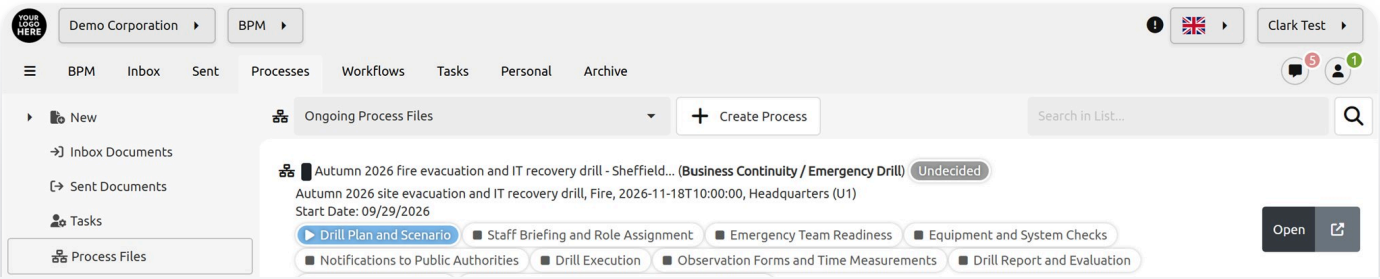
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MODULE

Process Management System

Easy Management of Complex Processes | Advanced Rule Engine | Dynamic Monitoring and Reporting | Flexible Integration



Discover Documenos® Process Management.

It provides a platform where complex business processes can be modelled with simple tools and process steps can be run synchronously or asynchronously, dependently or independently. Business processes that involve multiple departments, require tracking of multiple documents, files, tasks and more, and depend on inter-departmental coordination can be managed with maximum flexibility and in line with the rules you define for each process step.

With Documenos®, you can manage your business processes quickly, easily, securely and clearly, no matter how complex they are or how many parameters they depend on.

17 Ready-Made Process Templates

Each template comes ready with its steps, step owners and process data fields. Use templates as they are, adapt them to your own rules or start with a blank process. Templates can be moved to other installations by exporting and importing them.

- Purchasing Process 11 steps
- Staff Assignment Process 4 steps
- Performance Review Period 8 steps
- Quality Management System Audit Process 6 steps
- Management Review 12 steps
- Workplace Accident Investigation File 9 steps
- Business Continuity / Emergency Drill 10 steps
- Annual Budget Preparation 9 steps
- Year-End Closing and External Audit Preparation 11 steps
- Annual General Meeting Preparation 11 steps
- M&A Due Diligence 12 steps
- Litigation and Legal Dispute File 8 steps
- Tender / Proposal File Preparation 9 steps
- New Product / Service Launch 10 steps
- Corporate Event / Trade Fair Organisation 10 steps
- New Branch / Office Opening 12 steps
- IT System Rollout 10 steps

Features

Our customers' favourite features

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Complex Process Modelling

Lets you model simple or complex business processes step by step, with every process designed in a user-friendly interface.

Flexible Process Steps

Each process step can run together with one or more other steps and can be managed by multiple departments or users.

Rule-Based Process Management

Offers detailed configuration options for operations that require tracking documents, tasks or files within defined rules.

Multi-Department Coordination

Simplifies task distribution by defining processes that require coordination across multiple departments with maximum flexibility.

Notification and Approval System

When each process step is completed, automatic notifications and approval requests are sent to the relevant people to keep the process moving.

Process Monitoring and Performance Tracking

With performance analyses and process reports, you can monitor the progress of all your processes in real time and take actions that boost efficiency.

Event Trigger Definitions

By defining automatic triggers at specific stages, the process can move on to the next step when certain conditions are met.

Authorisation and Access Control

Ensures secure, controlled work by defining specific access permissions for every step in the process.

Advanced Analytics and Reporting

Analyses data from completed processes and provides detailed reports for process improvement.

Flexible Process Configuration

Lets you tailor your business processes to your needs with easily adaptable process structures suited to every industry and business model.

Asynchronous Execution Model

Allows different process steps to run at the same time.

Download for Free

See the full module and its screenshots on our website.

documenos.com

Partner with us to make your business shine!

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