Workflow

INVU: | **PRINCIPAL**

Streamline and automate your processes.

Documents sit at the heart of so many working practices, containing the key data for decision making and operational activities. Automating your business processes can speed up everyday tasks, reduce costs and remove human error.

Manual processes are often wasteful and inefficient, prone to being bypassed and subject to bottlenecks. Invu Workflow gives you better process management, ensuring control with auditability. By triggering next steps and reminders automatically with Invu you can ensure that SLAs are met and

costs reduced. Invu Workflow is completely customisable – establish your business process and the solution is designed in-line with the way you want your business to work.

You can even use Invu Workflow to power-assist your day-to-day operations. It can act as the bridge between your line of business applications and your document repository, tying together your key systems to simplify your processes. It's based on the same technology as high-end SharePoint workflow system so it's an adaptable, powerful integration tool.

With Invu Workflow, documents can be automatically routed between departments and authorisers to handle different process stages, for example review, approve, escalation based on content or simply notification. Processes can be designed to run in parallel or in series, and can transfer bundles of data as easily as single documents.

"With Invu Workflow we have saved an incredible amount of time. Invoice authorisation has reduced from one week to literally seconds."
Peter Landman, Logicx

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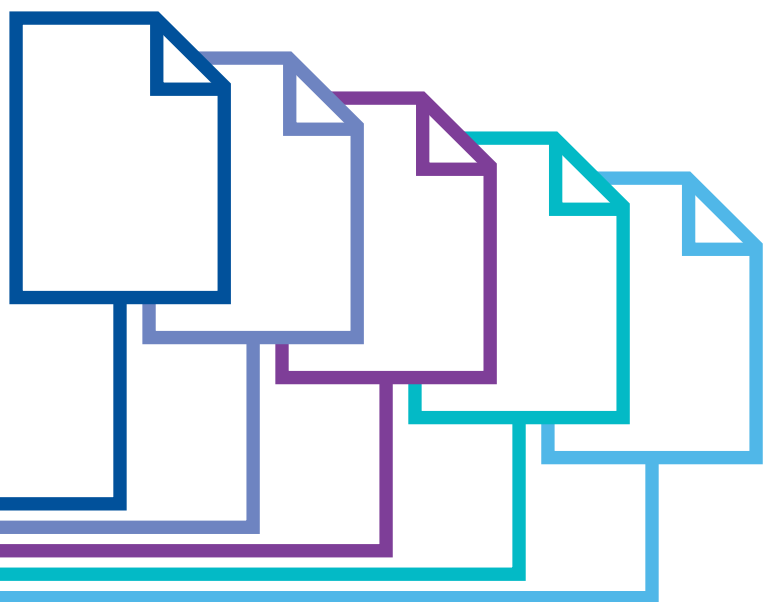
Reduce your costs and optimise your business performance. Think of the number of simple processes in your business which can benefit from streamlining.

Invu Workflow lets you route your documents around your organisation in a predefined, quick and simple way, reducing the time spent waiting for documents to be signed, internal post or wasting time searching for that elusive invoice on someone's desk. You will see all stages of the approval process and you can view each document transaction from your computer.

Gain complete transparency and compliance with Invu Workflow, ensuring you avoid mistakes, multiple entries and lost paperwork.

All documents are stored in a predefined, controlled and auditable manner with the ability to apply timescales, priorities or actions to each document. You can see tasks in your personal work tray with prompts to ensure timely action. Tasks are automatically forwarded to the next person ensuring your regular business processes are completed.

With Invu Workflow you will be able to connect your business processes and systems, giving you rapid and accurate access to your documents from your line of business tools for improved collaboration. ERP, CRM and account systems are amongst those which Invu Workflow can harmonise with integrated document payloads to streamline your businesses working process.

"Invu Workflow is invaluable as it has the flexibility to be shaped exactly to the needs of our business, and we can change and update it whenever we need to."
Austin Farmer, Derwent Living

FEATURES /

- Intuitive, simple and easy to use
- Full audit trail ensures regulatory compliance and security
- Integrates seamlessly with Invu Document Management
- Integration extensibility with line of business applications

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BENEFITS /

- Save time: all your documents instantly at your fingertips
- Save money: slash hidden costs with enhanced efficiencies
- Save storage: reduce paperwork, reduce filing
- Enhanced customer service: quick access means better service all round
- Peace of mind: know that you need never lose another document
- Enhanced document distribution: share documents in a controlled fashion, keep tabs on processes and minimise delays
- Retain knowledge in your business: siloed data is dangerous; security pooling documents increases corporate knowledge
- Disaster recovery: a central document repository is easily backed up and forms a key strand in your disaster recovery strategy
- Regulatory compliance: ensure safe storage, appropriate retention and auditability

Reduce your costs and optimise your business performance.

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Get in touch today and we'll help you find the best solution for your business.

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