

DocuWare Workflow Manager

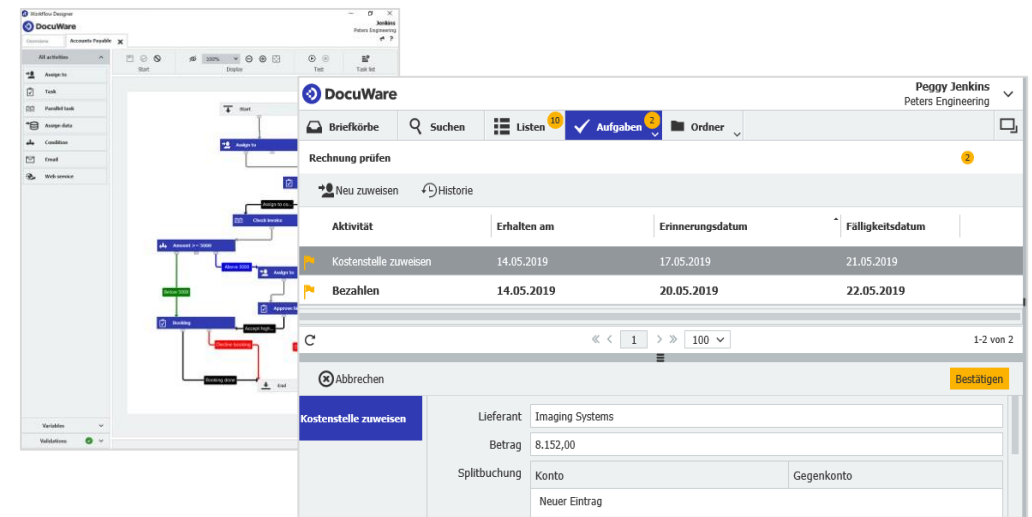
Your company runs on processes. Sales, HR, finance and others require fluid, reliable transfer of information to make the *right decisions* at the right time. Processes like order management, employee onboarding and invoice approval can be designed for your precise needs and automated to remove wasted time.

A simple tool for sophisticated business

DocuWare Workflow Manager is a tool within DocuWare that enables you to design automation workflows with a simple, intuitive, drag'n'drop interface.

Identify the steps of a process, then connect them with actions. These actions can be automated based on business rules, or decision points for an employee. The workflows are fully customizable at any point to optimize the flow of information through your team.

A workflow controller oversees all tasks of all users and can intervene at any time. Also, a workflow history shows which decisions were made by which users within a workflow.



Workflow Manager consists of two components: the graphical Designer makes it easy to create sophisticated workflows by simply dragging and dropping (left). In the task list in the DocuWare client, each employee processes his or her tasks (right).

All tasks and steps at a glance

Every employee involved in a workflow sees his or her tasks directly in the DocuWare client with special task lists. Email can also be used for new task updates. You will always see what steps are complete and what tasks remain.

Control every detail that matters

DocuWare Workflow Manager empowers you to set up precise rules for handling documents, information and decisions. For example:

- **Assign tasks** to specific employees or general roles
- **Specify substitution rules** when a colleague is out of the office
- **Use stamps and data fields** to initiate next steps and add context to a document
- **Leverage metadata** to automatically route documents into the right queue
- **Define the triggers that launch a workflow**, such as submitting a web form, adding a certain document type like an invoice to a file cabinet

How to start using DocuWare Workflow Manager

Cloud

The complete DocuWare Workflow Manager is a standard part of every DocuWare Cloud license. DocuWare Cloud also includes Intelligent Indexing, Forms and other key modules.



Clear task assignments.

All pending workflow tasks are shown in lists that update automatically



Mobile access.

Handy for checking off tasks while on the go



Automatic escalations.

Define deadlines for tasks and determine what happens when they are exceeded



Substitution rules.

Assign tasks to the next available employee in a team instead of a specific person

On-premises

If you are using DocuWare as an on-premises system, Workflow Manager is available as an add-on module.

About DocuWare

DocuWare is one of the world's leading document management-software companies. Its products are available in 90 countries and 16 languages. The solutions are deployed by 12,000 customers worldwide. The company, founded in 1988, operates from Germering near Munich, Germany and New Windsor, New York, with subsidiaries in the U.K., Spain and France.

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