

Hyperwave Workflow



Distribute, Control, Delegate

Hyperwave Workflow brings documents and people together with business

processes. Clearly defined communication paths, task lists and document standards not only raise the quality of information, but also assist the timely processing of tasks.

The Architecture

Hyperwave Workflow allows every employee with the appropriate rights to set up a business process quickly and intuitively, with the help of a graphical tool. The dynamic role system, which conforms to strict security standards, helps you to define access rights for tasks and documents. Because Hyperwave Workflow is based on the infrastructure and services offered by Hyperwave IS/7, the Enterprise Content Management platform, all relevant document management functionality is available to you at every stage of process design. Documents are version controlled, ensuring comprehensive traceability. Because it

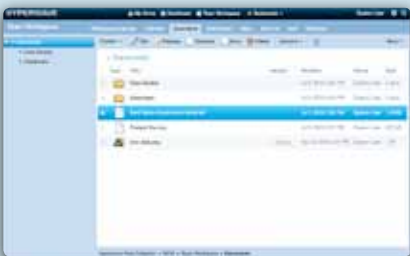
uses completely web-based technologies, Hyperwave Workflow can be deployed immediately and everywhere, without a major rollout.

Distributing

Very specific distribution of information is essential to the success of an organization. Circulars, floating files and e-mail mailing lists can be replaced with Hyperwave Workflow and thus controlled much more easily. You will no longer need to manually check whether or not information has been read. Mailing lists will also be automatically kept up-to-date, allowing for internal substitution arrangements. Unlike with classic

floating files, Hyperwave Workflow allows a parallel distribution of information, increasing the circulation and the up-to-dateness of the information.

Whether you are processing applications, letters of complaints or quotations, in order to be effective, consistent and traceable, the process must be properly defined. Hyperwave Workflow makes it easy for you to implement your defined processes, and guarantees they will be adhered to. It also allows you to make changes to processes that will take immediate effect.



TASK DASHBOARD

Having an immediate overview of all my tasks and access to the status information of other team members' tasks facilitates collaboration and ensures that tasks will be carried out quickly.

” *When there are many tasks that must be completed by the team at the same time, it is important not to lose sight of the bigger picture. Hyperwave Workflow is easy to use and allows you to keep track of everything and work effectively together.*



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Delegating

Hyperwave Workflow is designed to support working in teams. Anywhere a task is to be completed by a member of the team, they can also dynamically assign the task. Of course, substitution and delegation arrangements are taken into account.

Naturally, the team leader or the team member who delegated the task is continuously informed about the current progress, in order to take alternative action if necessary.



Controlling

Standard processes such as „second set of eyes“ editing, or vacation and travel applications can be easily defined and then combined with a dropbox. Dropboxes are virtual postboxes, which are connected with a team workspace or set up in a particular place on the intranet. These dropboxes trigger the business process that is defined for them. The user does not need to worry about the process at all, he just moves his document to the appropriate dropbox. Hyperwave Workflow allows you to connect with external systems using system tasks. In this way, you can pass task information to another system, or retrieve the information you need for a task from an ERP system (e.g., SAP).

Functions

Defining Workflows

- ✓ Graphical browser-based design tool with drag-and-drop
- ✓ Easy to create and keep track of different versions of the workflow definition
- ✓ Workflow forms and a simple form editor

Workflow Cycle

- ✓ AND/OR routing allows for complex routing scenarios
- ✓ Choose decisions
- ✓ Milestones for monitoring tasks
- ✓ System tasks for „automated“ tasks
- ✓ Delegation and substitution settings
- ✓ Simple monitoring of processes
- ✓ Regulate tasks via e-mail

Security

- ✓ Audit trails and History (simple traceability)
- ✓ Version control for all documents
- ✓ Access administration during the process

Collaboration

- ✓ Group task lists
- ✓ Personal task lists
- ✓ Dashboard

Miscellaneous

- ✓ Workflow archive
- ✓ XML-based format for workflow definitions guarantees compatibility with other applications
- ✓ Full integration into all IS/7 modules
- ✓ Completely browser-based user interface

SYSTEM REQUIREMENTS

Browser

Internet Explorer 7.0 and higher
Mozilla Firefox 3.6 and higher

Server

Hyperwave IS/7

Client operating system

Windows XP SP3
Windows Vista SP2
Windows 7
Mac OS X 10.4 and higher
Linux/Unix

SYSTEM CHARACTERISTICS

Multilingual and international.
Administration in your web browser.
Can be integrated using web services (for example).
Extensible using an open programming interface and SDK.

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