FORM FLOW

Busines 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
- Cost effective
- Transparency
- Agility
- Mobility

- Consistency
- Multilingual
- Highly secured
- Highly Productive
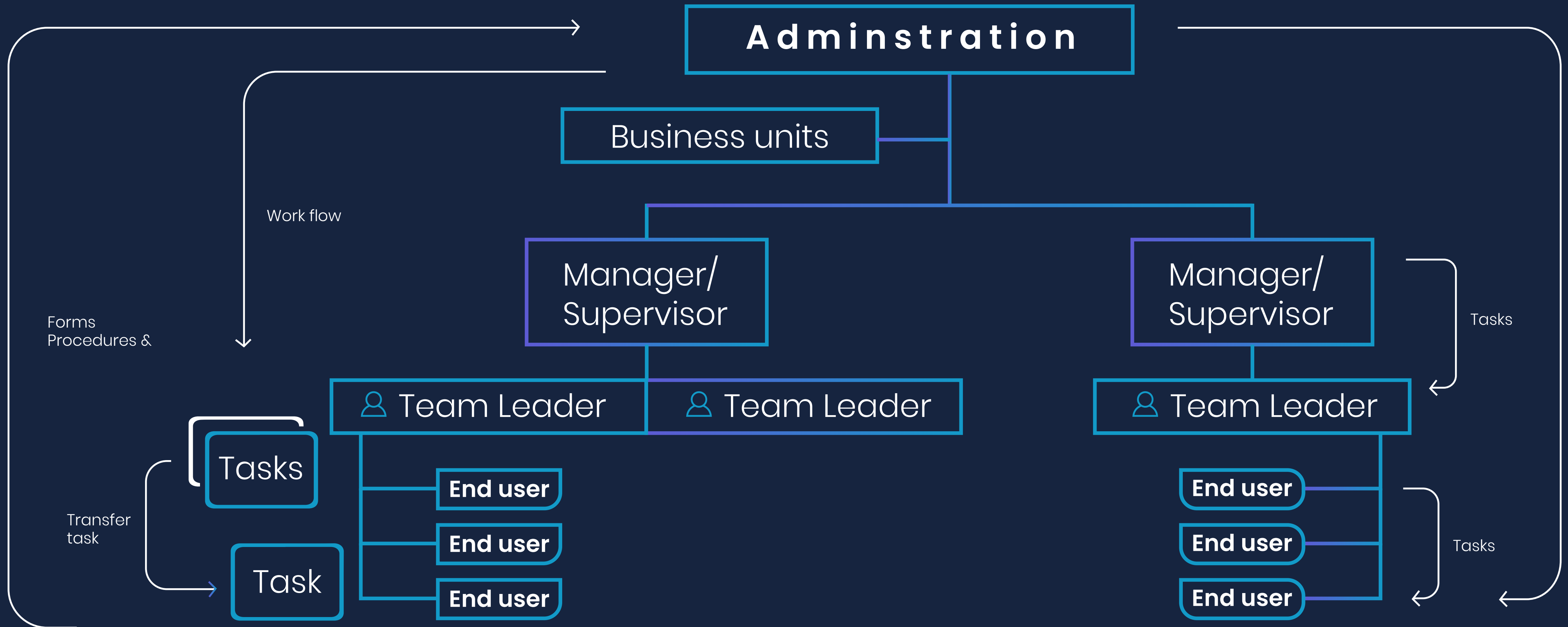
SYSTEM SECURITY ACCESS RIGHTS

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

SYSTEM SECURITY ACCESS RIGHTS

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

FORMS 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
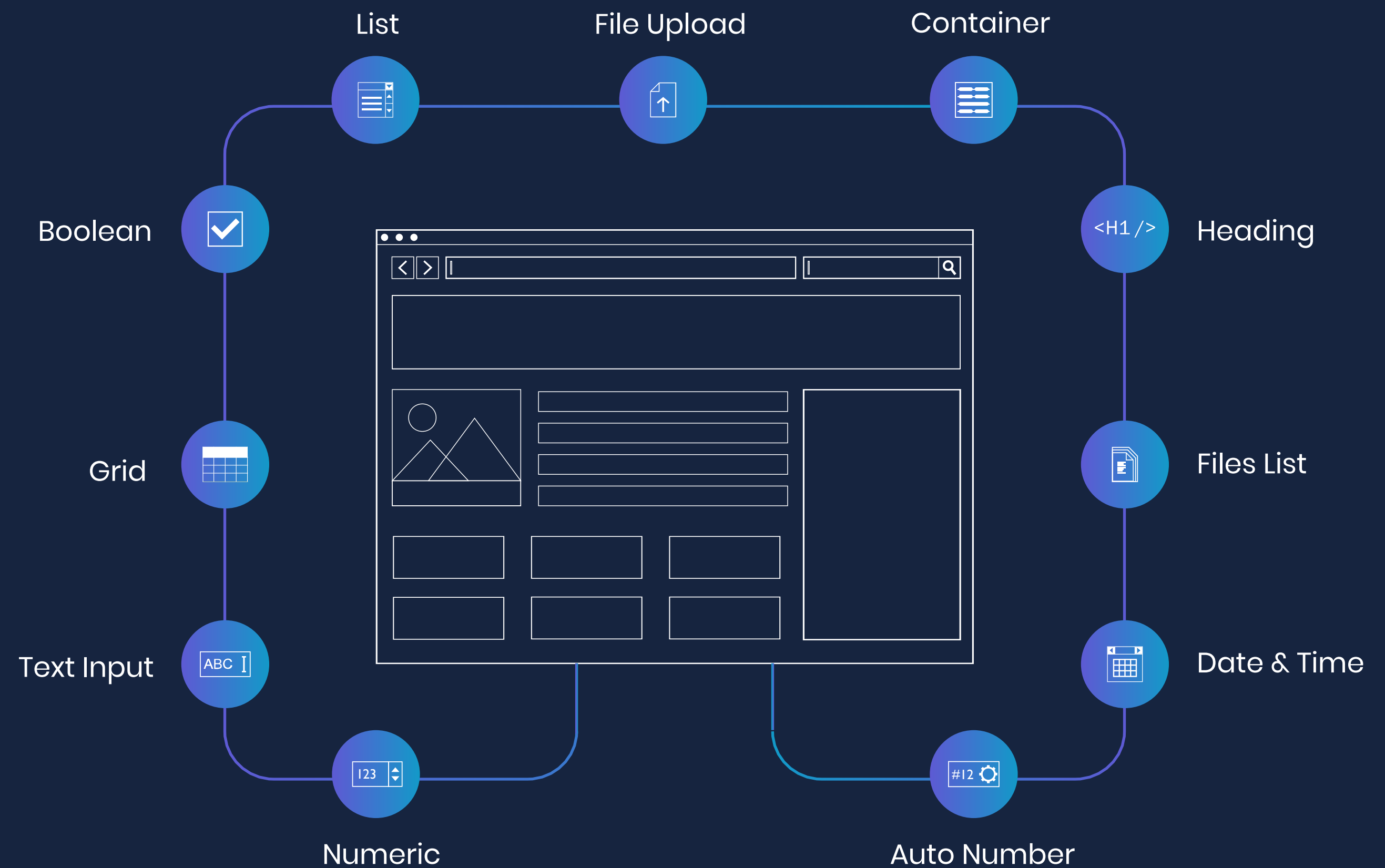- ☐ Relations between Controls

BENEFITS

FORMS BUILDER

(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

List

File Upload

Container

Boolean

Heading

Grid

Files List

Text Input

Date & Time

Numeric

Auto Number

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

WORKFLOW STEPS

Steps Creation

☐ Specified type

☐ Simply drag and drop

☐ Connected together

☐ Different participant types

☐ Properties based on Type

Multiple Alert Types

1 Manual Alerts

2 On Creation Alerts

3 On Completion Alerts

4 Before Deadline

5 After Deadline

Forms & Workflows

Forms

Workflows

◉ **Validate**

Forms

Workflows

◱ **Publish**

Forms

Workflows

⏻ **Activate**

→

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

Tasks are re-assigned

using

Employee Delegation

Task Transfer

Check-out Task

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

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
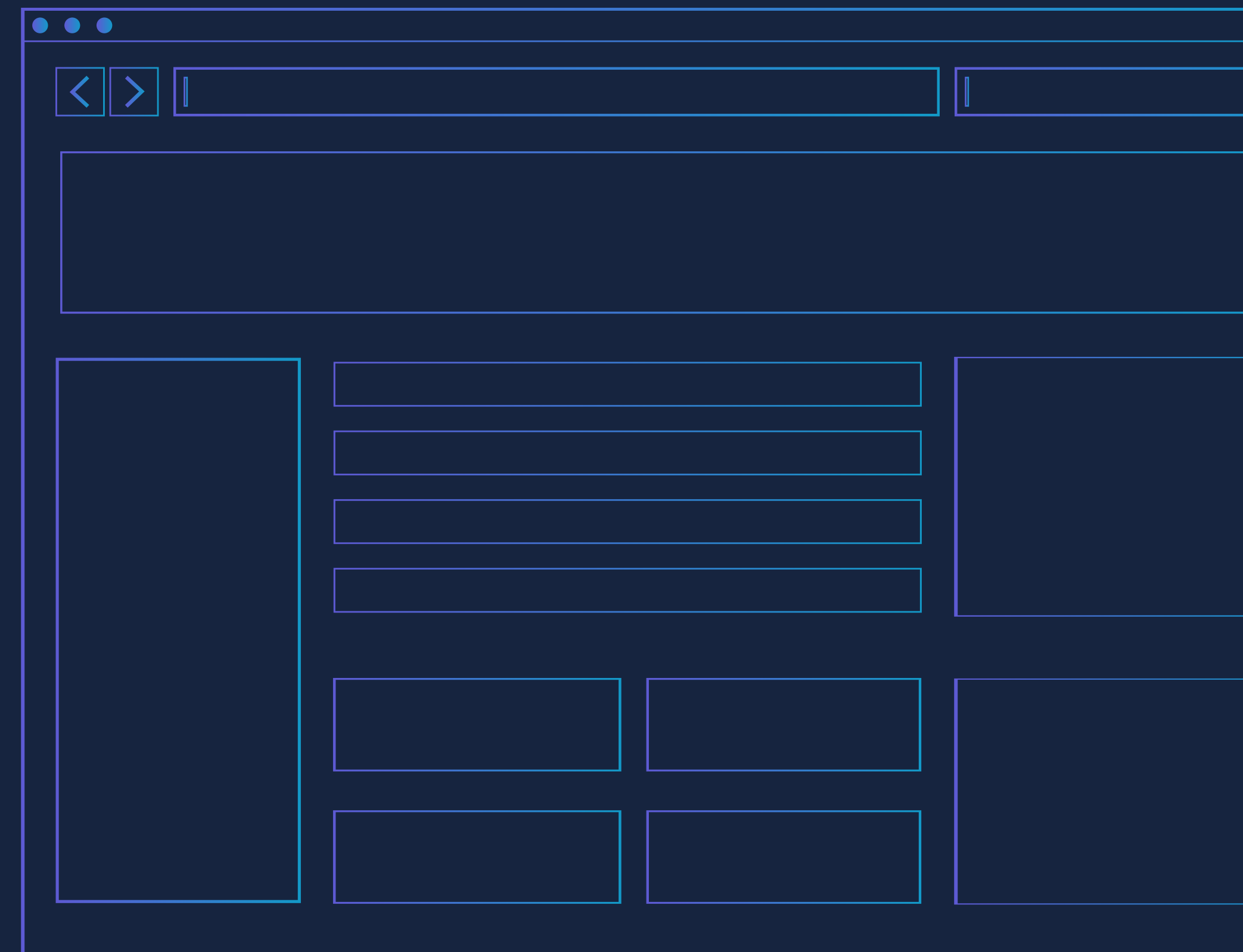- ☐ File Preview
- ☐ File Download

Files Storage

- ☐ Physical Disk Storage
- ☐ Add many Volumes as wanted

STASTICAL REPORTS

☐ Provides statistical reports

☐ Generates powerful statistical reports by number and charts

REPORTS GOALs

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

English	French

Left to Right →

عربي

← Left to Right

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?

SCAN THE CODE