

WORK4MANCE

MANAGE, ORGANISE AND TRACK OFFICE PROCESSES

This software application is essential, where an effective co-operation is needed between team members and organisations to perform their tasks and manage their processes.

The **Work4mance** application package can completely or partially automate business processes, where information, events and tasks are shared by a range of participants and corporate roles having different management authorisation levels. Users can transparently control documents, changes, updates, authorisations and distribution even in very complex work processes, using pre-defined templates. Regulated access is enabled to all related documentation.



FREE FLOW OF INFORMATION AND TRANSPARENT PROCESSES

Participants of the process can share information, no need to search for the necessary data, as the system guarantees that all information required for completing the task is available.



CREATE YOUR OWN WORK PROCESSES

Users can define their own work processes matching the needs of the organisation. Once defined, the actual process is created within the system with the support of our consultant, while a generated flowchart enables users to oversee the whole process flow easily.



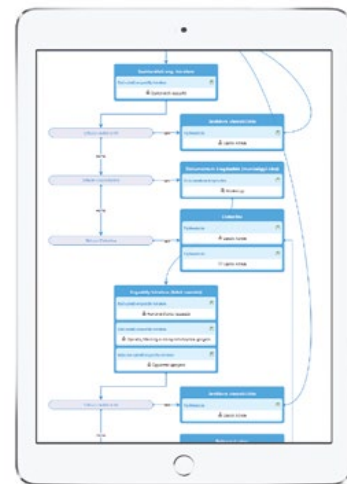
EFFICIENT WORK WITH AUTOMATED NOTIFICATIONS

The system sends automatic alert message about tasks to be performed, and it takes only one click to complete them quickly and effectively. All participants can view their own workflow processes.



HOW TO INTRODUCE **WORK4MANCE** AT YOUR ORGANISATION?

- 1 The representatives of various areas within the organisation define and elaborate their work processes which they want to use. They can use text description, handwritten flowcharts, or a list of authorisation levels and personnel.
- 2 Consultation and development services of supplier support the creation of actual work process within **Work4mance** within 2-3 days.
- 3 The designed process can be viewed in **Work4mance** as a flowchart to enable staff to view and check all elements easily.



BENEFITS

During workflow process management all users can perform their tasks according to their role within the organisation, receiving all necessary data, information or instructions automatically. The application is easy to understand and use, reduces time spent with document management and works as an automated administrative assistant. Both managers and team members have interest in having a system which makes processes faster and more transparent, and results in a measurably improvement in efficiency and profitability within the organisation

Managing authorisation is also an important security element of the proposed workflow system. The user can see the current status of the work process, manage tasks and deadlines according to his/her actual authorisation level.