SOFTOLOGY

Focus on Workflow and Process Automation

Workflow is a computing technology that facilitates the automatic distribution of documents requiring consideration to the correct people when they need them. The benefits in terms of saving, time, and tracking work and documents are phenomenal.

Softology's **SAFIRE II** is an easy to use solution that brings powerful workflow to your system by replicating and enhancing your existing business processes electronically, but the story does not end there. **SAFIRE II** provides the capability to effectively define processes, and indeed whole WEB based applications.

To define a **SAFIRE II** work system you:

- Identify the business processes (either departmental or company wide)
- Define the data structure
- Design any forms if required
- Model the flow of information

and that's it!

You now have a system that will deliver work and information to relevant individuals and departments. Users are notified of the task in hand and managers can track the status of, and approve work quickly.

Consequently, mixed correspondence, once booked in, is automatically routed to the correct recipients. In a property company for example, this would result in tenant enquires being sent to the property manager; invoices to the accounts payable; orders and enquiries to the sales team etc.

SAFIRE II provides extensive mechanisms for information control. Every field on a form and every workflow step has a JavaScript™ interface, giving total control over the workflow environment and allowing routes to be added or modified as required. Consequently **SAFIRE II** is a complete scalable solution for business process management and information management systems.

Equipped with standard features such as, powerful security, step level field editability and visibility (a user can only change fields where they are allowed), in-trays for routed work, and a comprehensive audit trail, **SAFIRE II** also boasts parallel processing capabilities, a management report generator and interfacing tools.

As well as the tangible benefits you can achieve by removing the need for staff to process timeintensive paperwork, implementing **SAFIRE II** will give you a clearer understanding of your business practices, streamline document lifecycles and projects, and identify where business processes stall, thus empowering you with the knowledge to make better decisions.

"The exercise of working out what we did and why we did it, meant that we could improve our department's performance. The automation provide by SAFIRE was a radical improvement, which allowed us to grow without taking on and training extra staff."