

# WORKFLOW (WFx)



Streamlining the flow of tasks...one inbox at a time. Gone are the days of copying a file, and putting it in an inbox for approval. And into the next inbox for the next task. And to the next...

Questys WorkFlow provides for tasks to be streamlined from inbox to inbox until project completion promoting responsibility, accountability, and increased productivity. It can greatly increase your business processes by maximizing the efficiency of your workforce.

## › Streamline Your Business Processes:

- Speed up day to day task flow while increasing project control
- Maximize resources while flexibly balancing workload for staff
- Promote consistency, efficiency, and accountability in staff
- Reduce project time and cost

## › You Define It, WorkFlow Creates It

Questys WorkFlow includes a full complement of business process re-engineering, workflow process definition and workflow management capabilities. It facilitates the definition of workflow templates for different projects, initiation of projects, resource allocation, status monitoring and control. All templates are user defined, and customized to your organizational business process.

## › Don't Let Anything Slip Through the Cracks

Questys WorkFlow provides your organization with all of the tools necessary to ensure nothing slips through the cracks. At any moment, project managers can view the

overall status of all projects currently underway, a task by task status of a single project, or even the workload of a specific individual. What's more, Questys WorkFlow provides for full accountability in any work process. For instance, if you need to discover who approved payment of a certain invoice that is over three years old or need to find out who reviewed a contract that was executed decades ago, simply pull up the project in the secured central repository and view the workflow history, along with the actual documents.

Questys WorkFlow is the solution that will help your operation become more efficient while cutting your operational costs.

## › The Bottom Line

Questys WFx streamlines your organization with electronic workflow and approval routing capability. Simplifying the process of bringing tasks, employees, and records together, Questys WorkFlow is your way of creating greater efficiency.

## › Features:

### WorkFlow features include:

- GUI Workflow Designer - Design your workflow in a completely graphical environment. Easily drag and drop tasks and connect them by drawing decisions from one task to the next.
- Enhanced Email Notifications - Email notifications & reminders are sent to users when tasks are ready to be performed.
- Multiple File Attachments - Multiple files from various locations can be added to a workflow process.
- System Time & Logical Tasks - WorkFlow can automatically make a decision or escalate a task from one user to the next based upon a defined.
- Full Process Reporting - WorkFlow stores & reports all actions taken in the system.

People More Productive

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