

## Delivering business process excellence

Customers can deploy the Alerter module, which sends the user desktop alerts of process events, regardless of whether the user is logged into their email or Document Manager.

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. The software has helped many large companies to dramatically increase the speed and reliability of their internal processes.

### Document Manager Workflow – digitising and optimising business processes

Document Manager 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 (PO) approval process. With Workflow, the business can control PO creation, configure a sequence of notifications to approvers, and can engineer how approved POs will be filed for future reference.

Workflow allows complete control of the status and movement of a 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.

- Document Manager 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
- Authorised users can be allocated specific tasks and authority
- Roles and rules can be modified at any time
- Additional security can be added to any workflow step
- Users can add their own comments at any stage of a workflow

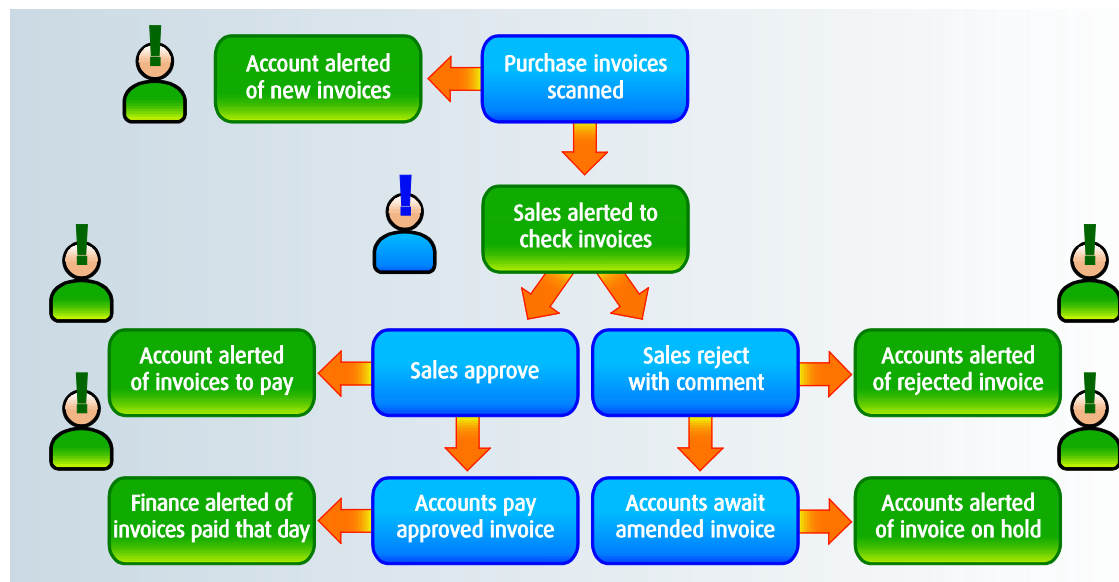
# Workflow Solutions

## Document Manager Alerter

In addition to Document Manager's standard email notification feature, customers can deploy the Alerter 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 can receive one alert informing them that their signature is required on a proposal document and that an invoice requires their approval.

Alerter is a very effective efficiency driver, ensuring that documents do not sit waiting for attention. Instead, Alerter ensures people read documents in a timely fashion, take any required action and pass them on to the next participant – massively reducing document processing times.

## Document Manager Alerter example workflow



## Customers

Document Logistix helps large clients including LEX, Exel and TNT to manage their business document processes – providing these clients with powerful solutions that are tailored to meet their needs. Document Logistix solutions deliver immediate improvements in business information process efficiency and a rapid Return on Investment.

Document Logistix 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.

### Document Logistix Ltd

8 Copperhouse Court  
Caldecotte Business Park  
Milton Keynes, MK7 8NL

**Tel:** +44 (0)1908 366 388

**Fax:** +44 (0)1908 760 672