

Organizations use AffableBPM to easily manage workflows, maximize collaboration with teams, automatically send notifications about deadlines with alerts and reminders, painlessly route records and electronically sign documents, scan paper documents and make them directly searchable (OCR), and generate timely reports.

Things you can do with AffableBPM

- 1 Upload and access your data anywhere and anytime.** Import your files through drag and drop, digitally convert your paper documents through the built-in scanning facility, add new records by importing your Excel data or submit them through input forms.
- 2 Work with others to update the status of your records or files.** You can route your documents for review and approval. Assign delegates and set route order to keep track who are taking actions on your documents. Share your documents from one location 24/7.
- 3 Manage effectively your workflow, data, and users.** You can customize your database to capture different data types without IT intervention. Easily update your database metadata to scale your growing data requirements. Get data security through periodical password reset, granting group or individual access with accompanying audit trails.
- 4 Quickly search your files or records across your organization.** Streamline the manual indexing of your files from different departments by utilizing the full text search that finds your search term from MS Office files like word, pdf, xls, text or scanned documents.
- 5 Easily keep track of contract compliance by periodically receiving notifications of expiring agreements.** Make your contract owners aware ahead of time of contract due dates and renewals. Get the upperhand to mitigate risk and make wise cost assessment of new contract agreements.
- 6 Create periodic reports and share it on a one time or recurring schedule.** You can reduce your time extracting and filtering data from the database by saving your periodic reports and let the system send them for you on your preferred schedule. The extracted data is automatically exported to PDF, XLS, or XLX format. You can also save and put your reports on a dashboard and generate them on the fly as needed.

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“ We are a healthcare facility and as part of our certification it is required that we review all contracts annually. What was developed in PaperTracer fits our needs perfectly. We also use the system to track and notify contract expirations. Our Compliance Officer asked us to develop something to track Business Associates Agreements. This was the first real change to the system we attempted to make on our own. We had a proof of concept set up in about 20 minutes. ”

Michael G. | MIS Hospital & Health Care with 1001-5000 employees