



## PARAflow



### Workflow Management Solution

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ParaFlow, a web-based core module of ParaDM that is tightly integrated with other modules within the suite, automates the tedious works in allocating, routing, and monitoring tasks and events. Users become more productive as they have perfect confidence that they are always working on the most urgent things from the company's perspective. Used together with ParaDoc, on top of its automation capabilities and strong flexibility in exception handling, ParaFlow provides tight controls in all critical document procedures during its lifecycle to ensure compliances.

#### Benefits

##### Improve Productivity

Managers can focus on productive tasks rather than wasting time on tedious jobs in allocating, routing and monitoring tasks and events. Users can avoid being overloaded and have perfect confidence that they are always working on the most urgent things that the company wants to get done.

##### Improve Quality

Ensuring that approvals and reviews are done by the right persons at the right time with all relevant information.

##### Shorten Approval Cycle

Approvals and review cycles can be drastically shorten by simultaneous approvals and reviews that traditionally requires sequential actions.

##### Improve Compliance

By ensuring that sensitive tasks or information be handled through pre-defined procedures, true regulatory compliance and internal policies conformation can be easily achieved.

##### Regulatory and Policy Compliance

By incorporating all critical elements of regulatory and company policy compliance into everyday working procedures, conformation becomes automatically achieved.

#### Features

##### Ease of use

##### Dynamic Task Assignment

Once synchronized with company organization chart, LDAP or Active Directory, jobs can be automatically allocated and routed based on profiles of users, roles or groups to avoid the hassle in re-defining numerous profiles.

##### Conditional Routing

Automatic job routings and allocations can be done by pre-defined rules that dramatically reduce the need of human intervention for regular routines.

##### Sub-Workflow Handling

Complex workflows can be broken down into sub-workflows for simplification sake; you only have to know what's critical in a particular procedure and by linking several of them together, you can then get a comprehensive workflow.

##### Graphical Workflow Builder

ParaFlow's web-based graphical workflow builder enables business or non-technical managers to freely define workflow procedures.

##### Workflow KPI

Workflows could be divided into stages logically for generation of KPI reports, performance of participants could be monitored and senior management could have an overview on progress easily.

##### Automated Filing

Documents and forms attached to workflows will be filed automatically to ParaDoc for elimination of clerical work. Filed documents could be referenced more easily with the powerful discovery function of ParaDoc.

##### Form and Attachment Versioning

Modifications on forms and documents during the workflow will be recorded as snapshots for auditing and future reference.

For more information, please contact:

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#### Features (con't)

##### Form Field Level Security Control

Users without privilege could be blocked from form fields and attachments for better control of information confidentiality.

##### Seamless Integration with 3rd Parties

With simple configuration and readily available interfaces, data exchange among your applications and legacy systems can be easily done. ParaFlow support JDBC and ODBC standard base connectivity such as MSSQL, Oracle, and dBase Access, to name a few.

##### Regulatory and Policy Compliance

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##### Priority Escalation

Rules for escalation could be defined to make sure users aware of the situation thus making important things done first.

##### Real-Time Monitoring

A view of all relevant job progresses can clearly be seen; time taken to complete each task can be captured and analyzed, hence procedural bottlenecks become apparent where they are totally hidden previously, which in turn provide valuable information for streamlining.

##### Dynamic Workflow Delegation

By pre-defining specify users, roles or groups and its relevant delegation rules, work can be flexibly delegated temporarily in unforeseen circumstances.

##### Life-Cycle Management

Used together with ParaDoc, documents can be created and destroyed or archived at the right moment for the right reason.

##### Data Export

Administrators can customize reports easily through exporting information gathered to third party report generators in order to better suit business needs of management.

##### Serial and Parallel Routing

Jobs can be routed sequentially and if necessary, they can be arranged to be done simultaneously that previously impossible to do.

##### Alerts and Integrations

###### Automatic Alerts

Users can focus on productive tasks rather than being distracted by tedious work such as prioritizing, memorizing or managing deadlines; they can be taken care of by ParaFlow.

###### Simple EAI

Process on different systems could be easily linked and communicated. It helps to reduce duplicated work on systems in order to improve efficiency and process turn around time.

ParaFlow supports JDBC and ODBC standard connectivity such as MSSQL, Oracle, and Access, to name few.

###### Integration with System Logs

With the built-in integration with ParaDM alert engine, users see a consolidated list of pending workflow tasks which ensures that deadlines will be met to increase effectiveness.

##### Risk Management

###### Workflow Allocation and Routing

By ensuring that all relevant information arrives at the right person at the right time, risks in human error in missing deadlines and making uninformed decision are greatly reduced.

###### Exceptional Handling

With its flexibility in handling unforeseen circumstances, ParaFlow logs down critical steps for further procedural optimizations and improvements.

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