

About netDMS™ Workflow

Workflow optimizes business operations and efficiency through automating processing steps, simplifying work tasks, and providing real-time performance and data monitoring.

Workflow within netDMS™ promotes efficiency in these important ways:

- Documents are routed to the right users or automated process for immediate action
- Monitoring and notification tools ensure content is used to its full potential
- Workflow that models specific business processes is simple to create, deploy, and modify without any programming

Workflow modules within netDMS include:

- ✓ **Workflow Design:** Facilitates the development of a project workflow and the linking of each project to the database
- ✓ **Workflow Simulation:** Permits the testing of the overall workflow and of each object or queue within the workflow
- ✓ **Workflow Modeling:** Enables administrators the ability to analyze the efficiency of completing workflow designs
- ✓ **Workflow Monitoring and Management:** Assists management and supervisory personnel to track work through a process and make adjustments as required

netDMS workflow design provides pre-defined graphical tools to help speed the design process. A variety of linking (routing) options also exists to facilitate the efficient flow of information from work queue to work queue. Inherent in the workflow design module is the ability to establish rules for document and information routing.

The establishment of workgroups within netDMS is easy for systems administrators to establish and change. The assignment of permissions or rights to perform specific tasks within workgroups addresses specific security concerns.

Throughout the lifecycle of a workflow, administrators can monitor and manage performance with tracking and reporting functionalities. Analysis may uncover new ways to optimize business efficiency and administrators can easily alter, edit, or make modifications to workflow processes using Workflow Design.

netDMS Workflow

Document Based Options

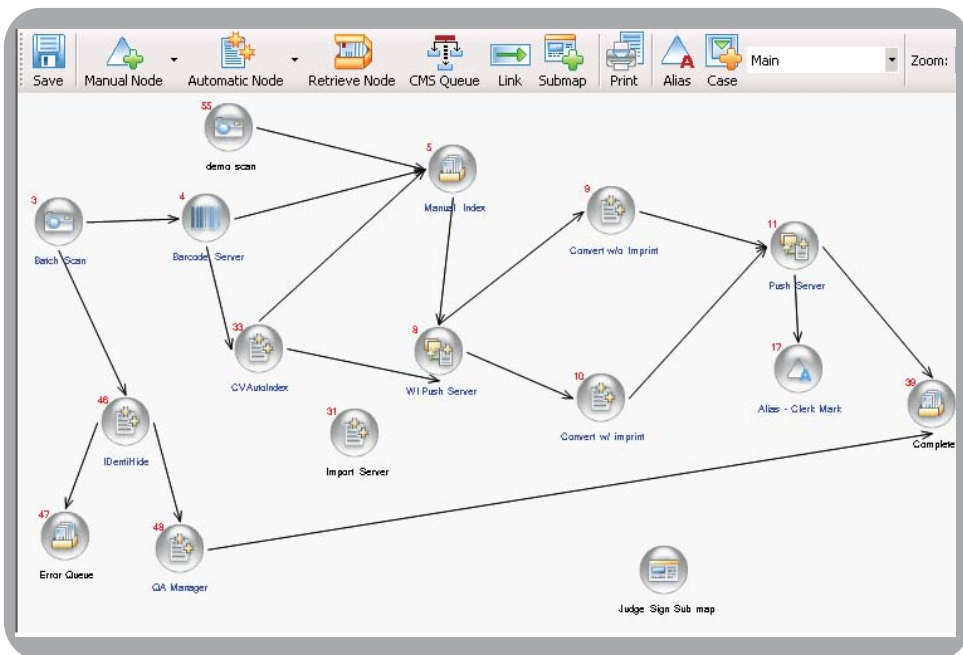
- ✓ Give users instant access to documents sent to their queues
- ✓ Distribute items automatically to queues based on your business needs
- ✓ Monitor document alerts and status to reveal potential bottlenecks
- ✓ Integrate workflow with legacy systems for a robust document management process

Task Based Options

- ✓ Assign tasks to certain users to improve usability and training
- ✓ Set security on tasks and users to ensure documents are managed properly
- ✓ Avoid bottlenecks by routing documents effectively to specific users or as collaborative tasks

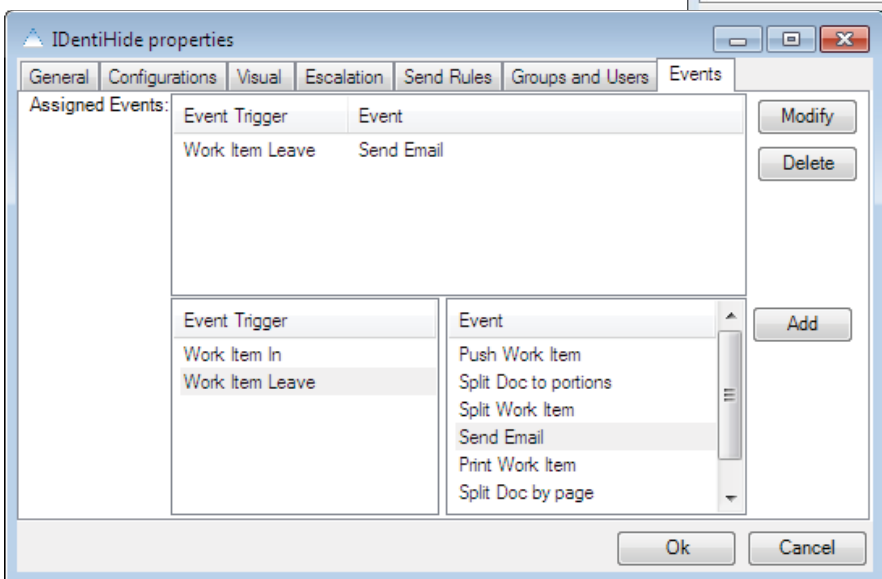
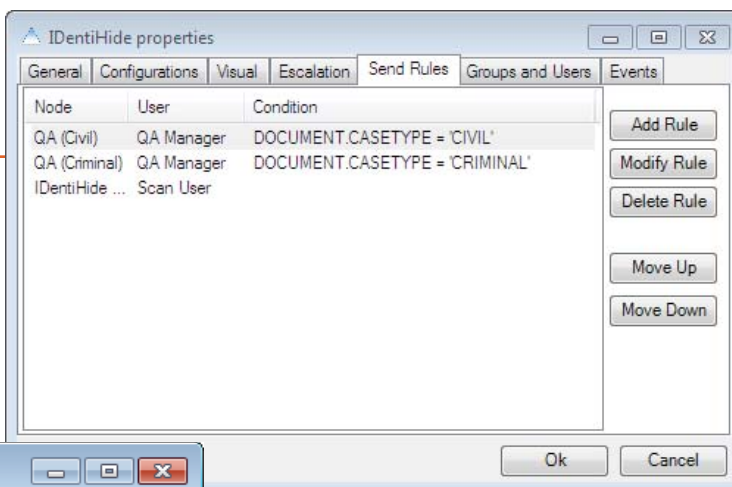
Workflow Designer

- ✓ Easily create, manage, and modify workflow processes
- ✓ Design workflow with an intuitive, graphical toolset
- ✓ Adapt and evolve workflow as business processes change
- ✓ Manage users, security settings, rules, escalation processes, and much more



- ✓ Create a workflow process to model your departmental processes
- ✓ Add queues and routes to manage the flow of documents through workflow
- ✓ Address bottlenecks and scale workflow as the department evolves
- ✓ Add security, retention schedules, and escalation rules to better manage your process
- ✓ Define flexible yet advanced workflow routing rules easily using ordinary language

- ✓ Flexible conditions based on standard SQL syntax
- ✓ Rules based on batch, document, parcel, or custom tables



- ✓ Automate actions when documents enter or leave a queue in the workflow
- ✓ Able to send email, split document, print, and much more with automated processes
- ✓ Create custom scripts for a more customized, efficient workflow process