



PaperVision Enterprise WorkFlow - Technical Specifications

PaperVision Enterprise WorkFlow is an optional module of PaperVision® Enterprise or ImageSilo® that extends enterprise content management functionality to include automated document routing.

Flexible licensing allows you to implement an unlimited number of workflows, to implement on a per workstep basis or to implement on a per user basis.

WorkFlow is part of a suite of Enterprise Content Management (ECM) products that also includes solutions for email management and COLD/ERM print stream processing.

System Overview

- Centralized administration console for all administrative, database and workflow functions is included
- Graphical design of workflow processes eliminates the need for any programming or scripting
- Workflows can be launched automatically based on administrator-defined conditions such as criteria and schedules or a specific "action date"
- Evaluation rules specify which tasks must be completed for a workstep to transition
- Workflows can be edited, and changes are effective immediately—even on current workflow processes
- Administrators can quickly activate and deactivate workflow processes
- Workstep time restrictions ensure steps are completed in a specified time frame
- Worksteps waiting in queue allow users to see details such as document ID numbers and index values, giving them specific information about pending documents
- Workflow participants can take ownership of any workstep to complete the tasks in their work queues
- Workstep ownership can be changed manually by administrators or automatically (based on pre-defined conditions) to eliminate bottlenecks
- Automatic email notifications simplify process efficiency and maintenance
- Workflow tasks can include sending email messages with attachments or even links to other documents
- Worksteps can be cloned to streamline workflow setup
- Custom notifications can be sent to workflow participants or administrators based on specified conditions
- Status reports provide detailed information about current, active workflow processes to improve process efficiency and eliminate bottlenecks
- Users can view workflow status without administrative rights, enhancing productivity while maintaining security
- Detailed history reports contain completed workflow processes, worksteps and tasks for simplified auditing
- Reports can be archived, filtered and printed for review at a later time
- System adheres to provisions from the Workflow Management Coalition, ensuring continuity with emerging standards
- System works with Scan2PVE and Scan2ImageSilo to capture documents and upload them into a new or existing workflow process
- System works with PaperVision® Message Manager to leverage email and attachments to automatically launch workflow processes
- All upgrades are included with annual maintenance, ensuring access to the latest product features and benefits
- Complete, detailed online help includes step-by-step instructions to get you started quickly
- Legendary technical support is eager to assist with any questions you may have



Security

- This add-on product is fully protected and supported by the same security features and capabilities of PaperVision Enterprise or ImageSilo (see ImageSilo and PaperVision Enterprise product sheets for details)
- Simplified administration can be performed by specific users or general system administrators

Scalability and Reliability

- Flexible licensing allows you to deploy workflow functionality within a single department or across an entire enterprise
- Unlimited workflow participants can be defined based on existing PaperVision Enterprise or ImageSilo users and groups
- Simple user interface allows administrators to graphically define and edit multiple workflows with unlimited worksteps in seconds
- Unlimited tasks can be included in a single workstep to increase flexibility in workflow design
- Multiple servers and workstations can be load-balanced to ensure task efficiency even during busy times

Integration

- Extensive use of web services to support integration and cross-platform compatibility
- COM-based APIs support both local and remote communications without requiring modification to code
- ActiveX® (OCX) controls can be embedded into third-party applications
- Customizable source code is included for both browser-based and desktop client applications
- System supports the ability to launch line-of-business applications automatically at any point in the workflow process
- Integration with Microsoft® Office SharePoint® Server 2007 enables companies to leverage the PaperVision® Enterprise WorkFlow functionality directly within their SharePoint portal

WorkFlow Toolkit

The WorkFlow Toolkit is an optional, separately licensed component of PaperVision Enterprise WorkFlow that enhances integration and enables users to easily access WorkFlow controls from their line-of-business application. Benefits include:

- WorkFlow ActiveX controls offer developers an industry-standard programming interface and can be easily deployed with any application
- WorkFlow controls integrate directly with your line-of-business interface for easy and instant interaction
- Integrated access to the worksteps waiting in queue allows users to act on documents the moment they are ready
- Integrated access to the task list enables users to conveniently view and check-off tasks for each document
- Integrated access to current workstep ownership simplifies task prioritization and enhances productivity
- Included samples provide a simple, easy-to-follow examples for implementing WorkFlow controls within your line-of-business application