

ARPO



VERSION 4.92.5 FREeware

INSTALLATION PROCEDURE



ABOUT THE PROCEDURE

- **Objective** Guide and facilitate the installation of the **ARPO Software**.
- **Applies to** **Freeware** licence (**version 4.92.5**).

ABOUT THE FREWARE LICENCE

- **Free of charge** This licence is completely free of charge and can be used freely.
- **Legal use** This licence may be used for personal, educational and/or commercial purposes.
- **Features** This licence has all the features of a full license.
- **Quantities** Up to 5 projects and 1,500 objects (300 per project), with no occurrence limit.
- **Full licence** This version allows the creation of small and medium projects.
For larger projects, please consider purchasing the full licence.

PROCEDURE STEPS

- This procedure consists of 5 steps.
- The sequence of steps and their names are presented on the first page.
- Detailed instructions on how to perform each step will be provided on the following pages.
- It will take 5 to 15 minutes to complete the entire procedure.

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INSTALLATION PROCEDURE

DOWNLOAD THE INSTALLER

DOWNLOAD THE INSTALLER

- Use one of the links below to download the installer.

<https://www.klugsolutions.com/Download/ARPO-Disk-Freeware-ENG.zip>

<https://www.klugsolutions.com/Download/ARPO-Disk-Freeware-SPA.zip>

<https://www.klugsolutions.com/Download/ARPO-Disk-Freeware-PTB.zip>

ENGLISH VERSION

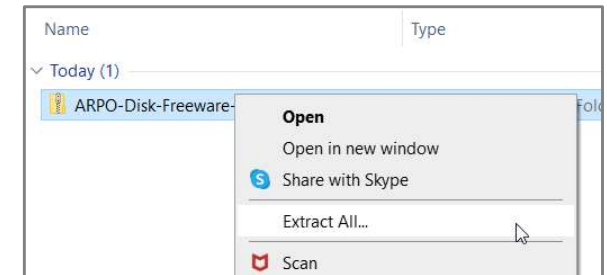
SPANISH VERSION

PORTUGUESE VERSION

UNZIP THE DOWNLOADED .ZIP FILE


- Browse the folder containing the downloaded file.
- Unzip the .zip file

Right-click on the .zip file and select the Extract All... option.
Select a folder in your computer as the unzipping destination.
The user must provide a password to unzip the file.



CHECK THE RESULT OF UNZIPPING THE FILE

- There must be a file in the folder selected as the unzipping destination.

Name	Type	Size
 ARPO Modeler Freeware	Windows Installer Package	30.706 KB

- This file is the installer for the new version, which will be used in the next step.

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INSTALLATION PROCEDURE

CHECK REQUIREMENTS

HARDWARE REQUIREMENTS

- **Processor** Intel core i3 (or superior).
- **RAM memory** 4 GB (or superior).
- **Disk space** 300 MB.



SOFTWARE REQUIREMENTS – MICROSOFT WINDOWS

- **System version** Windows 10, 8.1, 8, 7, Vista or XP.
- **Screen resolution** 1024 by 768 pixels (or superior).
- **User rights** User with an Administrator profile (only for the installation).
User with write permissions on the installation directory.

SOFTWARE REQUIREMENTS – MICROSOFT OFFICE (OPTIONAL)

- **System version** Office 365, Office 2016, 2013, 2010, 2007 or 2003.
- **MS-Powerpoint** Only for the function: Create PowerPoint presentation.
- **MS-Word** Only for the function: Create Word document.
- **MS-Visio** Only for the functions: Create Visio drawing and Import from Visio.

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INSTALLATION PROCEDURE

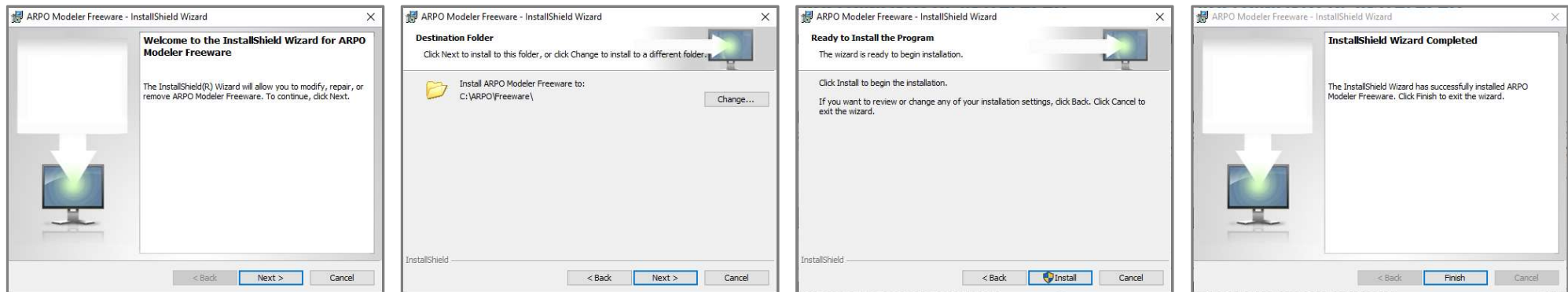
PERFORM INSTALLATION

BEGIN THE INSTALLATION PROCEDURE

- Start the installation by double-clicking the unzipped file.

RUN THE INSTALLATION PROCEDURE

- The system will present four dialog screens, reproduced below.



- **Installation in the default folder.**

In the dialog screens presented, click the following buttons: **Next**, **Next**, **Install** and **Finish**.

The system will be installed in the new default folder **C:\ARPO\Freeware**.

- **Installation in a custom folder.**

On the second dialog screen there is an option to change the installation folder.

Click the **Change** button, alter the folder and finish the installation with **Next**, **Install** and **Finish**.

CHECK THE NEW ARPO ICON CREATED ON YOUR WINDOWS DESKTOP



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INSTALLATION PROCEDURE

VERIFY INSTALLATION

Verify freeware license installation

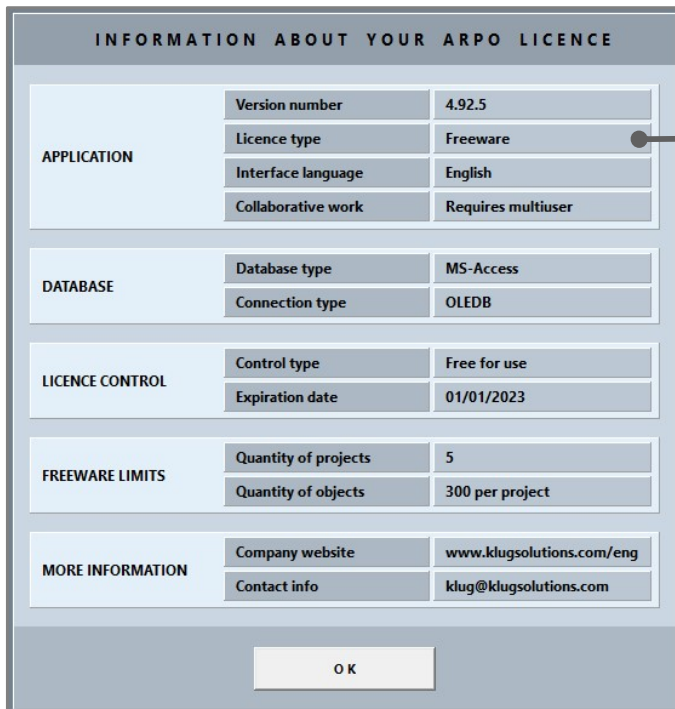


CLICK ON THE NEW ARPO ICON TO START THE PROGRAM

SELECT THE OPTION SUPPORT / ARPO IN THE MAIN MENU



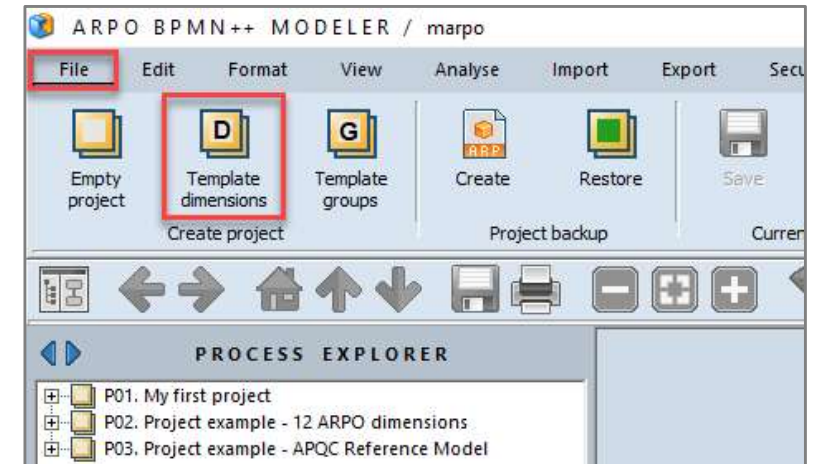
THE LICENCE INFORMATION SHOULD BE AS FOLLOWS



Freeware licence installed and working

CREATE PROJECT (TEMPLATE DIMENSIONS)

- In ARPO's main menu, select the option **File / Create project (template dimensions)**, as shown in the image on the top right corner.
- In the dialog screen presented by the system, do not alter the suggested default options. Create a project by clicking on the save icon.



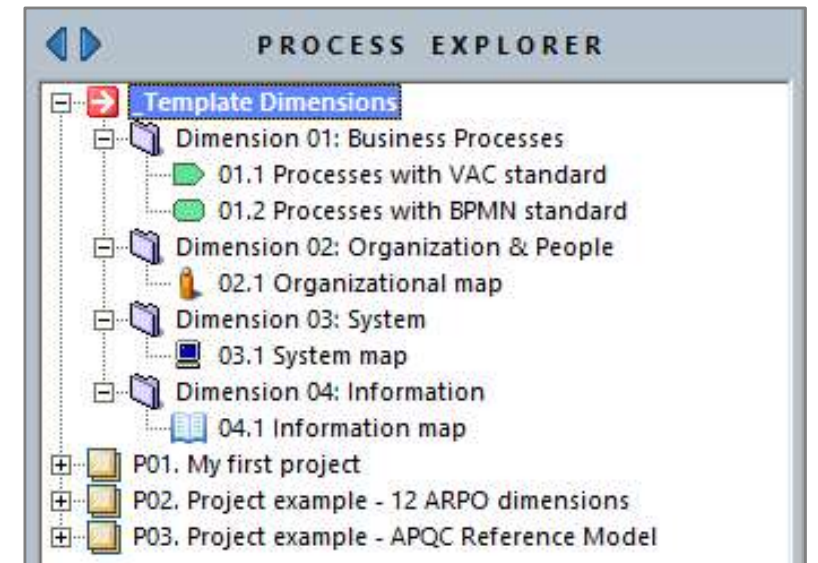
CHECK THE _TEMPLATE DIMENSIONS PROJECT STRUCTURE

- The new project must have the structure represented in the image below
- If the project has not been created:

It is probably an issue related to the access rights of your Windows user in your company's network.

Please request support from your company's IT team to configure your user's read and write rights in the directory where ARPO was installed in your machine.

After the access rights are granted, please retry the first step of the project creation procedure.



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INSTALLATION PROCEDURE

START WORKING

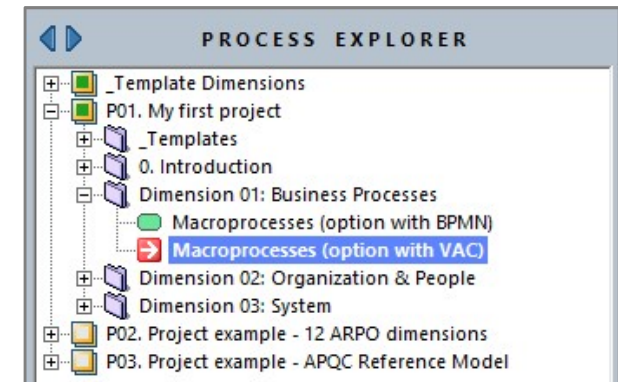
Use the example projects (P01, P02 and P03)



FIRST STEPS PROJECT

● P01. My first project

If you are going to start your studies with ARPO, use this project. It was configured with the 3 most used dimensions by companies. We suggest starting to model through the value chain, editing the model Macroprocesses (option with VAC) in the Dimension 01: Business Processes. This will be a first-level model, from which the processes are broken down into sub-levels (VAC, BPMN and/or EPC models).



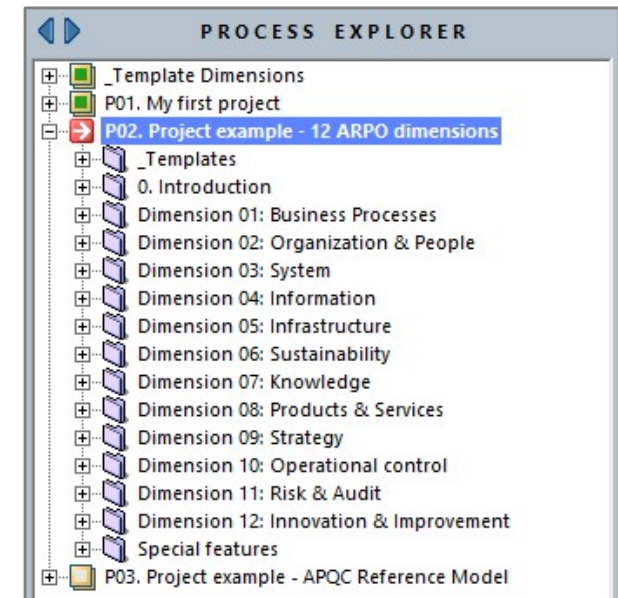
SAMPLE PROJECTS FEATURING BEST PRACTICES

● P02. Project example – 12 ARPO dimensions

This project contains examples of models with all 12 ARPO dimensions. In the group Dimension 01: Business Processes there are model examples with all process notation options supported by ARPO (including BPMN). In the other groups, we present the typical use of other object types and model types that allow the complete modeling of the business. We suggest keeping this project unchanged and using it as a reference.

● P03. Project example – Reference model

This project contains an example of a public reference model made available by APQC, in which all the typical processes of a generic business are presented in four levels of detail. Use this project as an example of process decomposition.



Consult complementary resources



DEVELOPER WEBSITE

- Visit the ARPO developer company website (www.klugsolutions.com/eng) for further details about the software, reference costumers, training and more.

FREE USER TRAINING MATERIAL

- Get the material used in on-site training for users free of charge by using the link <http://www.klugsolutions.com/Download/ARPO-Training-ptb.pdf>.



ARPO COMMUNITY ON LINKEDIN

- Join the ARPO LinkedIn group to share knowledge with many industry experts about the software and BPM solutions: <https://www.linkedin.com/groups/4482037>.
- Stand out in the community by describing your experience and success story with ARPO.
- Recommend ARPO to your contacts and invite them to join our group.

ARPO SUPPORT TEAM

- Send your questions directly to our support team (suporte@klugsolutions.com) and receive practical and detailed answers, as well as advice on BPM best practices.

CONTACT US

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