

Creating a Business Process in Microsoft Visio

You are creating a Cross-Functional Flowchart with 2 vertically oriented bands, one for each role. Your process steps are rectangles, you will have a start and end point, and your decision points are diamonds. You will need to have decision points in your process to cover details such as requiring too much work or education for a selected point in the career.

Getting Started with Visio:

- 1) Start Microsoft Visio
- 2) In the left-hand "Category" column select "Flowchart"
- 3) In the center pane, select "Cross Functional Flowchart (US Units)"
- 4) In the pop-up window change the band orientation to vertical, change the number of bands to 2, and leave "Include Title Bar" checked
- 5) Save your new drawing under some descriptive name

Downloading Microsoft Visio

As a student in an MIS course you can register with the Hoffman E-Commerce Lab and download some Microsoft software for educational use, including Microsoft Visio (this does not include Microsoft Office). To download Microsoft Visio follow these steps:

1. Go to <http://ecom.arizona.edu/>. If you are off campus, this page may load very slowly!
2. Click on "Registration" in the upper Right Hand Corner
3. When you see the Security Alert window, click on "Yes" to continue
4. Log in using your netID username and NetID password
5. If you do NOT see a box showing "your current E-Commerce Lab Registrations" and your status as being verified for MSDN software access, do the following:
 - a. Click on Registrations
 - b. Check the box for the current semester
 - c. click on submit
 - d. you should now be verified, if not please email your TA.
6. Once you are Verified, register for MSDN (Microsoft Software Access) by taking the following steps:
 - a. Click on MSDN
 - b. Enter your E-Mail Address and click on Submit
 - c. You will receive an email in 1 to 2 days with all the information you need to log into the distribution site and download Visio