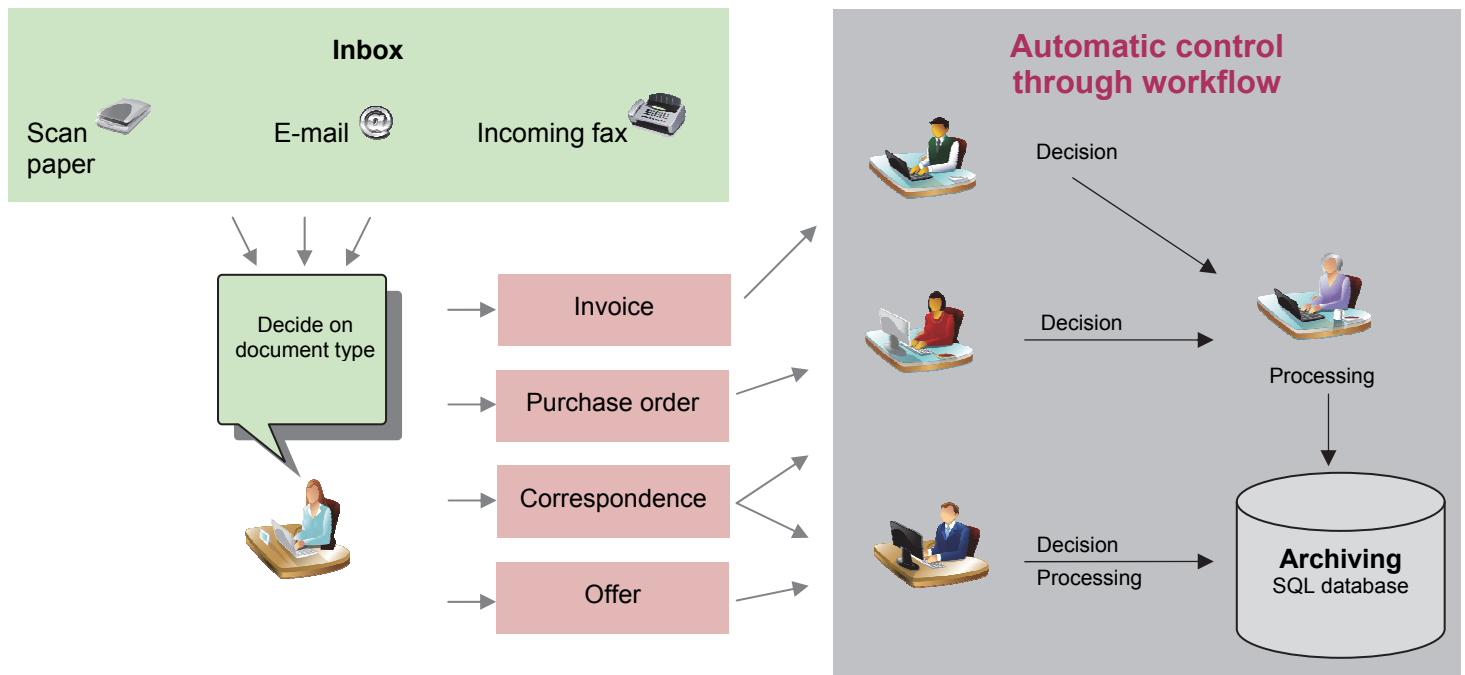


Workflow.One



The key questions:

What is a workflow?

Every single company has a variety of workflows. These are work and decision-making processes to be observed by all employees. For example, there are rules (explicit or implicit) regarding what happens to an incoming invoice. All steps – from opening the envelope to circulating the invoice in the company, verifying and approving, posting and archiving it – comprise the “workflow”.

What is an electronic workflow?

An electronic workflow system allows the definition of existing rules, work steps to be adhered to and approval processes. When a process enters the workflow system, the system ensures that all necessary and optional steps are performed. Deviations such as exceeding time limits trigger notifications/escalations. A workflow system also helps to retain an overview of the documents circulating in the company.

What are the advantages of electronic workflow systems?

An electronic workflow system can ensure, for example, that all work steps required within a process are actually complied with. There is no need to spend time in every case establishing what is to be done and who needs to know. This reduces potential sources of error. Post is distributed in the workflow system, which means that when incoming documents are scanned, the only matter to be decided is the document type – e.g. incoming invoice, customer order or offer.

The time-consuming and costly copying and distribution of incoming documents thus becomes thoroughly unnecessary. A workflow system also helps to maintain an overview of the documents in circulation, enabling deadlines to be met in order to make payments within the discount tolerance period, for example.

What are the advantages of this Novaline solution?

With Workflow.One, Novaline has developed an economical and flexible workflow system especially for the requirements of small and medium-sized companies. This means that you can install and learn how to use this solution easily and without much outlay. Pre-configured elements simplify the set-up and definition of work processes (workflows). Naturally, the interface is similar to those of SAP Business One and Archiv.One, making it familiar to the user.

What experience does Novaline have?

Since 1981, under the management of Horst Ramnitz, the company’s employees have been developing innovative solutions that have proven their worth in several thousand customer installations. Novaline has been a certified SAP Partner since 2004 and develops high-performance add-ons especially for SAP Business One that provide added value.

Detailed information

...on the solution can be found overleaf.



■ Features of Workflow.One ■

System requirements

- Client: Windows XP Pro.®, Vista®, 7®
- Server: Windows 2003®, 2008®
- Database: MS SQL Server 2005®, 2008®

Basic licence

- Administration, incl. sophisticated authorisation system
- Definition of workflow process types
- Creation of user-defined fields
- Definition of screens
- Automatic response to defined conditions with the aid of active database triggers
- Trigger administration easy to define freely and/or using templates
- Definition of any number of document-orientated work processes (workflows)
- Graphical display of workflows for clear overview
- Workflows in any number of levels (e.g. from employee 1 to employee 2, to employee 3, until complete)
- Automatic workflow response to Archiv.One data
- Use of macros when workflow is completed
- Macro administration easy to define freely and/or using templates
- Escalation function
- Substitute rule
- Overview of active workflow processes

Workstation licence

- Interface for handling incoming workflow processes with display of the relevant document
- Option to gather multiple documents in one process
- Querying of processes
- Approval/rejection of processes
- Workflow history (who did what to the document and when)

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