ELECTRONIC DOCUMENT WORKFLOW

Enovatio Workflow

- Reduction of the time, costs and errors associated with document processing

- Speeding up the processing of documents and information flow

- Increasing the efficiency of document management and flow thereof

- Quick access to documents and information, regardless of workplace

- Monitoring of deadlines for attending matters

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Streamline your business processes and increase work efficiency

Enovatio Workflow automates business processes and improves employee efficiency.

Workflow ensures key data are secure and controlled. The system is created using technology that guarantees stability and solution scalability.
Workflow works well for a range of of business processes, including those described below..

Reduction of the time, costs and errors associated with document processing

Quick access to documents and information, regardless of workplace

Speeding up the processing of documents and information flow

The central location for data, all documents and information

Increasing the efficiency of document management and flow thereof

Monitoring of deadlines for attending matters

Enovatio Workflow also includes:

—   Versioning of documents
—   Advanced filters
—   Adding documents and information to processed documents
—   Alerts and personalized email notifications
—   CMS – publication of articles on the home page
—   Corporate/personal calendar
—   Contacts library
—   User's central workplace
—   Advanced user authorisation
—   Microsoft Exchange integration

ELECTRONIC OFFICE

REGISTRATION OF DOCUMENTS IN THE SYSTEM

The solution automatically registers documents in a specific location, regardless of their form of receipt, by:

— Scanning - digitization with an individual number, name and date.
— E-mail or from a computer hard drive.

DOCUMENT SPECIFICATION

Each type of document (contract, letter, cost invoice, HR application, etc.) has a specification that is defined by assigning the details of the document the Contractor, and assigning an owner.

PROCESSING, ACCEPTANCE OF A DOCUMENT

The flow of the described document and its acceptance takes place in accordance with strictly set process paths to which the user has continuous insight. In order to increase safety, designated people who have permission to read, edit and manage documents, are responsible for each organizational unit office.

ADDING DOCUMENTS AND INFORMATION TO THE PROCESS

For each process, you can attach a countless number of electronic documents and other information regarding the process (draft, leading person, comments, etc.). Another user in the acceptance process receives a set of data, which speeds up the decision-making process.
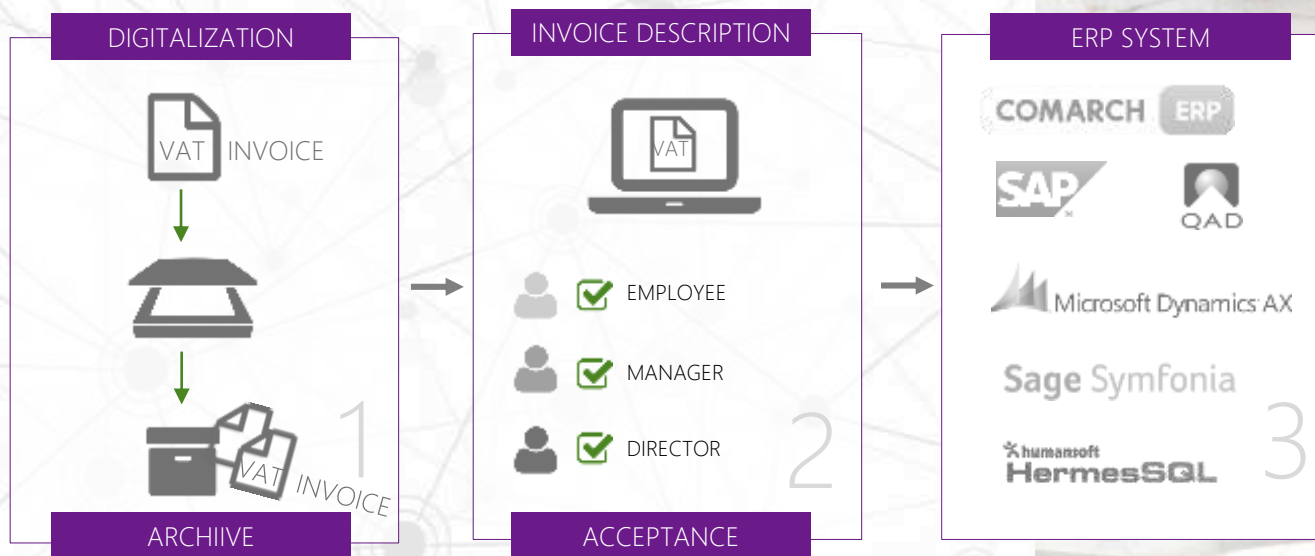
ARCHIVING

After the approval process, the document is stored in a central archive, to which the user has constant insight. The system is equipped with filters that make it easy to find classified documents quickly by name, date or content.

COST INVOICE FLOW

The system automates and supports the process of cost invoice flow, from the moment of acceptance to the accounting and archiving. The initial account assignment, description and efficient acceptance of documents facilitates the work of the accounting departments and substantially reduces costs. This solution enhances control over the timeliness and allows you to perform various types of cost analyses.

COST INVOICE FLOW PROCESS

he cost invoice flow process has been simplified down to three steps: registration of invoice in the system, Description and acceptance, export of the invoice to the buffer of the financial and accounting system.

DIGITALIZATION	INVOICE DESCRIPTION	ERP SYSTEM
VAT INVOICE	VAT	COMARCH ERP
	EMPLOYEE	SAP QAD
	MANAGER	Microsoft Dynamics AX
	DIRECTOR	Sage Symfonia
VAT INVOICE 1	2	humansoft HermesSQL 3
ARCHIIVE	ACCEPTANCE	

INVOICE STATEMENT

The system streamlines the acceptance process of cost invoices with the ability to track the history of changes. Acceptance control increases the efficiency of work on the documents for all departments. Automatic reminders of upcoming payments support financial liquidity. The possibility of an initial assignment of generic costs and cost center with mutual integration with ERP systems reduces the work time and increases the quality of data.

FLOW OF DEMANDS

The solution supports the creation and acceptance of internal demands and it allows optimization of the costs of procurement. Intuitive of the system enables efficient addition of the list of goods and services to the order form, which is the basis to starting the acceptance process. The solution makes current monitoring of process demand possible for all persons interested.

FLOW OF SALES ORDER

The system speeds up the process of sales order flow and increases the control over it. The solution enables you to quickly finalize the transaction, which results in increased satisfaction of the Clients. An accepted sales order is the basis for the issuance of invoice in the ERP system.

FLOW OF CONTRACT

The solution increases the effectiveness of the management of contracts, and thus provides financial security for the company. Full control over the introduced changes with the ability to restore an earlier version eliminates various errors. The system reduces the costs associated with the labor intensity. The option of many employees working on a single document results in faster finalization of the contract. The approved document is stored in a central archive, the insight to which is only provided for defined employees. Automatic notifications of the deadlines contained in the contract increase control over its implementation.

HR APPLICATIONS FLOW

The Enovatio Workflow System is a complete and easy tool that is also applicable for the HR applications flow process. The system's functionality eliminates the long procedure for filing and acceptance of paper applications, which in turn contributes to the reduction of the involvement of employees and the costs related thereto

HOLIDAY APPLICATION

The holiday application form includes details about the holiday and provides the ability to delegate substitutions in place of the employee. Substitutions are assigned according to a given department by the person accepting the application. The system allows entering the holiday application using readymade forms and scanned documents.

DELEGATION APPLICATION

The delegation application form includes detailed information about the delegated person, places, dates and purpose of travel. The application also includes the allowance/lump sum, and allows their settlement after the return.

ADVANCE PAYMENT APPLICATION

The application form for advance payment includes data such as title, amount, payment type, description, as well as the currency of the advance payment. The system facilitates complete summary of the costs and their settlement. The solution records all activity concerning the application along with the dates and comments.

WORKFLOW – DOCUMENT FLOW

MODELING AND STARTUP OF WORKFLOW PROCESSES

Within the system, you can define the paths of workflow and acceptance of documents in accordance with the company policy, or use pre-defined patterns. The implementation of stages of the process can be based on many factors, such as: acceptance, attaching documents, description, information or comments. It is possible to start the process from anywhere within the portal, and the persons involved have a continuous insight into this. This functionality makes for an efficient and smooth work of the users.

MY DESKTOP

The central place for work in the system for each employee is "My Desktop". This place displays:

- All processes and tasks to be implemented with specific dates of execution and the status of their implementation.
- Information about new and all documents assigned to the user.
- Appointments planned for a given day.
- In separate tabs: documents, workflows, reports, calendar relating to a given employee.
- Alerts concerning the user's matters. The system automatically notifies about changes made to a given document also by e-mails, which can be defined at various levels.

INTEGRACJA, BEZPIECZEŃSTWO

The flexibility of the system allows integration and exchange of information with ERP systems such as: Sage Symfonia, Premium/Forte, CDN Optima/XL,Tetra Line.500, Humansoft Hermes SQL, QAD, Microsoft Axapta, SAP etc.
The system provides highquality access security and optional data backup. The platform takes care of appropriate use of data and blocks public access to it.

INSTALLATION

Enovatio Workflow can be installed and run:
- In a cloud, on the Windows Azure platform
- On the Client's server

HARDWARE REQUIREMENTS AND LICENSE REQUIREMENTS TO RUN THE SYSTEM:

Application server	Windows 2008/2012/Azure Server + IIS + .NET Framework 4.6. Hardware requirements in accordance with the recommended requirements of the operating system.
Database server	SQL Server 2008/2012/2014/Azure + Reporting Services (also the Express Edition version – free) Hardware requirements in accordance with the recommended requirements of the operating system and the database server.
Client's computer Tablet	A computer equipped with a new web browser: IE, Firefox, Chrome or Safari. Screen resolution of at least 1280x720px.

MOŻLIWOŚĆ ROZBUDOWY SYSTEMU

Enovatio Projects – its functionality enables efficient project management and implementation thereof within the desired time, in accordance with the specification.

Enovatio Service – its functionality allows quick registration and handling of the notifications from users, Clients, as well as Contractors assigned to projects. This module makes reported problems transparent and solves them quickly.
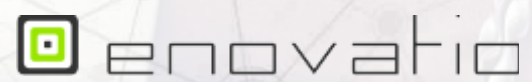
Enovatio Budget – its functionality allows you to manage finances, taking into account the specifics of the given project

Enovatio CRM – its functionality enables efficient Clients relationship management, as well as to fully create the strategy and the operating philosophy of the company.

7

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