

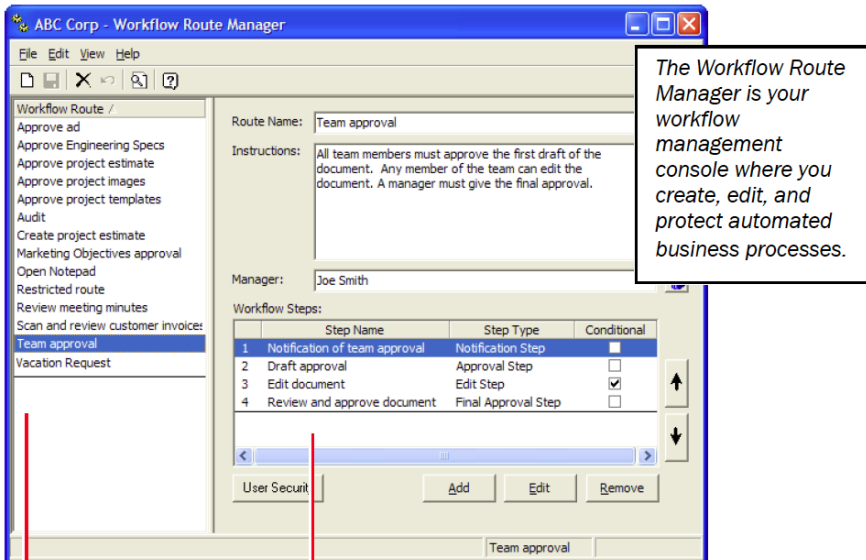


Control your business processes with automated workflows.

Every day, information workers in your organization collaborate to get work done, usually by creating, receiving, routing, reviewing, or approving documents. In some cases, the process is defined and routine, in other cases ad hoc. In any case, automating the flow of work through these processes can significantly cut costs and improve your organization's efficiency. Furthermore, defining and automating business processes can lead to process improvements—changes that are hard to make without the consistency and structure that automation provides.

The Automated Workflow Module combines a variety of step types and step actions with comprehensive management features to give you extensive control over your business workflows.

- Capture and automate virtually any type of business process.
- Take advantage of the modular build style to reuse steps, branch workflow routes, and connect one workflow route to another.
- Use workflow management tools to help keep workflows moving, track progress, and provide a searchable history of all workflows.



Workflows you create are listed here.

Created steps display here. You can add, edit, remove, and reorder steps as needed.

Benefits

- **Automated business processes**
Optimizes business processes, making them repeatable, measurable, and secure.
- **Standardized processes**
Defines business processes and enforces adherence to company procedures.
- **Improved collaboration**
Automates task routing, ensuring all the right people participate.
- **Greater accountability**
Maintains a secure audit trail, giving management access to all workflow history.

Solutions

- **Compliance**
Control important business processes to ensure company-wide consistency and adherence to regulations.
- **Workgroup Collaboration**
Use team steps to allow any member of a team to complete assigned workflow tasks.
- **Business Accounting**
Automate and standardize purchase approval processes.
- **Production information Management**
Improve efficiency and lower production costs by automating and managing information that drives production processes.

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Automate virtually any type of business process.

Document approvals that include edit steps are just the beginning. The wide variety of available steps, including manual process steps, conditional steps, yes/no decision steps, custom action steps and more, enable you to automate everything from simple vacation requests to complicated vendor submittal processes involving numerous people and hundreds of documents. You can even include “pause” steps that let you build in needed additional time, for example, to accommodate manual tasks outside the workflow.

Build flexibility, reuse, into your workflows.

Once you've created a workflow route, you can reuse it and change it as needed.

- Link automated workflow routes together or to external business applications for additional automation.
- Assign workflow steps to teams. Team steps allow any member of the assigned team to accept and complete the step task.
- Attach templates and other related documents to workflow routes so users don't have to search for them to complete a task, and to ensure the right documents are used in a project.

Manage workflows.

Administrators and workflow route managers can build in fail-safe features and backup strategies to keep processes moving.

- Keep workflows running on schedule by setting task time limits so that the workflow route does not linger too long at any point in the process.
- Use reminder messages for workflow steps to ensure that users stay aware of critical time limits for completing tasks.
- Assign alternate workers to workflow steps to ensure that tasks don't “fall through the cracks” if someone gets ill or can't meet a deadline.
- Override a workflow. Administrators and workflow managers can cancel or take control of a workflow that cannot be completed or that hits an unexpected snag.

Monitor workflow progress and access workflow history.

- Keep track of workflows that you've submitted by viewing them in your Submitted Tasks folder.
- Always know which task is the active one along a workflow's route. The Task Console and Workflow Details window enable you to see immediately which tasks have been completed and which are still pending.
- Always have access to workflow history for all workflows, whether in progress, completed, or even canceled or terminated. The Workflow History window lets you search on almost any aspect of a workflow: dates, subject, participants, status, related documents, notes, and more.

Related Features

- **Document Approval**
Capture and record approvals.
- **Notification Subscriptions**
Set actions based on subscribed events.
- **Records Management**
Maintain compliance using records policies.
- **Searching**
Instantly locate documents based on full-featured search technology.
- **Security and Auditing**
Protect documents from unauthorized access and alteration.
- **Version Control**
Preserve all version history and be certain of the most current version.
- **Web Access***
Provide secure remote access via the Web.
- **Plus....**
 - Check-out and Check-in
 - Document Scanning
 - Adobe Acrobat Integration
 - AutoCAD Integration
 - SharePoint Integration

* Optional

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ColumbiaSoft Corporation

15495 S.W. Sequoia Parkway
Suite 190
Portland, OR 97224