



Workflow Automation

Streamline your documents journey from creation to approval!
Abylon Docuflow is the perfect enterprise solution to automate your document review and approval process allowing for a lightning fast decision making.



www.abylon.hu

Faster decisions, better efficiency

DOCUMENT WORKFLOW AUTOMATION

Today, corporate document review and approval is mostly e-mail based. Different versions of the same document – all with edits and comments go back and forth for ever. Tracking comments and changes becomes a nightmare. Furthermore not all comments are meant to be seen by everyone. Abylon Docuflow provides a formal, established and routine process for document review and approval, enabling employees to streamline an otherwise slow and often inefficient everyday process.

The screenshot displays the Abylon Docuflow interface. On the left is a navigation menu with options: Tasks, Queue, Reviews, Administration, Regulations, Contracts, Procurement, Leadership, and Settings. The main area shows a user profile for Alexander Leslie (AL) and three buttons: 'New regulation', 'New contract', and 'New procurement'. Below this are two task lists:

My tasks			
Title	Type	Status	Deadline
Home Office regulation	Regulation	Review	05-08-2021
Docuflow upgrade	Procurement	Acceptance	05-09-2021
Abylon master	Contract	Signature	05-11-2021

Deputy tasks			
Title	Type	Status	Deadline
Home Office regulation	Regulation	Review	05-08-2021
Office lease	Procurement	Review	05-12-2021
Staples Inc. - office equipment 2022	Contract	Review	05-15-2021

ABYLON DOCUFLOW BENEFITS

01

AUTOMATED DOCUMENT REVIEW & APPROVAL WITH COMMENT MANAGEMENT

02

CUSTOMIZABLE & READY-TO-USE DOCUMENT WORKFLOWS

03

OFFICE 365 INTEGRATION (SHAREPOINT, WORD, EXCEL, POWERPOINT)

04

AUTOMATED PROCESS TRACKING AND BUILT-IN NOTIFICATIONS

Collaborative yet confidential

SIMPLIFIED FEEDBACK MANAGEMENT

Abylon Docuflow provides a collaborative space for submission, editing, reviewing and general progress tracking of documents. It can be used to upgrade a wide array of everyday company procedures ranging from reviewing and approving business documents or contracts to the internal discussion of management proposals or brainstorming of new marketing materials.

Docuflow provides an intuitive, automated solution for typical document review and approval processes within any company that uses Microsoft Office products.

With Docuflow, you can quickly build your own custom approval workflows that automate all the normally painful and slow steps of routing and tracking documents. Plus, at the end of the process, the final documents can be loaded into your document management system. By streamlining your entire approval process, you can start projects earlier and meet deadlines more consistently.

MAIN FEATURES

MS OFFICE COMMENT MANAGEMENT

Collaborative and hierarchy-based comment management for Word, PowerPoint, Excel documents.



CUSTOMIZABLE WORKFLOW AND UI

Customize workflows and approval processes (sequence, deadline, approval method) or even the sub processes and their characteristics.



OFFICE AND SHAREPOINT INTEGRATION

Collaborative editing and sophisticated comment management for Office 365, while SharePoint acts as a source/target file repository.



MULTI-LEVEL DOCUMENT DELEGATION & ROUTING

Set up delegates (or sub-delegates) for each process and define assistants or deputies to ensure quick review and approval in any situation.



Don't start from scratch

READY TO USE MODULES

Docuflow allows you to create custom workflows and approval routes for your documents, but it also offers ready-to-use modules for common enterprise document review and approval processes like contract management, procurement, regulatory document approval or management proposal review.

➤ REGULATORY DOCUMENT MODULE

The module supports reviewing, approving and enforcing internal company regulations, including additional processes for repeal and release of new versions. Part of the module is a SharePoint-based control library that provides an easy-to-use interface for the company to have the necessary overview and control.

➤ CONTRACT MANAGEMENT MODULE

The module supports typical contract review and approval steps. A SharePoint-based contract repository is included in the module providing a simple and quick interface to search and access contracts. Optional features include contract validity monitoring and integration with a digital signature systems.

➤ PROCUREMENT MODULE

The module includes standard workflows for the collection, preparation and approval of typical procurement documents. Optionally, the module can be integrated with the company's existing procurement system, such as e.g. SAP Aruba, Fluenta.

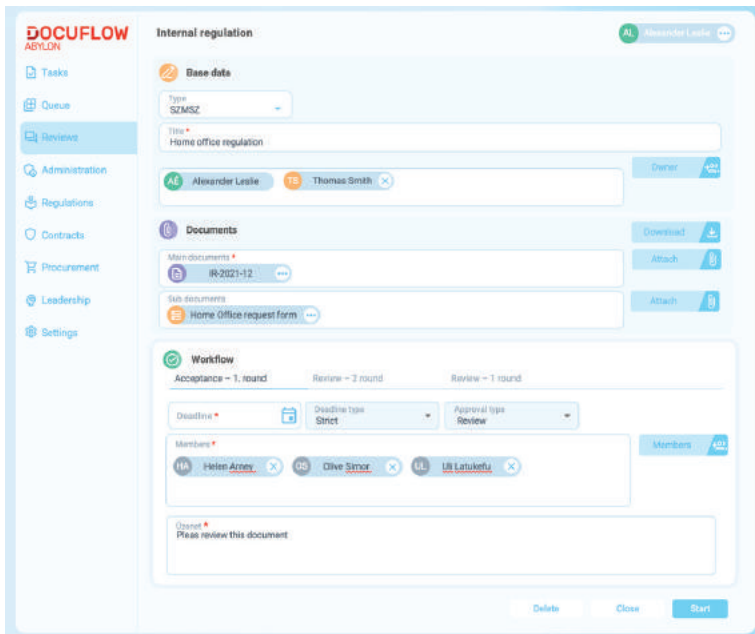
➤ MANAGEMENT PROPOSAL REVIEW MODULE

The module is tailored to support the processes related to reviewing and approving internal management proposals and it comes with a built-in management meeting portal application.



Automate any business process

IDEAL USE CASES FOR ABYLON DOCUFLOW



- Regulation review & approval
- Management submission review
- Contract review & approval
- Invoice/Purchasing Approval
- Editorial Approval
- Security Authorization
- Change Management
- Design Approval
- Decision Request/Analysis
- Formal Idea Analysis
- Presentation Review
- Timesheet / Payroll Approval

To see how quickly you can begin automating any of your typical business processes or workflows, request a demonstration of Abylon Docuflow today!

About Us ABYLON CONSULTING

Abylon Consulting offers rapid and scalable solutions for collaboration, business intelligence and data analytics. Our products range from data warehouse automation toolkits, through planning and forecasting tools, to document workflow automation and motivation solutions.

We have a long history and high expertise with Microsoft Office, Data Analytics and BI products, so most of our solution are tightly integrated with these products. Our goal is to channel your business-critical data to generate insights and drive outcomes throughout your organization.



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