

Workflow

... is the automation of a business process, in whole or part, during which documents, information or tasks are passed from one participant to another for action, according to a set of procedural rules

PrimeLeaf's Workflow Management System (Krystal™ BPM) is a part of the Krystal™ Enterprise Document Management solution. The Workflow Management system is designed to work with document management systems and to automate the electronic document management process through seamless integration. The Workflow Management system interfaces with enterprise ERP systems or other external systems by using Java API and message-oriented systems such as IBM MQ Series.

Workflow Management is designed to enable business users to automate the document management submission, review, and approval process. The system can be used to replicate your own business processes. Workflow engine is developed on XPDL Standards. The Workflow Designer tool [Enhydra JAWE] simplifies the document management practice, ensures that users follow a standard document management process, and tracks the business activities within a centralized system



Krystal™ BPM

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Benefits

... summary below clearly demonstrates why Workflow is important.



Tangible Benefit Summary

♦**Reduced Operating Costs** - All organizations using workflow are reporting that their unit costs to execute a transaction are reduced. Using workflow achieves a 33 percent improvement in productivity, as measured by the cost to handle each case manually.

♦**Improved Productivity** - Routine and repetitive tasks can be automated, reducing cycle time by significant factors. Work can be processed 24 hours a day - a vital factor for large organizations with global operations and for all organizations involved in web-based commercial activities.

♦**Faster Processing Times** - As well as executing processes automatically in a computer, which tends to be faster than manual processing, workflow supports parallel processing. This means that if a task involves eight activities, maybe four of them can be executed at the same time, reducing the actual lapsed time considerably.

Intangible Benefit Summary

♦**Improved Services** - Workflow helps you give better service to customers. The time to do the work is reduced, fewer mistakes are made, and information about the work in progress is readily available.

♦**Improved Conditions for Employees** - Few people enjoy dull repetitive work. This type of work is the best candidate for automation, in most cases liberating staff to contribute at a much higher level to the success of the organization.

♦**Improved Change Management** -

Organizations can define, automate and continuously redefine its business processes Quality - Fewer mistakes from automation means a huge increase in quality of service for customers.

♦**Improved Communication** - With information about the business tasks readily available, communications are improved between people and across enterprises.

♦**Decision Support** - It is easier to make well-informed and effective decisions.

♦**Improved Planning Capability** - With information available about how the organization does its business, and about work-in-progress it is easier to make effective plans.

♦**Improved Deployment Capability** - Workflow users report that they are able to effect rapid changes in organization structure, and respond faster to market changes and new opportunities.

♦**Inter-Organization Communications** - Workflow supports activities that stretch across many organizations. For example, it supports shared processes within supply chain extending between many organizations.

Benefits: Cost savings

♦Proven savings million with a promise of considerably more in the future.

♦42 percent cost savings on operations.

♦33 percent cost reduction on document revision work.

Benefits: Work improvements

♦Integrated scheduling improved adherence to the work schedule by 33 percent.

♦Lost work documents reduced to zero.

♦Instantaneous routing.

♦Parallel routing of procedures reduces the time it takes to achieve any particular task.

♦No manual tracking of documents required.

♦Filing and distributing procedures performed automatically.

♦The number of stand-alone databases is significantly reduced.

♦Support work hours reduced via improved job co-ordination.

♦Supervisory reviews consolidated.

♦No need for manual revision verification.

♦Duplicate word processing eliminated.

♦Work scheduling and job co-ordination automated.

♦Supported work hours reduced via improved job communication.

Fast Fact

The average AP department increases productivity by 30% after implementing document imaging and workflow

Features & Components

... a list of our new features and components

XPDL Based

XML Process Definition Language is a standardized by The Workflow Management Coalition (WFMC). Krystal™ is based on XPDL and hence allows great flexibility in modifying the business process using any of the XPDL based GUI tools.

Graphical Process Designer

One of the most powerful features is the ability to create / design business process using graphical tool. You can use Enhydra JAWA a workflow editor to create your entire business process.

User and Role based queues

Krystal™ provides Users and role based work queues. This allows user to multitask between various business processes at once. On logging in to the system users will get the work cases on single click.

Email Notification and Confirmation

Event driven and automated email notification and confirmations are possible using Krystal.

WorkViews

WorkViews provide a snapshot of the cases which are available in ones work queues. Administrators can create work views for various scenarios and

assign rights to roles, groups or users for accessing it.

Advanced Search for Work cases

Users can search work cases on various criteria like: Start Date, End Date, Completed in last N Days / Week / Month etc.

Audit Trails & Reporting

Comprehensive Audit Trails and Reporting features allow administrator to view each and every activity on work case.

Krystal 2.0 Enterprise BPM comprises 3 major components.

Krystal™ Server

The Krystal™ Server is the core engine and manages the document repository.

Krystal™ is built using JAVA Technologies and uses XML interface to exchange documents. The captured documents can be stored into a variety of databases that include ORACLE / MS SQL / MYSQL.

It is flexible enough to be deployed on almost all platforms including Windows Server, Unix Servers and IBM e-Servers.

Krystal™ Capture

The Document Capture (Scan/Acquire) component allows users to scan, index and import the documents into the server component. Krystal™ Capture can be used with high speed ADF scanners for scanning large amount of documents.

This is a windows based application, developed using C# technology and is very efficient for scanning with personal document scanners.

Krystal™ Xplore

Krystal™ Xplore is the main user interface. It is a completely web-based application that allows users to access documents using a JAVA enabled browser from anywhere in the world.

It has a very simple and user friendly interface which enables users to search, download, export, and import documents and view and work on cases in assigned queues from Krystal™ Server