

Delivering business process excellence

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Every business, from manufacturing to education, has processes to handle its information flows - from invoice processing to customer complaints management. These are often paper based, relying on internal mail systems.

The more streamlined a business can make its processes, the more effective that business will be.

Document Manager provides Workflow software that integrates seamlessly with existing systems to automate business information processes. Workflow has helped many large companies dramatically increase the speed and reliability of their internal processes.

Document Manager Workflow – digitizing and optimizing business processes

Workflow is a robust, scalable automation engine for every type of document process. It provides businesses with tools to design and build efficient information flows that implement business logic, rules and policies.

For example, Workflow can automate a paper-based Purchase Order approval process. With Workflow the business can control PO creation, configure a sequence of notifications to approvers and engineers how approved POs will be filed for future reference.

Workflow allows complete control of the status and movement of the PO at every process point, removing any doubt about the path that each document will follow.

Workflow coordinates the software and individuals within a company into one successful, automated process - cutting process time, cost and errors.

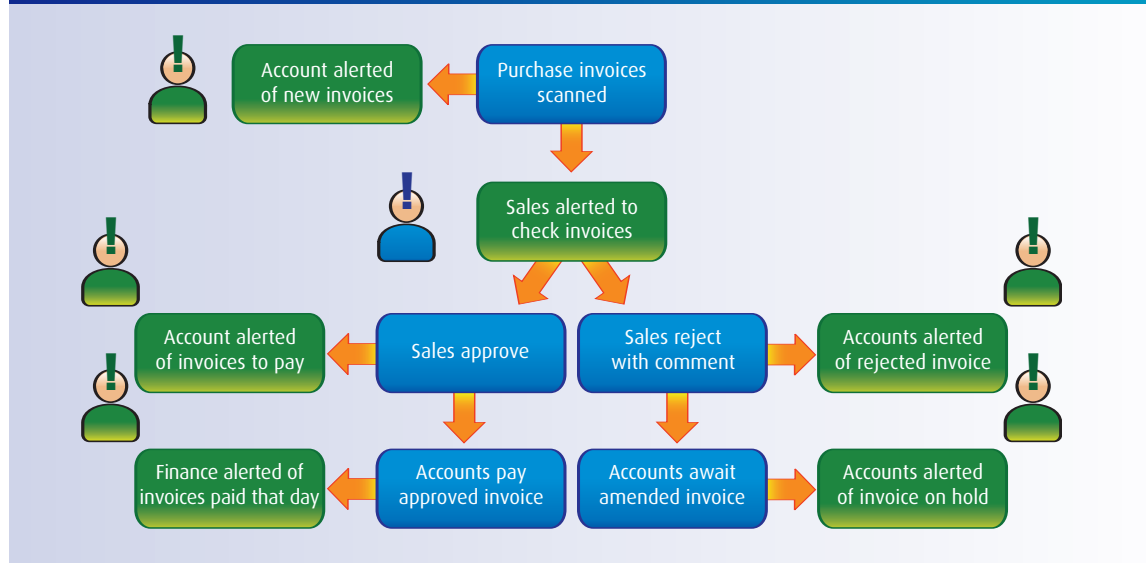
- Workflows are created using a highly intuitive interface.
- Individuals or departments can be alerted to process events.
- Reports show the status of all documents within workflows.
- Authorized users can be allocated specific tasks and authority.
- Roles and rules can be modified at any time.
- Additional security can be added to any step of a workflow.
- Users can add their own comments at any stage of a workflow.

Document Manager Alserter!

In addition to Document Manager's standard email notification feature, customers can deploy the Alserter module which sends the user desktop alerts of process events, regardless of whether the user is logged into their email or Document Manager. It can send a single alert from multiple workflows. For example, a manager will receive one alert indicating that the manager's signature is required on a proposal document and approval for an invoice is needed.

Alserter drives efficiency by highlighting documents waiting for action. Alserter ensures documents are read in a timely fashion, action taken and passed to the next process. Document Processing time is significantly reduced.

Document Manager Alserter example workflow



Infonic helps large clients, including Texas Department of Public Safety, U.S. Holdings, Exel and TNT, manage their business document processes, providing these clients with powerful solutions that are tailored to meet their needs. Infonic solutions deliver immediate improvements in business information process efficiency and a rapid return on investment.

Infonic is a leading provider of end-to-end document management solutions, supplying software to over 300 customers around the world in all markets including HR, Financial Services, Logistics, Policing, Retail and Education.

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