Flowcharting with Allclear...

up to 10 times faster than other programs when you...

Understand the Basics

Allclear is a unique flowcharting program. Firstly and very importantly – IT IS NOT JUST A DRAWING PACKAGE. You do not need to draw to create flowcharts. Without drawing you can create a flowchart or process map incredibly fast because the program understands the relationships between the elements on the chart.

Allclear understands the logic of the process or flow.

When you start Allclear the first thing to notice is the split screen. The left side is the diagram display and the right side is the editor. There are two ways to build a diagram with Allclear and these are shown below. Most people start with the drag & drop options although this is usually slower; the fastest way to start is simply by typing in the steps in the editor (right side).

How to Get Started with Allclear!

1) **Type the text of the process** into the right hand side of the screen (the Editor) and the program will chart the diagram for you. The punctuation within the text drives the program which works purely on the logic of the process.

Try our example below. **Type the text below into Editor. Be sure to keep the punctuation as it’s shown below!**

Your quick Reference:

<table>
<thead>
<tr>
<th>Punctuation</th>
<th>Function...</th>
</tr>
</thead>
<tbody>
<tr>
<td>.</td>
<td>Means the end of one box and the start of the next.</td>
</tr>
<tr>
<td>?</td>
<td>Produces the If cluster, with the YES and NO branches.</td>
</tr>
<tr>
<td>:</td>
<td>Produces the Case cluster with 3 or more choice boxes.</td>
</tr>
<tr>
<td>[</td>
<td>(at the start of a blank line) Opens a menu of Directives, for example, HEAD which means the beginning of a new flow</td>
</tr>
</tbody>
</table>
Arrange the Annual Meeting

Set the date of the meeting
Create a list of attendees.

Will the meeting be onsite?

- Yes: Arrange to have a room ready.
- No: Rent a meeting facility.

Send out the invitations.

Assemble handouts for attendees:

- Notepads and Pens
- Annual Reports
- Courtesy Gift
- Sales Brochures

Order company logo items.
Be sure reports are delivered on time.
Select and order gifts.
Order enough copies from Sales.

Have all the guests responded?

- Yes: Enjoy the meeting.
- No: Call the non-respondents.

Ask for an attendance count.

Enjoy the meeting.
2) Drag and Drop with the Diagrammer.

To drag a box, left click on the shape or cluster of boxes you need, and drag over to the Diagram view (left side of the screen).

When dropping the next box in the process, drag it over the box you wish to join to and the cursor which is shaped like a hand will turn to a plus sign. Then when you drop the box, the two will automatically be connected and aligned correctly.

There is no need to insert any arrows or align boxes. This is done automatically by the program. Notice also that the text logic appears in the editor on the right. This is a good way or learning and understanding the methods that can be used by the editor.

To insert your text double click on the box (or the title or a line) and type your text into the pop-up Text Editor window.

For more instruction, take a look at the video guides in the Help found within Allclear. Press <F1> to open the HELP, go to the “Introduction to Allclear” and select Video Tutorials.

This will provide further aid on LAYERS, linking layers, attaching documents to boxes, GOTO lines and the functionality of the other Editor Directives!

If you want to try something quickly – copy the text in example 1 above and paste it into the editor side of Allclear. Alternatively, there are lots of Samples provided with Allclear in the Samples folder.

If you need help, please call us. We can get you producing great flowcharts in minutes and you will find that going back to a simple drawing package just doesn’t make sense – unless of course you have time to waste!

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