Imperial College London

Nimbus user guide: tips for viewers of process diagrams

Version: 2

Author: Sue Flockhart

Document Purpose

This document is intended to provide brief tips and guidance for College staff when accessing, navigating, reviewing and authorising process diagrams within the Nimbus Business Process Management System (BPMS).

Contents

1 How to log into Nimbus

Log in to the [Nimbus Web Server](#) using your College username and password:

If you have any difficulty logging in, contact your process lead to ensure that your user account has been enabled. Staff members can request ad-hoc access to Nimbus via the online [Access Request Form.](#)

2 How to open a Nimbus Process Diagram

Every diagram in Nimbus has a unique url. Some users may navigate to these via a specialist landing page that brings together processes that are relevant to their job role. Others may start from the general Nimbus home page, from which it is possible to browse the College's shared mapping repository.

Assuming you are starting from the Nimbus home page, click 'Explore College Processes' to browse the draft process maps that make up the College's shared mapping repository. You can also navigate to specific process folders using the Processes option on the left-hand pane.
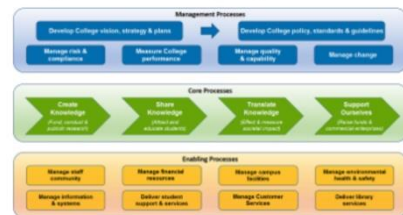

Once you have a process diagram open on screen, you can add it to your homepage as a shortcut favourite, by clicking the Star icon in the top right corner

Some College staff may only be able to access diagrams that have been approved for their use by the Process Owner. Others may be able to view draft diagrams that are still in development. If you experience any difficulties opening a diagram, contact the person who created it (known as the process author) to ensure that your diagram permissions have been correctly enabled.

What do Nimbus diagrams look like?

Nimbus diagrams use a simple mapping notation that contains activity boxes and flow lines (see the example diagram below).

The activity boxes represent **what** is being done (the activities that make up a process). An input line indicates **when** the activity happens and an output line indicates **why** the activity takes place. The coloured bars under an activity box show **who** carries out the activity and what supporting **systems** are used in doing so.
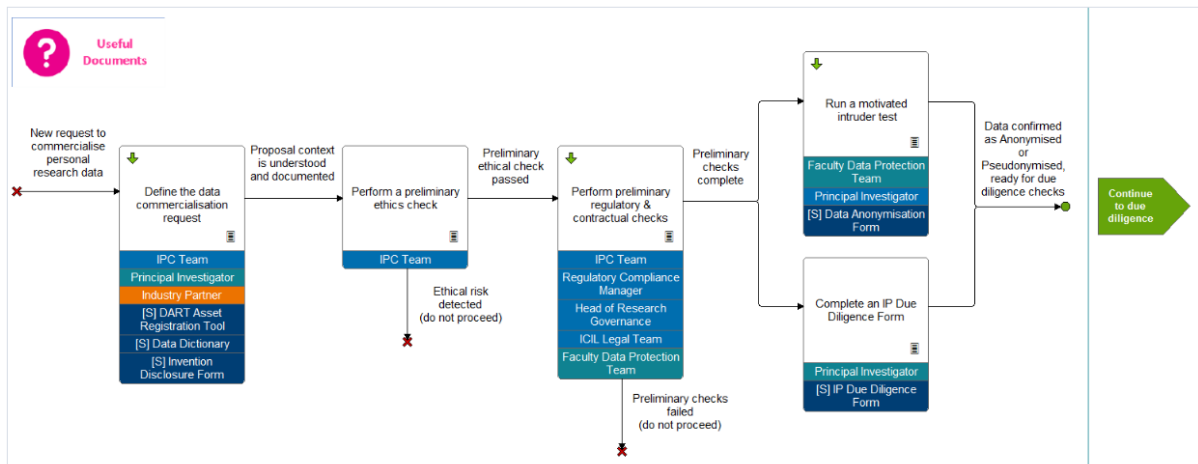
How to navigate around Nimbus diagrams

Nimbus diagrams may also contain embedded help text, attached work instruction, lower-level child diagrams, web links and links to other diagrams. Some tips on navigating around this content are given below.

- **Attached work instructions & links:** wherever you see an option for 'Useful Documents' or similar, click on it to view the attached information. This may include any number of helpful documents, web pages, templates and policies.

- **Activity help text:** if an activity box has a small text icon in the lower right-hand corner, this indicates that there is a short piece of help text available that describes the activity in more detail. Click on the activity box to view the help text.

- **Activity attachments:** if an activity box has a small paperclip icon in the upper left-hand corner, this indicates that there is an attachment that is relevant to that specific activity. Click on the paperclip to view the attachment.

- **Child diagrams:** if an activity box has a green arrow in the upper left-hand corner, this indicates that a child diagram is available, showing a lower level of detail. Click on the green arrow to open the child diagram. To return to the parent diagram, click on the blue upward-pointing arrow on the Nimbus toolbar.

- **Related process diagrams:** a process diagram may contain hyperlinks to related process diagrams (e.g. the next diagram along in the end-to-end process). To open these, click on the green signpost arrows or on the green dots that may appear at the end of a flow line.

3 How to optimise your Nimbus viewing experience

If you find that process diagrams are difficult to read within the web browser without scrolling, follow the steps below to reduce screen clutter and set your preferred zoom level. You only need to do this once and the browser will 'remember' your settings the next time you log in

With a Nimbus process map open on screen:

1. Maximise your browser window.
2. Hide the 'Diagram Explorer' on the left-hand side
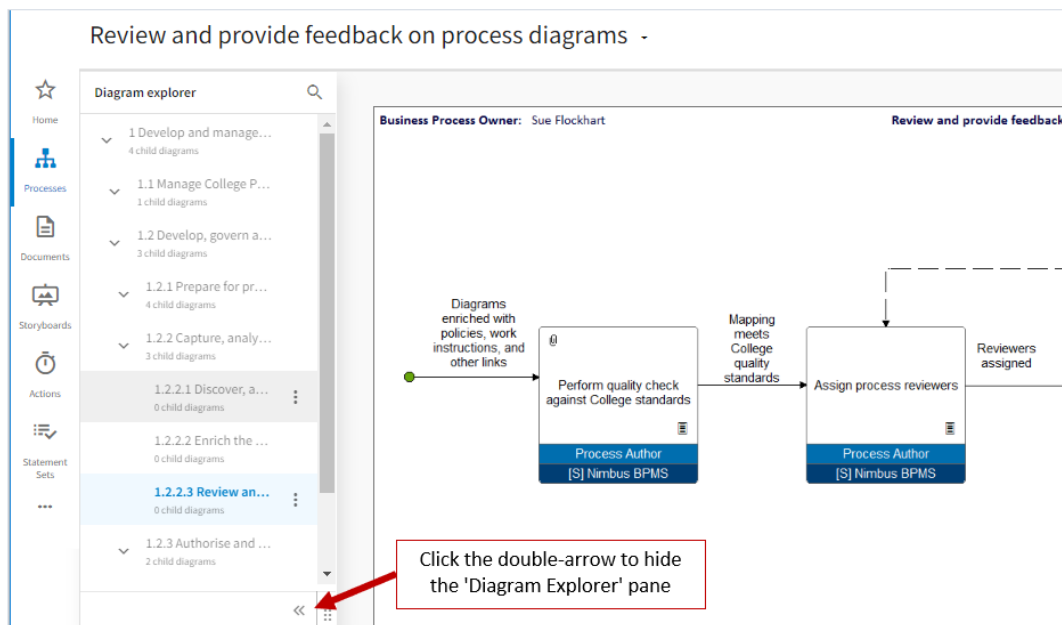
3. Use **ctrl+** and **ctrl-** to zoom in and out until the full width of the process map fits neatly and legibly into the viewing window without scrolling.
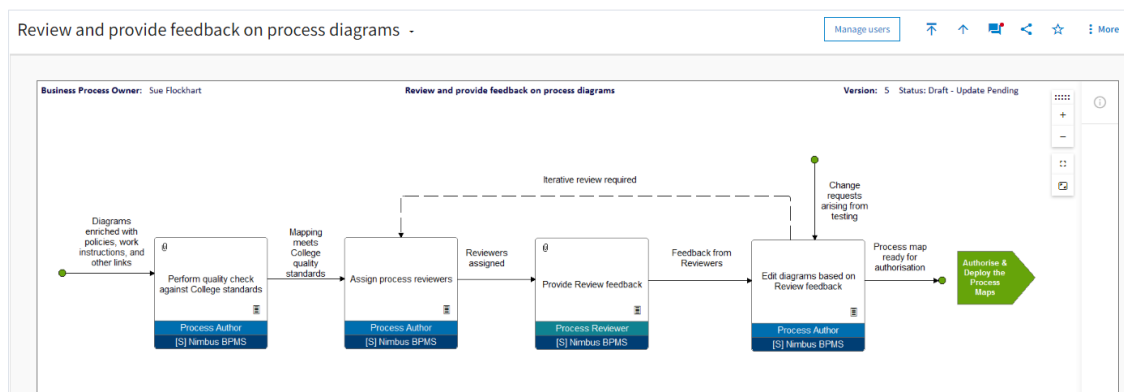
4. If the grey footer at the bottom of the screen is covering the lower part of a diagram, you can drag it out of the way by clicking on the tiny arrows in the middle of the

Nimbus user guide: tips for viewers of process diagrams

footer and dragging downwards.
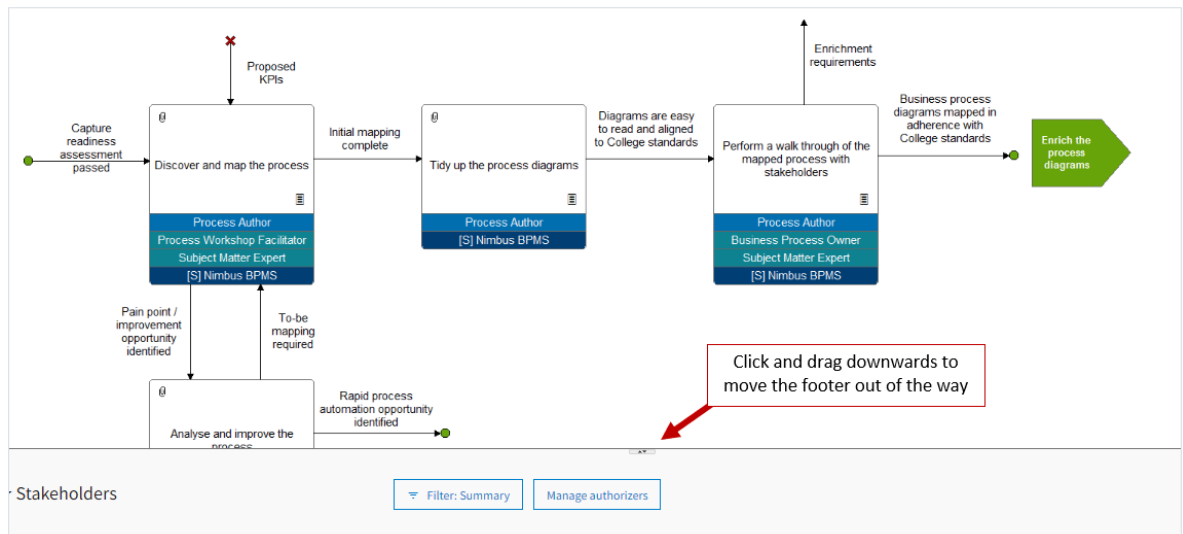
You can reposition the map into the centre of your screen at any time by clicking and dragging on the white background space.

4   How to review or authorise a Nimbus diagram

Process owners and subject matter experts may be asked to review and approve a Nimbus diagram at any time, as part of the College's process governance cycle.

For each diagram that you are asked to review, you will receive an automated email. A new notification alert will also appear in the top right-hand corner of the Nimbus home page.
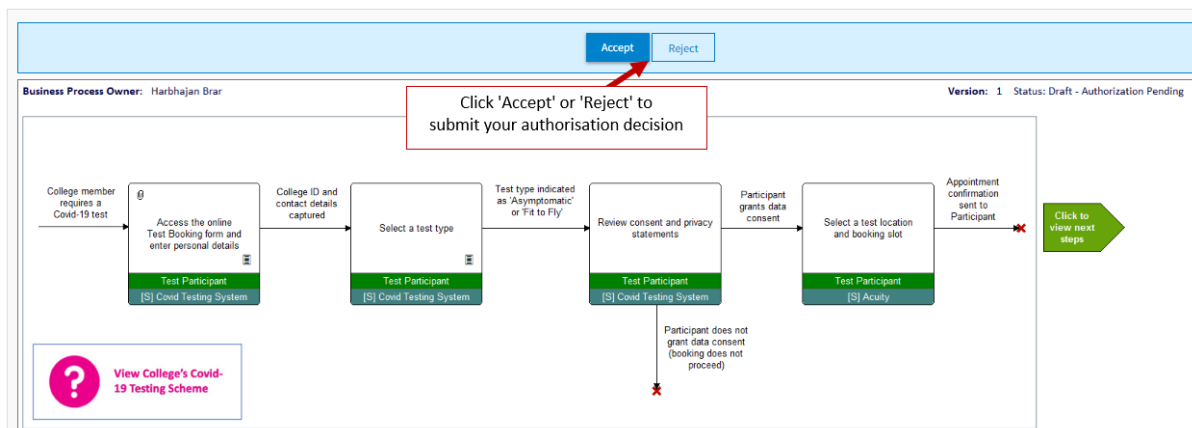
To respond to a Review Request:

1. Open the request email and click on the direct link to the diagram that you are being asked to review.

2. Using the checklist below, review the process diagram carefully, to ensure that you are happy with the content and any attachments.

3. When you are ready to submit review feedback, click the **Review** button at the top of the screen and submit your comment. Your notification alert will now disappear for that diagram.

4. Repeat steps 1-3 for any other diagrams that you have been asked to review.
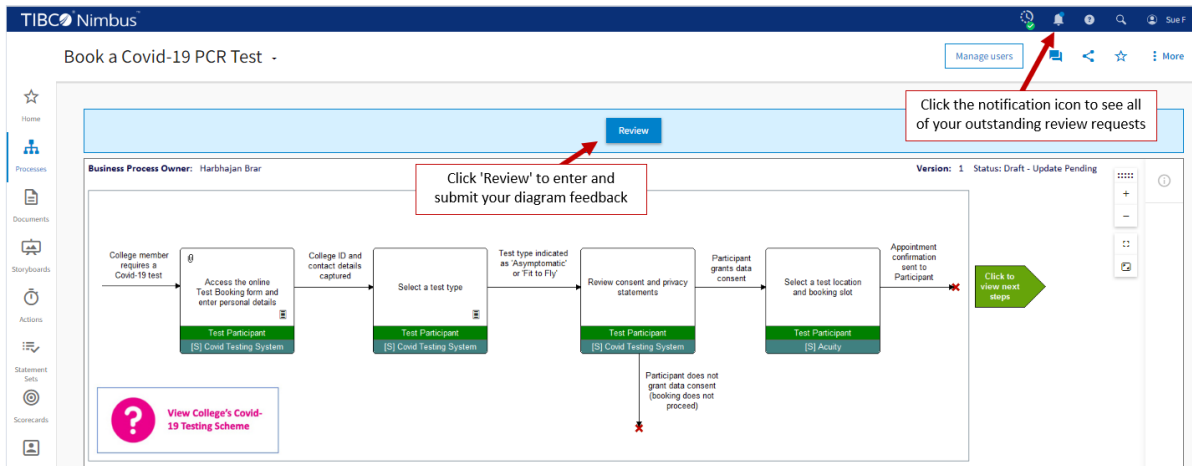
To respond to an Authorisation Request

1. Open the request email and follow the direct link to the diagram that you are being asked to authorise.

2. Using the checklist below, review the process diagram carefully, to ensure that you are happy with the content and any attachments.

3. When you are ready to submit your **Authorisation** response, scroll to the top of the screen and select either **Accept** or **Reject**. Indicate the authorisation type ((e.g. 'Process Owner Approval' or 'Subject Matter Expert Approval') and enter your comment.
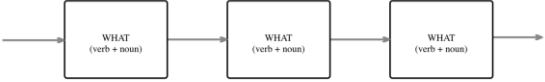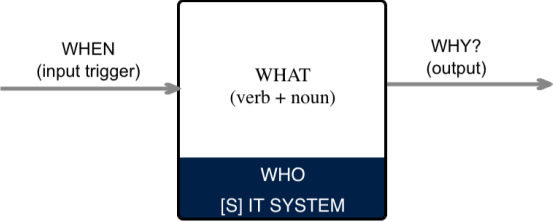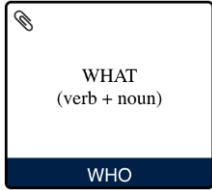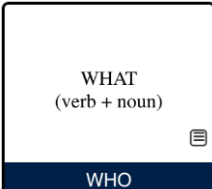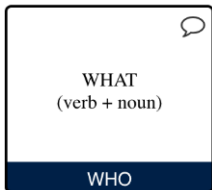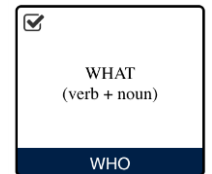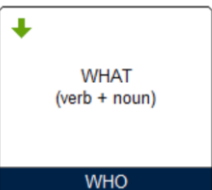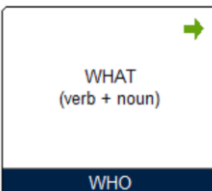
4. Repeat steps 1-3 for any other diagrams that you are asked to authorise.

Nimbus user guide: tips for viewers of process diagrams

Checklist for Reviewers and Authorisers

Please check the following details for each diagram before submitting your response:

(Shown at the top of the diagram)	**Diagram Name** • Is this correct and concise, using the "Verb + Noun" convention?
	Activity Flow • Are the boxes correctly ordered? • Is the flow logical? • Are the activity names concise? • Are they using "Verb + Noun"?
	Line Text • Does the text correctly describe the activity inputs and outputs? • Is it clear and as precise as it could be?
	Resources • Do these correctly describe the primary human role that does the work? • Are the IT systems correct (if relevant)
	Attachments

Nimbus user guide: tips for
viewers of process diagrams

WHAT (verb + noun) **WHO**	• A paperclip icon or 'Useful Documents' link indicates that there are attachments needing your careful review • These may include work instructions, templates, policy documents, web pages, data tables and links to IT systems, etc.
WHAT (verb + noun) **WHO**	**Commentary Text** • The text icon indicates additional explanatory text that needs review. • Is it sufficiently clear and correct for the intended audience?
WHAT (verb + noun) **WHO**	**Temporary Notes** • A speech bubble icon means that a note is awaiting resolution before publication
WHAT (verb + noun) **WHO**	**Statement Link** • This icon indicates that a formal business rule or regulatory framework has been associated with the activity. • Follow the link to check for correctness.
WHAT (verb + noun) **WHO**	**Child diagrams** • A down-pointing green arrow indicates that the activity has been expanded upon in a child diagram. • Check whether the child diagram also requires your review.
WHAT (verb + noun) **WHO**	**Side-linking arrows** • A side-arrow indicates that the activity has been expanded upon elsewhere in the College's shared process repository. • Check whether the linked diagram requires your review.
	Green connector dots

	• A green dot at the end of a line indicates that this process diagram leads into another diagram. (i.e. it forms part of a bigger end-to-end College process). • Are the diagram links correct? • Do they open when you click the dot?
	Red Line Ends • A red cross at the end of a line indicates that there is no linked diagram • This may be because the linked process is external to College or because it has not yet been mapped in Nimbus.

5   How to provide ad-hoc feedback on a diagram

Staff members are welcome to provide ad-hoc feedback about a diagram at any time using the **Comments** feature

With the diagram open on screen, click the **Comment** icon in the top right-hand corner. Enter your feedback and click **Submit** to send it to the Process Owner for review.