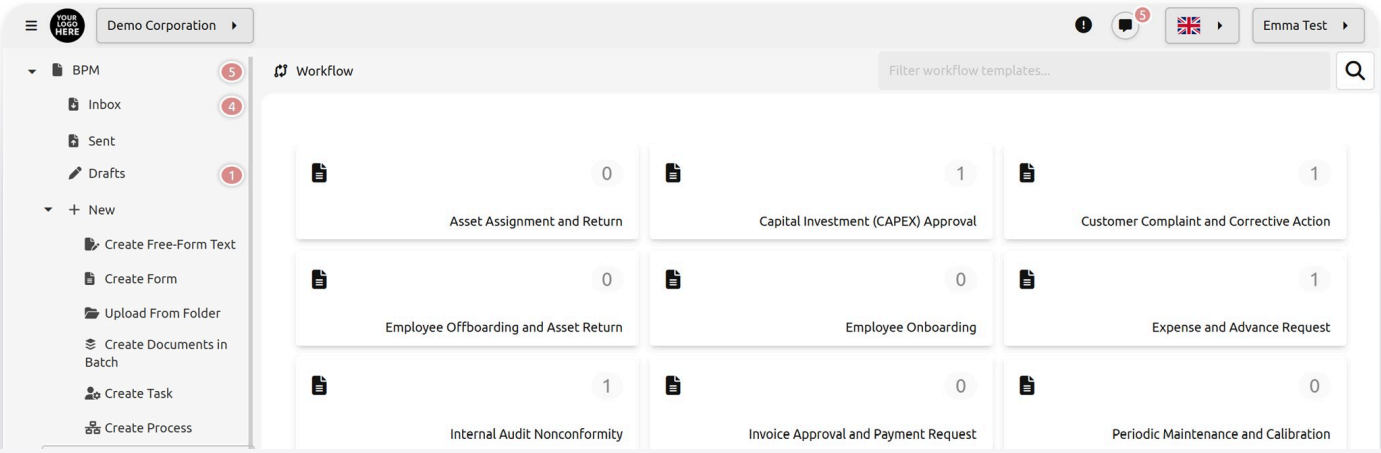
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MODULE

Workflow Management System

Dynamic Workflow Design | Flexible Authorisation | Notification and Monitoring | Scheduling and Automation



Discover Documenos® Workflow Management.

Documenos® Workflow Management lets you run your workflows within a dynamic structure. It allows you to define unlimited workflows without writing code, even for complex scenarios, and is designed so you can easily track every step and keep full control with flexible authorisation options.

Define unlimited, flexible workflows with zero coding knowledge. Start your workflows from web forms if you wish and route them dynamically. Attach files, forms or documents at every step. Turn chaos into order with the Documenos® workflow management system.

14 Ready-Made Workflow Templates

Each template comes ready with its steps, step forms and permissions. Use templates as they are, adapt them to your own approval chain or start with a blank workflow. Templates can be moved to other installations by exporting and importing them.

Purchasing

Purchase Request – Approval – Order – Goods Receipt 8 steps

Supplier Approval and Evaluation 8 steps

Finance

Invoice Approval and Payment Request 8 steps

Expense and Advance Request 8 steps

Investment (CAPEX) Approval 8 steps

HR

Recruitment 8 steps

Employee Onboarding 8 steps

Employee Offboarding and Asset Return 7 steps

Asset and Equipment Handover / Return 8 steps

Sales

Quotation – Contract – Signature 8 steps

Quality

Customer Complaint and CAPA 8 steps

Internal Audit Nonconformity 7 steps

Maintenance

Periodic Maintenance and Calibration 7 steps

Service

Technical Service 5 steps

Features

Our customers' favourite features

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Dynamic Workflow Design

Provides dynamic workflows that can be defined and modified to suit each specific need.

Automatic Notifications

Keeps all relevant parties up to date by automatically sending notifications at every step of the workflow.

Download for Free

See the full module and its screenshots on our website.

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Role-Based Workflows

Restricts the workflow with role-based access so that only the relevant people can reach it.

Flexible Permission Definitions

Security is ensured by defining different permission levels for each workflow step.

Event Triggers

Keeps workflows moving automatically by defining triggers for events that occur at specific steps.

Document- and Task-Based Workflow

Defining workflows for specific documents or tasks helps work move forward faster.

Real-Time Monitoring

Ensures workflows run without interruption by monitoring every step in real time.

Status and Step Tracking

Improves workflow performance by tracking the status and progress of every step.

Email and SMS Notification Integration

Informs users about important workflow steps via email or SMS notifications.

Reporting and Analytics

Lets you evaluate completed workflows with analytics and reporting options.

Corporate Email Integration

Automatically triggers new workflows from emails received at your corporate email address.

Partner with us to make your business shine!

documenos.com
info@documenos.com