



## **Are poor business processes affecting your company's profit, competitiveness and image?**

When a piece of paper travels around your customer's office, who decides which route it takes, how long the process takes, and which tasks are performed? Does your customer always know who is responsible for the document and where it is in the business process?

Our integrated Workflow provides control of all these variables, and allows business processes to be optimized — saving both time and money, and at the same time increasing process security and transparency. In addition, our Tasks feature allows ad-hoc workflows to be created to facilitate communication and productivity between employees.

**Therefore™ Workflow are extremely flexible and can be configured using drag & drop**

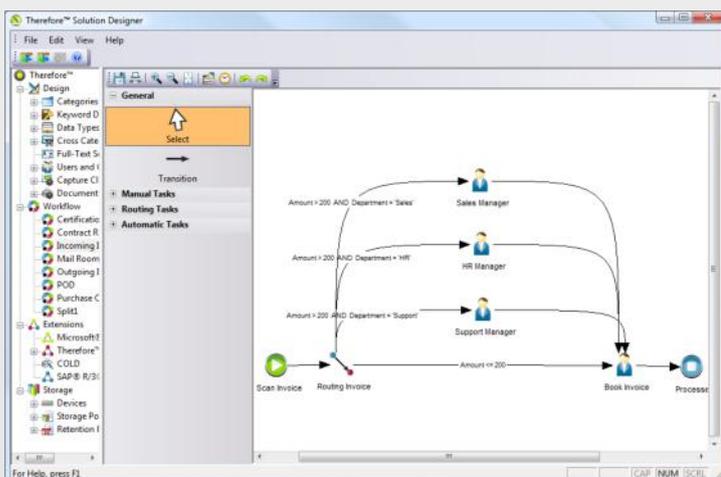
**Therefore™ Tasks enhance communication and help ensure timely responses**

## Workflow Design

Workflow is a flexible and versatile module that can benefit a wide range of companies. Via workflow, existing business processes are modeled and optimized, allowing documents and approvals to be electronically routed throughout the business. This increases accuracy, transparency and efficiency and decreases the amount of time and costs associated with each process.

New workflows can be designed via drag & drop. No programming knowledge is required, but custom DLLs can be created.

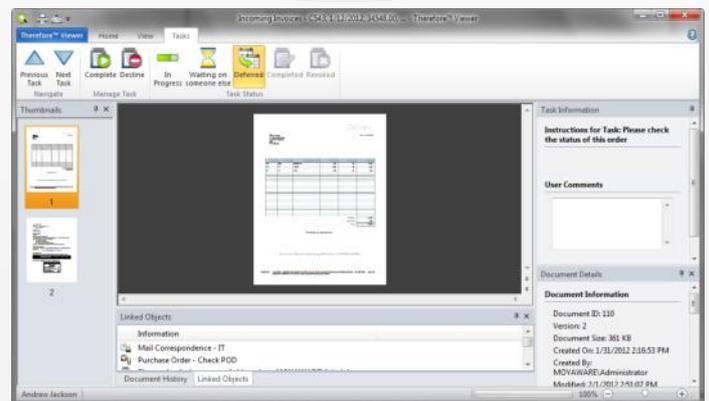
- Process history and statistics functionality is included
- Parallel workflow functionality
- E-mail task & escalation notification
- Integration with Microsoft® Active Directory®, LDAP and Windows® local security
- Workflows can be triggered automatically or manually when documents are saved to a Therefore™ category



## Therefore™ Tasks

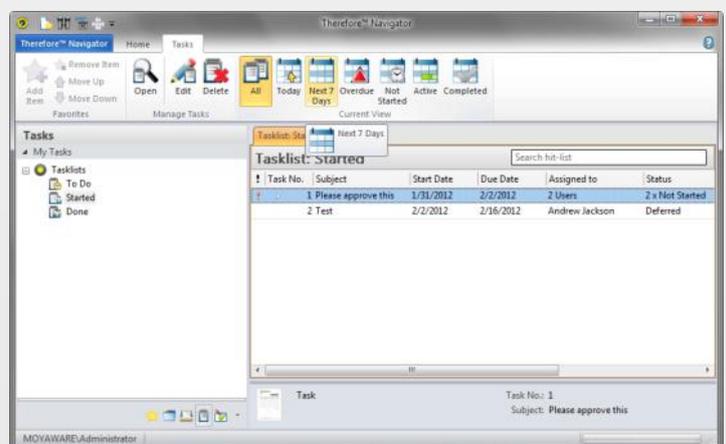
Therefore™ tasks, also known as ad-hoc workflow, allow users to quickly and easily create assignments for themselves or for their colleagues with due dates and descriptions of the work that needs to be done.

For example, a task could be "Please review this contract by Thursday". Therefore™ Tasks provide a quick and easy way to improve working habits in your office!



## Notifications

Users can be notified about Therefore™ Workflow and Therefore™ Tasks assigned to them via an e-mail with a direct link to the task. Or, they can see a list of their tasks in the Navigator.



## Workflow Features for Invoicing Scenarios

Therefore™ Workflow is ideal for invoice approvals, including invoices with line item items. For example, incoming invoices with different cost centers can be routed for approval to different managers based on different invoice line items.

In addition, Therefore™ can export document and/or index to an ERP system, allowing invoicing processes to be handled completely automatically.

## Workflow Reporting

Starting with Therefore™ 2013, it is possible to create reports about workflows, such as the maximum/minimum or average duration of a workflow. This feature requires the use of a 3rd party database reporting tool.

## Other Workflow Options

Due to the flexibility of Therefore™ Workflow, an endless number of workflows can be configured to suit the needs of your customer.

- Incoming and Outgoing Invoice approvals
- Contract approvals
- HR processes
- Much more!

## Processing Workflow Tasks on the go!

It is possible to process workflow tasks on the go using the Therefore™ Mobile App, for iPhone, iPad and Android™ devices. The Mobile App can be downloaded free of charge. For more information, please see the Mobile App Info Sheet.

### Licensing

Workflow comes standard with Therefore™ Business Edition (Therefore™ Essentials and Enterprise Edition in select regions).



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