

## enabler<sup>4</sup>BIZ® as Workflow Solution

In every company, there are recurring processes and procedures. The tracking and documentation of these procedures varies from written notes to extensive protocols.

With the help of the enabler<sup>4</sup>BIZ Workflow Solution, defined processes on the basis of a simple Workflow Management System are managed and documented via defined interfaces – therefore, seamless processes are guaranteed. On the basis of the electronically depicted procedures, requirements, changes, complaints as well as official channels are easily, quickly and seamlessly processed.

### ▶ Extensively customizable workflows

With over 25 activities that can be combined in different ways, the enabler<sup>4</sup>BIZ Workflow Solution offers all possibilities to customize workflows according to the company's requirements. This includes logic branching, automatic e-mail notifications, user-specific forms, loops, attachments, etc.

Despite the many possibilities, the enabler<sup>4</sup>BIZ offers a simple solution for complex procedures.

### ▶ Manage structured procedures effectively

Available structures and form sections support you for the definition of the individual processes. With the help of these processes, procedures are electronically processed effectively. Due to the specific structure, missed process steps become a thing of the past.

### ▶ Document storage via electronic file

Via the activation of already integrated functions, each workflow can be made into an electronic file. Here, on any server, a directory for each started workflow is created, in which any data can be stored.

### ▶ Clear differentiation of states via freely definable states

Individual or several steps can be given a status in the course of the workflow design. This enables to show the current status of each workflow at any time.

### ▶ Maintain an overview at any time

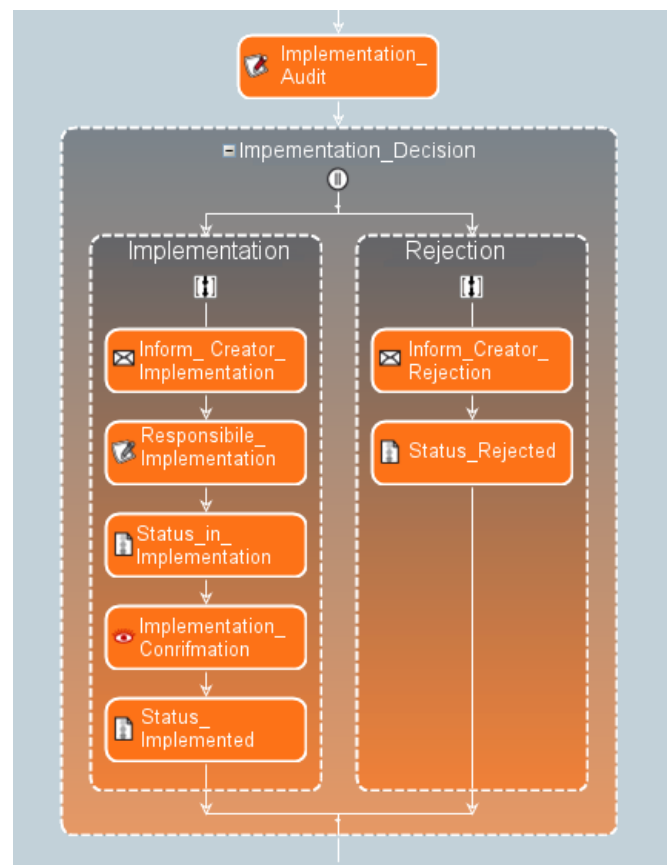
With the enabler<sup>4</sup>BIZ you have an overview of the current states at any time, which is enabled via the automatic creation and documentation of the identifiable business case. This supports ongoing check/review of existing processes and the elimination of potential sources of error.

### ▶ Accelerate the processing and lead times

Clear allocation of responsibilities and reminder function via automatically generated e-mails support the processing of individual work steps. The possibility for the automation of selected procedures shortens the lead times and thus accelerates the processes significantly.

### ▶ Easy evaluation of results

A flexible reporting system supports the easy evaluation of workflows.



## enabler<sup>4</sup>BIZ as Workflow Solution

- ▶ Easy processing of requirements, changes, etc.
- ▶ Optimization of lead times via partial automation of procedures
- ▶ Efficient process support via customizing of individual work steps

ONLINE-  
DEMO SYSTEM:  
<http://www.enabler.info>

## Application Example

On the basis of an example, the simplicity and logic behind the **enabler<sup>4BIZ</sup>** Workflows shall be demonstrated. This example shows an idea workflow, which shall document the recording, evaluation and release as well as the implementation of the proposal as an internal proposal scheme.

All key persons, notification recipients and notification texts are freely selectable and changeable by the administrator.

### ▶ Start

Every authorized user may start a workflow to record his ideas.

### ▶ Recording

The user is automatically redirected to the recording of the idea after start. This takes place via filling out an electronic form. After recording, the workflow is forwarded to a predefined person for preliminary review automatically.

### ▶ Preliminary review

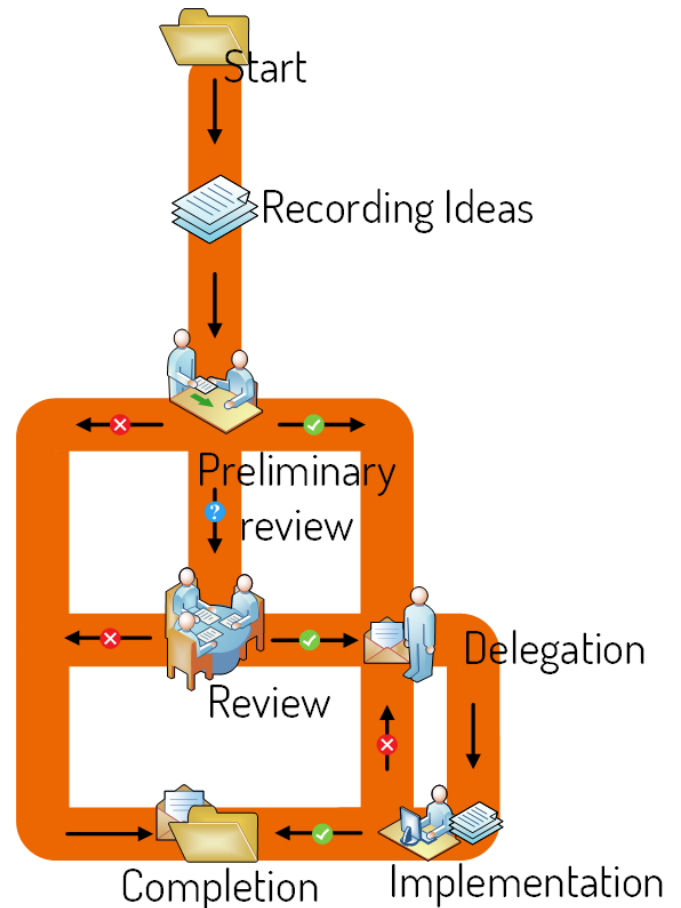
In the framework of the preliminary review, the meaningfulness of the proposal is reviewed. The preliminary reviewer can approve or deny it. If a more thorough review of the proposal is required, the preliminary reviewer forwards the idea to a committee. In the case of denial, the user who submitted the idea is informed.

### ▶ Review

In the framework of the review, the final decision regarding implementation or denial is made. This is made by the committee, which is informed via e-mail beforehand. The decision is documented in the workflow with the help of an electronic form and can be made by any member of the committee.

### ▶ Delegation

After positive decision in the preliminary review or review, the delegation to a user that is subsequently responsible for implementation, takes place. The responsible user is informed via e-mail. In the framework of the delegation, the maximum duration for implementation is also defined.



### ▶ Implementation

In this step, the responsible user can document his work. By doing so, authorized persons can inform themselves about the work progress of the implementation of the proposal. If the deadline is not met, warning e-mails are sent. The responsible person can carry out the implementation of the proposal at any time or ask for delegation to another user.

### ▶ Completion

If the workflow is completed by the responsible user, the person who initially proposed and the preliminary reviewer are informed via e-mail.

### ▶ Further application possibilities and examples

Incident and Ticket System, support and documentation of product tests, release workflow for knowledge database entries, travel authorization request (incl. claims for dietary and travel costs as well as all required forms for the HR department), product planning process (from idea to calculation, amortization calculation, obtaining the required releases up to the production support by SVP), performance reviews and evaluation (regular resubmission including print-ready reports for the personnel file)