Microsoft® Navision Axapta®

Microsoft Navision Axapta Business Process Management

Microsoft Navision Axapta Business Process Management helps you develop and manage business processes by identifying and monitoring actions that support your business strategy.

Key Benefits:

- Provides a holistic view of your business processes
- Ensures that employees follow the correct sequence of actions according to their responsibilities
- Tracks the status of all actions and checks that they are followed up appropriately

Key Features:

- Detailed information on responsibilities, time, priorities and status provided
- Structured responses and diverted actions
- Action planning
- Identification of status and end results
- Strategic plans linked to organizational units in Axapta Human Resource I

Setting goals is the first step in implementing your business plan. Following through with a plan of actions comes next. But how do you know if your business is on the right track to achieving its goals?

Microsoft Navision Axapta Business Process Management helps you monitor your progress to achieve the goals you have set. Functionalities such as strategic planning, best practice action templates, SWOT analysis and action planning will help you leverage experience and human resources, making it easier for you to stay on track and achieve your goals.

Effective planning and action-oriented information

Making a decision and taking the appropriate action is easier when your employees have a goal or strategy in mind. Goals and strategies are often summarized by action-oriented information to make individual and/or business goals clear. Action-oriented information also describes the best method for achieving your goals.

In addition to supporting action management, Axapta Business Process Management provides you with an excellent tool that you can use to communicate key strategies and progress to your employees. Axapta provides both high-level and detailed views of

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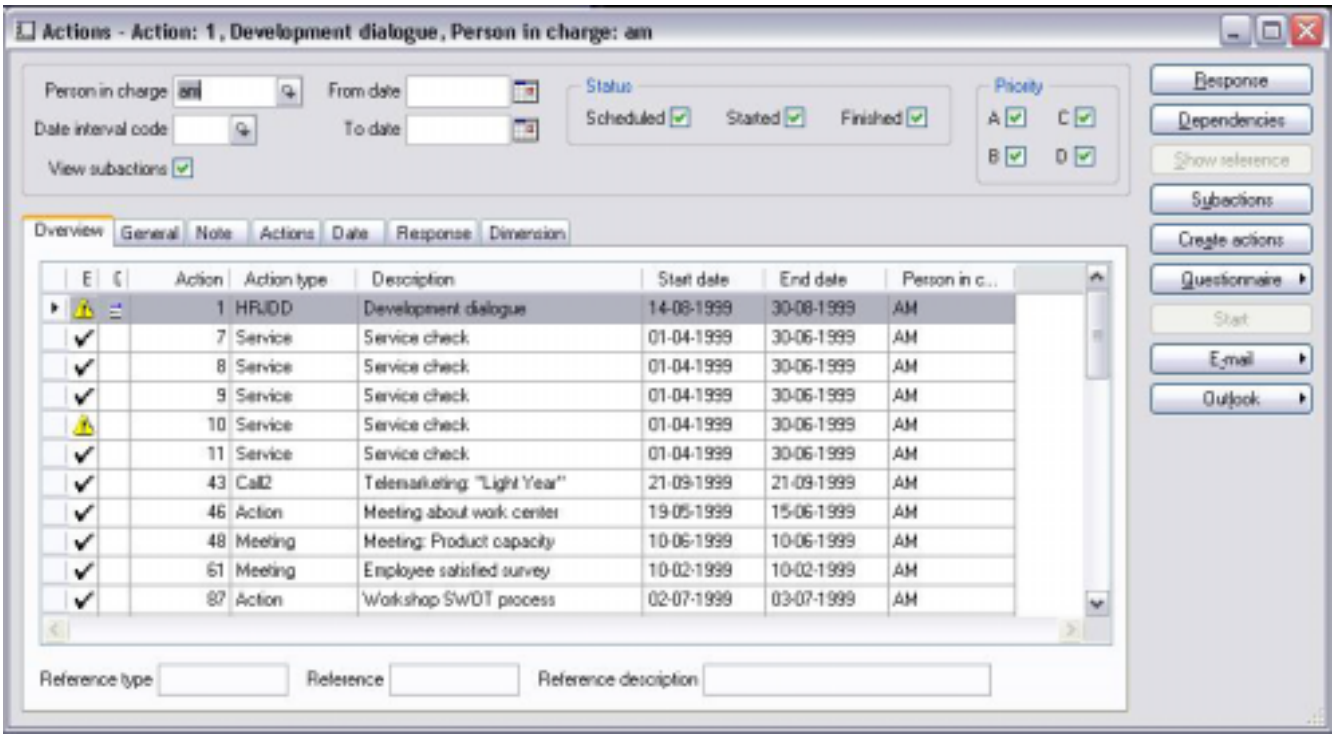
progress in easy-to-understand terms. All your employees will be able to see, understand and react in accordance with your strategies.

Flexible action management

Axapta Business Process Management enables any Axapta user to establish and manage actions. When you set up actions, the program automatically ensures that your employees follow a standard structure, with follow-up as a natural part of action planning.

Using the structured and intuitive tools of Axapta Business Process Management, all your employees can define personalized actions, set their own priorities and select and sort various types of information such as project status, responsible persons and date intervals.



Action Management

Analysis and job management is made simple as the manager can easily retrieve the necessary/relevant information from an employee's personalized system.

Action template

How often have you made your own checklists for reoccurring jobs such as the recruitment of new employees and the preparation of introduction procedures for them? Axapta Business Process

Management will help you set up standard procedures and free valuable time.

Use Process Design to set up procedures that you regularly use in your daily work, thereby ensuring that a process is optimally supported in accordance with best practice. The action template gives you an unlimited choice in the number of actions that you can simultaneously create and distribute to the responsible people. The process runs automatically, but under your full control as, initially, you set all the definitions.

Response and tracking

With Axapta Business Process Management, it is easy to respond to actions, create diverted actions, and require actions between employees. You can set up the system so that a given response automatically suggests a new action. This ensures consistency and gives you the ability to control procedures.

Effective action planning

Action planning helps you to keep your business focused on your goals. You decide which data in Axapta should be used to create the foundation for action-oriented efforts such as campaigns, customer satisfaction, employee performance reviews, recruitment tasks, and the administration of other resources, such as machinery.

Easy and flexible planning allows you to control which tasks are delegated to which employees. You can define characteristics, such as qualifications and organizational or physical location, and use the criteria to filter choices for various responsibilities.

Strategic planning

You can use strategic planning to identify, control and monitor the progress of your business's overall strategy or an employee's individual development plan. You can either set up the plan as a main plan or a sub-plan with accompanying references. The plan is updated with start and end dates, responsible employees, organizational units and a classification of which type of plan it is. From the initiation of a plan until the end result is achieved, responsibilities must be delegated and tasks fulfilled – all of which can be controlled and monitored by the action management module.

With the strategic planning module, you can ensure that the strategic processes become a natural part of every employee's daily work. This ensures that you get the most value from your resources. It also creates a shared understanding of the organization's focus and goals.

Contact your partner

To learn more about Microsoft Navision Axapta, contact your local Navision Solution Center. They have the expertise necessary to meet your specific business needs.

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About Microsoft Business Solutions

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http://www.microsoft.com/BusinessSolutions

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Data Summary Sheet

Key Features	Description
Easy to Use	• Intuitive layout and structure • User-adjustable menus, forms and reports • User-adjustable layout of main tables and journals • Windows commands incl. 'copy and paste' from and to Axapta • Direct access to main tables from journals • Advanced sorting and filter options • Built-in user help including an integrated manual • Option to mail and fax directly from Axapta • Application can be run in different languages
Action Management	• Detailed information on responsibilities, time, priorities and status • Register actions • Tracking and dependencies • Structure responses and generate diverted actions • Send actions as email or create as tasks in Microsoft Outlook • Implement Process Design by using action templates • Create actions with distribution to the responsible people • Action Planning
Strategic Planning	• Step-by-step creation of a strategic plan • Identification of status and end results • Register SWOT analysis results • Break-down of visions to define goals and milestones • Planning and follow-up with actions on initiatives • Link to Action Management and KPIs in Axapta Balanced Scorecard • Define templates for strategic plans • Link strategic plans to organizational units in Axapta Human Resource I

System Requirements

To obtain all of the features mentioned in this fact sheet, the following modules and technologies are required:

- Microsoft Navision Axapta 3.0
- Microsoft Navision Axapta Human Resource I
- Microsoft Navision Axapta Business Process Management

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