

**FLOW**



# Business Process Management

# SYSTEM OVERVIEW

**A system that automates & handles the business processes and arranges the workflow in your company.**

## **Key Components**

- Forms Builder
- Workflow Engine
- Forms Management
- Tasks Management
- Tailor-made Reporting and Statistics



# POWERFUL SYSTEM

- ❑ For any type of Business- scalable
- ❑ Fully integrated with other system and tools
- ❑ Time efficient
- ❑ Errors and risks reduction
- ❑ Business processes automation
- ❑ Employees and customers satisfaction  
Centralize work processes and integrate
- ❑ functions
- ❑ Highly secured
- ❑ Advanced Search

# SYSTEM BENEFITS



Paperless



Consistency



Cost effective



Multilingual



Transparency



Highly secured



Agility



Highly Productive

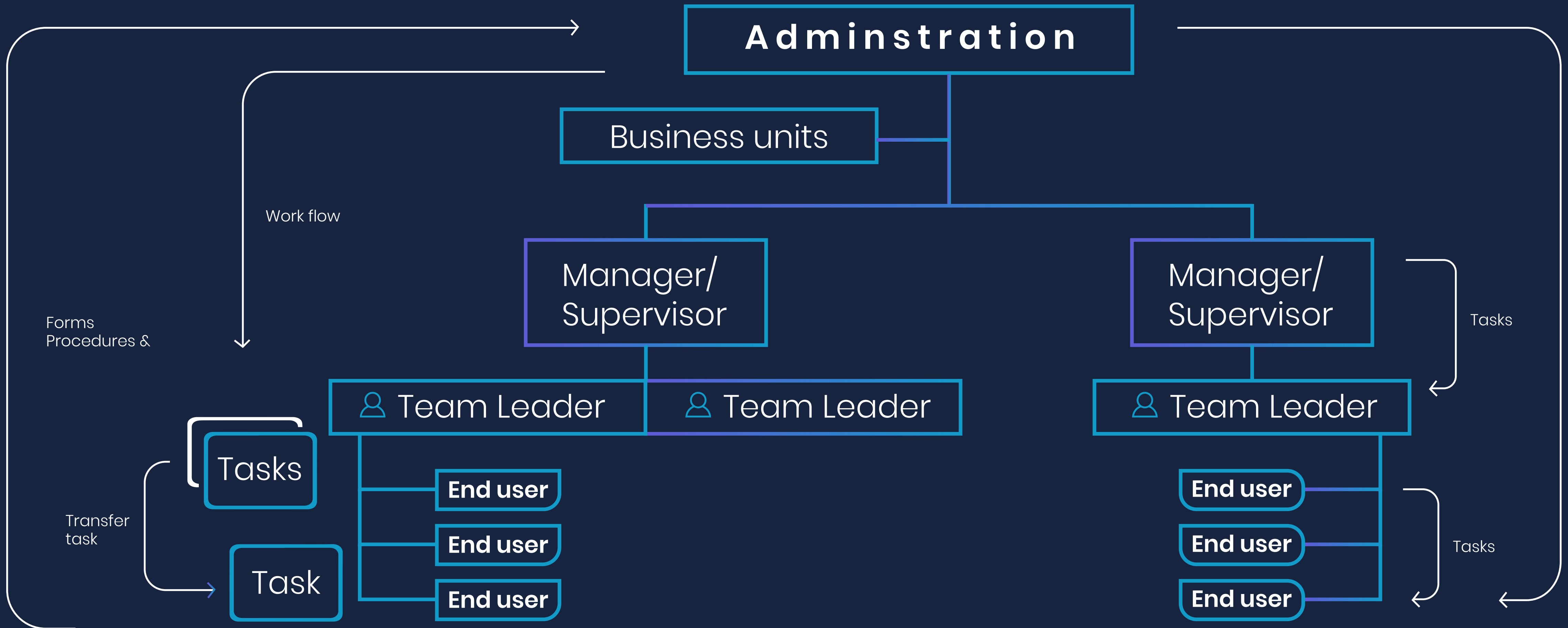


Mobility



# FORMFLOW

Centralize work process and integrate functions



# SYSTEM SECURE ACCESS RIGHTS

## Integration with LDAP (Active Directory)

- Single Sign On
- Silent Verification
- No Login Page

## USERS SYSTEM ACCOUNTS

- Unique Username
- Strong Password
- Hashed Password
- Automatic Account Lock after Failed Login Attempts

## Administrators

- Access admin Portal
- Roles based Access
- Permission on Action Level

## End Users

- Access User Portal
- User Job Position Access Roles for Forms
- Permissions Based Access for special pages

# FORM ENGINE

## Powerful

- ❑ Any Business Form
- ❑ Variety in Control Types
- ❑ Built one Control and use it in many other forms



## Easy and Simple

- ❑ No-Coding
- ❑ Simply drag and drop Controls
- ❑ Graphically based - WYSIWUG



## Effective

- ❑ Business Rules validation
- ❑ Calculation Rules
- ❑ Relations between Controls



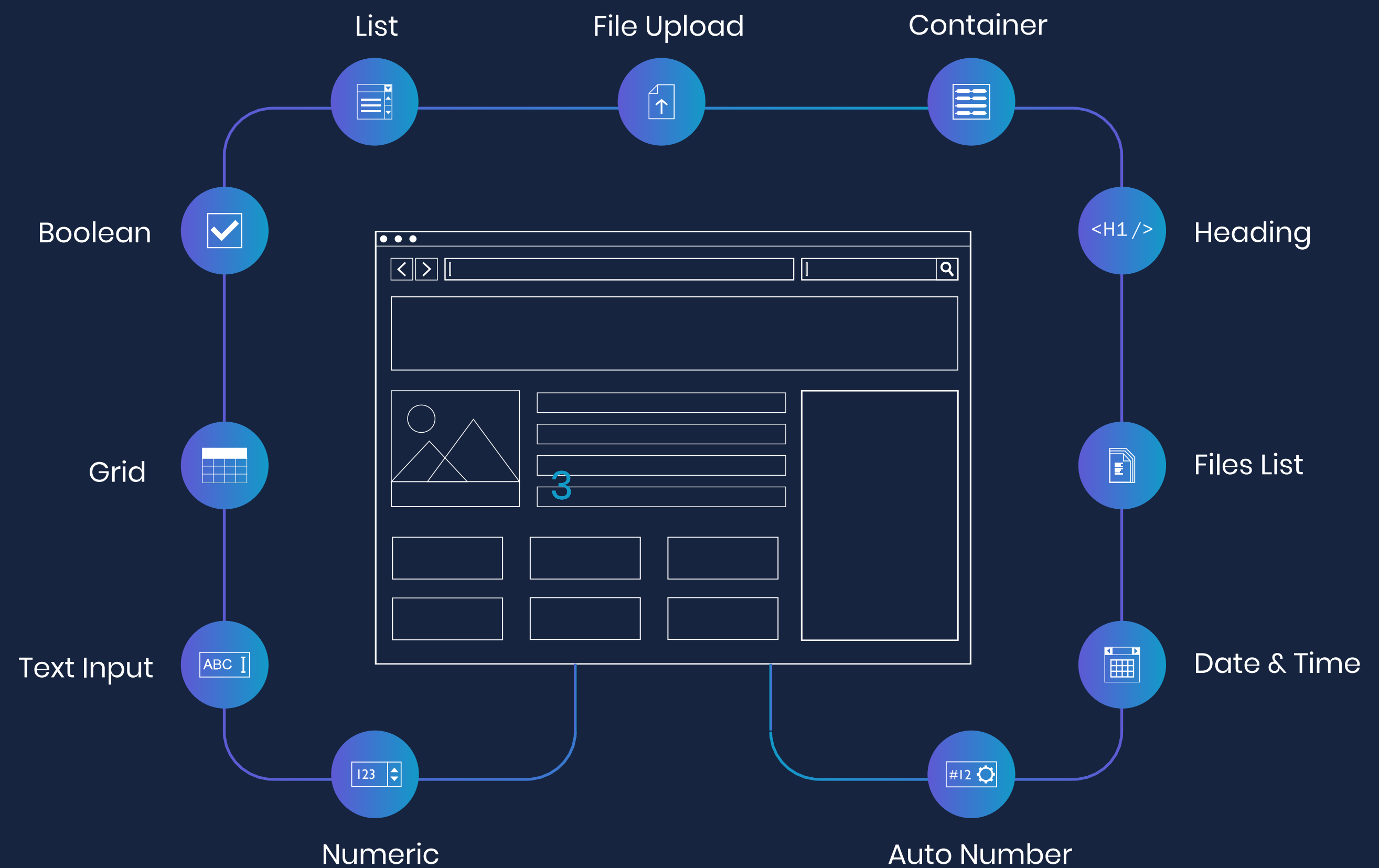
**BENEFITS**



# FORMS ENGINE

- 1 Custom Control**  
Library to store all controls built in the organization, to be used later
- 2 Customization Control**  
Any Control can be added based on the business needs
- 3 Validation Control**  
Define validation rules to compare values with other controls

## General Controls



## WORKFLOW BUILDER

### Flexible

- ❑ Simple sequences or multiple tasks & operations
- ❑ Sequential or a mixture of process types

### Easy and Simple

- ❑ Simply drag and drop Controls
- ❑ Graphically based

### Arranged by Steps of different Types

- |           |               |
|-----------|---------------|
| ① Data    | ⑥ Approval    |
| ② Read    | ⑦ Preparation |
| ③ Write   | ⑧ Email       |
| ④ Billing | ⑨ Conditional |
| ⑤ Output  |               |

## STEPS

- ❑ Defined by type & properties
- ❑ Simply drag and drop
- ❑ Connect together
- ❑ Assigned by different type of participants
- ❑ Defines each role
- ❑ Define the goal and alerts

### Multiple Alert Types

- 1 Manual Alerts
- 2 On Creation Alerts
- 3 On Creation Alerts
- 4 On Completion Alerts
- 5 Before Deadline



# Forms & Workflows

Forms



Workflows

Forms



Workflows

Forms



Workflows



Ready to  
be used

# Users Tasks - In Action -

- ❑ Tasks are created based on Workflow's steps definition
- ❑ Tasks are created by the system upon user's actions



# SYSTEM ALERTS & NOTIFICATIONS

## Fully Integrated Notification

- To Users concerning tasks
- To Administrators about drive storage

## Alerts Types

- 1 Email Notification
- 2 Pop-Up Notification

# SYSTEM LOGS

Offers logs history of many types:

- 1 Audits Trails**  
Tracks all users' actions: "Who did What On What and When"  
**For administrators and users**
- 2 Users Authentication Logs**  
System registers all trials upon logging in

# SEARCH ENGINE

## Dynamic and Flexible Search

- Search for a single form, forms in a department or all forms.
- Build Simple and Complex Queries
- Use Comparison & Logical Operators
- Specify Output Results
- With No Code
- Exported to Excel



# FILES MANAGEMENT

## Files Capture

- Upload a digital File (word, Excel, Image, Pdf)
- Scanning many papers in one pdf File
- Adjust Files Scanned (Rotate, Mirror, Crop, ...)

## Files Capability

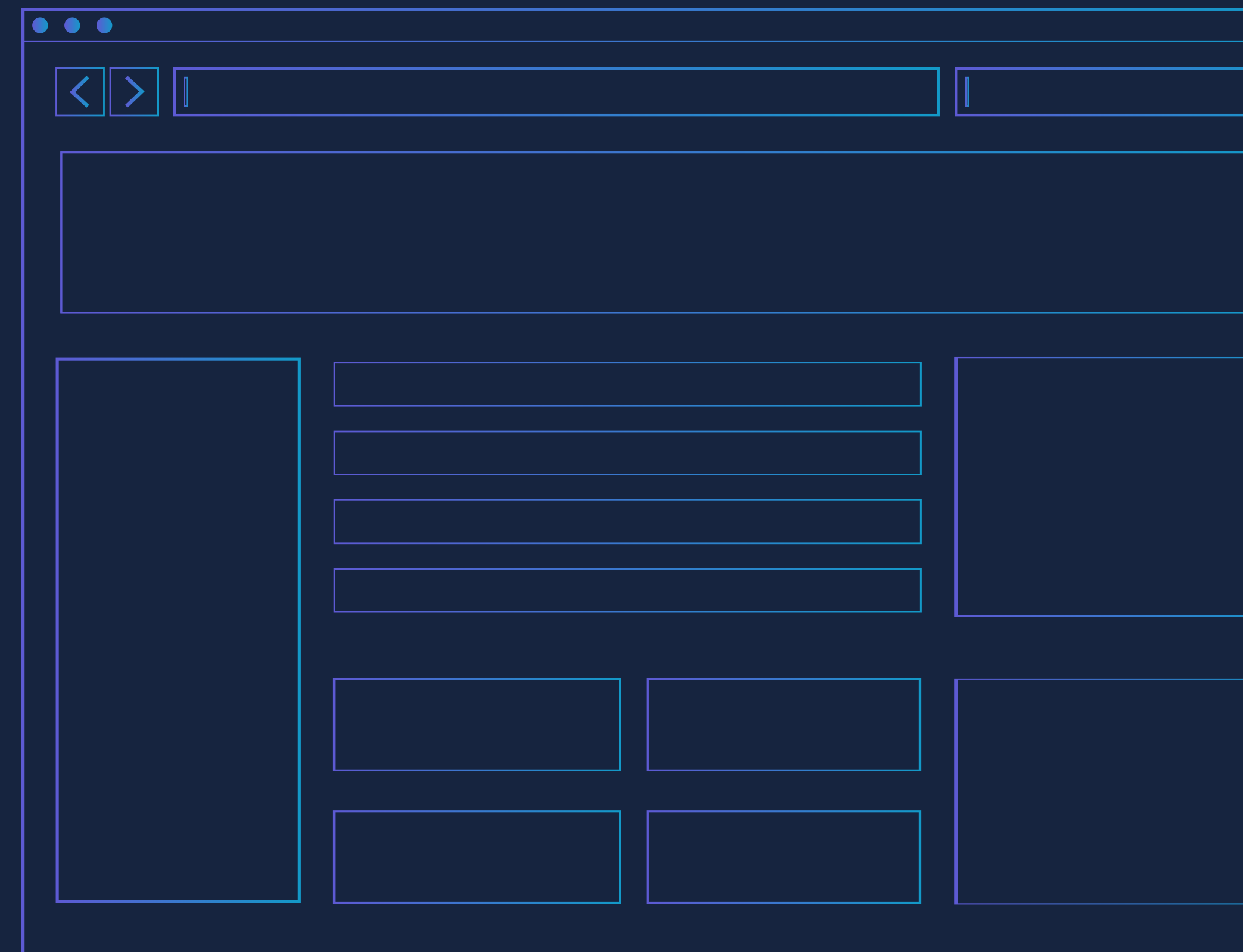
- Files Versioning
- File Preview
- File Download

## Files Storage

- Physical Disk Storage
- Add many Volumes as wanted

# STATISTICAL REPORTS

- ❑ Provides statistical reports
  - ❑ Generates powerful statistical reports by number :and charts; helping in
- 1 Monitoring workflow
  - 2 Data analysis
  - 3 Reflecting productivity
  - 4 Future decisions



# SYSTEM FLEXIBILITY



## Multilingual System

- ❑ Labels and Layout compatible with the selected language
- ❑ Support any other language
- ❑ Directions alignments & terms change when changing language



## Responsive

- ❑ Adapts to all screen sizes & resolutions



## Cross-Browser



Google Chrome



Mozilla Fire Fox



Microsoft Edge

# FEATURES PLUS



## IDS Help Guide

- Self-Explanatory System
- Users Manual
- Fields Tooltips
- Page Help Screen

## IDS Expertise Support

- Special Development
- Business Implementation
- Training and Support





**WANT TO KNOW MORE ABOUT IDS?**

