



WorkFlow[®]

Automates document flow through business processes.

Authorized Digitech Reseller

The management of corporate business processes. It should be easier. It should be less expensive. With PaperVision[®] Enterprise WorkFlow, it is.

PaperVision Enterprise WorkFlow. The ultimate in business process management from Digitech. WorkFlow provides management of - and instant access to - the flow and processing of electronic and paper-based documents in the modern work place.

PaperVision Enterprise WorkFlow enables businesses to fully automate standardized business processes, routing any document, anywhere on the globe, anytime, all while tracking the process and alerting users and administrators to the presence of work items to be completed. It's a whole new, cost-effective, organized and efficient world.

All the power without complexity. WorkFlow is an optional, affordable enhancement to the PaperVision Enterprise solution. **Your competitive advantage is exponentially increased by electronically organizing, controlling and intelligently routing the documents that drive your organization.** Designed as a fully-integrated PaperVision Enterprise module, WorkFlow connects and distributes powerful functionality to all licensed PaperVision users, eliminating the need for additional integration and installation procedures.

Custom programming - optional.....but not necessary. Digitech uses an intuitive, icon-based graphical interface, so even non-technical workflow administrators can point-and-click real-world workflow scenarios. For example, the Accounts Payable manager might design her own approval process for all incoming invoices, or a mortgage administrator might effortlessly navigate thousands of mortgage applications through otherwise complex loan approval procedures, making absolutely sure that all requirements along the way are substantiated, completed within designated time frames and meticulously tracked.

It's all about your customer. Users are instantly notified when assignments are available and are intuitively instructed on the tasks to be completed before the workstep can transition. Knowledge workers can then make decisions with all the relevant data available at their fingertips. These decisions translate into proper routing and timely assessments, which ultimately drive profitability and increased customer satisfaction!

Administration is a breeze. From the smallest to the largest entities, single or multiple workflow administrators can simultaneously manage an unlimited number of teams, projects and workflow instances from the comfort of their desktop or the convenience of the web. Since workflow processes can change over time, any modification can be applied instantly, even to active processes already underway. Processes themselves can be created, viewed, tracked, activated and deactivated quickly and easily by authorized users, whether completed or in-process. All from one simple, centralized, tightly integrated administration console. More power, less cost, your choice.

It's in the detail. Your business workflow processes are thoroughly detailed, audited and reported immediately. Specific instances of an infinite number of workflow processes are each tracked individually and can be viewed at your convenience in their entirety or at any point during the transaction. Information pertaining to active processes is compiled in live, continually-updated status reports. Custom notifications alert supervisors of overdue or stalled tasks, allowing them to be instantaneously reassigned.

Since no business process can stand alone, PaperVision Enterprise WorkFlow ships with powerful, thoroughly well-documented APIs that allow direct linking with critical third-party applications. Whether seeking to make direct API calls from other business-specific applications via web services, ActiveX or COM, or designing business-specific features using Digitech Systems' freely-distributed source code, developers can rest assured that our documentation is complete and uncompromising in its simplicity. Architectural flexibility is at your command!

Technical

SYSTEM OVERVIEW

- **Natively pre-integrated component module** of PaperVision Enterprise - no separate end-user components to install
- **Thorough, easy-to-read documentation** with separate manuals for administrators, developers and users
- **Single user interface** operates identically within both PaperVision Enterprise desktop and web browser clients
- **Centralized Administration Console** for all administrative, database and WorkFlow functions
- **Adheres to provisions from the Workflow Management Coalition (www.wfmc.org)**
- **Complies with all system component requirements** included in PaperVision Enterprise

IMPLEMENTATION

- **Graphical design of workflow processes** without the need for any programming or scripting
- **Time-based workstep assignments** can be implemented but are not required
- **Multiple tasks** can be included in a single workstep
- **User tasks are complemented by automated operations, including:**
 - **Command-line instructions** such as launching separate applications or processes, or performing system operations
 - **Raising COM events** allowing third-party applications to interact with the workstep
 - **Automated tasks** carried out by the system can be combined to perform multiple automated tasks as one workstep or as separate worksteps
- **Administrator-defined evaluation rules** specify which tasks must be completed for workstep to transition
- **Support for multiple task completion requirements** in order to properly route workflow

ADMINISTRATION

- **Project-level administration** allows fine-tuning of new and existing workflow projects
- **New workflows can be spawned automatically** based on administrator-defined conditions
- **Custom notifications** to workflow participants
- **Workflows can be edited with changes occurring immediately** even on current workflow processes
- **Workflow can be easily and temporarily deactivated and reactivated** making updates and changes simple to manage

WORKFLOW PARTICIPATION

- **Simplified administration** can be done by specific employees or general system administrators
- **Define workflow participants** based on existing PaperVision Enterprise users and groups
- **Workstep participants can take ownership of any worksteps** in order to complete tasks
- **Workstep instances can be revoked** only by an Administrator

INTEROPERABILITY

- **Web Services API** for integration with PaperVision client/server communications via HTTP
- **COM DLL's API** supports both local and remote communications with little or no modification to code
- **ActiveX (OCX) controls** can be embedded into third-party applications
- **Full source code** of both desktop and web-browser client applications provided at no charge

REPORTING

- **Complete, detailed workflow History Reports** contain extensive data relating to completed workflow processes and all of the corresponding worksteps and tasks
- **Workflow History Reports include detailed identification data** for tracking separate occurrences of the same process
- **History Reports include start and end times** for overall workflow and individual worksteps, overall duration, individual workstep duration and much more
- **Historical reports can be archived, filtered and printed**
- **Workflow Status Reports** outline detailed information regarding current, active workflow processes