



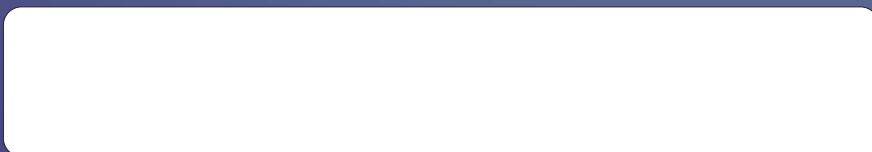
Procedures Standardization

Process Monitoring

Performance & Cost Measuring

### For More Information

For more information about these products,  
visit [workflow.flexsystem.com](http://workflow.flexsystem.com) or contact us



Block A, 4/F., Eastern Sea Industrial Building, 29-39 Kwai Cheong Road, Kwai Chung, New Territories, Hong Kong  
Web Site: <http://workflow.flexsystem.com> Tel: (852)2967 9020 Fax: (852)2191 5706

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**Procedures Standardization**  
**Process Monitoring**  
**Performance & Cost Measuring**

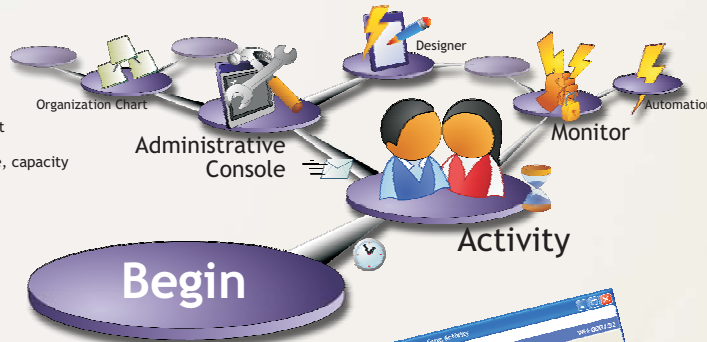
## What is Workflow Management System?

Traditional manual workflow encounters many different problems:

- No easy way of tracking project status
- No means to measure processing time and employees' workload
- Long processing time just because the paper forms are idle in the tray
- Difficult to collect data for further analysis

Workflow management system now addresses those problems and implements both the concepts of **automation** and **management**.

- It makes sure the processes flow correctly to right person, at right time according to your pre-defined business processing logic
- It provides workflow statistic for your organization's performance, capacity and data analysis



## Workflow Examples

- Purchase requisition approval
- E-Leave application
- Document & Imaging Indexing
- Document approval before publishing
- Engineering change note (ECN) approval
- Fixed asset management
- Customer service handling
- Integration with ERP, Trading, Human Resources, Document Management system...etc

## Benefits of FlexWorkflow

FlexWorkflow is an Internet/Intranet based management solution that let users easily design, simulate, implement, monitor and measure workflow for many different business operations and administration processes, such as Job Orders, Purchase Orders, Expense Reports, Time Cards, Change Orders and many more. With FlexWorkflow, you can track every business process and workflow at your fingertip.

### Standardize Workflow Procedure

- All users' tasks will be distributed automatically according to the pre-defined business processing logic. All tasks will route correctly with all required information to right person at right time

### Work Process Tracking & Monitoring

- All flows' status and history are centralized and can be tracked easily
- Users are able to find out progress and status of workflow
- Statistics collected from workflow can be used to locate the bottlenecks and streamline the process

### Measuring Performance & Cost

- Manager can visualize the organization's productivity and understand time and cost spent.
- It helps manager for decision making by knowing the capacity of any department or any division

### Organizing and Integration of Data

- FlexWorkflow can work together seamlessly with your existing systems, such as FlexAccount, Manufacturing Control System, Trading System...etc.
- Users can exchange data among different systems via FlexWorkflow

## Features Highlights



### FlexWorkflow Agent & WebAgent

FlexWorkflow Agent is a one-stop user interface for end users' daily operation.

- End users can check the tasks they need to do and initiate the predefined workflow
- Access anytime, anywhere with Internet Explorer (6.0 or above)
- Multilingual (Unicode) support - currently supports English, Traditional Chinese, Simplified Chinese and Japanese



### FlexWorkflow Monitor & Report

FlexWorkflow Monitor is a tracking and analyzing tool. It lets users track the status of any process. Supervisor can also utilize the workflow statistics in report format or retrieved from database directly for further analysis purpose.

- End users are able to track the workflow status of the flows they participated
- Supervisor can route a particular task from one unavailable staff to another staff
- Performance / Workload analysis report or any user-defined reports
- Data can export to other formats for further analysis with familiar tools, such as MS Excel



### Document Management

Document Management (DM) Module handles hardcopy and softcopy documents in your company. The integrated imaging function allows you to make annotation layer by layer on documents and images. All documents and images in DM will be kept version by version with detailed audit trail control.

- Support document versioning
- Search by index field, keyword, document attributes
- Customizable document profiles, indexes & workflows
- Sophisticated Encryption and security control for document storage & transmission



### FlexWorkflow Designer

FlexWorkflow Designer is composed of Flow Designer & Form Designer. It provides a complete integrated development environment for users to design their business process and electronic form graphically.

- Define the business process flow by drag and drop
- 100% programming free, no need to learn programming or macros



### Organization Chart

FlexWorkflow Organization Chart handles the staff relationship in your company.

- Graphically manage organization hierarchy structure and project grouping
- Single role with multiple people - one role group contains many people. One role, say customer support, may have more than one person in-charged
- Single person with multiple roles - one person can be assigned to two different roles, e.g. Mary is working in both administration department and accounting department
- Support project based grouping - able to group staffs from different departments together for a project



### Integration & Automation

- Seamlessly integrated with FlexSystem product family. Such as FlexAccount, Trading, Manufacturing system... etc.
- Support different kinds of office automation, such as sending email / fax automatically
- Support Open Database Connectivity (ODBC) standard database connectivity. Therefore can access different kinds of database system, including MSSQL, Access, DB2, Sybase, Oracle, dBase, Excel, and Text ... etc.
- Leverage your company's existing databases and applications
- Fully support XML standard
- Highly scalable & flexible architecture. Support Microsoft Clustering Service technology for High-Availability deployment

