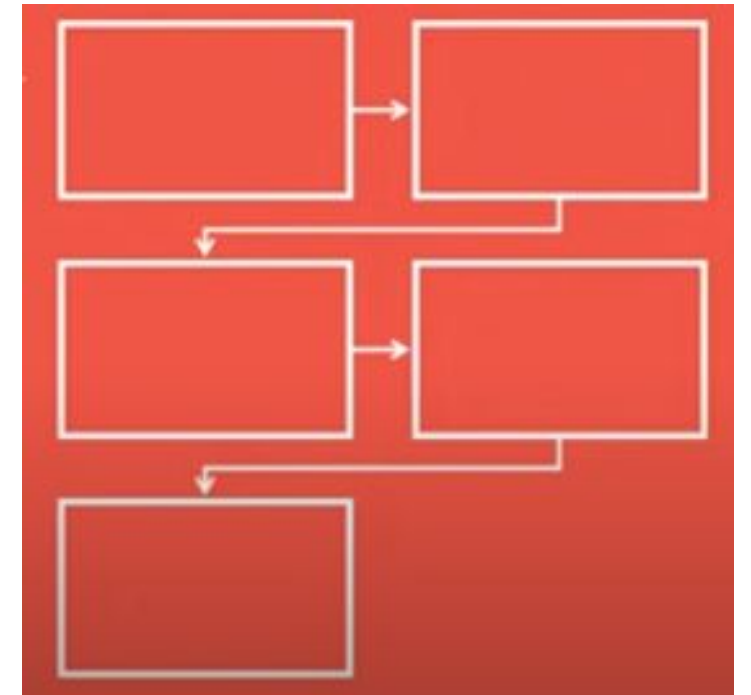


Work Flow

What is workflow charting

- Visual representation of a task or series of tasks
- Allows you to streamline your work



Understanding the Key Symbols



Tips & Tricks for Being Workflow Super Hero

- Focus on one process at a time
- Map out the ideal path first
- Use the correct symbols
- Clarity is key
- It's call a flow chart for a reason
- Be concise
- Be logical



Sample Workflow – Vacation Request Process



Improving Business Processes

- ✓ Define the problem
- ✓ Walk through the process
- ✓ Talk with users
- ✓ Fresh perspective
- ✓ Develop possible solutions
- ✓ **Verify solutions**

Sample Workflow – Vacation Request Process

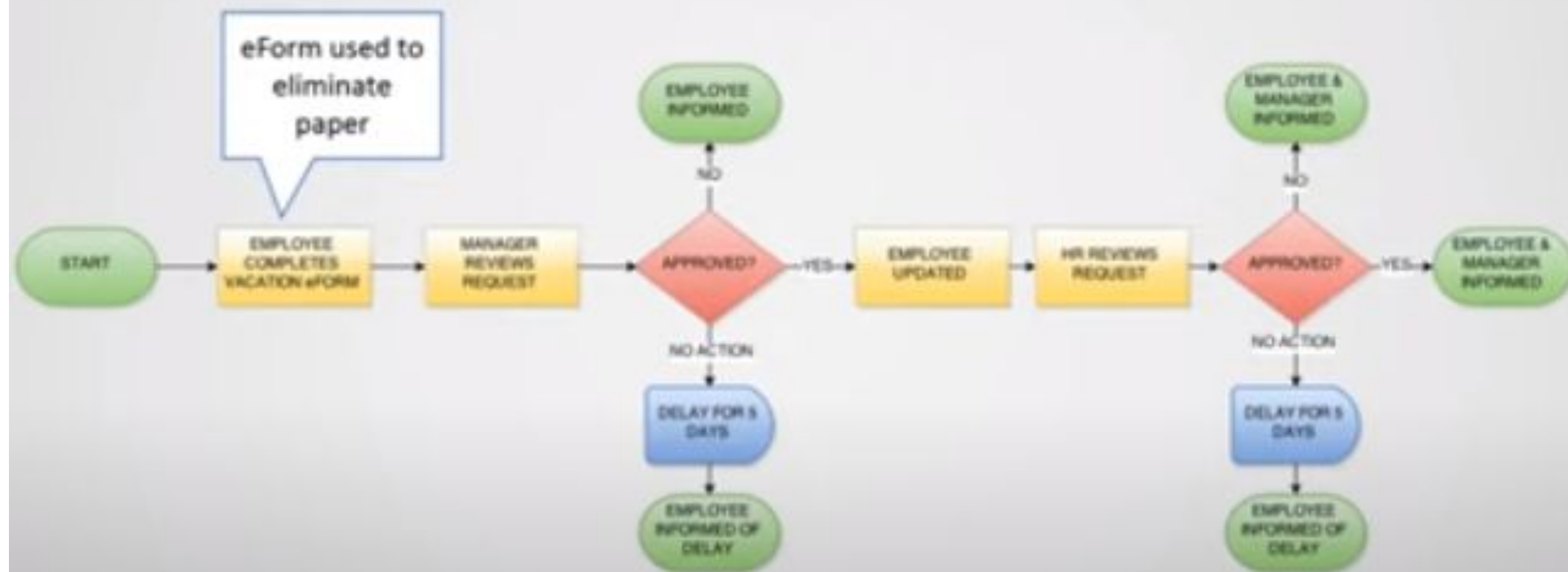


Areas the process could falter:

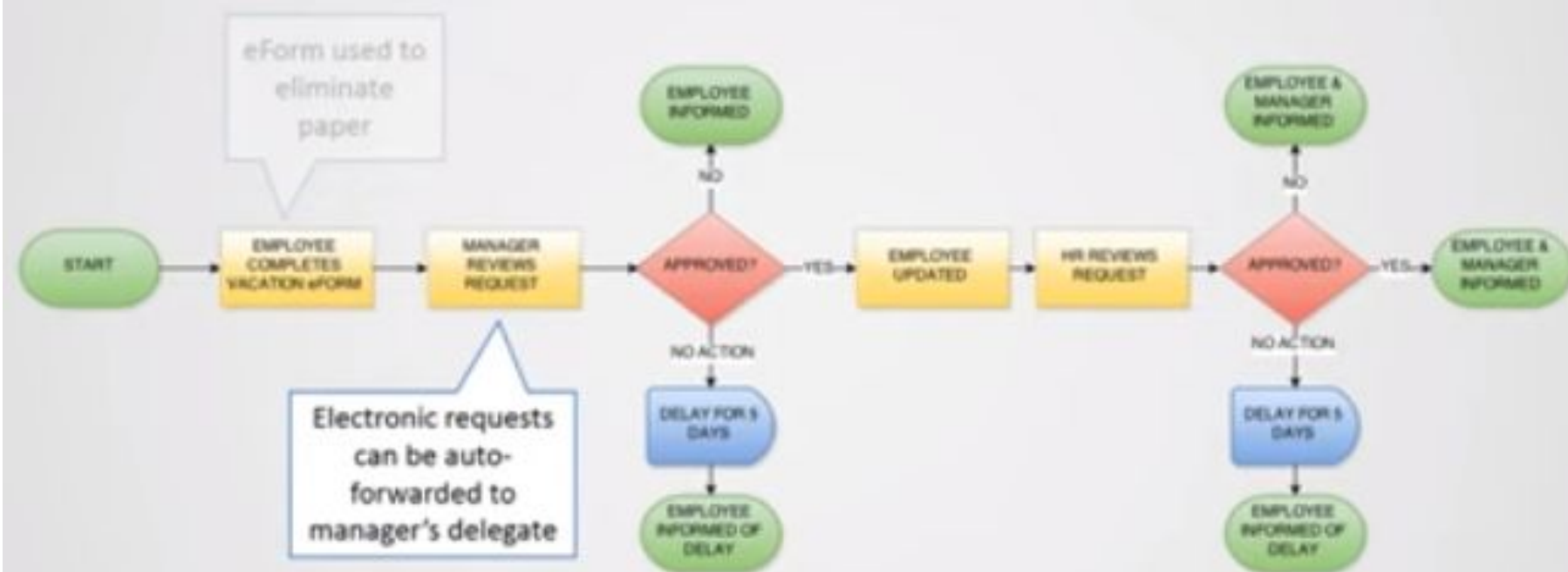
- The paper form could be misplaced
- How is the employee updated?
- What are the expected timelines?
- What happens if the manager is away?



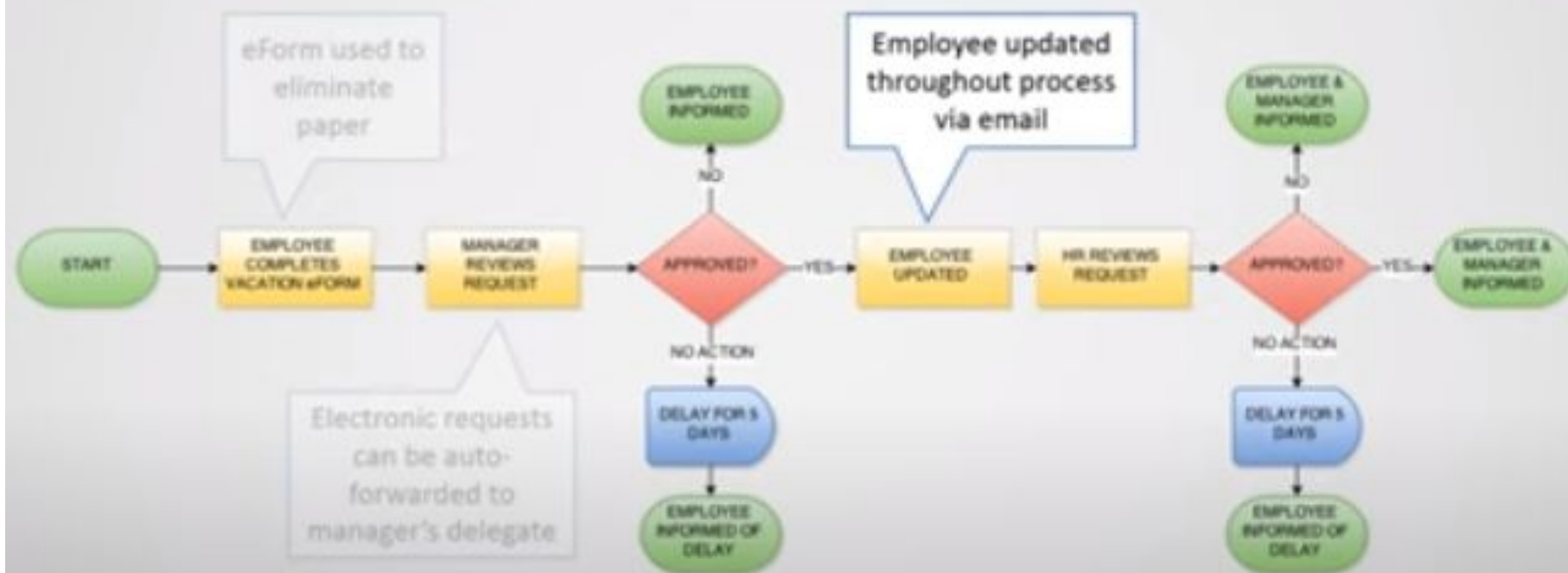
How Paperless Workflow Can Help



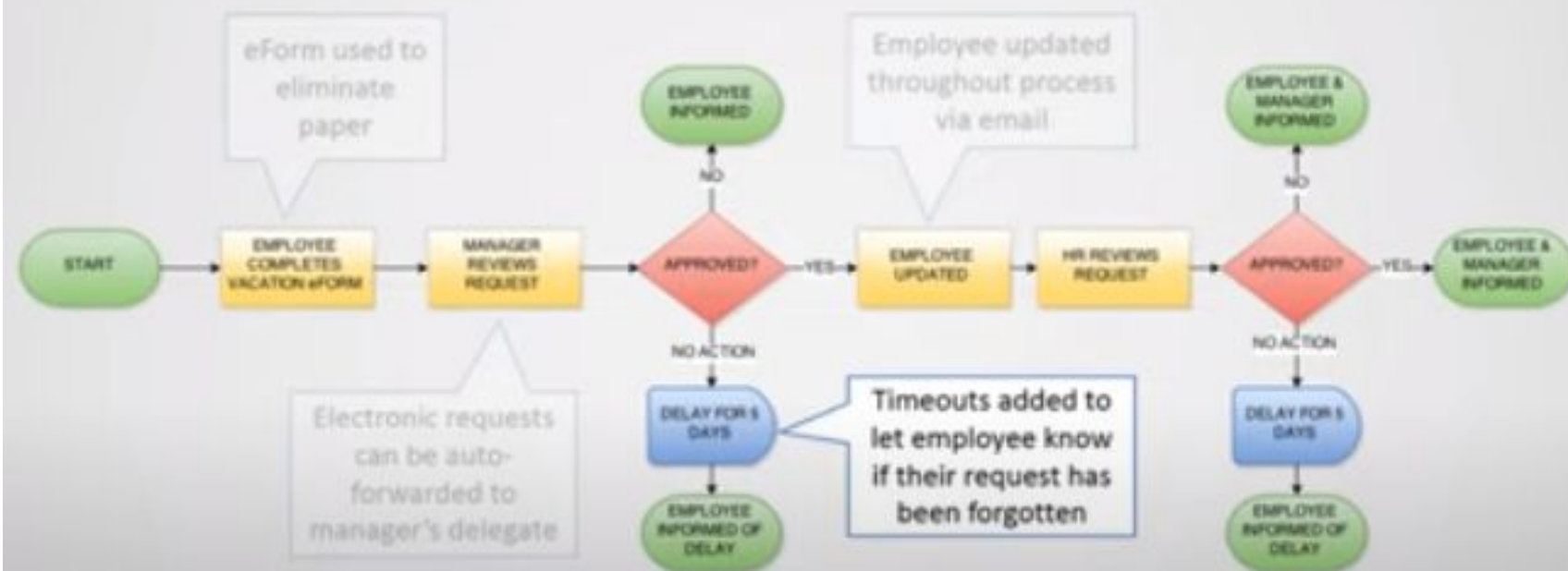
How Paperless Workflow Can Help



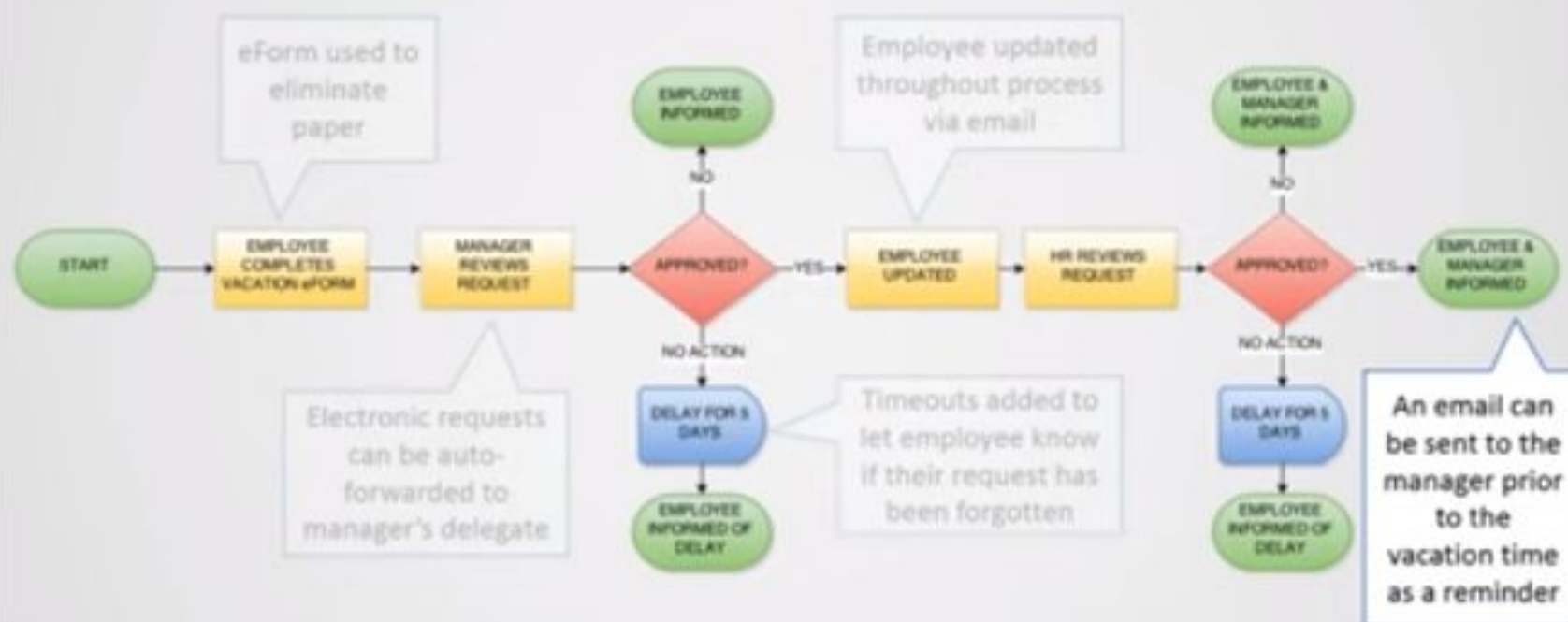
How Paperless Workflow Can Help



How Paperless Workflow Can Help



How Paperless Workflow Can Help



Common Electronic Workflow Applications

- Employee recruitment
- Policy distribution
- New client/vendor setup
- Accounts payable invoice processing
- Order submissions
- Application processing

Is Electronic Workflow Software Right For You?

- Are employees spending too much time doing low-value tasks?
- Are some swamped while others are idle?
- Are staff picking favorable projects?
- Are bottlenecks often caused by busy decision makers?

Other Benefits of Paperless Workflows



- ✓ Auditing
- ✓ Productivity analysis
- ✓ Automatic alerts
- ✓ Promotes uniformity
- ✓ Easier onboarding
- ✓ Related document matching
- ✓ Supports mobile workforce

Thank
you

