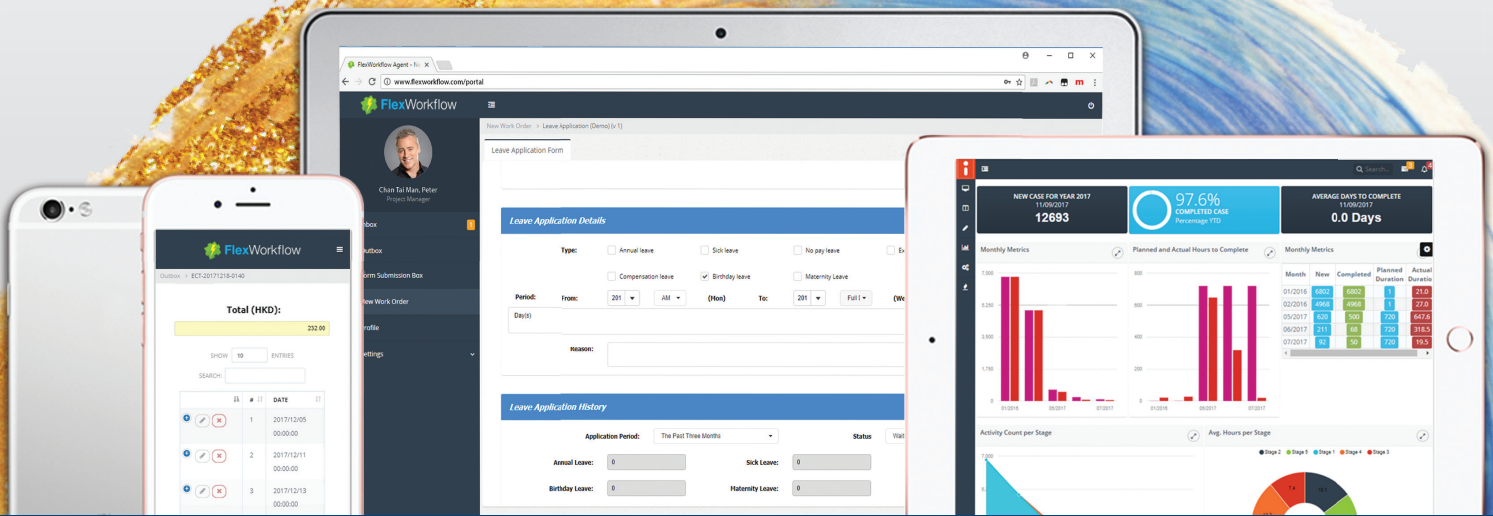




FlexWorkflow is typically classified as a **Business Process Management (BPM)** solution that effectively assists users to easily design, simulate, implement, monitor and measure workflow for business and administration processes. With FlexWorkflow, every of your business processes and daily manual work will be automated through the system, which in return drives business process and ultimately enhances corporate efficiency.



Traditional manual work processes encounter **many different problems**, for examples:



**LONG** processing time to circulate paper forms



**DIFFICULT** to measure processing time & workload of individual employee

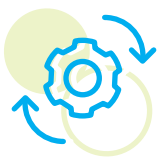


**NO** easy way to track project status



**UNABLE** to collect process statistical data for analyses & evaluations

## FlexWorkflow, your Ultimate Business Problem Solver



### Stop Manual Handling

Paper-based forms are costly to print, store, distribute and process. FlexWorkflow automates complex business process to save processing time and handling cost.

### Speed Up Business Processes

With process automation and refined workflows, the lifecycle of standardized document approval is now minimised and more efficient.



### No More Errors & Miscommunications

Standardization ensures process consistency, eliminating human errors and problems due to lost or time-consuming requests.



### Better Performance Monitoring

Allows real-time access to current activities or completed processes, having visibility in work lifecycle and business insights.



## FEATURES



### FLEXWORKFLOW AGENT

**FlexWorkflow Agent is a one-stop HTML5 user interface for end users daily operations.**

- End users can initiate a new work order and check their daily tasks
- Other than traditional thin client, FlexWorkflow agent support remote access anywhere, anytime on any device
- Multilingual support such as English, Traditional Chinese, Simplified Chinese, Japanese & Portuguese



### FLEXWORKFLOW MONITOR & REPORT

**FlexWorkflow Monitor is a tracking and analytical tool for monitoring process status. Supervisor can also turn the workflow statistical data into reports for further analysis.**

- End users can track the current status of their own tasks
- Supervisor or manager can monitor the status of their subordinates
- Performance and productivity analysis reports or user-defined reports
- Workflow data can be exported into other formats such as MS Excel



### FLEXWORKFLOW DESIGNER

**FlexWorkflow Designer allows users to design their own workflows and forms. With the intuitive designing tool, user can design their business process & electronic form graphically by simple drag-n-drop.**

- Low code development platform
- Business logic on eForm and process routing can be defined by simple settings
- Group or role based process recipients



### APPROVAL HIERARCHY CHART

**Approval Hierarchy Chart defines the hierarchy structure of the company.**

- Manage organization structure and project groups graphically
- Role based setting - assigning tasks to users of a specific role within the department
- Support project orientated groups - setting a temporary group with users from different departments for a particular project



### INTEGRATION & AUTOMATION

**Seamless integration with FlexSystem product family, such as FlexAccount, Trading, HR System etc.**

- Support office automation such as email notification
- Support Open Database Connectivity (ODBC) standard database connectivity such as MSSQL, Access, Oracle, Excel etc
- Leverage existing databases and applications
- JSON/XML standard is fully supported
- Scalable and robust system architecture