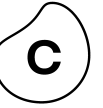# celonis

Quick Reference Guide

Review and Interpret Analyses 🔗

Variant Explorer

Discover all the different ways the process flows in your org. for improvement or compliance purposes.

Review variant(s)

For each variant, at Process Start, you can see how many cases have taken that exact set and sequence of activities.

Select individual variants

Review the top variants by clicking individual bars. Quickly find out if the majority of cases are flowing in a desired or undesired manner.

Select multiple variants

In the bar chart, click a variant and drag to select multiple variants for comparison.

Switch from "Graph" to "List" to select multiple non-adjacent variants.

Switch displayed KPI

Switch to a KPI other than "Case Frequency," for example, "Activity Frequency" to see rework.
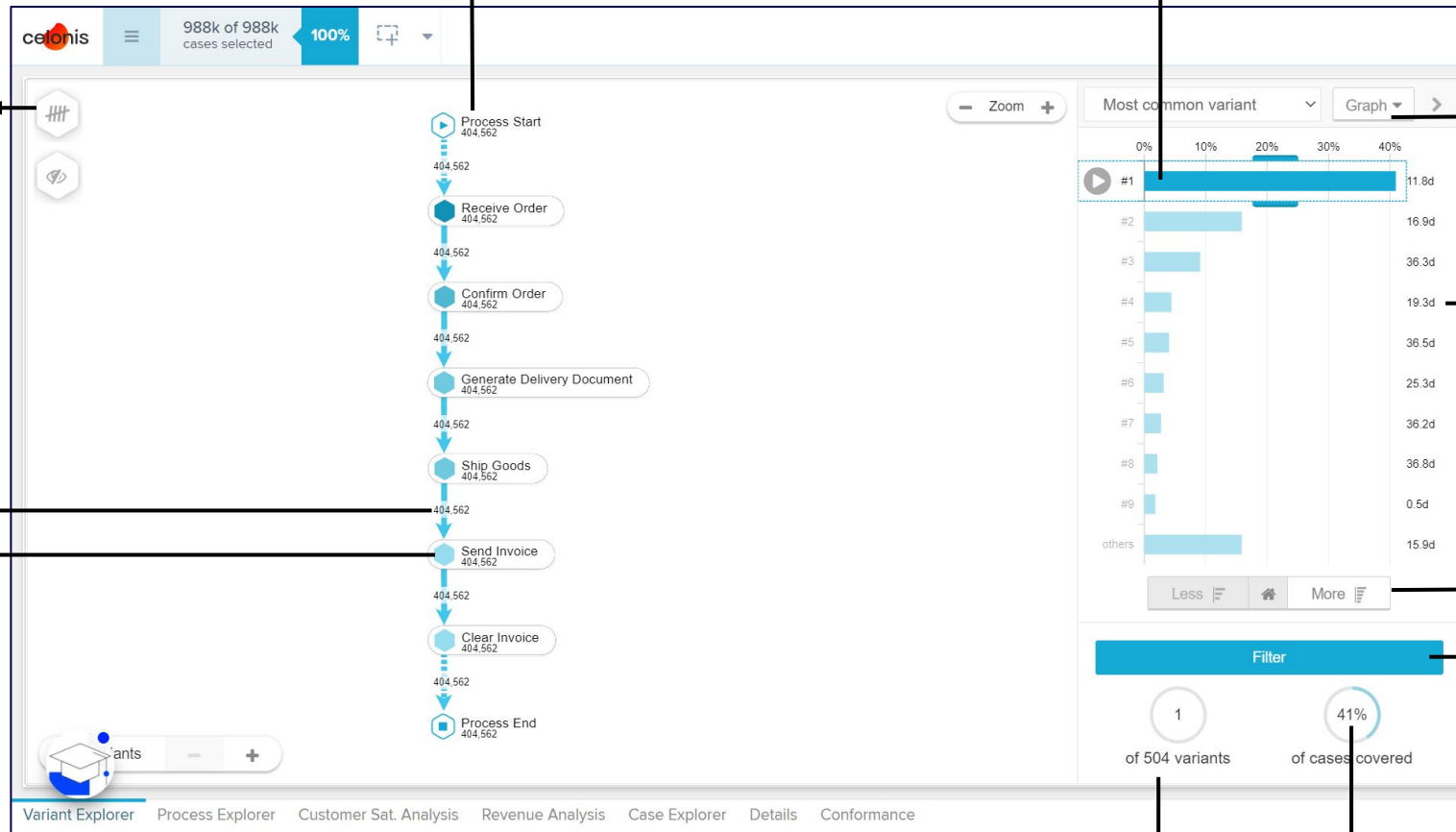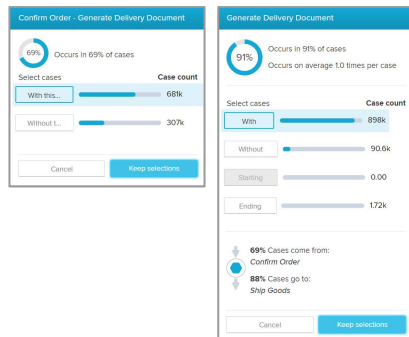
When viewing multiple variants, switch to a "Throughput Time" KPI to find out how the addition of an activity impacted the throughput time for the cases in variant.

Review TT KPI for each variant

These numbers display the total "Throughput Time (Median)" for each variant

Filter using a connection or activity

Click on a specific connection or activity to see how you can narrow the analysis focus.

Connection: With, Without

Activity: With, Without, Starting, Ending

Reveal more variants

Click the "More" button to reveal additional variants.

Filter the entire analysis

Choose one or multiple variants and click the "Filter" button to apply the selection to the entire analysis (all sheets).

Identify number of variants

Check out the total number of variants for the entire analysis, or when filtered on cases, the total variants for the filtered cases.

Review percentage of cases

Review the percentage of total analysis cases that the selected variant(s) represent, or when filtered, the percentage out of the filtered cases.

Screen interface elements

988k of 988k cases selected | 100%

Zoom | Most common variant | Graph

Process Start 404,562

404,562

Receive Order 404,562

404,562

Confirm Order 404,562

404,562

Generate Delivery Document 404,562

404,562

Ship Goods 404,562

404,562

Send Invoice 404,562

404,562

Clear Invoice 404,562

404,562

Process End 404,562

0% 10% 20% 30% 40%

#1 — 11.8d
#2 — 16.9d
#3 — 36.3d
#4 — 19.3d
#5 — 36.5d
#6 — 25.3d
#7 — 36.2d
#8 — 36.8d
#9 — 0.5d
others — 15.9d

Less | More

Filter

1 of 504 variants | 41% of cases covered

Variant Explorer | Process Explorer | Customer Sat. Analysis | Revenue Analysis | Case Explorer | Details | Conformance

Confirm Order - Generate Delivery Document

69% Occurs in 69% of cases

Select cases | Case count
With this... — 681k
Without t... — 307k

Cancel | Keep selections

Generate Delivery Document

91% Occurs in 91% of cases
Occurs on average 1.0 times per case

Select cases | Case count
With — 898k
Without — 90.6k
Starting — 0.00
Ending — 1.72k

69% Cases come from: Confirm Order
88% Cases go to: Ship Goods

Cancel | Keep selections

Process Explorer

Quickly discover the activities and connections beyond the most common ones.

C
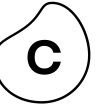
Review the most common activities

The Process Explorer, by default, looks at all the cases in the analysis as evident in the number noted at Process Start.

Switch displayed KPI

Just like in the Variant Explorer, you can switch KPIs to get additional insights.

Hide/Show Activities

Limit the activities to those that are relevant to you by selecting or deselecting from a list. Keep in mind, this is not an analysis filter.

Filter using a connection or activity

Click on a specific connection or activity to see how you can further narrow the analysis focus with the options available.

Activity: With, Without, Starting, Ending

Connection: With, Without
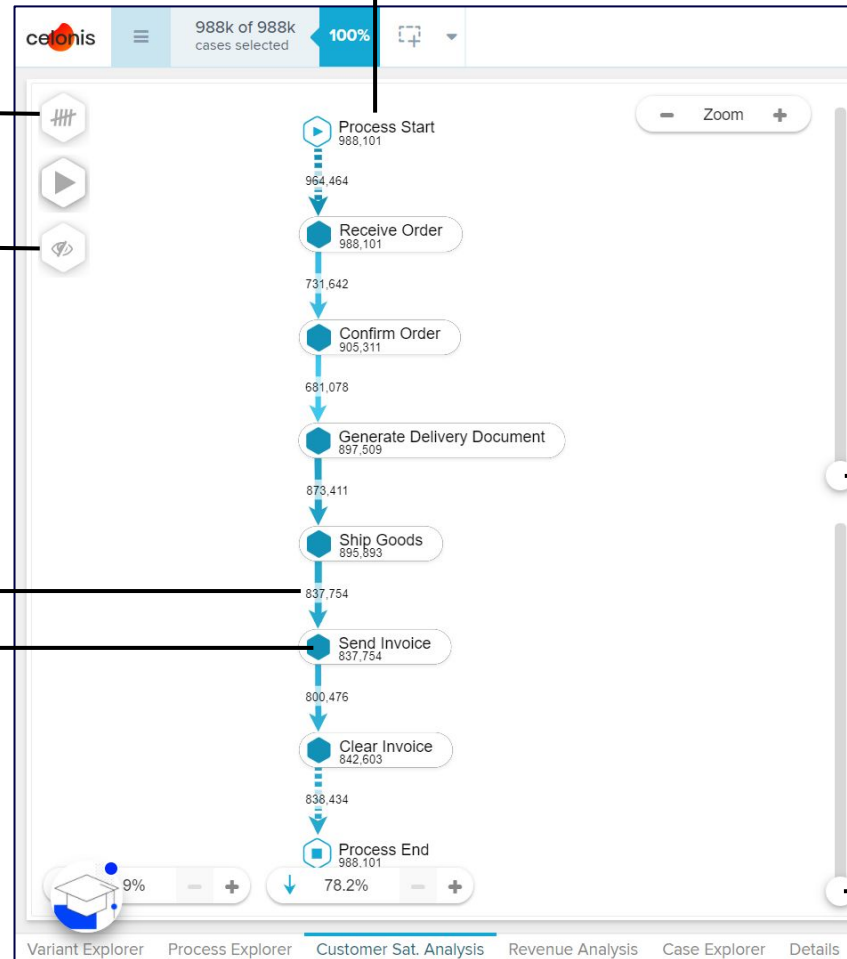
Add/Remove activities

Use the slider to control the activity coverage. As you add activities, additional connections display as well.

Add/Remove connections

Use the slider to control connections between activities.

Tip: The displaying of connections depends on activities already being displayed.

celonis — 988k of 988k cases selected — 100%

Zoom

Process Start 988,101
964,464
Receive Order 988,101
731,642
Confirm Order 905,311
681,078
Generate Delivery Document 897,509
873,411
Ship Goods 895,893
837,754
Send Invoice 837,754
800,476
Clear Invoice 842,603
838,434
Process End 988,101

9% — 78.2%

Variant Explorer | Process Explorer | Customer Sat. Analysis | Revenue Analysis | Case Explorer | Details

Confirm Order - Generate Delivery Document
69% Occurs in 69% of cases
Select cases — Case count
With this... — 681k
Without t... — 307k
Cancel — Keep selections

Generate Delivery Document
91% Occurs in 91% of cases
Occurs on average 1.0 times per case
Select cases — Case count
With — 898k
Without — 90.6k
Starting — 0.00
Ending — 1.72k
69% Cases come from: Confirm Order
88% Cases go to: Ship Goods
Cancel — Keep selections

Process Explorer (Full Screen differences) | Find out how cases are flowing into and out of specific activities.

Interpret the differences in case count

The differences between the case count on a connection going into or out of an activity and the case count on the activity can be explained by the fact that not all activities and connections are displayed. Check out "predecessor and successor" activities.

Filter using a connection or activity

Once you left-click on an activity or connection, you can use the button and dropdown to see your filtering options.

Get a rundown on activities

Switch to "List view" to see all activities along with the case frequency for each and even search for a specific one.

**Review predecessor and successor activities**

When you left-click on an activity in the full screen Process Explorer, in addition to filtering options, you also see two tabs that show where the cases come from (predecessor) and where they go to (successor). This helps complete the picture as to why the case numbers differ across the connections going into and out of an activity and the activity itself.

Tip: The KPI displayed in these updates dynamically depending on the KPI you've selected in the upper left of the Process Explorer.

Tip: If you right-click an activity or connection, you'll see the same filtering window as in the Variant Explorer and the non-full screen Process Explorer.

Charts and Tables

Deep dive into the analysis with powerful filtering capabilities.

C
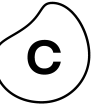
Filter in charts and tables

When you select a value, you'll get different selection options:

Keep the selection

Discard the selection

Invert the selection

Un/hide and reorder KPIs.

Tip: This option also shows if you click the table header.

Drilldown		lue	
Sales Organ			
Vertimode G		$560M	
Vertimode N		$68M	
Stratodex G		$330M	
Stratodex C		$140M	
Stratodex USA 1	6,957	6 days	$130M
Stratodex France 3	2,368	9 days	$15M
Stratodex Italy 6	891	9 days	$7.6M
Stratodex Israel 4	565	9 days	$6.1M
Stratodex UK 5	201	7 days	$930k

The "Keep" and "Discard" options also appear in the top bar when you select values in charts and tables.

Restrict the table by a specific dimension

In a table, hover over the dimension column to see the search icon appear. Click it to search for a specific value to restrict the table.
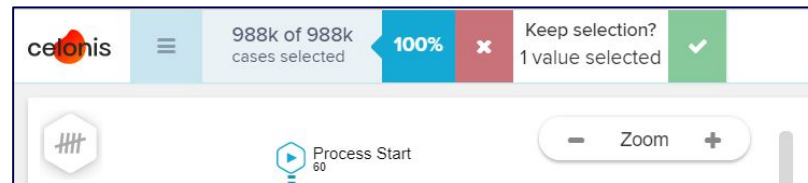
Sort values in column

Click the column header to sort the values.

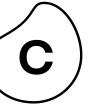| Drilldown by Company Code			Distribution Channel ▾
Distribution Ch... 🔍	# Sales Or...	Avg. ... ⬇2	Order Value ⬇1
VV8 - Reparatur 2			$410k
VV7 - National 1			$760k
VV10 - Standard 6			$4.9M
VV2 - Intercompany 3	2,102	5 days	$33M

Filter column values

Search column here 🔍

Tip: This filters the table and not the analysis. In a dynamic table where you switch dimensions from a dropdown menu, the dimension column remains filtered until you remove the search term. Know that if the search icon is blue, there's an active search in the column.

Selection Views

Use the comprehensive set of options to filter on cases if you know exactly what you're looking for.

C

Access the Selection Views
Click this button in the top toolbar.

988k of 988k cases selected | 100%

Activity selection
Use the Any/All button accordingly to ensure you're setting the right filter.

Attribute selection
You can specify one or more attributes found in the tables in the data model.

Attribute selection
Select cases based on specified attributes.

e.g. only cases where region is "china", or cases that started on 2nd of February 2015.

Activity selection
Select cases that flow or don't flow through specified activities.

e.g. only cases that start at "Create Purchase Order" and flow through "Delivery of goods"

Process flow selection
Select cases where a specified activity is or isn't followed by another specified activity.

e.g. only cases where "Invoice sent" is followed by "Invoice canceled"

Process flow selection
Pay attention to the options in the dropdown between the two activities you select.

Throughput time selection
Take note of the dropdowns with the option to specify "First occurrence" or "Last occurrence" above each activity.

Throughput time selection
Select cases where duration between two activities is faster/slower than defined period of time.

e.g. only cases where duration from "Item sent" to "Item received" is shorter than 3 days.

Rework selection
Select cases where an activity occurs less or more times than defined threshold

e.g. only cases where "Invoice paid" happens more than once.

Crop selection
Crop the cases to display only activities occurring inside the cropped area.

e.g. only the process between "Phone support ticket created" and "Process end".

Crop selection
This selection is beneficial if you want to break down all the flows between two specific activities.

Rework selection
Remember to note the number "2" or higher in the first field if you're looking for cases where the activity occurred more than once.

Case Explorer

Investigate a few extreme cases in detail once you've narrowed down the analysis to the cases in question.
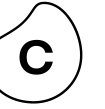
Sort values in column
Click the column header to see your sorting options.

Search in a column
Hover over a column and search a specific value to filter. This does not filter the analysis, just the Case Explorer.

Select columns to display
Expand the table columns window pane to specify which columns to include or exclude from the Case Explorer.

CASE ID	NUMBER OF ACTIVIT...	DURATION	MANDT	VBELN	POSNR
233161	7	1M	M1	V1	P12
607315	7	7d	M1	V10000	P3
607305	7	1M	M1	V10001	P3
607296	7	18d	M1	V10002	P3
60724	7	1M	M1	V10003	P3
60723	7	4d	M1	V10004	P3
607266	7	1M	M1	V10005	P3
607017	7	1M	M1	V10006	P12
607007	7	15d	M1	V10006	P18
606999	7	1M	M1	V10006	P28
607256	7	1M	M1	V10006	P3
607033	7	7d	M1	V10006	P36
607023	7	1M	M1	V10006	P44
60697	7	14d	M1	V10006	P51
60696	7	16d	M1	V10007	P865
606995	7	8d	M1	V10008	P3
606985	7	22d	M1	V10009	P865
606975	7	22d	M1	V10009	P873
6071	6	1M	M1	V10009	P876
60709	7	25d	M1	V10009	P886
607125	7	21d	M1	V10009	P896
607115	7	19d	M1	V10009	P906
607050	7	1M	M1	V10010	P12
607086	7	1M	M1	V10010	P18
607060	7	24d	M1	V10010	P3
07076	7	18d	M1	V10011	P3

988k of 988k cases selected **100%**

Table columns

CASE DETAILS

Search activity attributes

Receive Order
Fri, Jul 22, 2016 10:00 PM   0

_CASE_KEY	233161
_SORTING	200
USER_TYPE	A
USER_NAME	Arletta Landen
ONTIME	1
ACTIVITY_DE	Lege Auftragsposition an
_CELONIS_CHANGE_DATE	Mon, Aug 2, 2021 7:37 AM

Approve Credit Check
Wed, Jul 27, 2016 10:26 PM   +5d

Confirm Order
Fri, Jul 29, 2016 1:34 PM   +7d

Generate Delivery Document
Mon, Aug 1, 2016 1:47 AM   +9d

Ship Goods
Tue, Aug 2, 2016 7:54 AM   +10d

Send Invoice
Tue, Aug 2, 2016 11:49 AM   +11d

Clear Invoice
Tue, Aug 23, 2016 7:40 PM   +1M

Select case

Variant Explorer   Process Explorer   Customer Sat. Analysis   Revenue Analysis   Case Explorer   Details   Conformance

Review case details
Once you select a case, you can examine the case details in the sidebar. For example, for each activity, you can see if it was performed manually among other info.
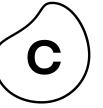
The amount of information displayed will depend on what columns the Data Engineer has added to the Activity Table.

Filter the analysis
If you select the case, the entire analysis will focus on this individual case.
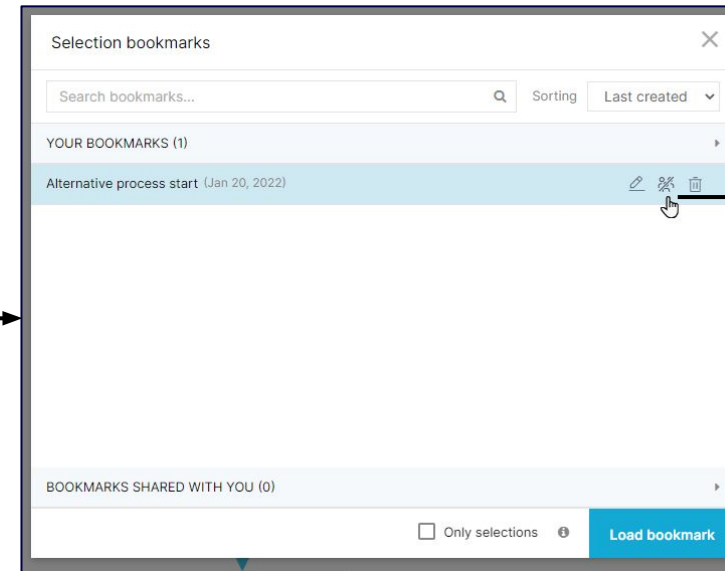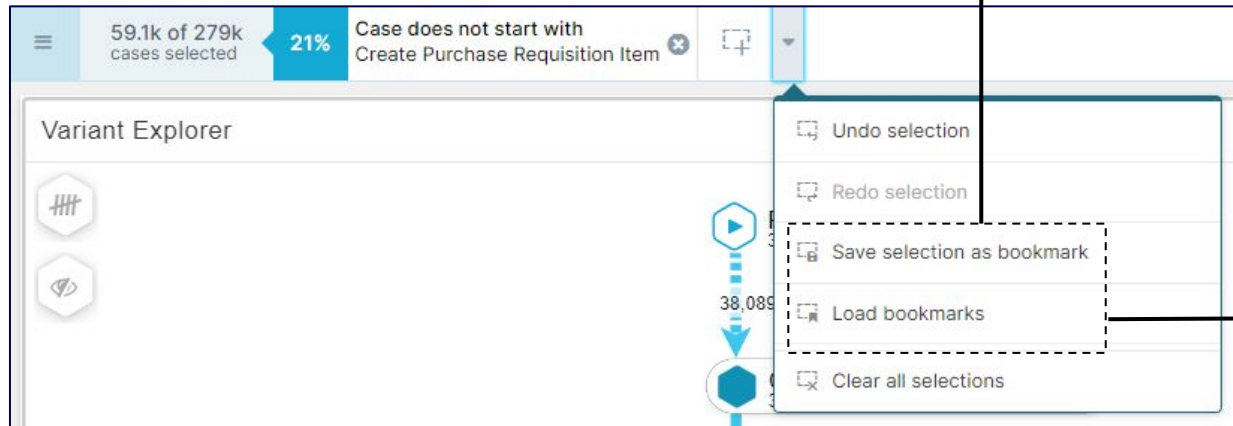
Save & Share Analysis Selection

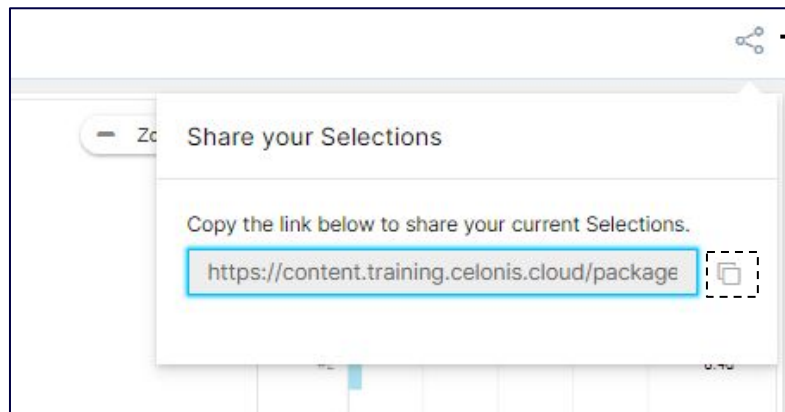**Save time by bookmarking analysis selections and easily sharing them.**

Save selection as bookmark

Click the dropdown icon next in the top toolbar to see your bookmarking options.

Create a shared bookmark

Hover over the bookmark, then select the sharing option. Your team will see this bookmark in the "Bookmarks Shared With You" section.

One-time selection sharing

Don't want to save the current selection but want to share it? Use the "Share your Selections" button in the top right of the analysis. (Do not use the browser URL.)

This button will produce a URL that you can copy to send to your teammates which will apply the filters you currently have applied.

Conformance checker

Get automatic insights on how the process is performing against a specified process model.
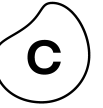
Review conformance at a high level

Get quick insights by reviewing the overall conformance stats, Conformance history graph, and KPIs.
Red color represents non-conforming cases.
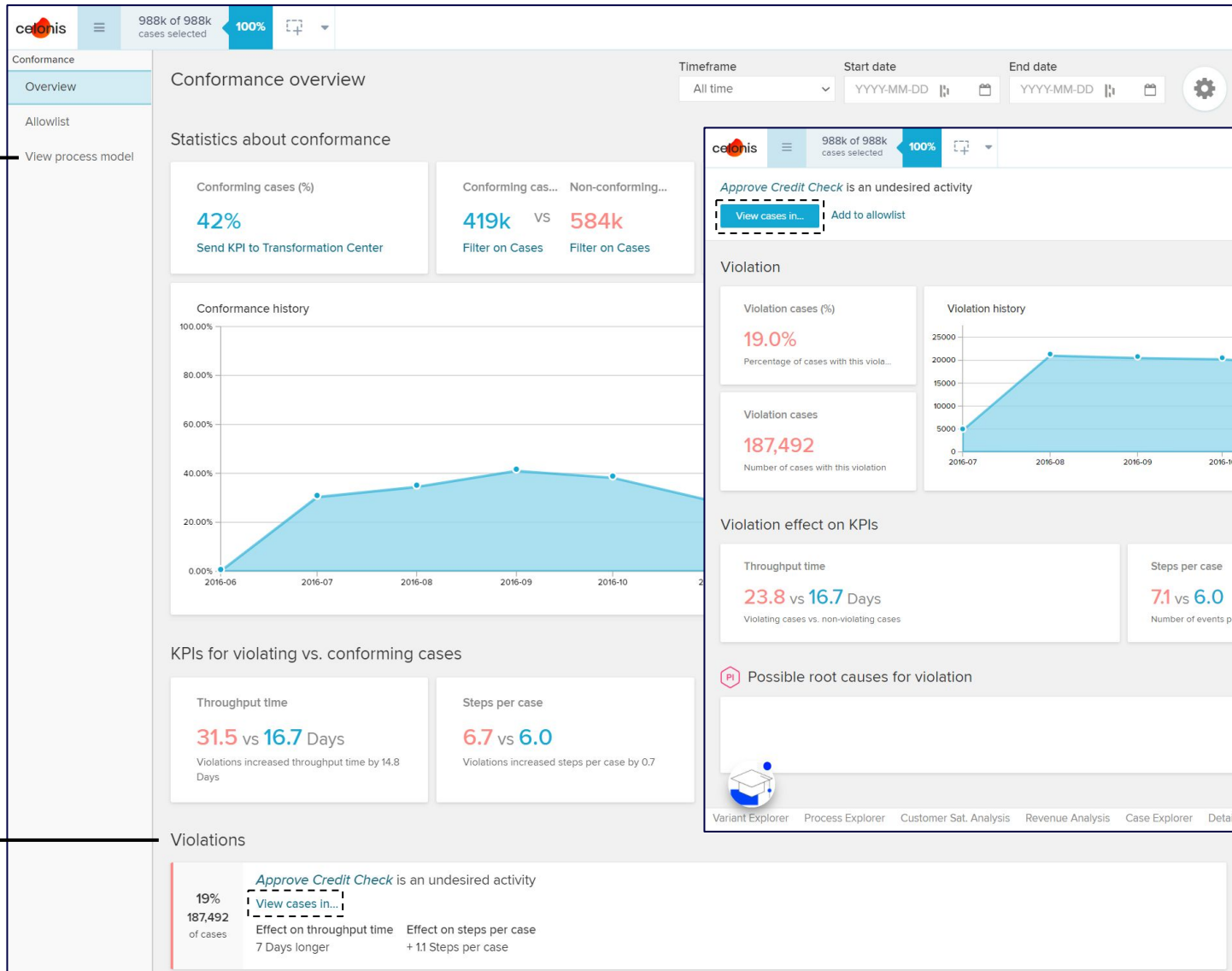
Review target process model

Review the specified process that the Conformance sheet is comparing the as-is process to.

Tip: Work with the the person building analyses to specify multiple process models in separate Conformance sheets, if necessary.

View violation detail page

On the Conformance overview, click a violation to view its details. Here, you can examine the violation in detail and view the related cases in any of the analysis sheets. You can also add the violation to the "allowlist" to exclude it from the non-conforming cases.

Interpret the violations

Click "View cases in" to open the corresponding cases in the desired sheet.

Each violation represents either an activity not reflected in the process model or order of activities not reflected in the process model.

Perform root cause analysis

Click the button to perform a root cause analysis. Celonis will use the data and pinpoint possible reasons that are causing the violation.