

## Rules change. People change. It happens. Go with the Flow.

Gain control of your process by automatically passing electronic documents or information from one participant or task to another in a way that is consistent and governed by your business rules. **INDICIUM Flow** not only helps managers to improve and automate business processes, Flow also enables you to quickly make changes to a process when you need to, without waiting for a programmer.

The **I-Flow Template** graphically depicts how the process flows, allowing you to define exception handling, set response timeframes and alerts, establish security levels, and determine how workflow progress will be tracked.

### Workflow that Puts You in Control

INDICIUM Flow is a business-centric workflow environment that benefits your company, your managers, your employees, and your customers. It can be fully integrated with INDICIUM DM or another document management product to capture and harness the power of your paper and other electronic documents. Save time and money by integrating INDICIUM Flow with your line of business applications to fully streamline your business processes. Cost savings, time savings, what's not to love?

**Improved efficiency** – process steps are minimized, the risk of delayed or misplaced work is greatly reduced. Work tasks are assigned to the right person at the right time, with response expectations.

**Better process control** – standardized work processes and audit trails give managers the ability to balance workloads and control access security.

**Reduced training cost** - automated workflow can help guide new employees through complex procedures in a consistent manner with less supervision.

**Employee satisfaction** – users have confidence that they are doing the right task and the satisfaction of completing tasks with less conflicting requirements.

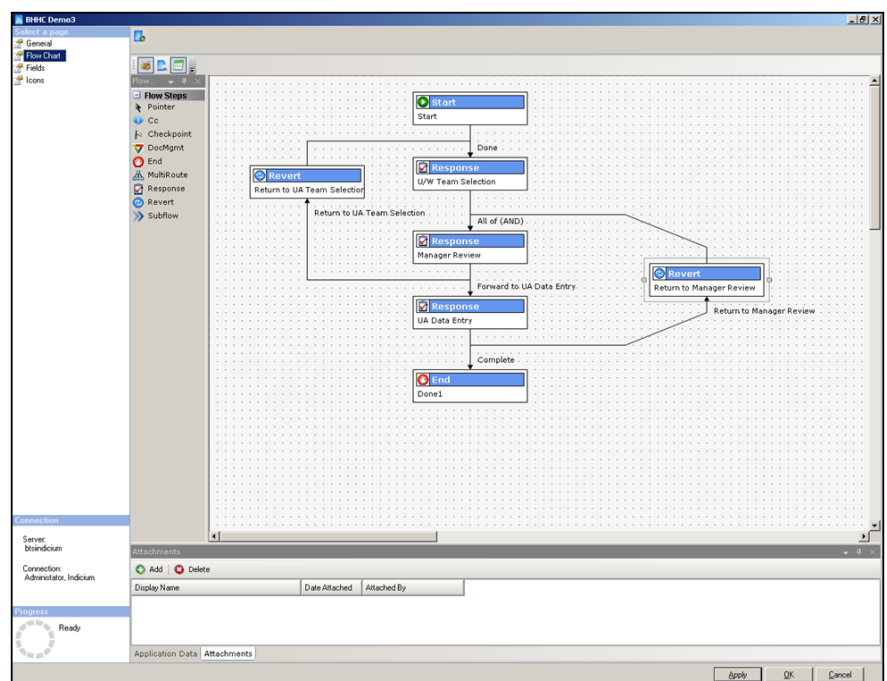
**Improved customer service** – consistency in the processes leads to greater predictability in levels of response to customers.

**Flexibility** – managers can quickly redesign a process to comply with changing business needs, ensuring simultaneous notification to all users.

**Business process improvement** – streamline and simplify processes, allowing managers to concentrate on the handling of special cases and on employee development.

**Compliance** - federal, state or other organizational requirements can be governed by your automated workflow, providing a simplified way of substantiating and reporting compliance.

**Secured Privacy** – information access can be granted on an individual or work-group basis.



# INDICIUM Flow

## Product Highlights:

- Quickly define work queues, assign users, and develop routing rules without any software coding
- Assign individual/group user rights to items within queues to ensure authorized access and support compliance requirements
- Seamlessly integrate existing line of business functionality
- Audit the complete history of a work item with minimal effort for reporting and compliance
- Customize alarms and message alerts to tell users and administrators when time limits are exceeded or other pre-defined conditions are met
- Create an unlimited number of structured workflows to fit your business needs enterprise-wide
- Define exception flows and do ad hoc routing
- Create sequential as well as parallel active tasks
- Establish conditional routing
- Define data or business-driven workflows (with or without documents)
- Sub-flow launch capability
- Graphical flow monitor
- Before and after-step scripting
- ASP.NET technology
- Support for standard databases (SQL Server, Oracle, IBM DB/2)
- Full API allows you to build reply agents, and build/manipulate flow templates

### About INDICIUM Software, Inc.

INDICIUM Software, Inc. is a leading provider of document capture, management, and workflow software products to manage documents electronically and automate business processes.

The INDICIUM product suite is distributed through a network of solution providers to clients in numerous industries. For more information, visit [www.indiciumsoftware.com](http://www.indiciumsoftware.com), or contact [sales@indiciumsoftware.com](mailto:sales@indiciumsoftware.com) or your INDICIUM reseller.

### Your INDICIUM Reseller:

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