



Let Your Work Flow!

Business  
Process  
Management

# SYSTEM OVERVIEW

A full-fledged no-code workflow platform which provides E2E cycle automation and orchestration of workflows and business processes.

## Key Components

- ☐ Form Builder
- ☐ Workflow Engine
- ☐ Form Management
- ☐ Task Management
- ☐ Tailor-made Reporting and Statistics



# POWERFUL SYSTEM



User-friendly no-code tools



Full integration with other system and tools



Human error reduction



Multilingual



Advanced search



Advanced analytics



Highly secured

# SYSTEM BENEFITS



Paperless office



Cost effectiveness



Transparency



Agility



Mobility



Consistency



Better performance



Process optimization



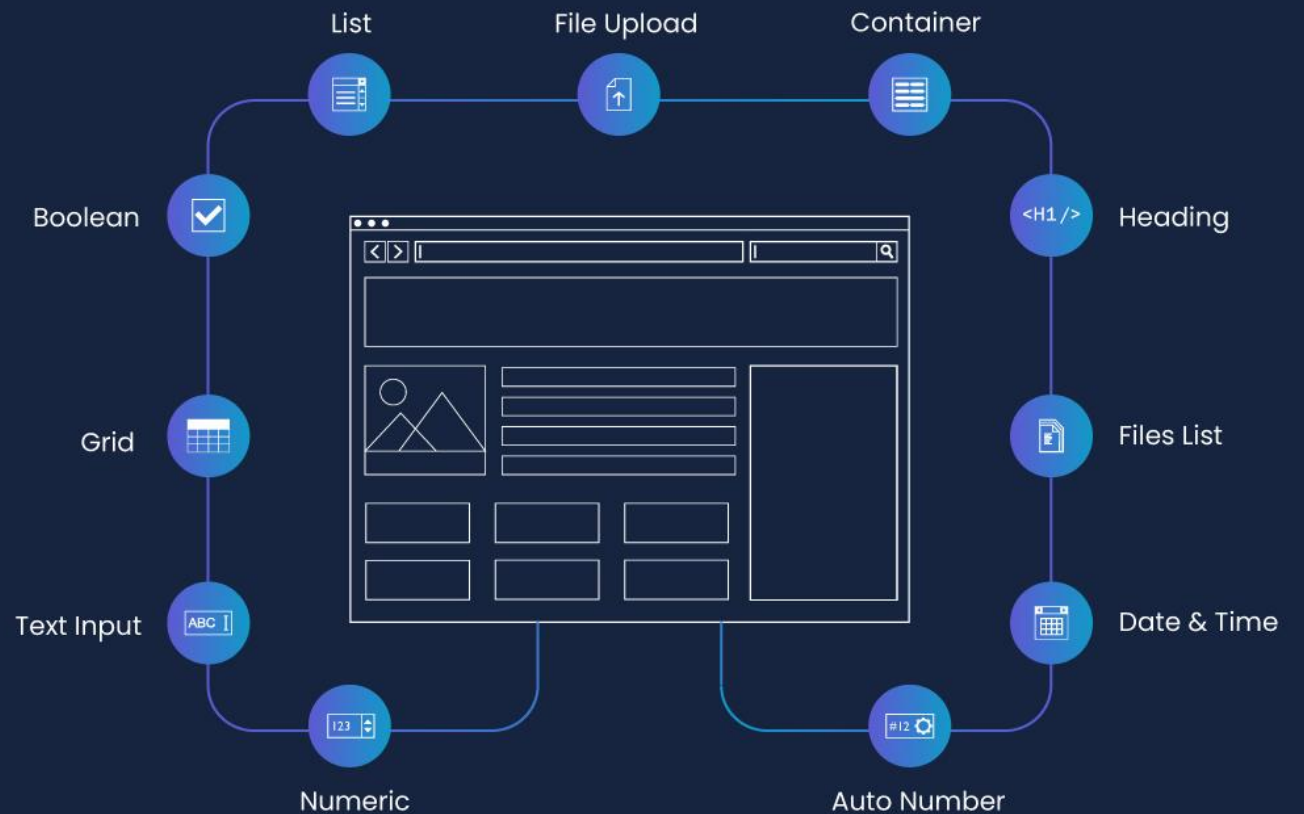
Time saving



# ROBUST FORM BUILDER

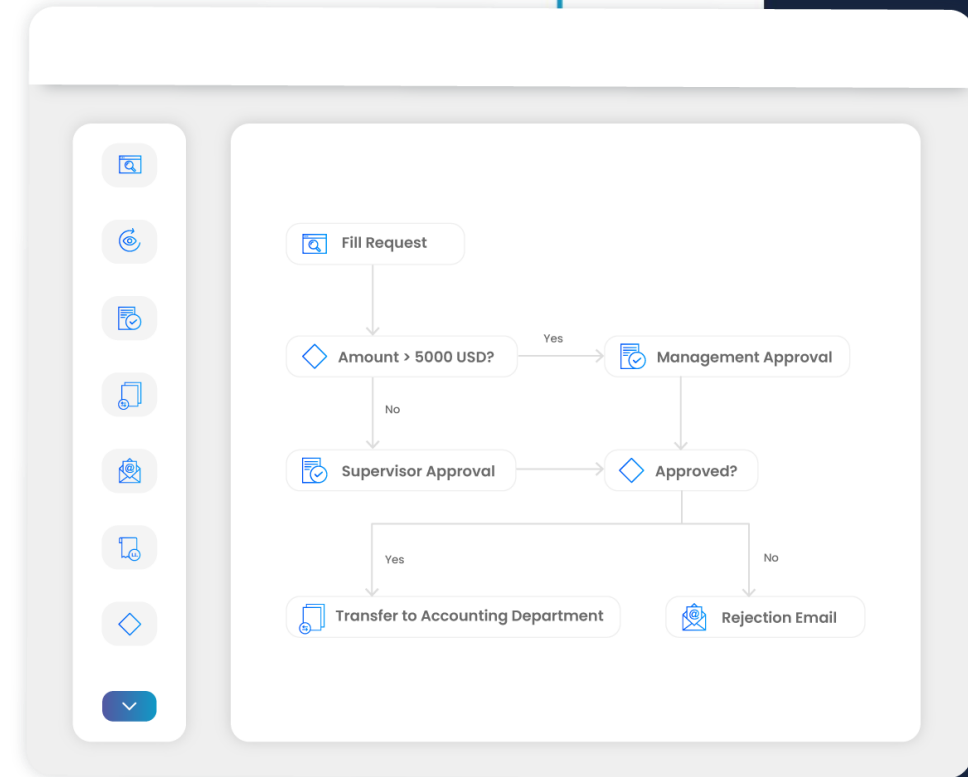
- ❑ Simple and customizable
- ❑ No-Coding, drag and drop
- ❑ WYSIWYG Form Designer
- ❑ Offers variety of Field Types
- ❑ Definition of Validation and Calculation Rules

## General Controls



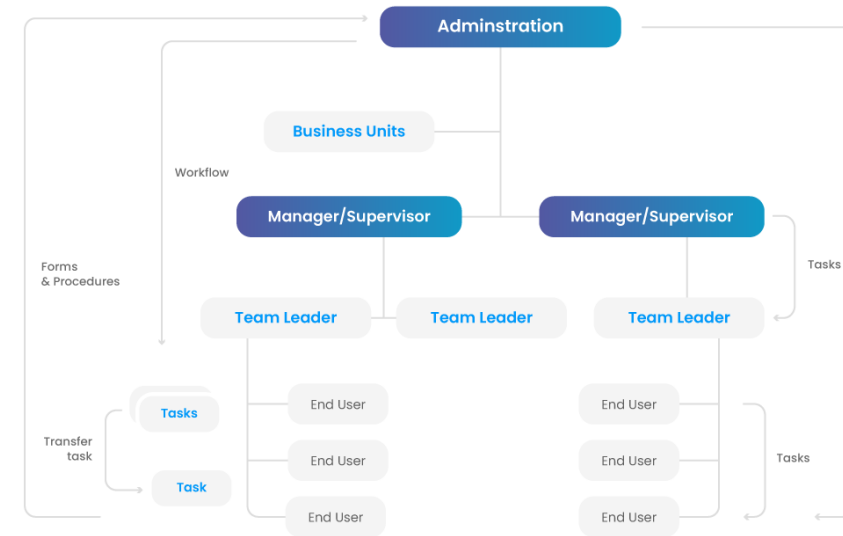
# EASY WORKFLOW BUILDER

- ❑ Building workflows visually
- ❑ Simple, easy, and intuitive way
- ❑ No coding knowledge required
- ❑ Many types of Steps (Data Entry, Approval, Conditional, Output Report, and others)



# CENTRALIZED WORK PROCESSES AND INTEGRATED FUNCTIONS

- 1 Managing organization hierarchy
- 2 Controlling the workflow execution based on different job roles



## TASK MANAGEMENT

- ☐ Enabling task-level control over different processes
- ☐ Initiating tasks based on job roles- Workflow Predefined Tasks
- ☐ Transferring tasks from one user to another – Re-assigning tasks:



Employee Delegation



Task Transfer



Check-out Task



# POWERFUL SEARCH ENGINE

- ❑ Dynamic and flexible search
- ❑ Advanced search builder



System Features

# SYSTEM SECURITY

- ☐ Integration with Active Directory
- ☐ Control over sensitive data
- ☐ Role based access to system functions and data

Please enter your credentials to log in

Username

Password

English

Remember me

Sign In

## End User Special Permission

Search

### General

Reserve Number	<input type="checkbox"/> Has Access
Employees Delegation	<input type="checkbox"/> Has Access
Tasks Delegation	<input type="checkbox"/> Has Access
Release Task	<input type="checkbox"/> Has Access

### Reports

Transactions Statistics	<input type="checkbox"/> Has Access	<input type="checkbox"/> Full Access	^
Transactions Status Report	<input type="checkbox"/> Has Access	<input type="checkbox"/> Full Access	
Tasks Time Statistics Report	<input type="checkbox"/> Has Access	<input type="checkbox"/> Full Access	
Team Assigned Tasks Statistics Report	<input type="checkbox"/> Has Access	<input type="checkbox"/> Full Access	v

Save

cancel

## USER-DEFINED ALERTS

- 1 Manual Alerts
- 2 Monitoring Alerts - Upon creation and completion of tasks
- 3 Timed Alerts - Before or after a task deadline
- 4 Rules Alerts- When a defined rule is executed

The screenshot displays a configuration window for alerts. It features a sidebar with three tabs: 'General', 'Alerts', and 'Properties'. The 'Alerts' tab is currently selected. The main content area contains four settings, each with a checkbox and a label:

- ☐ Allow End User To Create Alert
- ☐ Alert Before Deadline
- ☐ Alert After Deadline
- ☒ On Task Creation

At the bottom of the window, there is a label 'Alert Type:' followed by a blue button labeled 'Popup'.

## SYSTEM ALERTS AND NOTIFICATIONS

- ☐ Notifies users about new tasks, deadlines, occurrence of events
- ☐ Allows supervisors to know about missing tasks
- ☐ Alerts system administrators about file storage

### Types



Email Notification



Pop-Up Notification

# ADVANCED FILE MANAGEMENT



## File Management

The system is able to manage files and auto-generate them



## Capture

Scanning many papers in one pdf File  
Adjusting scanned files  
(Rotate, Mirror, Crop, ...)



## Storage

Managing data storage volumes



## Access

Versioning, Preview, Download

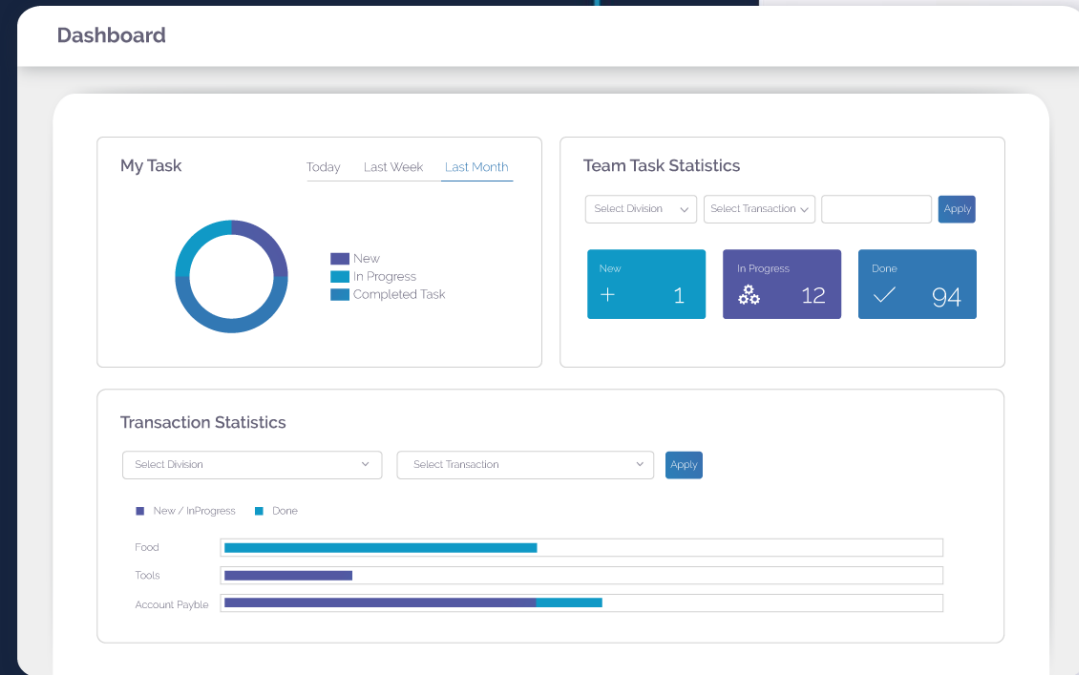


## E-Signature

Getting documents signed quickly

# DASHBOARD AND STATISTICAL REPORTS

- ❑ Provides overall statistical dashboard
- ❑ Generates powerful statistical reports



# SYSTEM LOGS

All is registered, nothing is lost

Offers logs history of many types:

1

## Audit Trail

Tracks all users' actions:  
"Who did What On What and When"

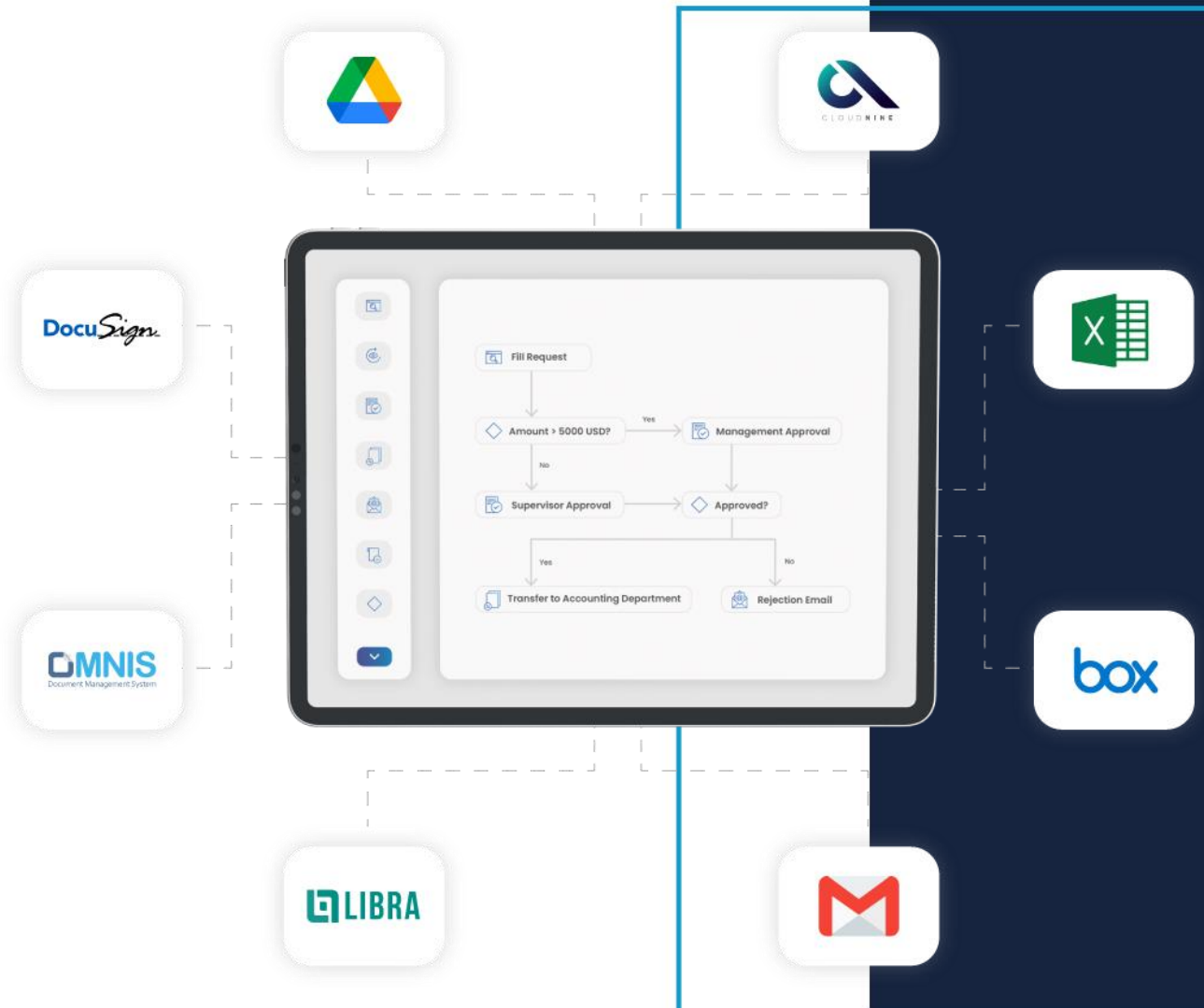
2

## User Authentication Log

System registers all trials upon logging in

## SYSTEM INTEGRATION

- ❑ API integration with any third party application
- ❑ Readily integrated with Libra ERP, and CLOUD 9 CRM







**WANT TO KNOW MORE ABOUT IDS?**

