docSTAR™ Workflow Module

PiF

technologies

Your Document Process, Only Smarter
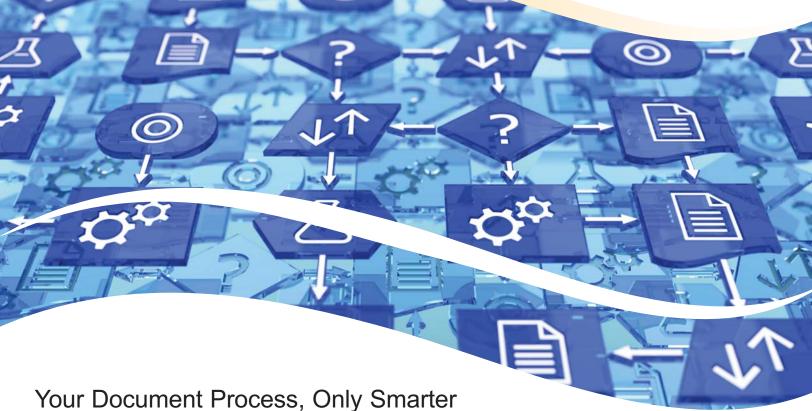
docSTAR's **Workflow Module** delivers powerful workflow combinations. Automatically route documents to users or groups, send notifications, provide guided user interaction, and allow automated index information acquisition at any point in the process. Create any number of automated or user-guided steps that include multiple possible branches. Spend less time managing documents and more time focusing on your business.

With docSTAR's Workflow Module:

★ **Eliminate tedious manual processes.**

★ **Support compliance initiatives.**

★ **Improve efficiency with automated alerts.**

★ **Increase employee productivity and customer satisfaction.**

★ **Better manage approval processes.**

★ **Reduce confusion and errors.**

DocStar®

Simplify Your Document Process

docSTAR's Workflow Module allows your important business documents to be routed electronically, enabling users to process work more efficiently, faster, and more accurately.

⭐ Open your work queue and review the list of assigned documents.

⭐ Open a document, add annotations, manage the document or enter additional data.

⭐ Route documents based on workflow processes defined in docSTAR's Workflow Module.

⭐ Workflow alarms alert you to possible process bottlenecks.

Monitor Your Dashboard

Built-in workflow queues and dashboards provide team members and management with real-time insight into any active document or package workflow. Check and re-assign workflows instantly. Monitor workflow process efficiency. Simply put, take control of your document processing workflows quickly and easily to achieve greater efficiency and better vision into your process.

Automate Intelligent Rules-Based Workflows

Create numerous rules-based workflow combinations. Route documents to users or groups automatically, send automatic notifications, provide guided user interaction, and allow automated index information acquisition at any point in the process. Create any number of automated or user-guided steps that include multiple possible branches.

For example: create elaborate invoice processing workflows where invoices are routed to your AP dept., then onto the appropriate Dept. Manager among any number of Managers, and then route the invoice onto a secondary approver when necessary.

Workflow Process Designer makes it easy to create efficient document processes.

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