

Our Workflow Portal product

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PRODUCTIVITY *PLUS*.**





MAKING EASIER WORK OF WORK

Whether your organisation is evolving into the digital space or is still largely paper-based, your daily work effort is driven by a process that revolves around any content that needs to be actioned.

This could involve reviewing and responding to any number of initiatives – a ministerial request, a development application or the preparation of a report. And in the process of its creation, content may touch many parts of your business before being completed.

It's great in theory, but the world is learning that the digital revolution has created a brand-new set of challenges. While content is easier to access, share and re-use, its increased volume and variety of sources makes it much harder to keep track. Referencing the right document version can be frustrating, and effectively prioritising the associated tasks can slow you down.

How can you streamline these processes and help your people to simply get on with their jobs?



MORE MOBILE, WORKABLE – AND SIMPLY DOABLE.

The goal is to improve efficiency and productivity, reduce costs and ultimately improve response times to your clients.

By digitising the complex processes involved, **Workflow Portal for Content Manager** can deploy your resources much more quickly and efficiently. And because Content Manager's workflow engine is leveraged through a single, intuitive web interface, all team leaders and members stand to enjoy a richly enhanced workflow experience.

For task-driven organisations Workflow Portal is a great place to start developing and delivering digital workplace capabilities.

Keeping it simple

Workflow Portal delivers user and administrative tools such as In Trays, Shared Queues, Activity Forms, Management Screens and personalised Portal Pages through an intuitive web interface. This single interface streamlines the delivery and monitoring of day-to-day tasks, supporting end users who focus on task completion as well as their managers, who need to keep an eye on workloads, task progress and reallocation of work.

Delivering just what you need – exactly when and where you need it.

For task-driven organisations **Workflow Portal** is a great place to start developing and delivering digital workplace capabilities.

- View the overall status of your workflow processes more quickly and easily – or dig deeper into associated activities for more detail
- Simple electronic forms make it easier to understand the task requirements ahead
- The incorporation of proforma Content Manager documents ensures that the correct templates are always used within the business process. No more guesswork!

Workplace mobility and flexibility

- Capture documents, complete workflow steps and more on your smart phone or tablet when you're in the field with **Workflow Portal** mobility extensions.

AUTOMATING AND CONNECTING PROCESSES

Workflow Portal facilitates automated back-end tasks to support the business processes being undertaken.

Define your own back-end tasks and connect directly to the Workflow Services engine utilising Content Manager's Software Development Kit.

With the on-boarding of a new staff member, for example, the process can update the payroll system with relevant details. Or, a ministerial request response can automatically generate a custom email receipt acknowledgement. And content sensitivity may increase as a project progresses, Workflow Portal can automatically adjust its security to restrict access appropriately.

For those organisations with in-house development skills, broker agents incorporated into Workflow Portal allow you to define your own back-end tasks and connect these directly to the Workflow Services engine utilising Content Manager's Software Development Kit.

Knowing exactly what you need to do next

Workflow Portal splits your in-trays into; personal, group and suspended tasks making it easy to see what's allocated to you or your team – or what has been removed from your list. Filter, sort and tag operations all improve your ability to manage tasks efficiently and effectively.

The workflow enquiry screen lets you see, at a glance, all work related to selected processes and see within each process the status of each task or step. View your processes as-a-whole and generate reports directly from Workflow Portal.

No need to switch between applications – you can configure workflows directly from the Portal

- Once you sketch the workflow process in Content Manager setting up tasks is simplified within Workflow Portal
- You can configure Instructions, Time Alerts, Email Alerts, To-Do Items, Server tasks and many more features directly from Workflow Portal

Work the way you want with personalised task screens

- Select from the many task screens shipped with Workflow Portal or build your own task screens

- Users are presented with logical screens that are designed to have only useful and appropriate options.

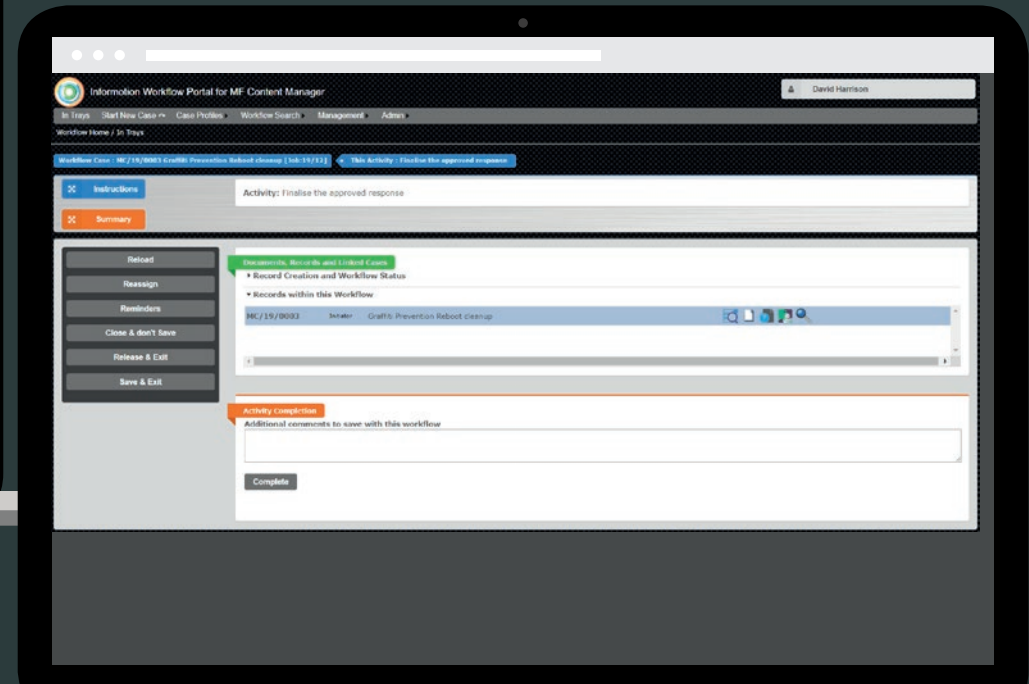
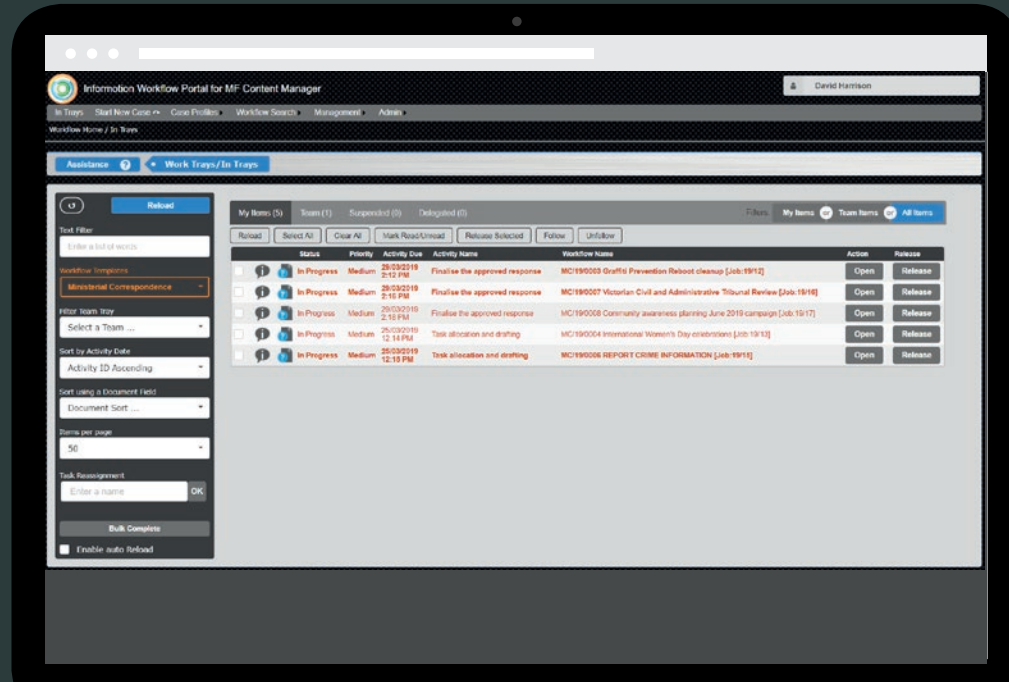
Simplify the management of multiple cases with enquiry screens

- The workflow enquiry screen lets you see, at a glance, all work related to selected processes and the status of each step within those processes.

View your processes as-a-whole and generate reports directly

- See the big picture

WORKFLOW PORTAL



PROFILE OF A PROFESSIONAL

INFORMOTION is an innovative professional services organisation specialising in the design and implementation of modern information management, collaboration and governance systems. With solutions built on world class platforms like Micro Focus Content Manager (CM), Microsoft O365 and SharePoint, LiveTiles, Ephesoft Transact and EncompaaS we can help you map and execute your digital transformation strategy – on-premises, in the cloud or hybrid.

INFORMOTION provides managed services for remote technical, and records management functional system checks. Hosted services are provided across: Azure, Optus Cloud, Private Cloud, the Government Data Centre and the eHealth platform.

INFORMOTION works with customers across all industry sectors

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