

FORM 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

- ❑ Forms Builder
- ❑ 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

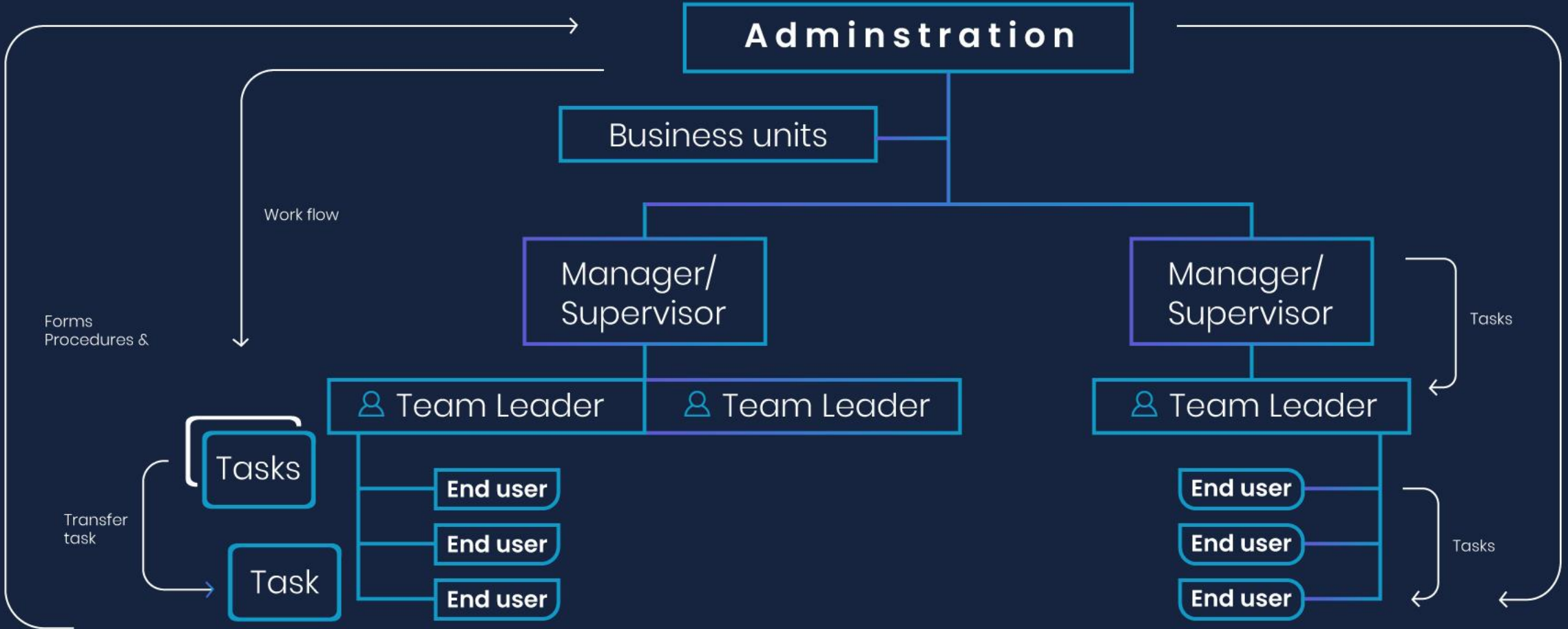


Highly Productive



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 AccountLock 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

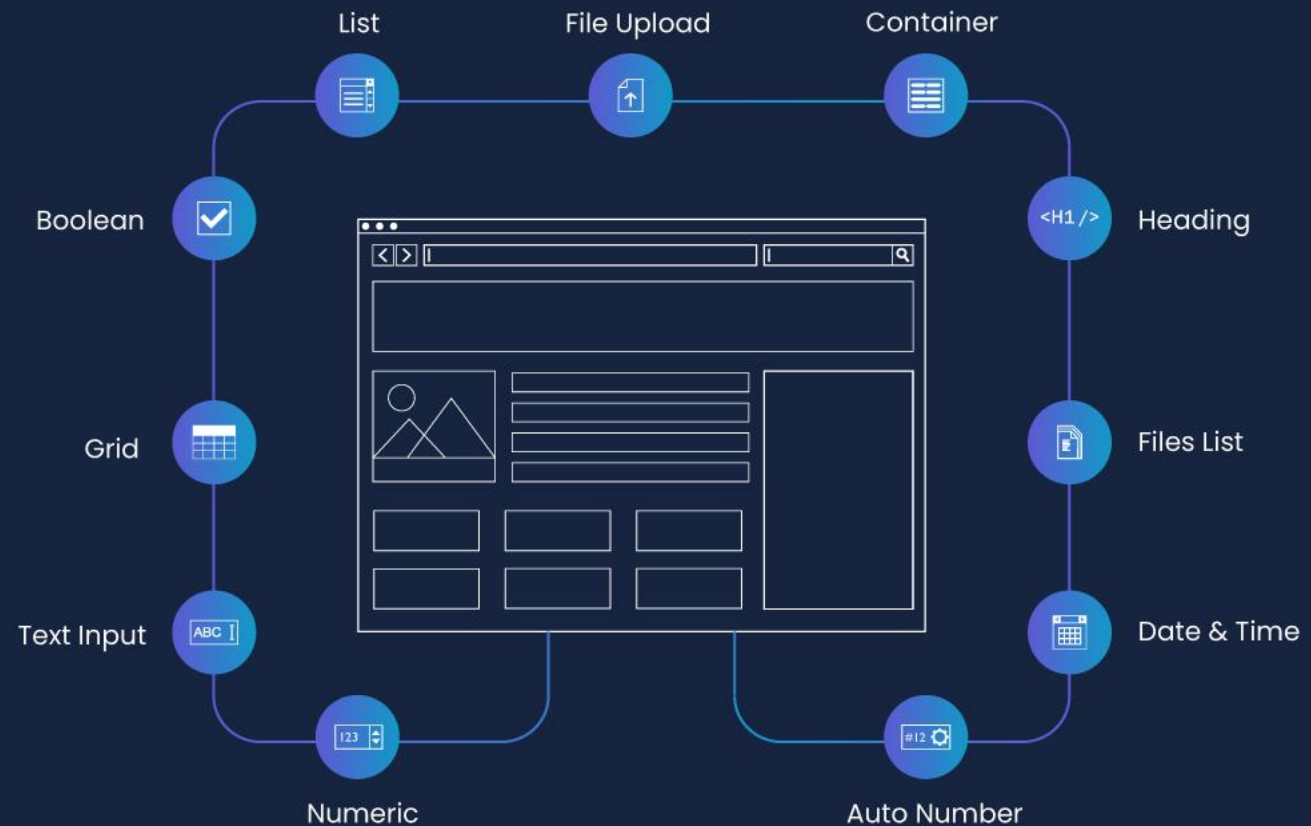


BENEFITS

FORMS ENGINE

General Controls

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

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



SYSTEM SECURE ACCESS RIGHTS

Form

 **Validate**


Workflow

Form

 **Publishing**

Workflow

Form

 **Activate**

Workflow



**Ready to be
used**

SYSTEM SECURE ACCESS RIGHTS

- ❑ Predefined Tasks for specific users based on action
- ❑ Re-assigned Tasks of Types:

Ready to be
used



Employee Delegation



Task Transfer



Check-out Task

SYSTEM ALERTS & NOTIFICATIONS

Fully Integrated Notification

Notifies:

- User about task alerts Simply drag and drop
- Administrator about file storage

Types –upon choice

- 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

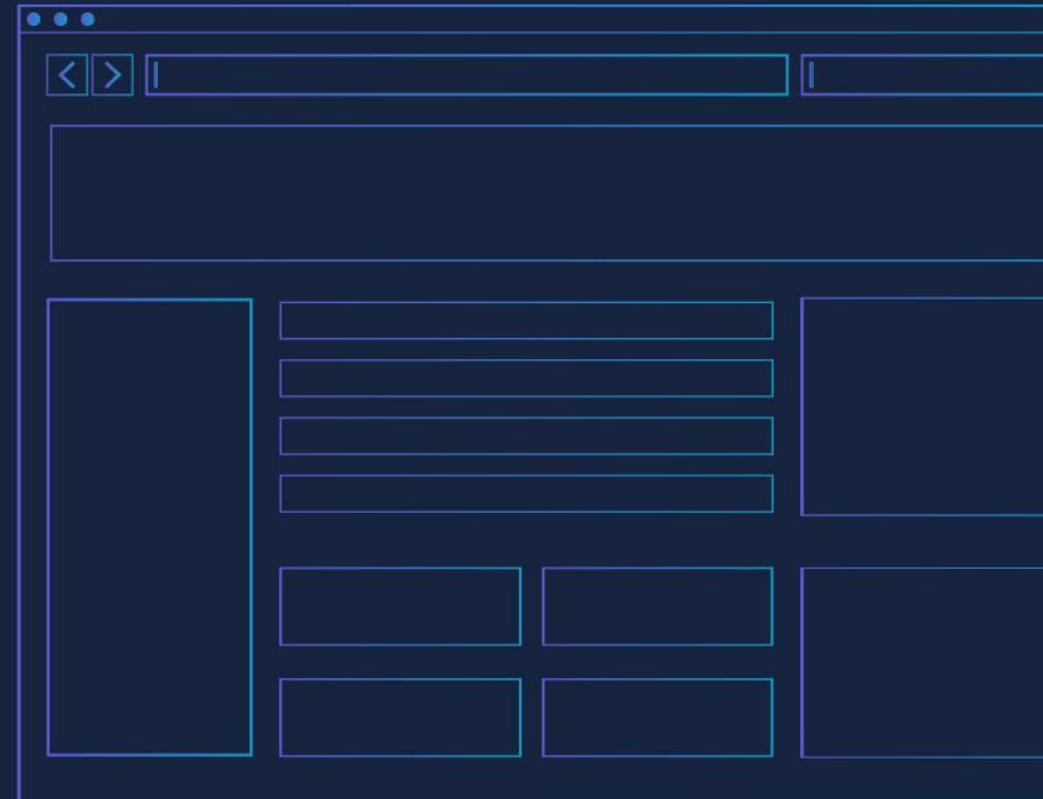
Files Storage

- Physical Disk Storage
- Add many Volumes as wanted

DASHBOARD & STATISTICAL REPORTS

- ❑ Provides statistical overall dashboard
- ❑ 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?

