription, the end users are automatically brought up to date about the latest changes.



The end user is more involved because he only receives relevant information.

Search

It is possible to carry out a search of everything that is recorded within Mavim Rules. Use word combinations to refine the search.